MAGNET COVE HIGH SCHOOL

STUDENT HANDBOOK

2026-27

PPRD

PANTHER PRIDE RUNS DEEP

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PARENT/GUARDIAN NOTIFICATION FORM

PLEASE FILL OUT FRONT AND BACK AND RETURN TO HIGH SCHOOL OFFICE

FILL OUT TOP PORTION IF YOU HAVE ACCESS TO MAGNET COVE SCHOOL DISTRICT'S ONLINE STUDENT HANDBOOK AND YOU **DO NOT** REQUEST A HARDCOPY OF THE HANDBOOK.

Online Handbook can be found at **Magnet Cove District Handbooks** on the school web page or by scanning the QR Code below.

IF YOU REQUEST A HARDCOPY OF THE MAGNET COVE SCHOOL STUDENT HANDBOOK, FILL OUT BOTTOM PORTION.

Student Name (Print): _____ **Grade:** _____

Please Read, Sign and Return:
Your son/daughter has been given a link to the policies of Magnet Cove School District with instructions to bring them home to your attention. The policies can also be accessed at **magnetcove.k12.ar.us** under the "Parents" tab or by scanning the QR Code on this page. We ask that you read the handbook carefully. If you need clarification on any of the items, please contact an administrator at Magnet Cove School District. Contained in this handbook is information that addresses student discipline, academics, transportation, health and computer use as well as other information of a general nature that is important to both your student and the operation of Magnet Cove School. It is required by law that you and your child receive a copy of this handbook and that you acknowledge having received it. Your signature below indicates that you have access to the **2026-2027** online Magnet Cove School District Student Handbook and have received a copy through online access. This acknowledgement will be kept on file in the school. Thank you for your cooperation in this matter.

Date: _____

Student Signature: _____

Parent/Guardian Signature: _____

OPTIONAL

COMPLETE BOTTOM PORTION ONLY IF YOU REQUESTED A HARDCOPY OF THE MCSD HANDBOOK.

Student Name (Print): _____

I/We request and received a hardcopy of the 2026-2027 Magnet Cove School Student Handbook discussed above.

Date: _____

Student Signature: _____

Parent/Guardian Signature: _____

As the parents of _____,

who attends Magnet Cove School, we state that we have received the **2026-2027** Magnet Cove Student Handbook. We know that the regulations must be adhered to while a student is at school or at school sponsored events. In the event we are not entirely certain of some aspect of school policy, we will contact the principal for clarification.

By initialing the boxes below, we are especially aware of the policies concerning curriculum, attendance, discipline and homework.

_____ We understand that all students will participate in the state mandated ***Smart Core Curriculum*** unless we waiver our child's right to participate. In such case of a waiver, our child will be required to participate in the Core Curriculum. In the event that you choose to sign a waiver or reversal form, contact your child's counselor.

_____ **ARKANSAS LAW 6-17-106: VIDEO SURVEILLANCE POLICY**: We state that we have received, read, and understand the Magnet Cove School Policy regarding Parental Questions and/or Concerns, video surveillance policy, abuse of school employee, and weapons.

_____ **4.29F STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT:** The Magnet Cove School District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

_____ I give my permission for my child to attend and ride the bus to all school-sponsored trips during the **2026-2027** school year.

_____ Give my permission to the Magnet Cove School District to display the photograph or video clip of me/my student on the District's website or social media, including any page on the site, or in other District publications, without further notice, for the **2026-2027** school year. I also grant Magnet Cove School District the right to edit the photograph or video clip at its discretion. The student's name may be used in conjunction with the photograph or video clip. It is understood, however that once the photograph or video clip is displayed on a web/social media site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's social media/web site

_____ I give permission for my child to participate in educational surveys with the class for the **2026-2027** school year.

_____ **CHROMEBOOK CHECKOUT AND RESPONSIBILITY FORM** – I have read, understand and agree to all of the terms and conditions in the Magnet Cove School District Chromebook Check out Form as written in the Magnet Cove School District Handbook.

_____ **We understand that the band and athletic handbooks have been incorporated into the Magnet Cove Student Handbook for the 2026-2027 school year and that all students participating in band and/or athletics are required to follow these rules and guidelines.**

Please Note: Section 4 (Students) of Magnet Cove School District's Board Policies supersedes any building handbook policy. In the event of a conflict between a Board policy and a handbook policy, the Board policy shall prevail.

