

Valley Springs Middle School

P.O. Box 640

Valley Springs, AR 72682

(870)302-3061 Fax: (855)-604-0963

Tony Mincer, Principal

To: Valley Springs Patrons, School Staff, and Students

The mission of the Valley Springs Middle School is to provide a community for learning that meets the physical, intellectual, emotional, and social needs of the middle level student.

Upon accomplishing this mission, Valley Springs Middle School students will have the opportunity to choose a path toward a productive and fulfilling life.

In this regard, this handbook is prepared so that all members in the middle level education community may become familiar with, and abide by, a procedure commensurate with our mission as a school.

Sincerely,

Tony Mincer
Middle School Principal

SCHOOL CALENDAR

August 6,7,10,11 Certified Staff Development
August 24. Classes Begin
September 2. Early dismissal for students
September 7. Labor Day Holiday
October 7. Early dismissal for students
October 22. End of 1st Quarter(43 days)
October 29. Parent/Teacher Conferences (2:00-8:00 p.m.)
October 30-November 2. Fall Break
November 4. Early dismissal for students
November 25-27. Thanksgiving Holiday
December 2. Early dismissal for students
December 22. End of 2nd Quarter(38 days)
December 23-January 3. Christmas Break
January 4. Classes Resume
February 3. Early dismissal for students
March 3. Early dismissal for students
March 5 End of 3rd Quarter(45 days)
March 11. Parent/Teacher Conferences (2:00-8:00 p.m.)
March 22-26. Spring Break
April 7. Early dismissal for students
May 5. Early dismissal for students
May 25. End of 4th Quarter(52 days)
May 26. Teacher Inservice
178 Student Days 5 AMI Days 5 snow days(used after AMI)

CLASS SCHEDULE-7th & 8th GRADES

1 st Period 8:00-8:50	Lunch 12:10-12:40
2 nd Period 8:55-9:40	5 th Period 12:40-1:30
RTI Period 9:45-10:15	6 th Period 1:35-2:20
3 rd Period 10:20-11:10	7 th Period 2:25-3:15
4 th Period 11:15-12:05	

Valley Springs Middle School

Master Schedule 2020-2021 7th – 8th Grade

Teacher	1 st Period 8:00-8:50	2 nd Period 8:55-9:40	RTI Period 9:45-10:15	3 rd Period 10:20-11:10	4 th Period 11:15-12:05	5 th Period 12:40-1:30	6 th Period 1:35-2:20	7 th Period 2:25-3:15
Witty, Dustin MS 209	Science 8 th	Science 8 th	RTI	Science 8 th	Science 8 th	Geography/ Ark. History 7 th	Prep	Geography/ Ark. History 7 th
Eddings, Vanessa MS 203	History 8 th	Literacy 7 th	RTI	Literacy 7 th	Literacy 7 th	Literacy 7 th	Prep	History 8 th
Hanney, Blake New Gym	Athletics Sr. High	P. E.	RTI	Prep	Athletics Jr. High	P.E. M.S.	Health 7 th	Health 5 th
Huddleston, Stephanie MS 204	Math 8 th	Math 8 th	RTI	Math 8 th	Math 8 th	Math 8 th	Prep	M/L/Sc Skills
Johnson, Ryan New Gym	P.E. M.S.	Athletics Jr. High	RTI H.S.	P.E. M.S.	Prep	ALE Math H.S.	P.E. H.S.	Athletics Sr. High
Jones, Chris Old Gym	Health H.S.	P.E. Elem.	P.E. Elem	P.E. Elem	P.E. Elem	P. E. Elem	P.E. Elem	P. E. M.S
Lake, Leah MS 201	Literacy 8 th	Literacy 8 th	RTI	Literacy 8 th	Literacy 8 th	History 8 th	Prep	History 8 th
Melton, Kendall MS 207	Geography/ Ark. History 7 th	Geography/ Ark. History 7 th	RTI	Science 7 th	Science 7 th	Science 7 th	Prep	Science 7 th
Roberts, Chris MS 205	Study Center	Study Center	RTI	Study Center	Lunch/ Lunch Duty	Study Center		Study Center
Root, Wayne Band Room	Band H.S.	Band 7 th	RTI H.S.	Band 8 th	Prep	Choir/Jazz H.S.	Music 7 th	Music 6 th
Wilburn, Dana MS 206	Math 7 th	Math 7 th	RTI	Math 7 th	Math 7 th	Math 7 th	Prep	M/L/Sc Skills

Lunch 12:10-12:40

8th Grade Rotation 6th Period

Careers	Tim Moore
Careers	Kay Marchand
Keyboarding	Courtney Johnson
Keyboarding	Cassie Estes

7th Grade Rotation 6th Period

Art	Laurie Jones
Music	Wayne Root
Health	Blake Hanney
Library Skills	Sara Halsted

VALLEY SPRINGS PUBLIC SCHOOL
BOARD OF EDUCATION

President.Thanh Ketchum
 Vice President.Randy Moore
 Secretary.Kyle Johnson
 Members.Randy Richardson, Amy Deaton

ADMINISTRATION, FACULTY, AND OTHER PERSONNEL

Superintendent.Dr. Kyle Mallett
 Principal.Tony Mincer
 Counselor.Natalie Roberts
 5TH.Mary Nelson/Shelby Angelow/Hunter Guynn
 6TH.Sara King/Karena DeYoung/Sheri Fry
 Archery.Morgan Jennings
 Art.Laurie Jones/Deloris Smith
 Athletic Director.Chris Roberts
 Athletics-Jr. Boys/Peewees/HealthBlake Hanney
 Athletics-Jr. Girls/Peewees/PERyan Johnson
 Alternative School.Bill Harness
 Career OrientationKay Marchand/Tim Moore
 English.Leah Lake/Vanessa Eddings
 Gifted Education/CheerleadingSamantha Snow
 PE/TrackChris Jones/Shawna Woehl
 History/Geography/Ark. History.Leah Lake/Vanessa Eddings/Kendall Melton
 Instrumental.Wayne Root
 Keyboarding/KeycodeCourtney Johnson/Cassie Estes
 Librarian.Sara Halsted
 Mathematics.Stephanie Huddleston/Dana Wilburn
 Music.Wayne Root/Barbara Livingston
 Science.Kendall Melton/Dustin Witty
 Special Education.Pam Kidder/Brittany Sisco/Morgan Jennings
 Speech.Arkansas Regional Therapy Services
 Paraprofessionals.Tammy Taylor/Teresa Hill/Lynette Norris/Jeri Riggins
 Cafeteria Supervisor.Diana Young
 Middle School Secretary.Kim Edwards
 School Nurse.Shannon Tennison
 Study SkillsChris Roberts
 Resource Officer.David Upton
 Volleyball.Shawna Woehl

CLASS AND CLUB SPONSORS

<u>GRADE</u>	<u>HOMEROOM</u>	<u>SPONSOR</u>
5 th	MS 106	.Shelby Angelow
5 th	MS 107	.Hunter Guynn
5 th	MS 108	.Mary Nelson
6 th	MS 102	Karena DeYoung
6 th	MS 103	.Sheri Fry
6 th	MS 104	.Sara King
7 th	MS 206	.Dana Wilburn
7 th	MS 207	.Kendall Melton
7 th	MS 203	.Vanessa Eddings
7 th -8 th	MS 205	.Chris Roberts
8 th	MS 201	.Leah Lake
8 th	MS 209	.Dustin Witty
8 th	MS 204	.Stephanie Huddleston

ORGANIZATIONS

Band.Wayne Root
 Student Council.Stephanie Huddleston; Hunter Guynn
 BASIC.Sara Halsted; Hunter Guynn
 Builder's Club.Vanessa Eddings

COVID-19

Due to the current COVID-19 pandemic, the Valley Springs School district has received waivers from DESE to address areas such as digital learning, scheduling, attendance, and other policies. Those waivers supersede any current handbook policies. In addition, policies and procedures may change at any given time due to the current health crisis. COVID-19 mitigation procedures are outlined in the District's "Ready for Learning" Plan which is posted on the school website.

DIGITAL LEARNING PLAN

Due to the current health crisis, any student may choose to enroll in Virtual Valley in which case, all learning will occur off site. Those students are expected to be engaged with the curriculum each day. Students will only be allowed to switch from Virtual Valley to On-site instruction at the start of a new 9 weeks. Student progress will be evaluated mid-term. Those students whose grades drop below a 70% or do not engage in the online curriculum for more than 3 days will be asked to return to onsite instruction at the beginning of the next 9 weeks, if at all possible.

Students enrolled in on site instruction will use a blended instruction format, so that the instruction can occur from home, if a student is required to be quarantined, runs a fever, or school closes due to COVID-19.

Students who do not engage with the curriculum and teacher daily, will be counted absent.

SCHOOL PLANT

The middle school building is located on the southeast side of the Valley Springs campus. Physical Education classes meet in the two gymnasiums shared with the high school and elementary schools. Band, art, music, and Career Orientation classes meet in the Vocational/Fine Arts Building west of the Administration building and south of the new High School Building. Gifted/Talented classes meet in Elementary.

If a student is identified as handicapped and the building assignment for instruction does not have ramps or needed handicap aids, the school will bring the needed activities to the student.

The Valley Springs School District's Buildings contain some asbestos materials; however the district has a Management Plan to safely control asbestos. This plan can be viewed at the district administration office during normal business hours.

SCHOOL PROPERTY

The school property is provided for the use of the pupils enrolled in this school. The school will call upon any pupil to replace or pay for any damage or defacement of this property.

CARE OF THE SCHOOL GROUND

An attractive school ground makes a good first impression. Littering (candy wrappers, drinking containers, paper, etc.) cannot be permitted if we strive to maintain an attractive area on our campus.

CARE OF TEXTBOOKS

All textbooks are issued to students at no charge. Each student is expected to take responsibility for proper care of textbooks. As set forth by the Division of Elementary and Secondary Education, the life expectancy of a textbook is five years. A student losing a textbook or damaging a book, other than wear through normal use, will be expected to pay for the book.

CAFETERIA

LUNCH POLICY

VALLEY SPRINGS SCHOOL DISTRICT PREPAYMENT POLICY FOR MEALS:

The Valley Springs School District recognizes that healthy, nutritious meals are an important component to the student readiness and ability to learn.

In addition, Title 7, Code of Federal Regulations (CFR), 210.10 (a) (1) states "Schools must provide nutritious and well-balanced meals to all children they serve". In accordance with this regulation, Valley Springs School District will not deny any student access to school meals. However, by statute, the district's Child Food Services department is a self-supporting fund that cannot have a negative balance at the close of the fiscal school year.

Food Service Meal Prepayment:

The district does not provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items.

Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:

- *Submitting cash or check payment to the classroom teacher, the school office or to the Food Service Director; or
- *Depositing funds through the District's online service - <https://www.ezschoollpay.com/Login>

Unpaid Meal Access:

In accordance with Arkansas law, the District allows students whose accounts do not have enough funds to purchase a meal to receive a regular lunch for regular price to be reimbursed to the District. The District will notify a student's parents:

- *Balances will be sent home on the 1st and the 15th of the each month. If those dates fall on a weekend, the balances will be sent home on the next school day;
- *When the student's prepaid account has dropped to the point that the student will begin receiving unpaid meals;
- *Each time the student receives the first unpaid meal after money has been deposited into the student's prepaid account; and
- *After the student has received five (5) unpaid meals.

FOR STUDENTS W/ FREE MEAL STATUS:

- Students are required to take a reimbursable meal.
- Extra milk is considered an a la carte item by USDA; therefore the price is \$.50 if a student chooses to take extra.

FOR STUDENTS W/ REDUCED MEAL STATUS:

- Reduced price is \$.30 for breakfast and \$.40 for lunch.
- Students are required to take a reimbursable meal.

FOR STUDENTS W/ PAID MEAL STATUS:

- Prices are set by the Valley Springs School District in accordance with federal and state regulations.
- Prices for paid meal status: Breakfast: \$1.50 and lunch: \$2.25.

School Meal Modifications

The district only provides modified meal components on menus to accommodate students with a disability. Parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a medical statement completed by a State licensed healthcare professional, which includes:

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

The medical statement should include:

1. A description of the student's disability that is sufficient to understand how the disability restricts the student's diet;
2. An explanation of what must be done to accommodate the disability, which may include:
 - a. Food(s) to avoid or restrict;
 - b. Food(s) to substitute;
 - c. Caloric modifications; or
 - d. The substitution of a liquid nutritive formula.

We feel we are an extension of the classroom in trying to teach young adults, by example, about healthy food choices.

Each student enrolled in Valley Springs School has a lunch account. The student's teacher will accept payment for 5th and 6th grades on Monday morning, if possible. Payments may be made any day of the week to the cashier or cafeteria manager. Students must pre-pay.

Milk is sold as a la carte item for \$.50 cents an eight-ounce carton for everyone. Students who are on free or reduced lunch and choose to bring their lunch must pay \$.50 cents for the milk.

The cafeteria manager is available each school day from 7:00 until 3:30. The best time to reach her is from 8:30-10:00 in the morning or 1:00-3:00 in the afternoon. She will be glad to answer any questions regarding your student's account, special nutritional needs, or concerns.

Parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child may apply for free or reduced meals anytime during the school year by completing, signing, and turning in the proper application.

LIBRARY

5TH-8TH Grades - The library is open during regularly scheduled class periods. Students are dismissed to the library using the printed "library pass". All books, except overnight materials, are checked out for two weeks. No magazines are checked out. If a student keeps a book(s) out of circulation for an extended period of time, further library check-outs will be denied to that student until the overdue book(s) have been returned or the library has been compensated for the book(s).

A binding fee will be charged for damaged book covers and a replacement cost for unnecessary damage or lost library materials.

FUNDS OF CLASSES AND ORGANIZATIONS

All class, organization, and activity funds are to be deposited in the administration/business office. They will be credited to the proper accounts and receipts given. Funds may not be withdrawn without the approval of the sponsor.

COURSE OFFERINGS

SEVENTH GRADE: Language Arts, Math, Life Science, Social Studies, Arkansas History, Band, PE, Rotation: Art Appreciation, Music, Health, Library

EIGHTH GRADE: Language Arts, Math, Science, Social Studies, Band, PE, Rotation: Career Orientation, and Keyboarding/Keycode

ENROLLMENT

To enroll in a school in the district, the child must be a resident of the district as defined in district policy (4.1-RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40-HOMELESS STUDENTS or in policy 4.52-STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5.

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, will become five (5) years old during the year in which he/she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a written request to the district.

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

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

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

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

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, legal guardian, person having lawful control of the student, or person standing in loco parentis 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 Division of Elementary and Secondary education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis 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 legal guardian, person having lawful control of the student, or person standing in loco parentis;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis 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. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the district. The Board reserves the right, to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.
4. Each child should know:
 - a. The number of the bus he/she is to ride
 - b. The bus driver's name
 - c. His/her home address and telephone number
5. In accordance with Policy 4.57-IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

The required minimum immunizations are:

Definitions

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

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

General Requirements

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

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

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on

medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

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

- A. Licensed physician;
- B. Health department;
- C. Military service;
- D. Official record from another educational institution in Arkansas; or
- E. An immunization record printed off of the statewide immunization registry with the Official Seal of the State of Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating "up-to-date", "complete", "adequate", and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted as a history of varicella disease must be documented by a licensed physician, advanced practice nurse, doctor of osteopathy, or physician assistant. Valid proof of immunization and of immunity based on serological testing shall be entered into the student's record.

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

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

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

Temporary Admittance

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

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

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

Exclusion From School

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

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

- for the remainder of the week by the end of the initial school day of the student's exclusion; and

- by the end of each school's calendar week for the upcoming week until the student returns to school.

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

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

Annually by December 1, the District shall create, maintain, and post to the District's website a report that includes the following for each disease requiring an immunization under this policy:

- The number of students in the District that were granted an exemption by the Department of Health from an immunization;
- The percentage of students in the District that were granted an exemption by the Department of Health from an immunization;
- The number of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH;
- The percentage of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH; and
- The percentage of a population that must receive an immunization for herd immunity to exist.

It is the parent's, legal guardian's, person's having lawful control of the child or person's standing in loco parentis of the child responsibility to see that their child's immunizations records are updated and on file with the Valley Springs School before enrolling. Any request for exemption from the required immunization, either for bona-fide medical, religious, or philosophical reasons, must be reviewed for approval by the director of the Arkansas Department of Health and not by the Valley Springs School.

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

The rights provided to parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child under this policy transfer to the student when he/she turns eighteen (18) years old.

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

Exemptions include religious objections and that a child is under the care of a physician. Should parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child not want their child screened (under the above exemption), they must notify the school 3 days in advance of the announced screening date.

COMMUNICABLE DISEASES AND PARASITES POLICY

In order to insure proper health standards for the entire student population, Valley Springs School has adopted the following procedure to be followed in detecting and eliminating communicable disease and parasites from school.

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

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

Parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child of students who have head lice, nits, or possible scabies will be notified to pick the student up immediately. When student is readmitted, a written statement must

be signed and dated by the parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child and returned to the nurse. Students must be nit free. They must be retreated 7 to 10 days after first treatment.

TRANSFER STUDENTS

A student entering the Valley Springs School System from an accredited school will be accepted at the grade level indicated by the records of the student from the forwarding accredited school with full faith and credit. A student entering the Valley Springs School System from a non-accredited, private, or home school will be evaluated by district staff to determine grade placement. Final grade placement will be determined by the administration.

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.

The Valley Springs 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 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.

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, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child. The District and the resident district may enter into a written agreement with the student or student's parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child to provide transportation to or from the district, or both.

HOME SCHOOL STUDENTS

Home School students wishing to return to public school will be given an entrance exam and placed at the appropriate grade level as determined by the administration.

ENROLLMENT IN HOME SCHOOL

Parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child 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:

1. At the beginning of each school year, but no later than August 15;
2. 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
3. Within thirty (30) calendar days of the parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child establishing residency within the district during the school year.

Written notice of the parent's, legal guardian's, person's having lawful control of the child or person's standing in loco parentis of the child intent to home school shall be delivered to the Superintendent through any of the following methods:

- Electronically, including without limitation by:
 - Use of the Division of Elementary and Secondary Education's (DESE) online system;
 - Email; or
 - Facsimile;
- By mail; or
- In person.

The notice shall include:

- a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
- b. The mailing address and telephone number of the home school;
- c. The name of the parent or legal guardian providing the home school;

- d. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
- e. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
- f. 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
- g. A signature of the parent or legal guardian

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child 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 the 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 parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child; 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:

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

Home-schooled students whose parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child 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 policy.

Home-schooled students whose parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child 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 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 parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child 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.

A student and the parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child 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 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 SCHOOLED STUDENTS

The District allows private school and home schooled students whose parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis with whom the student resides are residents of the District to attend academic courses offered by the District.

The District will place a list of courses that a private school or home schooled student may request to attend on its website by:

1. June 1 for courses to be offered during the Fall semester; and
2. November 1 for courses to be offered during the Spring semester.

A private school or home schooled 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:

- a. August 1 for Fall semester courses; or
- b. December 1 for Spring semester courses.

The superintendent, or designee, is authorized to waive the application deadline on a case by case basis. The District permits a private school or home schooled student to attend a maximum of six (6) courses per semester.

The District may reject a private school or home schooled 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;
- Cost the District more for the student to attend the academic course than the District receives for the student's attendance;
- Cause the District to provide educational services the District does not currently provide at a financial burden to the District; 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 schooled 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 schooled 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 schooled 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 schooled student shall:

- Indicate the course(s) the private school or home schooled student is interested in attending;
- If the course(s) the private school or home schooled 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 schooled student intends to attend the physical course or the digital course;
- Submit, along with the student's application, a copy of the student's transcript indicating that the student has received credit for the course(s), or equivalent course(s), that are a prerequisite to the course(s) the student desires to attend at the District;
- Agree to follow the District's discipline policies; and
- Submit immunization documentation required by Policy 4.57-IMMUNIZATIONS.

A private school or home schooled student who fails to attend an academic course by the eleventh (11) day of class or who is absent without excuse for eleven (11) consecutive days during the semester shall be dropped from the course; however, a private school or home schooled student shall not be considered truant for unexcused absences from the course(s) the student is attending at the District.

Private school or home schooled students shall receive a final grade and transcript for each academic course the student completes.

The responsibility for transportation of any private school or home schooled student attending academic courses in the District shall be borne by the student or the student's parents.

The opportunity provided to home schooled students under this policy is in addition to the opportunity provided in Policy 4.56.2-EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS.

ARRIVAL AT AND DEPARTURE FROM SCHOOL

Students should not plan to arrive at school before 7:50 a.m. If students must arrive before 7:50 a.m., prior office permission must be granted. Students should not loiter on school grounds after school is out. There is an After School program that is open after school and closes at 5:30 p.m. Please check with the office if you are interested in this program.

School will begin at 8:00 a.m. and dismiss at 3:15 p.m. Students are expected to attend school at all times when school is in session.

If a student misses more than two hours, but less than 3 1/2 hours in one day, that student will be counted absent for 1/2 day. Parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis should check students in and out at the Middle School Office. This will avoid disruptions to the classrooms.

Valley Springs School is a closed campus. A student may only be released during the school day with the formal check in/check out system maintained by the school. Authorization of the school and the student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis is required.

ATTENDANCE POLICY

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1-RESIDENCE REQUIREMENTS), within the district shall enroll and send the child to a district school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6-HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the district administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201.

The public schools of any school district in this state shall be open and free through completion of the secondary program to all persons in this state between the ages of five (5) and twenty-one (21) years.

It is the intention of this district to encourage regular attendance by offering incentives for good attendance and by assessing penalties for excessive absences.

IEP and 504 Plans supersede stated attendance policy when necessary.