Student's Signature: _____

Parent's/Guardian's Signature: _____

Date: _____

ATHLETIC HANDBOOK SIGNATURE PAGE

Dear Magnet Cove Athlete and Parent(s):

These policies attempt to define what is expected of a Magnet Cove athlete. These expectations will apply to all athletes in grades 3-12. We ask that you read these policies carefully and discuss the contents together. Next, sign the attached form and return it to your coach. Athletes will not be able to begin practice until this signed form has been returned.

No one is forced to sign this statement, for no one is forced to participate in athletics. However, since participation is a privilege, certain requirements must be met.

Thank you,
Coaches and Administration of Magnet Cove Schools

I have read the handbook and agree to comply with all rules and regulations.

_____ _____

Signature of Athlete **Date**

I have read the policy for athletics and understand the rules and regulations. I have read the insurance information and understand that parents/students are responsible for obtaining claim forms when an athletic injury occurs.

_____ _____

Signature of Parent/Guardian **Date**

INSURANCE
Magnet Cove Schools purchase a secondary insurance policy that also covers our athletes. This is a secondary insurance to whatever health insurance the parent or guardian has for his/her child, and all claims should be filed with your own primary health insurance and with Health Special Risk, Inc.

THIS IS NOT A FULL-COVERAGE INSURANCE
All policies have limitations. Parents will be responsible for any amounts remaining after both the primary health insurance and Health Special Risk, Inc., limits have been reached.

In case of injury, it is the responsibility of the parent to file a claim form. These forms are available in the coaches' offices.
Treatment must begin within 60 days from the injury, and claims must be filed within 90 days of the injury.
Please indicate which of the following relates to your child:

____ **My child is covered by a personal insurance policy.**

____ **My child is NOT covered by a personal insurance policy.**

Closing Remarks

Please remember that we are all on the same team. Magnet Cove is a fantastic community. The Unwavering support and commitment to both academics and athletics makes this one of the best jobs in the state, regardless of classification. In order to continue on the great athletic tradition that those before us have laid, it will take all of us, coaches, parents, and student athletes, uniting around one common goal. That goal is to help our students be as successful as possible. I am looking forward to another great year of working with all of you.

PPRD!!

Robert Webb
Athletic Director
Magnet Cove School District

MAGNET COVE HIGH SCHOOL

Dear Parents,

On behalf of Magnet Cove High School, I would like to welcome you and your children to our schools for the **2026-2027** school year. Magnet Cove High School is committed to the success of all students. It is our goal to produce students who are skilled problem solvers and have the ability to articulate thoughts and views in a variety of ways.

The purpose of this handbook is to outline privileges, responsibilities, essential information, and important Board of Education policies. The policies and procedures outline in this handbook are designed to create and maintain an environment in which all students have the opportunity to learn. We ask that you carefully read this handbook and partner with your children's teachers to implement and follow the policies and procedures that are contained within it.

Together, we can make this a successful school year!

Sincerely,

Jeffrey Eskola

Jeffrey Eskola
High School Principal
Magnet Cove School District

Handbook accepted by the Magnet Cove School Board on July 20, 2026

Board Members: Mr. Jeff McJunkins, Mrs. Karen Scott, Mr. David Sulton, Mrs. Samantha Nuckolls and Mrs. Courtney Huneycutt

Magnet Cove School District
STAFF DIRECTORY

MAGNET COVE ELEMENTARY SCHOOL (K-6) is comprised of kindergarten through sixth-grade students who attend the Magnet Cove School District. The office is located at ***22083 Highway 51***. The telephone number is **501.337.9131,** and the fax number is **501.337.8708**.

K-6 Principal: **Kristen McLaughlin**
Administrative Assistant: **Stacey Bailey**
Counselor: **Linda Webb**

MAGNET COVE MIDDLE SCHOOL (7-8) is comprised of seventh through eighth-grade students who attend the Magnet Cove School District. The office is located at ***472 Magnet School Road***. The telephone number is **501.337.9293,** and the fax number is **501.337.8722**.

7-12 Principal: **Jeffrey Eskola**
Director of Student Affairs: **Dr. Thomy Green**
Administrative Assistant: **Courinn Rice**
Counselor: **Jodie Blankenship**

MAGNET COVE HIGH SCHOOL (9-12) is comprised of ninth through twelfth-grade students who attend the Magnet Cove School District. The office is located at ***472 Magnet School Road***. The telephone number is **501.332.5466,** and the fax number is **501.229.1554**.

7-12 Principal: **Jeffrey Eskola**
Athletic Director: **Robert Webb**
Administrative Assistant: **Becky Davidson**
Counselor: **Jodie Blankenship**
Special Education Director: **Karen Harris**
Administrative Assistant: **Carolyn Price**

MAGNET COVE ADMINISTRATIVE BUILDING is located at ***472 Magnet School Road***. The telephone number **is 501.332.5468,** and the fax number is **501.337.4119**.

Superintendent: **Cameron Alexander**
Director of Academic Services: **Lori McJunkins**
District Bookkeeper: **Amber Treadway**
Assistant District Bookkeeper, Communications Director & Website Manager: **Jordan Adams**
District Secretary and Assistant Bookkeeper: **Meshele Long**

MAGNET COVE TRANSPORTATION BUILDING is located at ***472 Magnet School Road***. The telephone number is **501.337.4426**.

Transportation Director: **Buddy McClard**

SCHOOL PHONE NUMBERS

Agri	**501.332-2797**
Band Office	**501.332-3930**
Bus Shop	**501.337-4426**
Counselor's Office	**501.332-2490**
Elementary Office	**501.337-9131**
Elementary Fax	**501.332-5747**
Gymnasium/Coaches Offices	**501.332-2680**
High School Office	**501.332-5466**
High School Fax	**501.229-1554**
Middle School Office	**501.337-9293**
Middle School Fax	**501.337-8722**
Library & Cafeteria	**501.332-3930**
Superintendent's Office	**501.332-5468**
Superintendent's Fax	**501.337-4119**

Magnet Cove School District Calendar
2026-2027

August 5-7	**Professional Development**
August 6	**Open House (5:00 pm - 7:00 pm)**
August 10	**1st Day School (Grades 1-12)**
August 10-11	**Kindergarten Open House**
August 12	**1st Day for Kindergarten**
September 7	**Labor Day (No School)**
September 17	**Parent Teacher Conferences (1:00 pm - 7:00 pm)**
September 18	**No School**
October 2	**End of 1st Qtr (37 Days)**
October 19-20	**No School**
October 21	**Professional Development**
November 9-10	**No School**
November 20	**Professional Development**
November 23-27	**Thanksgiving Break (No School)**
December 16	**End of 2nd Qtr. (42 Days)**
December 17	**Professional Development**
December 18-Jan 4	**Christmas Break (No School)**
January 4	**Professional Development**
January 8	**1st Day of 2nd Semester for Students**
January 18	**MLK Holiday (No School)**
February 11	**Parent Teacher Conferences (1:00 pm - 7:00 pm)**
February 12	**No School**
February 15	**Professional Development**
March 11	**End of 3rd Qtr (45 Days)**
March 19	**Professional Development**
March 22-29	**Spring Break (No School)**
April 2	**CAPS Conferences (10:00 am - 6:00 pm)**
April 2	**Prom**
April 30	**No School**
May 7	**Graduation (7:00 pm)**
May 21	**End of 4th Qtr (43 Days)**
May 21	**Last Day of School**

167 Student Days

MAGNET COVE HIGH SCHOOL
BELL SCHEDULE
2026-2027

1st Period……7:50 – 8:40

2nd Period……...8:44 – 9:34

3rd Period……...9:38–10:28

4th Period……..…10:32–11:22

5th Period……...11:25-12:15

High School Lunch...…12:15-12:45

6th Period…….. 12:48-1:38

7th Period……...1:41-2:31

8th Period……...2:34-3:24

MAGNET COVE HIGH SCHOOL
PARENTAL INVOLVEMENT PLAN

Research has proven beyond a doubt that there is a positive correlation between student success and parent involvement. Involving parents in the school learning community has the potential to provide greater impact on student success than any other educational program or reform.

It is the intention of this plan to promote meaningful family participation in regard to student learning with the expected result of increased student achievement.

COMMUNICATING

Magnet Cove High School recognizes that communication between home and school should be regular, two-way, and meaningful.

Magnet Cove High School will conduct two (2) parent/teacher conference meetings during the school year to engage parents in meaningful dialogue about the progress of their children. Parents will be provided information through email, phone calls, Parent Square App, newsletters and the school website and social media.

PARENTING

Magnet Cove High School promotes and supports parenting skills and programs.