ABSENCES

1. A student must bring a written excuse from parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child upon returning to school following an absence. Failure to bring such a written excuse within 5 days will result in the absence being deemed as unexcused.
2. The principal's office will determine if each absence is to be deemed excused or unexcused. An absence will be excused if it is for:
 1. Personal illness of the student
 2. Official school-sponsored activities
 3. Court appearances
 4. Medical Appointment
 5. Serious illness in the immediate family (parents/guardians, children, siblings, and grandparents)
 6. Death in the immediate family (parents/guardians, children, siblings, and grandparents)
 7. Any circumstance not covered which the district determines is excused.
3. The school will accept personal note from parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child for 6 absences for illness per semester. After the 6th illness absence the school will require a doctor's excuse for the absence to be excused.
4. After a student's 3rd unexcused absence, the principal or his designee will notify the parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child and explain the attendance policy. Notice may be by mail or telephone.
5. Parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child have the right to appeal to school administration concerning student absences prior to reaching the maximum number of unexcused absences (6) in a semester.

6. Whenever a student exceeds 5 unexcused absences as provided for by the district's attendance policy, on the 6th unexcused absence, the school shall notify the prosecuting authority and the students parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child shall be subject to a civil penalty not the exceed five hundred dollars (\$500.00) plus court costs. (ACT 572 of 1995)

PHYSICAL EDUCATION

All students must participate in P. E. unless prohibited by a doctor. A doctor's certificate is required in these cases. After an illness or injury, a parent's, legal guardian's, person's having lawful control of the child or person's standing in loco parentis of the child written statement is required to excuse a student from P. E. class. No excuses will be given by classroom teachers.

STUDENT ILLNESS

Any student who becomes ill at school should notify the teacher. If a situation demands further care, the student will be sent to the office and parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child will be notified. If they cannot be reached, the school will take the necessary steps to insure student safety.

Teachers are not allowed to give any medication, including Tylenol/ibuprofen/aspirin, to any student except for first aid.

If a student requires medications to attend school, a current valid doctor's prescription with instructions, as well as a written request from the parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child must be received by the school. (The school will provide a Medication Administration Release Form)

Parents, legal guardians, persons having lawful control of the child or persons standing in loco parentis of the child should be sure that the school has current telephone numbers and names of persons to be contacted in the event of illness or injury.

PERFECT ATTENDANCE

Any student who has not been absent for the entire year will receive a perfect attendance certificate.

The only exceptions to the absent clause are school authorized absences.

TARDIES

1. Three tardies per-semester (except those due to bus transportation or being detained by teachers or office personnel) will result in one (1) day of detention. For each additional tardy up to six (6) a day of detention will be assigned. For each tardy after six (6) until nine (9) a day of ISS will be assigned and a parental conference must be held. After nine (9) tardies the student will receive OSS and must have a parental conference before returning to school.
2. If a student misses one-half (1/2) or more of a class period he/she will be considered absent for the period.
3. Any student late to class must have a written pass from of the office or from the teacher who detained the student in order to be admitted to class.

HALL PASSES

No student will be allowed out of classroom without a hall pass.

PARENT CONTACT

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

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch,

volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal.

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

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

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

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

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

CONTACT BY PROFESSIONAL LICENSURE STANDARDS BOARD INVESTIGATORS

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

UNAUTHORIZED PERSONS

1. All visitors must register with the office. Visitors will not be allowed to visit classrooms, eat lunch with, or contact students without office permission and a visitor's pass. Visits by parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis are encouraged and welcomed.
2. Students from other schools are not allowed to attend classes with students at Valley Springs.
3. No person whose presence or action interferes with or disrupts the operation of the school, its students, or school activities may enter or remain in the school, vehicle, or building or upon any school ground, roadway, or sidewalk.
4. Refusal of unauthorized persons to leave after being requested to do so by the principal or his/her designee is a basis for legal action.

GRADING, TESTING, AND GRADE REPORTING

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objective of the course.

Teachers will arrive at the student's grade by the use of at least one weekly test and/or other accepted procedure. A comprehensive test will be given at the end of each quarter and semester. The grading scale is as follows: A=90-100, B=80-89, C=70-79, D=60-69, F=59 or below.

Grade cards are printed from the computer and distributed to students for the 1st Quarter, 2nd Quarter/1st Semester and 3rd Quarter. A final grade card for the year is mailed to students and/or available to be picked up from the principal's office five school days after the final day of school. All fines and charges must be cleared to receive grade reports. Parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis should sign and return grade cards to the school except the final grade card for the year.

PARENT/TEACHER CONFERENCES

Two Parent/Teacher Conference days will be held during the school year. We urge all parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis to visit your child's teacher. You can help the school do a better job if you:

1. Attend Parent/Teacher Conferences
2. Communicate often with the teacher
3. Know what your child is studying
4. Take an interest in your child's school work
5. See that your child follows rules and attends school regularly.

STUDENT RECORDS

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of students' education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of eighteen or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called "eligible students."

- Parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis and eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis and eligible students to inspect the records. Schools may charge a fee for copies.
- Parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. If the school decides not to amend the record, the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, the school must have written permission from the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - school employees who have a need-to-know
 - other schools to which a student is transferring

- certain government officials in order to carry out lawful functions
- appropriate parties in connection with financial aid to a student
- organizations doing certain studies for the school
- accrediting organizations
- individuals who have obtained court orders or subpoenas
- persons who need to know in cases of health and safety emergencies
- state and local authorities, within a juvenile justice system, pursuant to specific state laws
- In addition to releasing personally identifiable information (PII) to school officials without permission, the school may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the school to release the student's PII without getting permission:
 - The student must be in foster care;
 - The individual to whom the PII will be released must have legal access to the student's case plan; and
 - The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

Further explanation and information concerning the above information can be found and is available at: <http://arsba.org/policy-resources>.

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendances. However, schools must tell parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis and eligible students about directory information and allow parents or eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis and eligible students of their rights under this law. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, call (202) 260-3887 or TDD (202) 260-8956, or contact:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue SW
 Washington, DC 20202-4605

HOMEWORK POLICY

Homework is a reasonable extension of classroom assignments and is to vary according to individual student's grade level, ability and need.

The objective of homework, when given, is to assist and improve a student's learning. Homework is to be reasonable in length, directly related to classroom work, well defined in advance by the teacher, understood by the student, corrected and returned to the student, and non-punitive.

It is the student's responsibility to complete homework. Repeated failure to complete homework disrupts the normal operation of the classroom and is detrimental to student learning. It is the parent's, legal guardian's, person's having lawful control of the student, or person's standing in loco parentis responsibility to support this portion of the educational program by encouragement and involvement with the student.

Students are responsible for turning in assignments on the due date. Late assignments will result in deducted points as determined by each grade level's teachers.

Middle Level Grades 5-8 (45 minutes to 1 hour, as needed)
 Homework is to be expected as part of the student's educational program.

Homework emphasis is on the basic academic skills.

Additional time may be added in the judgment of the teacher for long-term projects.

HOMWORK MAKE-UP POLICY

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 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 4.7-ABSENCES.

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion, including offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

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

EXEMPTION POLICY

As an attendance and academic incentive, some middle school students may be exempt from taking semester tests, subject to the following conditions:

1. No grade lower than a "B" on the report card for either of the two 9-weeks grading periods of the semester.
2. Cannot miss more than three days of school in that semester.
3. No ISS or OSS has been served during that semester or cell phone violations.
4. Textbooks and school property must be returned as required.
5. Cannot have any unexcused absences for the semester.

Students must meet these conditions in all classes to be exempt from semester tests.

Some classes may require special projects that will not allow for exemptions. All students will be required to participate in these.

Make-up semester tests will be given only to students with a written doctor's excuse. Other absences will result in zeros for test grades.

PROMOTION AND RETENTION

Retention Policy:

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, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

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

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

-Students in Middle School are promoted or retained for the entire year and not by individual courses.

-The Middle School Core Curriculum Courses will be defined as follows: English, math, social studies, and science.

-In order to be promoted into the next grade a student must pass, with a grade of "D" or better, at least 5 of 8 semester grades of the core curriculum courses.

-Each Nine Weeks, the parents and teachers of a student in fifth (5th) through eighth (8th) grade will be notified of their student's grades in coursework and also be given a report of the student's independent grade-level-equivalency in reading.

-Students who fail these requirements will be evaluated by a committee of teachers, the counselor, and the principal. If the committee feels there are extenuating circumstances that need to be considered about the retention of the student, they may make a recommendation to pass the student to the next higher grade.

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:

The building principal or designee;
The student's teacher(s);
School counselor;
A 504/special education representative (if applicable); and
The student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

STUDENT SUCCESS PLAN

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. Questions regarding a student's SSP should be addressed to the principal.

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:

- By no later than the end of the school year for a student in grade eight (8) or below² who enrolls in the District during the school year; or
- As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

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

ALTERNATIVE SCHOOL

The Valley Springs School District, in an effort to provide for all the needs of the students, establishes an alternative educational environment for students who have a need for this type of educational environment.

The purpose of the Valley Springs Alternative School is to establish an alternative educational program for students grade 1 through 12, who have been identified by the professional and administrative staff as being educationally at risk.

BUS TRANSPORTATION

School buses are owned and operated by the school district for the purpose of transporting the students to and from school who live too great a distance to walk.

Any time a child is not to ride his/her regular bus, a note must be sent from the parent to the teacher and bus driver telling them which bus the child is to ride. This is to protect the child. If a child is going to spend the night with another child, he must have a note to that effect from his home. A student will not be allowed to ride a different bus without a note from the parents that has been signed and approved in the office.

Since the bus is an extension of the classroom, children are expected to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Students are to WALK directly to the bus and get in their seat.

The District's Student Code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Code of Conduct. This also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated.

In addition to other disciplinary measures provided for violations of the District's Student Code of Conduct, the student's bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior. The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

RULES FOR CONDUCT ON BUSES

1. Be on time; the bus must be kept on schedule.
2. Do not stand or play in the road while waiting on the bus.
3. Enter the bus without crowding or disturbing others.
4. Do not try to get on or off the bus while it is moving.
5. Do not extend head, arms, or articles out of the window.
6. Be courteous to the driver and to fellow pupils.
7. Obey the driver as you would a teacher.
8. See that your conversation is clean and never loud.
9. Do not call out to passers-by.
10. Keep the bus clean, sanitary, and orderly.
11. Do not damage or abuse bus equipment.
12. Carry on no unnecessary conversation with the driver while the bus is in motion.
13. Do not play in or around the bus while on the school grounds.
14. Do not leave the bus without the driver's consent, except on arrival at home and at school.
15. Make sure that the road is clear and get the driver's signal when you must cross the road to and from the bus.
16. When crossing the highway, look to both the right and left, then WALK, do not run.
17. When the bus stops on the road, the pupil shall cross in FRONT of the bus when crossing the road, after seeing that the way is clear.
18. Enter and leave the bus by the front door only, except in an emergency.

BUS DISCIPLINE

Providing bus transportation to students is not required of Valley Springs School. Students can lose their privilege to ride the bus.