Magnet Cove High School will provide a parenting center open to families throughout the school day. The parenting center will house resources regarding responsible as well as other materials that will be beneficial, such as community services. This material will be available for parents to borrow for review. The center will also serve as a gathering place for parents to collaborate and discuss critical issues concerning schools and/or family.

A family information kit is provided to parents and distributed during Open House and Parent/Teacher Conferences. This kit includes:

- Information about the high school Parent Resource Center
- Calendar of activities planned through the year
- Student Handbook (Band and Athletics included)
- Web page address
- Available programs

STUDENT LEARNING

Student learning increases when parents are invited into the process by helping at home. Magnet Cove High School acknowledges the fact that parents play an integral role in assisting student learning.

In order to assist parents in student learning, Magnet Cove High School will host regular Parent/Teacher Conferences. These meetings are to inform parents about what students will be learning, how they will be assessed and how parents can assist their children in meeting educational objectives. In addition, Magnet Cove High School will provide brief parent workshops on topics of special interest such as college and career planning.

VOLUNTEERING

Parents are welcome in Magnet Cove High School and their support and assistance are sought.

For the purpose of developing a volunteer program, Magnet Cove High School will:

1. Survey teachers for volunteer needs in the school yearly.
2. Survey parents regarding volunteer interest.
3. As much as possible match needs and interests.
4. Give clear description of the assignments including responsibilities.

ADVOCACY

Magnet Cove High School recognizes that a parent is a full partner in the decisions that affect his or her child and family.

Information on policies concerning parent visitation, student pick-up procedures, and classroom visitation are provided to parents through the Student Handbook.

Magnet Cove High School invites parents to conferences to discuss how best to help their child in course selection and career planning at Career/Academic Planning Conferences (CAPS).

COLLABORATING WITH COMMUNITY

Magnet Cove High School recognizes that Community resources are used to strengthen schools, families, and student learning.

Committees consisting of parents, alumni, community members, teachers, and administrators provide input regarding school improvement.

To implement and further develop this plan, Magnet Cove High School has designated a certified staff member to serve as Parent Facilitator. This facilitator will also organize meaningful training for staff and parents promoting a welcoming atmosphere to parental involvement.

MAGNET COVE HIGH SCHOOL PARENT INVOLVEMENT IMPLEMENTATION PLAN

The Magnet Cove High School Parent Involvement Committee believes that parents are an integral part of the student's educational development. Our desire is to facilitate the process by which teachers and parents can best work together to achieve common goals. We are committed to working with parents as knowledgeable partners, sharing the responsibility for the student's educational achievement. The following is a comprehensive and informative list of activities and opportunities for high school parents to become involved in their student's educational process throughout the course of the school year.

Electronic Communication and Letters:

- Student Handbooks containing school/class rules and regulations, dress codes, cafeteria info, discipline policy, and driving policy.
- Student Insurance Information Packet
- Student application for Free and Reduced Lunches
- Invitations to Open House
- Calendar of events for the year
- Progress reports at 4 ½ weeks into the marking periods
- Report Cards
- 504 Conference annual review schedule
- Invitation to Parent/Teacher Conference Days/Evenings
- Information on Junior Class ring ordering
- Information on graduation items (caps, gown, etc.)
- Information on yearbook sales
- Attendance Reports
- Information on Senior Day, graduation practice and graduation
- Invitation to Academic Awards Assembly
- Information on Banquets
- Information on Academic/Athletic Signing Day
- Information on current number of credits and type of credits needed for graduation
- Information on Scholarships for Juniors and Seniors

(Parents and legal guardians can contact the High School Administrative Assistant, Becky Davidson, at 501.332.5466 or becky.davidson@magnetcove.k12.ar.us to be placed on the electronic mailing lists to receive important grade level information regarding scholarships, future events, etc.)

Parents and legal guardians can sign up for the Parent Square App with each of the students' teachers by going to the teacher's website and following the Parent Square App link. It is the responsibility of the parents and students to make sure they are signed up for Parent Square for each class/teacher and to make sure their contact information is up to date. In the event that a contact number(s) changes, the parent/student is responsible for updating their Parent Square App information.

Contact with Parents:

- Internet grade viewer available on the web 24/7
- Report Card Hard Copies (4)
- Marquee by highway with important bulletins and weekly events
- School website has banners running with important weekly announcements
- Library databases are available with magazines and reference materials 24/7 with home login codes; ask for the code list in the library
- Parent Square App (Parents and Students)
- Facebook

Parent Meetings:

- Financial Aid Workshops
- Open House (Fall)
- Parental Involvement Committee Meetings (Fall and Spring)
- Career Action Planning Conference (CAPS) with parents, advisor and student in spring
- State of the School Report (Annual Report to the Public)

Available from Counseling Center:

- A program given by the high school counselor each year detailing sources of financial aid for post high school education. One feature of the program involves reviewing the federal application (FAFSA) for student aid, which is the baseline document for Pell Grants, federally subsidized loans, and college work-study programs, as well as state-based grants and loans and school-based programs.
- FAFSA (Free Application for Federal Student Aid) forms available beginning in October of each year
- List of educational web sites concerned with financial aid, scholarships, and other topics
- List of courses included in the Arkansas college preparation core of courses

Available in the Library:

- Access codes for home use of databases
- A Parenting bookshelf is available for parents to peruse; library is open for checkout 7:20am to 3:30pm weekdays
- Weekly newsletter
- Calendar
- Access to library databases for school and home access

Melissa Hudson, Library Media Specialist
melissa.hudson@magnetcove.k12.ar.us
501-332-5466

www.magnetcove.k12.ar.us

MAGNET COVE SCHOOL DISTRICT

Magnet Cove High School is committed to the success of all students. It is our goal to produce students who are skilled problem solvers and have the ability to articulate thoughts and views in a variety of ways.

In order to ensure success, the faculty and staff of Magnet Cove High School commits to:

- using instructional time effectively;
- teaching course objectives based on the state curriculum guidelines;
- providing evidence of student achievement;
- providing a safe and orderly learning environment;
- seeking parent and community involvement;
- treating all members of the school community with respect.

The full implementation of this mission will prepare our students to be 21st century leaders.

PARENTAL CONCERNS CHAIN OF COMMAND

Throughout the course of a school year, almost every parent has concerns or questions about his or her student in a particular class and needs to contact school personnel to address these concerns. Proper channels must be followed when addressing these concerns as this can prevent a minor situation from escalating into something major.

If a parent has an issue with a teacher, please adhere to the following guidelines:

1. **If there is a concern about a student in a particular teacher's class, please call, email, or set up an appointment with the teacher individually to address the concern(s) before contacting the building principal. The teacher will be much more familiar with the specific issue or circumstance being addressed in his or her classroom than the building principal and more often than not, the situation will be handled and resolved quickly and effectively.**
2. **If the situation is not resolved with the classroom teacher, the building principal is the next person in which to voice the concern(s). As previously stated, be sure the situation has been presented personally to the classroom teacher before advancing to this step.**
3. **The building principal will investigate the concern(s) at this point and make decisions based on the individual circumstances and factual information surrounding the concern.**
4. **If a parent is still not satisfied with the decision reached by the building principal, the next step is to contact the district superintendent.**

GENERAL INFORMATION

Arkansas Law 6-17-106 states that it is unlawful for any person to use profane, violent, vulgar, abusive or insulting language toward any public-school employee during the course of his/her duties. Said person shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than $100 nor more than $1,500.

No unauthorized person (non-student) shall purposely enter or remain unlawfully in a school or vehicle on the school premises. (Criminal Trespass – A.C.A. 5-39-203)

School begins at **7:50 a.m.** and ends at **3:24 p.m**. **STUDENTS MAY NOT BE BROUGHT TO SCHOOL BEFORE 7:20 A.M.** Supervision for students is **NOT** provided before this time; therefore, parents who choose to bring their children early understand the circumstances and risks of doing so. All teachers will be available for tutoring from **7:20 a.m.** until **7:45 a.m.** Monday through Friday.

VISITORS

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit the high school. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement. Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference.

Parents wishing to speak to their children during the school day shall register first with the office. The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

Visitors who are disruptive become "trespassers" as defined in A.C.A. § 6-21-606. As such, they lose their right to be on campus.

Any persons who shall, by any boisterous or other conduct, disturb or annoy any public or private school in this state or any person not a student who after being notified to keep off the school grounds during the school hours by the board of directors, the superintendent, or principal teacher in charge of any such school shall continue to trespass on or go upon the grounds, whether at recess or during the sessions of the school, shall be guilty of a violation and upon conviction shall be fined in any sum not exceeding one hundred dollars ($100), payable into the general school fund of the county.