Bus Rules:

1. Follow bus driver's directions
2. Stay in seat
3. Keep all parts of your body in the bus
4. No pushing, shoving, cussing, or fighting at any time
5. No eating, drinking, smoking, dipping, or spitting
6. Keep hands, feet and objects to yourself
7. Students are required to obtain a note signed by their parent before riding a different bus.

If a bus driver refers a student to the principal the consequences may range from a verbal reprimand to expulsion from school.

The principal may suspend the student from the bus for the remainder of the semester if he/she feels such action is necessary to ensure the safety of other students without following the above procedure.

All other school rules apply while students are on the bus.

SCHOOL SPONSORED TRIPS

A teacher will be in charge of all students that participate in a school activity away from school. Middle School students participating in field trips or after school activities must have written permission from their parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. No child will be dismissed from the teacher's supervision until returned to the destination that was agreed upon in advance by proper school authorities; or if a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis should call for the child in person, the child can be excused to accompany the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

PERIOD OF SILENCE ACT 576

Public schools shall observe a one (1) minute period of silence at the beginning of the day. A student may reflect, pray, or engage in silent activity.

STUDENT CONDUCT

1. Relationships: Students will refrain from inappropriate public displays of affection such as holding hands, kissing, hugging, sitting on laps, etc., while in school or attending or participating in school functions.
2. Cheating: Students are responsible for meeting all requirements for their programs of study, giving due recognition to all sources. A student will do his/her own work at all times and will not cheat, copy, or claim another person's work to be his/her own.
3. Disruption of School: No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

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

4. Damage to property: A student shall not willfully or intentionally damage, destroy, or attempt to damage or destroy school property. The school district will recover damages from the student who loses, damages, or destroys school property.
5. Eating and Drinking in Buildings: A student will not eat or drink in class except with permission by the teacher. A student will not bring pop inside the school buildings except with the expressed approval and direct supervision of a teacher.
6. Fireworks: A student shall not possess, handle, or store fireworks of any kind.
7. Forgery: No student shall forge any writing or attempt to employ as true any forged writing knowing it to be forged.
8. 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.
9. Gangs: Gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds genuine or a pretense--that is identified by school officials will result in a minimum (5) day out-of-school suspension up to a maximum of expulsion for the remainder of the semester. A second offense of gang-related activity will result in a recommendation for expulsion for one calendar year, or permanently. Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, may be expelled for one calendar year or permanently. Gang-related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, "throwing signs" or other gestures or language (however expressed) associated with gangs, intimidation, and threats.
10. Illegal Substances: An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the Valley Springs School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy.

This policy applies to any student who: is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; or is on route to or from school or any school sponsored activity.

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

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.35--STUDENT MEDICATIONS. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession is also strictly prohibited.

11. Manners: It is hoped that students will show teachers and other adults the courtesy of addressing them as Mr., Mrs., Sir, Ma'am, and Coach. Insubordination will not be tolerated. Courtesy should also be displayed at all school activities, in the classroom and on campus.

12. Medication: Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian.

When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student, the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

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

storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

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

The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.

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

Schedule II Medications

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

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

13. Injury to Others: A student shall not cause physical injury to or willfully and intentionally assault or threaten to assault or physically abuse any student, school employee, or any other individual.

14. Leaving School: Valley Springs School is a closed campus. After arriving at school, no student should leave the school grounds.

15. Laser Pointers: Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; on route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

16. Cell Phones/Paging Device/Electronic Devices/Toys: Possession of an electronic paging device, beeper, or similar communications device while on public school property is prohibited. Cell phones, tablets, radios, CD players, laser pointers, electronic devices and other toys are not allowed for use on campus during normal school hours.

However, use of cellular phones is permitted with written consent from administration or after normal school hours for extra-curricular activities.

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

Students caught using cell phones or other electronic communication devices during the school day are subject to the following consequences:

- 1st offense-Confiscation of device for one day and verbal warning from principal.
- 2nd offense-Confiscation of device for three days and one day of detention.
- 3rd offense-Confiscation of device for five days and loss of exemption.
- 4th offense-Confiscation of device for the remainder of the nine weeks and five days of ISS.
- 5th offense-Confiscation of device for the remainder of the semester and five days of OSS.

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

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

1. Using electronic devices during class time in any manner.
2. Permitting any audible sound to come from the device.
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 areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

A parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is

determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

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

17. Running, Boisterous Play: Students will refrain from running, pushing, shoving, and boisterous play in or near the school building.

18. Stealing: A student shall not steal or attempt to steal property belonging to the school or public or private property while under the jurisdiction of the school. A student shall not steal or attempt to steal property belonging to another student, employee, or person associated with the school.

19. Student Newspaper: Students must refrain from printing anything in the school newspaper, which might contain obscene language or libelous materials.

20. Threats: In compliance with Act 1520 of 1999, principals shall report all threats of violence or acts of violence on school property to the superintendent of the school district and the appropriate local law enforcement agency.

21. Tobacco: Tobacco is considered a hazard by medical authorities. A student shall not possess, sell, use, transmit or give to another student tobacco, Electronic cigarettes, or any vaping devices in any form on any property owned or leased by the school.

22. Violence: No student shall use violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally or unintentionally to cause a disruption. Act 888 of 1995 requires all felonies or other violent criminal acts be reported to the appropriate local law enforcement.

23. Vulgarity/Indecency: A student shall abstain from vulgar, indecent, and immoral acts and from using vulgar, profane, or obscene language or gestures; engaging in behavior that designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability, or possess, view, distribute, or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form.

24. Weapons:

"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 on the student's body or in an area under the student's control.

"Weapon" means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while:

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm.

The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are

unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) 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.

25. Rollerblading, Roller-skating and skateboarding: Students shall not rollerblade, rollerskate, or skateboard on school grounds at any time. Shoes with wheels shall be considered as roller skates and will not be allowed at school.

BEHAVIOR NOT COVERED ABOVE: The Valley Springs School District reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

ANTI-BULLY POLICY

The Valley Springs School District has an obligation to and is committed to providing a safe learning environment for each of its students. For the purposes of this policy, bullying is defined as any written, verbal, electronic or physical act or gesture, or a pattern thereof, that is intended to cause distress or fear upon one or more students. A student will be found in violation of this policy if his/her conduct has been found to have the effect of humiliation or embarrassment on a student, and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

After completing an investigation of the reported incident, a student who has been found guilty of participating in bullying behavior will be subject to disciplinary action ranging from verbal reprimands to expulsion. Criminal charges may be filed for the most serious offenses. The disciplinary action used will be at the discretion of the student's principal.

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

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

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

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

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,

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

"Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

- o Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
- o Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

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

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

"Harassment" means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

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

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

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.

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 building principal, or designee, as soon as possible. Parents, legal guardians,

persons having lawful control of the student, or persons standing in loco parentis may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee. Students who believe they have been victimized by a bully or parents who believe their child has been victimized by a bully while in school, on school property, at school sponsored activities, on school buses, at designated school bus stops, at school sanctioned events, or in school vehicles may file a complaint by contacting a school counselor, a teacher, or the student's principal who will assist in getting help for the child.

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

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
 - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
 - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
 - a. That a credible report or complaint of bullying against their student exists;
 - b. Whether the investigation found the credible report or complaint of bullying to be true;
 - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
 - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
 - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
 - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

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. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Copies of this policy shall be available upon request.

"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.

DRESS AND GROOMING

1. Student Dress: Students are expected to maintain a neat and clean appearance during the school day and at all school activities. As a general rule, any student who wears an article of clothing or manner of hairstyle or make-up determined by teachers and principals to be disruptive of the learning environment or hazardous to the health and safety of the child and/or teacher shall not be allowed. The primary guide in determining what is or is not appropriate is the extent to which such dress or grooming attracts undue attention in the classroom or school.

2. Clothing Not Allowed: In addition to the general guidelines given above, the following is a list of specific clothing that will not be permitted.

- a. Students are prohibited from wearing, while on the school grounds during the school day and at school sponsored events, clothing that exposes underwear, buttocks, or the breast of a female.
- b. Clothing should not be worn if it is revealing to the point of distraction; for example: halters, bare midriffs, see-through blouses, too tight shorts (such as bicycle shorts) and pants (leggings/tights without proper coverage) etc.
- c. Skirts and shorts which are shorter than mid-length should not be worn. (A reliable guide of whether a garment is "mid-length" is if it reaches the tips of the fingers when the student is standing straight with his/her hands held straight down).
- d. No clothing should be worn that advertises any product or activity that is considered damaging to a person's health or morals; for example: tobacco, alcohol, drugs, vulgarity, obscenity, profanity, sexually explicit or suggestive messages, etc.
- e. No hats, caps, and/or sunglasses will be worn in the buildings. Bandannas are prohibited on campus at all times.
- f. Chains will not be worn on clothing or carried to school.
- g. Intentional sagging of clothing or baggy clothes will not be permitted.
- h. Jeans/pants/shorts with holes above the knee revealing skin or undergarments cannot be worn. .
- i. Pajamas and house shoes or slippers are not allowed.
- j. All tattoos must be covered or hidden from view.
- k. No body piercings other than earrings are allowed.

DISCIPLINE PROCEDURE

1. TYPES OF DISCIPLINE

Penalties for violations of the Student Conduct rules or Administration Policies will range from verbal reprimands for minor offenses to expulsion for major offenses. The corrective measure to be employed in each case shall be determined by the principal or his designee, the classroom teacher, or other appropriate educational staff member, except where school board action is required.

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook.

The Valley Springs Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

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

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to

and including expulsion. Such acts could include, but are not limited to: a felony or an act that would be considered a felony if committed by an adult; an assault or battery; drug law violations; or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District's personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, and may recommend changes in the policies to the Valley Springs School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

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

The District shall develop and provide programs, measures, or alternative means and methods for continued student engagement and educational access during periods of suspension or expulsion. The superintendent is authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis.

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

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation: the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

2. LEVELS OF DISCIPLINE

Increasing levels of discipline will be used as corrective measures. However, for severe infractions, any lower level of discipline may be bypassed for more appropriate discipline.

a. Level One: Warning. The teacher may deliver a verbal warning or the student's name may be written on the board with a system of checks to be employed for increasing measures of discipline.

b. Level Two: Detention. A student may be assigned detention in a supervised Detention Room.

DETENTION ROOM RULES

- (1) Detention will be held every Monday through Friday beginning 5 minutes following the dismissal for lunch or for the day.
- (2) Detention will be assigned in increments of 30 minutes.
- (3) When assigned detention, a teacher will fill out a form in triplicate stating the reason for detention and forward the form to the principal's office. One form will be given to the student, one will be returned to the teacher, and one will be filed in the principal's office.
- (4) The student will take his copy of the form home to be signed by his/her parent/guardian and return it to the principal's office.
- (5) The student will begin serving his/her detention on the next day after assigned. Students arriving late will not be admitted.
- (6) A student will not miss detention for any reason except an excused absence from school, unless excused by the principal.
- (7) If a student misses detention, an additional 30 minutes will be assessed for each day that he/she has missed. If a student misses detention after accumulating 60 minutes, he/she will receive one day's in-school suspension.
- (8) A student must bring and do school work only in order to receive detention credit. Any disruption such as talking or failing to stay on task as determined by the monitor will also cost detention credit.
- (9) After school detention may be assigned on its own or with other discipline levels.