Legal References: **A.C.A. § 6-21-606**
A.C.A. § 6-21-607

Conferences: Parents may arrange conferences with teachers by calling the school office or emailing the teacher directly (**www.magnetcove.k12.ar.us**). Meetings will be scheduled during the teachers planning period or an agreed upon time after or before school hours.

ELECTRONIC TRANSCRIPTS

Uniform transcripts shall be transmitted electronically to the Department of Higher Education as necessary to process state aid applications for high school students. All public high schools in Arkansas shall begin submitting electronic transcripts to the State Department. The uniform transcripts shall be transmitted electronically between all K-12 public schools as necessary to correctly enroll and place students transferring between public school.

Legal References: **A.C.A. § 6-80,107**
Act 820 of 2007

COMMUNICATION PLAN

MISSION

Magnet Cove High School seeks to provide timely and accurate information to all of its stakeholders. Our goal is to establish positive relationships and build credibility and transparency throughout the community, our school family, and local media resources.

STUDENT DATA

Magnet Cove School District will utilize the HAC (Home Access Center) system for parents and students to access student grades and attendance.

MESSENGER SYSTEMS

Magnet Cove School District utilizes a messaging system called Parent Square. It is important that parents keep their phone numbers updated and sign up for Parent Square on the school district's website so they will receive proper notification through this system. **ALL teachers will utilize the "Parent Square" App to notify parents and students of school and/or class activities/events. Parents are strongly encouraged to sign up for Parent Square so they can receive these notifications. It is the responsibility of the parent/guardian and the student, to sign up for Parent Square App for each and every class/teacher that they are assigned to for the year and to make sure that their contact information stays current and up to date.**

SOCIAL MEDIA

Magnet Cove School District realizes that social media is a popular form of communication among our stakeholders. We have an active Facebook page for the school district named **Magnet Cove School District**.

TIP LINE (ANONYMOUS)

Magnet Cove High School has a **"TIP LINE"** on the home page of the website **(www.magnetcove.k12.ar.us).** Students are encouraged to use this anonymous tip line to report bullying, drugs, and any other issues so the administration can address the problem.

WEBSITE

Our district website can be accessed at **www.magnetcove.k12.ar.us**
Inclement Weather Notifications will be covered on all local television stations, Parent Square App, and social media accounts.

Magnet Cove School District welcomes any suggestions or input regarding our communication plan. Please feel free to send your comments to **jordan.adams@magnetcove.k12.ar.us**

POSTERS

Signs and posters that students wish to display must first be approved by the principal. Posters displayed without permission will be removed and appropriate disciplinary action will follow.

TELEPHONE USAGE

1. School telephones are for business purposes only.
2. School telephones are to be used for **emergency situations ONLY**.
3. Except in the case of extreme emergency such as a family illness, **messages will not be delivered to students**.
4. Students should instruct their parents, employers, family, etc., not to call and ask for a message to be delivered.
5. Students will not be called to the telephone.

TARDY POLICY

The intent of the tardy policy is to ensure that students are in the classroom so the teacher can begin teaching without undue delay or interruption. Therefore, a student will not be considered tardy if he or she is in his/her seat and ready to work at the end of the tardy bell. Tardies relate to presence, not preparation. Students who arrive on time, but without the proper materials, should not be counted tardy, but may, at the teacher's discretion, receive zero credit for that daily grade and/or be assigned a detention. If a student misses no more than the first ten minutes of class, he/she will be counted tardy. A student who misses more than ten minutes will be counted absent but is required to attend class. The student is expected to complete all requirements for that class, even though he/she may have missed more than ten minutes and, in fact, have been counted absent. The following guidelines will be in effect regarding tardies:

A maximum of four **(4)** tardies are allowed per semester. Tardies will be totaled by semester.

4th Tardy – Student receives a Verbal Warning
5th Tardy – Lunch Detention
6th Tardy – Lunch Detention
7th Tardy – Saturday School
8th Tardy – Saturday School
9th Tardy (and all tardies after the 9th tardy) – Saturday School and loss of driving privileges for 5 days

Students must not have multiple discipline infractions to maintain a parking pass and must consistently be on time for school. School tardies are considered discipline infractions, and students will be subject to losing their driving privileges.

Students will receive a tardy for each day that they check out before school is dismissed (Example: Checking out at 2:50 pm).

A referral to DHS for educational neglect shall be made and/or a truancy petition will be filed with the Hot Spring County Juvenile Court for ALL STUDENTS with excessive absences or tardies. If excessive absences or tardies continue, a Families in Need of Services petition (FINS) could be filed.

EMANCIPATION

Students who are under eighteen years of age must have a parent or legal guardian sign all school-related documentation, unless the student is emancipated (no longer under parental or legal guardian control). Court papers are required if a student is emancipated.

COLLEGE VISITS

Seniors will be granted two college day visits. Juniors will be granted one college day visit during the school year. No college days will be granted after April 30th. Documentation of the college visit should be submitted to the office upon return to school to excuse the absence.

DRIVES AND PETITIONS

No solicitation of funds, circulation of petitions or drives may be conducted without the prior written approval of the building principal.

LEAVING CAMPUS & CHECK-OUT PROCEDURES

Once a student reports to school, he/she cannot leave the campus without checking out through the office.

APPROVAL SHALL BE GIVEN BY THE PRINCIPAL OR HIS DESIGNEE ONLY!! When a student checks out through the principal's office, this is considered an absence and counts toward the total number.

If a student becomes ill while at school, he/she will obtain permission from the classroom teacher to go to the nurse's office. If the nurse determines that the student needs to go home, she will contact the parents and notify the High School office that the student is leaving. If the nurse is off campus, the administration will contact the parents.

Other approved reasons for checking out after arriving at school include the following:

- Doctor/Dental appointments
- Court appearance (must bring documentation)
- Driver's license exam
- Funeral in the immediate family

STUDENTS MAY NOT CHECK OUT AND RETURN TO SCHOOL IN THE SAME DAY WITHOUT MEDICAL DOCUMENTATION OF AN APPOINTMENT OR COURT RELATED EXCUSE.

Notes must be presented to the High School principal or his designee prior to the beginning of the school day.

When a student:

a) arrives at school late or;

b) checks out and returns to school the same day, he/she must sign in at the principal's office. If questions arise concerning the legitimacy of the absence, the administration reserves the right to request further documentation from the parent. Students who do not check out or check in properly will be considered truant and the penalties for truancy will apply. This policy is inclusive of all students regardless of age or grade.

STUDENTS MAY NOT CHECK OUT TO GO GET LUNCH. Students that violate this policy will be subject to being disciplined, including but not limited to, losing their driving privileges.

Students must not have multiple discipline infractions to maintain a parking pass and must consistently be on time for school. Leaving campus without permission, or taking other students off campus without permission, are considered discipline infractions and students will be subject to losing their driving privileges.

LOCKERS

Each student will be assigned a locker. **Students who would like a lock on their locker can come by the office and request one free of charge.** Student lockers are located in an area where they can always be seen by students and by visitors. Locker doors are to be kept closed. No stickers or writing on lockers inside or out will be permitted. Any damage to the assigned locker will result in an assessment for damages. The student must pay for damages at the end of school of the school year. **Locker doors are to be kept closed and locked.**

LOST AND FOUND

Students should observe the following rules:

1. Report loss of articles to the office so that they may have all possible assistance in locating the lost article.
2. Articles found on the grounds or in the building should be turned into the office as soon as possible.
3. Articles not claimed within two weeks will be disposed of or given to the finder.
4. Students are encouraged to mark personal property with their name.

TEXTBOOKS

Students who lose, destroy, or deface books that are issued to them will be charged with the responsibility of paying for these items on a prorated basis. Students are not accountable for wear that occurs from normal use of a book.

Students will be issued textbooks by the school district through the library. The classroom teacher and librarian will keep accurate records of the issued textbooks. It is the responsibility of each student to keep up with and take care of the textbooks issued to him or her. This responsibility includes payment to the school for lost or damaged books. All books will be turned into the library at the end of the year.

TEXTBOOK DAMAGE POLICY

Missing or Torn Pages (less than 6 pages)	**$2.00 per page (6 max.)**
Light Liquid/Food Damage/No Mold	**$5.00 - $10.00**
Graffiti, still usable	**$5.00 - $10.00**
Cover Damage-Usable	**25% of replacement book cost**
Broken Binding-Usable	**25% of replacement book cost**
Textbooks/Instructional Materials that are lost or damaged that are No longer being used by the district (i.e., replaced by a newer adoption).	**50% of cost of book**
Severe Cover Damage/Cover Torn Off	**Replacement of Book**
Missing or Torn Pages greater than 6 pages	**Replacement of Book**
Severe Liquid Damage/Mold	**Replacement of Book**
Soiled by food, etc., Mold-Unusable	**Replacement of Book**

RESPONSIBILITY FOR CALCULATORS

Students may be issued calculators by the school district for all mathematic classes at school. The math teachers will keep accurate records of the issued calculators. It is the responsibility of each student to keep up with and take care of the calculators issued to him or her. This responsibility includes payment to the school for lost or damaged calculators. Students will also have access to a calculator on their school issued Chromebooks.