- (10) A student's parent is responsible for his transportation home after he is released from after school detention. The school is NOT responsible for the student after his/her release from after school detention.
- (11) A student assigned noon detention will not be denied lunch. Arrangements will be made for the student to have lunch when serving noon detention.

C. Level Three:

- (1) Suspension from Extracurricular Activities. If appropriate, a student's privilege to participate in all or certain extracurricular activities and school-sponsored events may be suspended for a fixed period of time or until certain specified conditions have been fulfilled. Each suspension must be reviewed and approved by the principal and/or superintendent.
- (2) Corporal Punishment. Corporal punishment may be used for behavior, which interferes with the education of others, disrupts the orderly operation of the school, threatens any individual's well being, or knowingly violates school rules. Attention to alternative discipline procedures will be given before imposition of corporal punishment.

The Valley Springs School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or the superintendent's designated staff members who are required to have a state-issued license as a condition of their employment.

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

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

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

GUIDELINE FOR ADMINISTERING CORPORAL PUNISHMENT

- (1) The punishment shall not be excessive or unduly severe.
- (2) It may be used only after other alternative, including but not limited to counseling, have failed, or in unusual circumstances.
- (3) It will be administered by a licensed employee in the presence of at least one other licensed employee.
- (4) It will not be administered in the presence of other students, with malice or anger, or in excess.
- (5) Before corporal punishment is administered, the student should be advised of the rule and infraction for which he/she is being punished in the presence of the witness. If the student claims innocence, the certified employee will permit the student to state his position. School officials are not required to conduct formal hearings prior to corporal punishment.
- (6) Refusal to accept corporal punishment may result in suspension or other disciplinary measures.
- (7) The principal will be notified when corporal punishment is administered and a written report filed in the principal's office, a copy of which will be sent to the student's parent/guardian.

Act 904 of 1977 authorizes any teacher or principal to use corporal punishment in a reasonable manner against any pupil for good cause in order to maintain discipline and order within the public schools.

In 1977, the United States Supreme Court held that spanking children as a means of maintaining school discipline did not constitute cruel and unusual punishment in violation of the Eight Amendments to the United States Constitution.

- D. Level Four: In-School Suspension. The primary goal of ISS is to provide continuity of the educational process of students who violate school rules or neglect their responsibility involving the rights of others.

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

Students are generally assigned ISS on a short-term basis ranging from 1 to 15 days. Students who are in ISS will not be counted absent from school. ISS rules include the following:

- (1) Students will report to ISS before the 1st tardy bell.
- (2) Extra assignments may be given to the students by the ISS supervisor, teacher, or principal.
- (3) The ISS supervisor has the right to inspect materials and books brought to ISS for study purposes. Unauthorized materials may be collected.
- (4) Students are to bring all material necessary to complete their assignments.
- (5) Students may not talk to anyone or get up from their seats without permission.
- (6) Students must have all assignments completed before they return to the classroom.
- (7) All regular school rules apply to ISS.
- (8) Students must follow instructions of the ISS supervisor.
- (9) Students who do not follow ISS rules will be assessed additional disciplinary actions.

E. Level Five: Suspension. State laws and State Board of Education regulations permit local school officials to suspend students who are unwilling to behave in an acceptable manner. Due process must be provided.

SUSPENSION PROCEDURE

- (1) A teacher may temporarily dismiss for disciplinary reason any student from class.
- (2) The teacher shall, when feasible accompany the student to the office and shall, as soon as practical, file with the principal a written statement about the student's dismissal from class.
- (3) The principal or designee shall determine whether to reinstate the student in class, reassign him/her or take other disciplinary action.
- (4) The principal is authorized to suspend a student from school for disciplinary reasons up to ten school days, including the day upon which the suspension was initially imposed.
- (5) Prior to such suspension, the principal or designee shall inform the student either orally or in writing about the infraction.
- (6) If the student denies the charges, the principal shall explain to him/her the evidence, which forms a basis of the charges and shall permit the student to present his/her side of the story.
- (7) When the principal considers that a suspension is proper, he will send the student home with a suspension notice requesting a student/parent, legal guardian, person having lawful control of the student, or person standing in loco parentis/principal conference.
- (8) Additionally, the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis will be mailed a copy of the suspension notice that includes the reasons for the suspension, its duration, the manner in which the student may be readmitted to school, and the procedure for review of the suspension.
- (9) The principal or designee may require the attendance of the student involved at said conference, as a condition for considering reinstatement.
- (10) When a student has been notified that he/she is suspended from school, he/she shall remain away from school premises until the principal or designee reinstates him/her, except that a suspended student may return to the school premises when accompanied by his/her parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis for a student/parent/principal conference. This

includes not attending or participating in any school sponsored activities during the imposed suspension.

- (11) If, in the conference, no decision is reached by the principal for the reinstatement of the student or if any suspended student or his/her parent/guardian (when the student is a minor) requests a hearing before the superintendent, the principal or designee shall furnish the superintendent of schools with a full report on the suspension within a period of five days from the request.
- (12) The superintendent of schools or designee shall have the authority to revoke, terminate or otherwise modify the suspension and will notify the principal and parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis of his actions within five day of receipt of the principal's report. The decision of the superintendent shall be final.
- (13) If the superintendent initiates the suspension process, the decision may be appealed to the board. If the student or his parents so request, a hearing shall be scheduled before the school board within five days after the superintendent has notified the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis or student of his/her action. The board may revoke, terminate, alter or modify the suspension.
- (14) A suspended student will be readmitted to school after being suspended for ten school days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed.
- (15) A suspension that does not amount to an expulsion for the remainder of the semester but is more than ten days is authorized. This long-term suspension, however, shall come only after the student has been afforded notice, opportunity for a hearing and the same procedural rights as for expulsion.
- (16) Notwithstanding the policy concerning suspension and expulsion, students may be suspended indefinitely without notice, hearing, and the other rights provided herein having been first given if the school is undergoing a violent upheaval or if orderly education processes have otherwise been substantially disrupted. This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and board to consider the case within the usual time. In all such cases, notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.
- (17) Out-of-school suspension will not be used to discipline a student for skipping class, excessive absences, or other forms of truancy
- (18) Out-of-school suspension (OSS) will 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.
- (19) The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS.

F. Level Six: Expulsion from School. Expulsion is a permanent denial of access to the Valley Springs Public School System. Expulsion may be effected and rescinded only by the School Board.

Behavior that may result in expulsion includes:

- (1) Willfully and intentionally assaulting or threatening to assault or abuse any teacher, principal, superintendent, or other employee of the school system.
- (2) Using, offering for sale, or selling beer and alcoholic beverages or illicit drugs by students on school property.
- (3) Possession by students of any firearm or other weapon prohibited upon school campus by law or by policies adopted by the school board.
- (4) Repeat violation of school rules.

- (5) Expulsion 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.

EXPULSION PROCEDURE

- (1) The principal may recommend that a student be expelled from school with loss of credit. A written recommendation to the superintendent shall include a statement of the charge against the student.
- (2) If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the School Board. The superintendent shall have discretion to modify such expulsion requirement on a case-by-case basis.
- (3) The School Board may expel a student for the remainder of the semester, for the remainder of the school year, for one calendar year, or permanently, for conduct it deems to be of such seriousness as to make a suspension inappropriate where it finds that the student's continued attendance at school would be unacceptable, disruptive to the educational program, or would be attended with unreasonable danger to other students and faculty members.
- (4) Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person.
- (5) The superintendent or designee shall give notice, mailed within ten calendar days from the alleged incident which caused the expulsion recommendation, to the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis if the student is a minor or to the student if he/she is an adult. Such hearing will be conducted not earlier than three calendar days or more than seven calendar days following the date of the notice except that the superintendent and the student and the student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis may agree in writing to a date not conforming to this limitation.
- (6) The notice also will state charges against the student in clear and concise terms, the names of witnesses who will appear against the student, and a brief statement concerning the nature of their testimony.
- (7) In every case of a hearing held by a School Board regarding the expulsion of a student, the president of the board or, in his/her absence, another member selected by the board shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel.
- (8) The superintendent or designee shall present evidence and may present witnesses or statements of those persons who have personal knowledge of the events or circumstances which give rise to the expulsion recommendation at the hearing.
- (9) The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues.
- (10) Normally, formal cross-examination will not be permitted.
- (11) During the course of the hearing if the board determines that the credibility of any of the witnesses is at issue, it will permit cross-examination by the student, the superintendent, or their representatives of those witnesses whose credibility has become an issue.
- (12) Cross-examination should ordinarily be limited to the question or questions on which the credibility of the witness has become an issue.
- (13) The student may observe all evidence offered against him/her.
- (14) Members of the Board may question any witness.
- (15) At the conclusion of the hearing, the Board may discuss the matter and dispose of it by a vote.
- (16) If the Board does not expel the pupil with loss of credit, it may impose less severe disciplinary actions, such as long-term suspension. The Board shall briefly state its findings in writing within ten days after the hearing.

- (17) The Board shall make a record of the evidence taken at the proceedings by use of either a court reporter or a tape recorder.
- (18) If a student wishes, the record will be transcribed and a copy furnished the student. Copies of all statements used as evidence will be included with the record.
- (19) The school administration has the responsibility to present the evidence to the Board, and the administration is entitled to open and conclude the hearings.
- (20) The president of the Board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.
- (21) When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the president of the Board believes the following conditions exist:
 - (a) A group hearing will not likely result in confusion.
 - (b) No student will have his/her interest substantially prejudiced by group hearing.

If, during the hearing, the president finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing will be ordered for that student.

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.

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of 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, legal guardians, persons having lawful control of a student, or persons standing in loco parentis 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, legal guardians, persons having lawful control of the student, or persons standing in loco parentis 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.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled. Plans will be developed on a case by case basis.

REMOVAL FROM CLASS

In compliance with Act 1281 of 1999, if a teacher removes a student from class twice during any nine week grading period, the principal may not return the student to the teacher's class unless a conference is held for the purpose of determining the cause of the problem, and possible solution, and with the following individuals present:

- (a) principal
- (b) the teacher
- (c) the school counselor
- (d) parents of the student
- (e) the student if appropriate.

Failure of the parents to attend the conference provided shall not prevent it from being held nor prevents any action being taken as a result of that conference.

The responsibility for a student's conduct rests with the parents/legal guardian and the individual student. The principal has the authority to administer any disciplinary action approved by the school board necessary to ensure the safety and well being of all students. This administration will take whatever steps that are necessary to enforce the policies of the school district and include, if necessary, the involvement of the appropriate law enforcement or juvenile authorities.

EXTRACURRICULAR ACTIVITIES

1. Purpose: The various clubs and activities offer an attractive and educational climate to round out and fortify the student's classroom program. The participation in the activities will not deprive pupils of the instructional time needed to successfully complete academic course work.
2. Who May Participate: All students have the right to join various clubs and will not be restricted from membership on the basis of race, sex, or other arbitrary criteria.

In order to participate, Homeschoolers will need to notify the principal within the first eleven days of the fall/spring semester and before signups and tryouts, obtain the necessary paperwork, and must be enrolled in and attend regularly one academic course.

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 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.

No student shall be required to pay for individual or group instruction in order to participate in an interscholastic activity.

To be eligible to try out and participate in interscholastic activities, the student or the parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis 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.

A student and parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis of a 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.

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.

3. Eligibility for Certain Extra Curricular Activities:

Students are encouraged to participate in extra curricular activities as part of their educational process. However, the Valley Springs School District, Arkansas Activities Association and the Arkansas Department of Education clerk eligibility requirements for interscholastic activities.

The principal will be responsible for notifying the sponsor and student of the eligibility of each student.

Middle School: All Middle School students automatically meet the scholarship requirement for the first semester.

The second semester, students meet the scholarship requirements for Middle School if he/she has successfully completed the previous semester, four (4) courses approved by the Arkansas Department of Education, three of which shall be in the core curriculum area specified by the Arkansas Department of Education's standards for accrediting schools.

- A. A Student must also meet the ADE and Valley Springs School regulation of 2.0 GPA.
- B. Special Education (Handicapped)-A student must have earned a passing grade in four courses of his I.E.P. for the previous semester. In middle school three of four courses must be in the core curriculum areas.
- C. A student may regain or lose academic eligibility the first day of classes in a new semester. Eligibility shall be determined twice per year, once at the beginning of the fall semester (August/September) and at mid-term (December/January).

4. EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS:

- A. Athletics: include basketball, volleyball and track teams that compete at the inter-school level.
- B. Junior Band: is available for instrumental music students.

- C. Cheerleaders: Valley Springs Athletics will be represented by two squads of cheerleaders, Junior and Senior Varsity. The selection process would be based on academic merit, cooperative attitude, and physical abilities.
- (1) All cheerleaders must try out each year.
 - (2) The Inter-school Activity Eligibility policy applies to all cheerleaders.
 - (3) Cheerleader try-outs will be conducted during the spring semester of each school year.
 - (4) The selection process includes: (1) ability and performance; (2) scholarship; and (3) personality, cooperation, attitude, reliability, and leadership.
- D. Homecoming Queen: The election of the Valley Springs Homecoming Queen will be based solely on the vote of the student body, Grades 7-12. Voting is closed at noon on the day of Homecoming. Representation from each class will be selected by the respective class members.
- E. Miss Valley Springs Beauty Pageant: is held each year and is sponsored by FCCLA.

Preschool age students must be residents of the school district or children of employees of the school district and school age children must be enrolled in the Valley Springs Schools to enter the pageant.

Judges are recommended by FCCLA members and their parents and/or school faculty. Final selection of judges is made by the FCCLA sponsor. If a girl leaves the Valley Springs School District or transfers to another school district, she must forfeit the title. The first runner-up would assume the title. Married students are ineligible to compete for Miss Valley Springs title. If a student marries during the year that she holds the title of Miss Valley Springs, she will automatically forfeit the title. The first runner-up would assume the title.

A student who wins a title will not be eligible to compete in that division again.

- F. Student Council: is a student organization composed of students elected by students to represent them, to speak for them, and to work for the general welfare of the school. The council develops school spirit, student morale, and a pride in the school. The council develops a means for expressing student opinion, teaches leadership, cooperation, and furnishes an opportunity for citizenship training.
- G. Peewee Basketball: Students in fifth and sixth grade may play peewee basketball. Eligibility for inter-school competitions such as Peeweess is determined by school extracurricular activities eligibility policy.
- H. Students may also participate in BASIC, Builder's Club, Science Club, Archery, and Trap shooting.

ATHLETIC EVENTS

During athletic events in our gymnasium, Valley Springs students are to remain inside the gym until the event is over. If students must leave, they should leave campus and not return. All necessary facilities and refreshments are provided within the gymnasium for all visitors and students. Students must obey school rules of conduct at all athletic events.

DANCES

Dances are allowed only on very special occasions and by special permission from the administration and the school board. When attending a school-sponsored dance, students must strictly adhere to the rules set forth by the administration for that dance. In general, students will:

1. Sign up for themselves and their dates in advance.
2. Dress and behave appropriately for a school function.
3. NOT arrive late.
4. NOT bring alcoholic beverages or drugs of any kind onto the premises.
5. NOT attend after having consumed alcoholic beverages or drugs of any kind.
6. Leave campus immediately after leaving the dance.
7. NOT return to campus after leaving the dance.
8. FOLLOW ANY OTHER RULES IMPOSED BY THE ADMINISTRATION FOR THAT PARTICULAR DANCE.

ACCIDENTS

All accidents occurring on the school grounds or under the school's supervision should be reported immediately to the principal or superintendent. Everyone is asked to follow normal first-aid rules until proper supervision can arrive. The Valley Springs School is not financially responsible for accidents that may occur on campus.

INTERNET USAGE/ACCESS

The use of the Internet to access information can be a valuable tool for students. However, you must follow the rules and directions of the instructor or face suspension or cancellation of your account. Playing online games; personal e-mail accounts, or use of chat rooms is prohibited. Other disciplinary policies may apply as appropriate.

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.

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

OFFICE TELEPHONE USE

It is necessary to limit calls to essential business by permission from the Middle School Office only. No student shall be permitted to use the telephone except for school business and emergency reasons. Items forgotten at home are not considered an emergency.

ALL-TERRAIN VEHICLES

All-terrain vehicles will not be allowed on campus.

VIDEO AND AUDIO SURVEILLANCE

The Valley Springs School District has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectations of privacy in areas or at events that occur in plain view of other students, staff, or visitors. Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras. Students, who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referred to the appropriated law enforcement authorities.

EMERGENCY DRILLS

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

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

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

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

FIRE DRILL

1. Fire Drill Information

- a. There will be at least one fire drill each month when all persons will evacuate the school to a point of 150 feet from the buildings.
- b. The signal for a fire drill will be a series of short blasts of the school bell.
- c. When the signal is given, WALK (don't run) out the assigned exits, leaving behind books, coats, purses, belongings etc.
- d. Teachers will see that all lights are turned out and that windows and doors are closed as they leave the buildings behind their students. Teachers will be responsible for an accounting of students under their supervision. Teachers will take class roll books with them for this purpose.
- e. Evacuation of the buildings will be accomplished in the following manner:
 - (1) Middle School rooms 101-104 will exit through the south doors.
 - (2) Middle school rooms 105-109 will exit through east doors.
 - (3) Middle School room 201-203 will exit through the south doors.
 - (4) Middle school rooms 204-209 will exit through north doors.
 - (5) Study Hall will exit through the south doors.
 - (6) Library will exit through the library doors and the west breezeway entrance.
 - (7) Old Gym will evacuate through the southeast front door.
 - (8) Home Economic, Business Education and the Technology classroom will exit through the high school building south door.
 - (9) Agri Building will exit through the east door.
 - (10) New Gym will exit through the east exits.
 - (11) Band, Art, and Choral Music will exit through the north door.
 - (12) Cafetoruim will exit through the south doors.

TORNADO PLAN

1. Due to the persistent threat of tornadoes in our area of Arkansas, the responsibility for a Tornado Preparedness Plan in our school is to be assumed by the school staff under the leadership of the Fire Marshal Program of the Department of Education.
2. Communications and Tornado Alarms: The superintendent and the principal will be alert to weather conditions and monitor the local radio station for the threat of tornadoes. On the issuance of a tornado warning for this area, the alarm will be sounded and students and school employees will move to the Tornado Plan Areas designated below. The signal for the tornado drill or tornado warning will be a constant blast of the electric bell system and/or manual siren.
 - (a) High School Building: Students and teachers will remain in the room or area near inside walls, preferably the southwest area where solid walls may assist. Tornado position is to be achieved.
 - (b) High School Library: Students and teachers are to move to the southwest area where solid walls may assist. Tornado position is to be achieved.
 - (c) Agri Building: Students and teachers will move to the shop storage area and tornado position will be achieved.
 - (d) New Gym: All students and teachers will move into the weight room behind the coaches' offices and assume tornado position.

- (e) Old Gym: All students and teachers in the gym will move to the visitor's locker room (southwest corner) and assume tornado position.
- (f) Middle School: Students and teachers in middle school rooms 105, 107, and room 109 should remain in rooms and assume tornado position. Room 108 should move to room 109, room 106 should move to room 107, 104 should move to room 105, rooms 101, 102 and 103 should move to 6th grade boys restroom, rooms 201, 203 and library will move downstairs to 6th grade girls restroom, rooms 205 and 202 will move downstairs to teacher workroom, rooms 204 and 206 will move downstairs to room 103, rooms 207 and 209 will move downstairs to room 101. Students and teachers should move to designated area of assigned room, cover with a book, and assume tornado positions.
- (g) Elementary rooms 101-104 should assume tornado position in the designated areas of the room.
- (h) Home Economics, Business Education and Technology: should move to the Technology Classroom and assume tornado position.
- (i) Art and Band: should move to the Business Department room and assume tornado.
- (j) Computer lab: should move to the New gym.
- (k) Modular Buildings: should move to the basement of the 4 plex-building/New Little Red Schoolhouse
- (l) Cafetorium: should move to the south east corner of the building.

CLOSING SCHOOL IN AN EMERGENCY

When schools in the Valley Springs School District are not to be open due to inclement weather or other emergency conditions, public announcements will be made no later than 7:00 a.m. by the superintendent through the local radio stations. Parents and students are encouraged to listen to radio broadcasts rather than to call the offices or homes of the administration.

DISTRIBUTION AND DISPLAY OF LITERATURE/PETITIONS

Individuals who wish to distribute petitions (literature, publications, announcements, newspapers, posters, and communications) must obtain the expressed permission of the school administration before distribution and must comply with the regulations established concerning the time, place, and manner of distribution of materials.

DRUG POLICY

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

Therefore, no student in the Valley Springs School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy.

This policy applies to any student who: is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; or is on route to or from school or any school sponsored activity.

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

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.35-STUDENT MEDICATIONS. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession is also strictly prohibited.

Any student who is knowingly and intentionally present where the above substances are being used may be suspended or expelled.

- | | |
|-------------|--|
| 1st offense | suspension for 10 days with mandatory parent conference before student may return to school. |
| 2nd offense | suspension for 10 days and recommendation for expulsion for one semester with mandatory parent conference before student may return to school. |

MANDATORY DRUG TESTING
STUDENT DRUG TESTING POLICY
VALLEY SPRINGS SCHOOLS

MISSION STATEMENT:

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

DEFINITIONS:

Drug: Any substance considered illegal by Arkansas Statutes or which is controlled by the Food & Drug Administration unless prescribed by a licensed physician.

Activity Programs: Any Activity that meets the guidelines of the Arkansas Activities Association. These activities are listed below:

YEN	Art Club	Math Club
Basketball	Band	Mock Trial
Track	Robotics	Spanish Honors
Golf	Choir	Spanish Club
Cheerleading	FBLA	Student Council
Volleyball	FHA	Newspaper
Cross Country	FFA	Yearbook
Softball	Science Club	Quiz Bowl
Baseball	Speech-Debate	Drama Club
KEY Club	Christian Club	Photography Club
Pep Club	Chess Club	Senior Scholars
NHS	Library Club	Fire Marshalls
Trap Shooters	Tennis	

Other activities which are included in the testing group are clubs or organizations which may be formed at a later date or any other extracurricular activity such as proms, dances, class field trips, etc. Any student operating or possessing a vehicle on campus is also considered a participant of an extracurricular activity.

School Year: From the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which event, from the first day of practice through the last day of classes in the spring.

POLICY STATEMENT:

Valley Springs School District ("the district") is conducting a mandatory drug-testing program for students. Its purpose is threefold: (1) to provide for the health and safety of students in all Activity Programs grades 7-12; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.

PROCEDURES FOR STUDENTS:

Consent: Each student wishing to participate in any activity program and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the District's drug testing program. Written consent shall be in the form attached to this policy as FORM A. No student shall be allowed to participate in any activity program absent such consent. Parents or guardians shall have ten (10) school days to sign and return FORM A to their student's respective office to assure the student's eligibility to participate. Students not involved in activities may be allowed to voluntarily participate in the testing pool with a consent form signed by the parent.

Student Selection: At the option of the district, all students in activity programs may be drug tested at the beginning of the school year. In addition, random testing will be conducted during the school year. Selection for random testing will be by lottery drawing from a "pool" of all students participating in activity programs in the district at the time of the drawing. The superintendent shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating students are in the pool, assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

SAMPLE COLLECTION

Samples will be collected at a mutually convenient time on the same day the student is selected for testing or if the student is absent on that day, on the day of the student's return to school. If a student is unable to produce a sample at any particular time, the student will be required to remain at the testing location and drink fluids until they are able to provide a sample.

TESTING AGENCY:

The district will choose a qualified agency for the purpose of processing sample results and maintaining privacy with respect to test results and related matters. Personnel may use a quick result testing device in addition to laboratory testing.

PRESCRIPTION MEDICATION

Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification, which will be considered in determining whether a "positive" test has been satisfactorily explained. That documentation will be forwarded to the testing lab with instructions for the lab to consider the student's use of such medication to assure the accuracy of the result. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests."

SCOPE OF TESTS

The drug screen, tests for one or more illegal drugs. The superintendent or his designee shall decide which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and/or consistency to a laboratory for testing and confirmation or non-confirmation.

LIMITED ACCESS TO RESULTS

The results will be reported only to the superintendent or to such person as the superintendent may designate in the event the superintendent is absent.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

Whenever a student's test result indicates the presence of illegal drugs ("positive test"), the following will occur:

If the sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the Superintendent or his designee, the student, the custodial parent or legal guardian, and the student's principal and head coach or sponsor.

FIRST POSITIVE RESULT

For a positive result, the student will be placed on probation and not be allowed to participate in competitions, presentations and activities of Valley Springs Schools for a period of twenty days. The student will be recommended for counseling, if any charge is incurred, it will be the responsibility of the parents.

On day twenty-one the student will be able to be retested (at the expense of parent-guardian). If the tests results are found to be negative, the student will again become eligible for competitions, presentations and activities relating to Valley Springs Schools. However, the student must submit to a mandatory drug screen or lab test on a monthly basis at the expense of the parent/guardian. The duration to be determined by the intervention program (A maximum of six months.)

A student may be required to practice or participate in off-season activities at the head coach's or sponsor's discretion. He/she cannot compete or dress out for any competition.

SECOND POSITIVE RESULT

For the second positive result in the same year or any two consecutive calendar years, the student will be suspended from participating in activities for the remainder of the school year. If this positive test is in the spring semester, the student will not be able to participate during the following fall semester.

THIRD POSITIVE RESULT

For the third positive result, the student will be suspended from participating in activities for the remainder of his enrollment with the school (may be appealed to the board).

NON-PUNITIVE NATURE OF POLICY

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian, will be notified as soon as possible by the district.

OTHER DISCIPLINARY MEASURES

The District by accepting this policy is not precluded from utilizing other disciplinary measures set forth in the Student Discipline Policy and this policy does not preclude the District from taking disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug related activities. Please refer to the Student Handbook in the Discipline Procedures Section. Level Six: Expulsion, for other disciplinary actions regarding drugs.

TOBACCO AND TOBACCO PRODUCTS

Students are not permitted to possess, smoke or use tobacco in any form on the school grounds, in school buildings, when riding school buses to and from school or school-sponsored trips.

Electronic cigarettes, vapes, and vaping devices are prohibited on school campus.

Students caught using or possessing tobacco in any form are subject to the following consequences:

1st offense	corporal punishment or parent conference
2nd offense	3 days suspension with mandatory parent conference before student may return to school
3rd offense	5 days suspension with mandatory parent conference before student may return to school
4th offense	10 days suspension with recommendation for expulsion and mandatory parent conference before student may return to school

DISCRIMINATION/504 COMPLIANCE

No student in the Valley Springs 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 Valley Springs School District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to the High School Counselor, Kelli Shanks, who may be reached at 870-302-3053, kshanks@valley.k12.ar.us, and/or P.O. Box 640, Valley Springs, AR 72682.

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person or by using the mailing address, telephone number, or email address provided above. A report may be made at any time, including during non-business hours, and may be on the individual's own behalf or on behalf of another individual who is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.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.

Natalie Roberts, Counselor
504 Building Coordinator
Valley Springs Middle School
P.O. Box 640
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870)302-3053
nroberts@valley.k12.ar.us

Mindi Phillips
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Kelli Shanks
Grievance Officer
Title IV and Title IX
Valley Springs Public School
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504 CHILD FIND NOTICE

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free appropriate public education to disabled students. If a student or parent believes that they may qualify for services under Section 504 they are encouraged to contact the 504 Building Coordinator. For additional information about the rights of parents and eligible students, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the Middle School Building Coordinator, Natalie Roberts, at 429-9200. The District 504 Coordinator is Becky Locke. She can be contacted at 429-9200.

ASSAULT

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

Any gestures; vulgar, abusive, or insulting language; taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to:

- a. Cause a breach of the peace;
- b. Materially and substantially interfere with the operation of the school; or
- c. Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures.

ACT 706 states that provisions shall be made for dealing with students who assault other students or school employees. Behaviors that may result in expulsion include, but are not limited to the following:

1. willfully and intentionally assaulting or threatening to assault or abusing any teacher, principal, superintendent or other school employee of the school system
2. using or offering alcoholic beverages or drugs
3. bringing firearms or weapons to school

SEXUAL HARASSMENT

The Valley Springs School District is committed to providing an academic environment that treats all students with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to:

- the nature of sexual harassment;
- The District's written procedures governing the formal complaint grievance process;
- The process for submitting a formal complaint of sexual harassment;
- That the district does not tolerate sexual harassment;
- That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- The supports that are available to individuals suffering sexual harassment; and
- The potential discipline for perpetrating sexual harassment.

Definitions

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Education program or activity" includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee:
 - a. Conditions the provision of an aid, benefit, or service of the District on an individual's participation in sexual conduct; or
 - b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;
2. The conduct is:
 - a. Unwelcome; and
 - b. Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - c. Constitutes:
 - d. Sexual assault;
 - e. Dating violence
 - f. Domestic violence; or
 - g. Stalking.

"Supportive measures" means individualized services that are offered to the complainant or the respondent designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to either party as appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person's alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to bring their concerns to any District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- Discuss the availability of supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- Explain to the complainant the process for filing a formal complaint.

Supportive Measures

The District shall offer supportive measures to both the complainant and respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide the individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

Formal Complaint

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall simultaneously provide the following written notice to the parties who are known:

- Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
 - ✚ The identities of the parties involved in the incident, if known;
 - ✚ The conduct allegedly constituting sexual harassment; and
 - ✚ The date and location of the alleged incident, if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party", "complainant", or "respondent" include the plural, as applicable.

When investigating a formal complaint and throughout the grievance process, a District shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party's voluntary, written consent or that party's voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation ; this includes evidence:
 - Whether obtained from a party or other source,;
 - The District does not intend to rely upon in reaching a determination regarding responsibility; and
 - That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

At least ten (10) days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10) days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

After the investigative report is sent to the parties, the decision-maker shall:

- Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- Provide each party with the answers;
- Allow for additional, limited follow-up questions from each party; and
- Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility. The written determination shall include—

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
 - a. Any notifications to the parties;
 - b. Interviews with parties and witnesses;
 - c. site visits;
 - d. Methods used to gather other evidence,; and
 - e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
 - a. A determination regarding responsibility;
 - b. Any disciplinary sanctions imposed on the respondent; and
 - c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District's code of conduct.

The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled at the District; or
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

Appeals

Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- a. The existence of a procedural irregularity that affected the outcome of the matter;
- b. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- d. An appeal of the disciplinary sanctions from the initial determination.

For all appeals, the District shall:

1. Notify the other party in writing when an appeal is filed;
2. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
3. Implement appeal procedures equally for both parties;
4. Ensure that the decision-maker for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

Confidentiality

Reports of sexual harassment, both informal reports and formal complaints, will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to:

- individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;
- Submit a report to the child maltreatment hotline;
- Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or
- The extent necessary to provide either party due process during the grievance process.

Except as listed above, the District shall keep confidential the identity of:

- ✚ Any individual who has made a report or complaint of sex discrimination;
- ✚ Any individual who has made a report or filed a formal complaint of sexual harassment;
- ✚ Any complainant;
- ✚ Any individual who has been reported to be the perpetrator of sex discrimination;
- ✚ Any respondent; and
- ✚ Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

Emergency removal

The District may remove a respondent from the District's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. A removed student will be provided with notice and an opportunity to challenge the removal decision immediately following the removal.

Retaliation Prohibited

Students, or the parents/legal guardians/ other responsible adult of a student, who submit a report or file a formal complaint of sexual harassment, testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for code of conduct violations that do not involve sex discrimination or sexual harassment, arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

Disciplinary Sanctions

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

Students who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including expulsion. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith.

Records

The District shall maintain the following records for a minimum of seven (7) years:

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- any disciplinary sanctions imposed on the respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
 - The basis for the District's conclusion that its response was not deliberately indifferent; and
 - Document:
 - If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
 - If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

SEARCH AND SEIZURE

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning.

The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness; however, searches may be done at any time with or without notice or the student's consent.

A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Division of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant. If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

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

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

1. Lockers - Lockers remain the property of the school. The district's ownership of lockers does not, in of itself, remove a students' expectation of privacy. The school principal or other faculty member designated by the principal is authorized to open lockers when such person has reasonable individualized cause to believe that the contents threaten the safety, health, or welfare of student, or include stolen property.
2. Personal Search
 - a. A search of a student's person will be limited to a situation in which the administration has reasonable individualized cause that the student is concealing evidence of an illegal act, contraband, or has violated a school rule.
 - b. Dangerous items and other items, which may be used to disrupt substantially the educational process, will be removed from the student's possession and will be reported and transmitted to the proper authorities.
 - c. Students will be asked for their consent prior to a personal search. A search warrant should be obtained if a student objects to a personal search, unless there is probable cause to believe that a dangerous weapon, such as a gun or knife, is being concealed.
 - d. This policy shall govern the search of any car or vehicle parked on or adjacent to school property.
 - e. An adult witness of the same sex will be present when a personal search is conducted.

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. (See Ark. State. Ann. 80-1516)

1. Due Process is afforded to students in disciplinary causes of some magnitude such as:
 - a. Suspension
 - b. Expulsion
 - c. Statements removed from student's records
 - d. Clearing one's reputation
2. The United States Supreme Court ruled in 1975 that, for every suspension not exceeding ten days, the student has the right to be accorded the minimum requirements of the due process clause of the Fourteenth Amendment of the Constitution of the United States.
3. Due process procedures must be known to all students and must comply with all state and federal laws. A signed statement of receipt of the Student Handbook shall serve as notice of due process procedures.
4. The principal shall promptly send written notice of the facts warranting a request for expulsion to the superintendent, the parent/guardian, the student, and each member of the School Board. The superintendent shall notify the parent or legally responsible adult and the student of their right to a hearing before the School Board in a written notice delivered to them at least five days before such a hearing. (For reasonable cause parents may request of the superintendent an extension of the date of the hearing, in no case to exceed ten days.) Included in the notification shall be the following:

- a. The time and place of the hearing, the basis for the expulsion request, the substance of the evidence to be presented, and the procedures to be followed.
 - b. That the student may be represented by parent(s) or other legally responsible adult(s).
 - c. That evidence and testimony shall be permitted.
 - d. That written decision of the School Board shall be sent to the parent(s) or other responsible adult(s) and to the student within three days of the hearing.
5. Where parent(s) notify the School Board, in writing, that they do not desire a hearing, they may so waive their right, and the expulsion may proceed. However, the failure of the student or representative(s) to attend or participate in the hearing shall not prevent the conduct of the hearing.
6. Students may present complaints to teachers or administrative officials. Teachers and administrators shall make themselves available to hear those complaints.
- a. Any student who feels that conditions of the school and/or decisions made by staff members are not in his/her best interest is, at his/her request, to be afforded a meeting with the principal or his/her designee. The principal's decision is binding, unless overruled.
 - b. If the student is not satisfied that the complaint has been resolved satisfactorily, the student or his/her parent(s) may schedule a meeting involving parent, student, and principal. A letter summarizing and setting forth the results of this meeting and all subsequent meetings at levels c and e (following) shall be provided the parent(s) by the appropriate school authority.
 - c. If the parent(s) or the student is not satisfied that the complaint has been resolved at level b (above), a meeting with the superintendent may be requested in writing immediately. The request must state the reasons for dissatisfaction. The superintendent shall be afforded five working days to resolve the complaint after the conclusion of said meeting.
 - d. Any complaint not resolved after level c shall be reported to the School Board in a letter immediately.
 - e. A complaint not resolved by the superintendent within five working days may be submitted to the School Board for review and final disposition with as little delay as possible.
7. The due process rights of students and parents are as follows:
- a. Prior to any suspension, the middle school principal or his designee shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such accusation.
 - b. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his designee.
 - c. Written notice of suspension and the reason(s) for the suspension shall be given to the parent of the pupil.
 - d. Any parent(s) tutor or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools.

VALLEY SPRINGS SMART CORE/CORE CURRICULUM POLICY

In order to ensure that every child has access to a rigorous curriculum the Smart Core Curriculum and Core Curriculum will be a standard component of the Valley Springs Public School. Valley Springs will teach the Smart Core Curriculum required within the thirty-eight units every year as listed in the Standards for Accreditation. All students will participate in the Smart Core Curriculum unless the parent or guardian waives in writing a Student's Right to Participate. In the case of a waiver, a student will be required to participate in the Core. Each school year the parent will have the option of reversing the informed consent agreement if the new required course of study can be completed by the end of the student's senior year.

The middle school counselor will discuss annually in group settings a review of the Smart Core Curriculum and course of study for graduation with all sixth grade students. A newsletter and an informed consent form will be sent home to parents to ensure their understanding. Parents will be required to sign the form provided by the Division of Elementary and Secondary Education and select the Smart Core Curriculum or specify the optional parent waiver to the Core. The signed informed consent will become a part of the student's permanent transcript. Upon transferring to another school/district the consent form will be sent as part of student records.

Teachers, administrators, and counselors will be trained regarding this policy annually as part of professional in-service.

The number of unit's students must earn in grades nine through twelve (9-12) to be eligible for high school graduation are to be earned from the following categories listed below. Twenty-three units are required for graduation for student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College- and career-readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core is the foundation for college- and career-readiness. All students should supplement with additional rigorous coursework within their career focus. Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs. Parents or guardians may waive the right for a student to participate in Smart Core and to instead participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

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, a *Smart Core Information Sheet* 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 waiver form in the student's 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 Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

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 as part of the annual school district support plan development process 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" in Policy 4.2-ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

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 Division of Elementary and Secondary Education (DESE), the district requires an additional (1) unit to graduate for a total of (23)units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators 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

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

SMART CORE: Sixteen (16) units

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

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

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

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

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

- 3) Algebra II; and
- 4) The fourth unit may be either:
 - A math unit approved by DESE beyond Algebra II; or
 - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

- a. DESE approved biology - 1 credit;
- b. DESE approved physical science - 1 credit; and
- c. A third unit that is either:
 - An additional science credit approved by DESE; or
 - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit
- Other social studies - one-half ($\frac{1}{2}$) Unit

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

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

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

- a. DESE approved biology - 1 credit;
- b. DESE approved physical science - 1 credit; and
- c. A third unit that is either:
 - An additional science credit approved by DESE; or
 - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies - one-half ($\frac{1}{2}$) unit

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

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

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

Valley Springs Middle School SCHOOL-PARENT COMPACT

The Valley Springs Schools and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2018-19 school year.

School Responsibilities

The Valley Springs Schools will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

Valley Springs Schools are dedicated to providing its students with a high quality education that challenges each student to achieve their potential. The school will create an environment conducive to learning. The curriculum will be aligned with the Arkansas Department of Education Frameworks and used to plan instruction that will lead to proficiency on Arkansas' content standards. Student achievement will be increased through an integrated curriculum that promotes continuity and a growth in skills and knowledge from grade to grade and from school to school.

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held: Parent-Teacher conferences are held twice a year during the 1st and 3rd grading periods. The conferences are held in a timeframe so that the maximum number of parents can attend without having work conflicts.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - a. Quarterly report cards will be sent home each nine week period.
 - b. Progress reports will be sent home to parents at mid-term of the 2nd and 4th grading periods.
 - c. In 5th and 6th grades, Monday folders will be sent home each week with completed work, weekly assignments, and notices.
 - d. E-School accounts are made available for each parent to monitor their child's progress throughout each grading period.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - a. Teachers are available for individual conferences by appointment before, during, and after school should the need arise.
 - b. School email addresses are made available to parents for more immediate communications.
 - c. Valley Springs Schools is accessible to parents and community at all times in an effort to create a positive learning environment for students and a positive hospitality for parents/community. All visitors are requested to check in at the office in observance of security measures.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows: Parent volunteers are of great importance to the Valley Springs Schools. Parents are encouraged to volunteer in the classrooms, serve on committees, and participate in various school activities that may arise during the year.

Parent Responsibilities

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

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

- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

OPTIONAL ADDITIONAL PROVISIONS

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do homework every day and ask for help when needed.
- Read at least 30 minutes every day outside of school time.
- Give to our parents or the adult who is responsible for our welfare all notices and information received from the school every day.

Additional Required School Responsibilities (requirements that schools must follow, but optional as to being included in the school-parent compact)

The Valley Springs Schools will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practical, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Optional School Responsibilities

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, Valley Springs Schools will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.

4. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representative

PARENT INVOLVEMENT PLAN SUMMARY

Valley Springs Middle School encourages parents to participate as a full partner in the decisions that affect his or her child and family and be involved in their child's educational experience. Parents are welcome to visit the school at any time and encouraged to become active by volunteering and becoming a part of PAWS (Parents Active with Students) organization for Middle School.

To encourage communication with parents, two parent-teacher conferences will be held each year. Throughout the year, teachers will communicate with weekly folders, emails, phone calls and letters and invite parents to do the same as questions arise. Parent nights will be scheduled throughout the year. This gives the parents opportunities to learn about activities and programs that will enhance their child's learning and have greater involvement in the Middle School.

Parents may access and view the complete Parent involvement Plan through the parent center in Middle School or on the school website www.valley.k12.ar.us.

Parents may also access and view the District's Parental Involvement Policy and Plan on the school website www.valley.k12.ar.us, and a printed copy is available on request.

PARENTS CONTRACT FOR EXCELLENCE

Valley Springs Public School is committed to the belief that all children can learn and acknowledges that all of us--teachers, administrators, and parents--working together can make a positive difference in student achievement. The school district will provide an optimum learning environment in which students will experience success and achieve excellence in learning.

PARENT'S PLEDGE

As parents, we want our children to have the best possible education and realize that strong school systems are essential. We, therefore, join with the Valley Springs Public School District in providing an optimum learning environment for our children.

1. We will insist that all homework assignments are done each night.
2. We will discuss each evening with my child what he/she has learned at school that day.
3. We will remind my child of the necessity of discipline in the classroom---especially self-discipline.
4. We will provide for my child a minimum of one-hour (3 times a week) of uninterrupted time (without the TV) which will be devoted to an instructional activity.

CLOSING REMARKS

There are a lot of "Don'ts" enclosed within this handbook, and you may feel that your freedom is being restricted too much. By the same token, we feel that each of you deserves a school that is organized to a point that your educational opportunities will be enhanced. As a rule, the success of any concern depends upon its organizational plan and how well those plans are carried out by those responsible for the success or failure. We ask your help and cooperation in making your school year a successful one.

It is in your child's best interest that we work together in relationship to his/her schooling. Please sign the tear-off sheet on the last page of the handbook and have your child bring it with him/her to school. If you have any questions or comments, please feel free to call or write.

Any items misprinted or omitted from this document are the responsibility of the publisher and the Valley Springs School District shall not be held liable for such mistakes or omissions.

HANDBOOK COMMITTEE

Tony Mincer-Principal
Sara Halsted-Library/Media Specialist 5-8
Dana Wilburn-Teacher 7th Grade
Natalie Roberts-Counselor
Vanessa Eddings-Parent
Cole Eddings-Student

*These policies were adopted for use by the Valley Springs School Board on July 20, 2020.

*VALLEY SPRINGS MIDDLE SCHOOL
STRIVING FOR EXCELLENCE*

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