Calculators (TI-83, TI-84, etc.)	**100% Replacement**

RESPONSIBILITY FOR CHROMEBOOKS

All students will be issued a Chromebook at school. It is the responsibility of each student to keep up with and take care of the Chromebook issued to them. This responsibility includes payment to the school for lost or damaged Chromebooks. Students are not permitted to use personal devices of any kind while at school unless they have completed all of the district's BYOD (bring your own device) paperwork. In addition, any student that attempts to connect a personal or non-school issued device to the network, without completed BYOD paperwork completed, will be subject to disciplinary actions per the Student Internet Use Agreement.

Chromebooks are the property of the Magnet Cove School District. They are on loan to students and must be returned to the Magnet Cove School District at the end of the **2026-2027** school year.

Chromebooks are intended for school use only.

GENERAL CARE OF THE CHROMEBOOKS

- Treat the Chromebook with care and respect. The Chromebook, charger, headphones, case and any other school issued accessory are the property of Magnet Cove School District, and should be kept clean and free of marks or stickers at all times;
- Treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, leaving it near pets, or using it with food or drink nearby;
- Turn in damaged Chromebooks to the School office for repair or replacement. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook;
- Keep the Chromebook closed when transporting;
- Do not lift the Chromebook by the screen/lid;

- Make sure there is nothing on the keyboard before closing the lid (for example, pens, pencils, headphones);
- Do not leave the Chromebook in an unsecured area;
- Do not loan the Chromebook to anyone;
- Protect the Chromebook by unplugging the power supply and other peripherals when transporting it;
- Use the Chromebook on a flat, stable surface such as a table. Chromebook can break if dropped;
- Protect the Chromebook from extreme heat or cold;
- Do not put objects on top of the Chromebook. This includes books, musical instruments, sports equipment, etc.;
- Use care when plugging in power cords or headphones;
- Turn off Chromebook before placing in carrying case. The Chromebook should either be turned off or in "sleep" mode. In addition, Chromebooks should not be placed on or under soft items such as pillows, chairs, sofa cushions, or blankets. This will cause the Chromebook to overheat, and will result in damage to the device;
- Do not tamper or remove the inventory barcode sticker. Students will face disciplinary action for tampering with or removing an inventory barcode sticker.

Loss, Theft and Damages to Devices: The cost of a lost, stolen, or damaged device will be based on the actual cost of repair/replacement (see estimated repair cost list below).

Stolen Items: If the Chromebook is damaged, lost or stolen, the parent/guardian or student will report the incident to the principal immediately or by the next school day if the incident occurs off campus. If the Chromebook is stolen while off campus, parents/guardians should also immediately report the theft to the local police. A copy of the police report is to be turned in to the principal. Students must immediately report loss, theft or damage occurring on campus to Principal.

Accidental Damage: The student and parent/guardian are responsible for actual cost of repairs caused by accidental damages.

Intentional Damage: The student and parent/guardian are responsible for replacing any lost, stolen or damaged items if school Administration and the Technology Department determine that it is due to misuse or negligence. The current ***estimated*** replacement cost of the Chromebook is **$275 (*Actual costs may be higher*)**. The student loses device privileges until the financial obligations are met. The principal will devise a plan for the student's further use of the Chromebook.

Normal Wear: For hardware and software problems, students must take their Chromebook to the principal. Normal wear and tear, mechanical breakdowns and faulty construction will be repaired at no cost to the student. A loaner Chromebook will be issued to the student while the Chromebook is being repaired. A student borrowing a loaner Chromebook will be responsible for any damage to or loss of the issued Chromebook

Estimated **Repair Costs (*Actual costs may be higher*)**

- Chromebook Replacement **$275.00**
- LCD Screen **$97.00**
- LCD Bezel/Frame **$49.00**
- Hinges **$42.00**
- Bottom Case **$51.00**
- Power Adapter **$49.00**
- Keyboard / Touchpad **$106.00**

CLASSIFICATION POLICIES AND PROCEDURES

Classification Requirements:

Sophomore:	**5 ½** units
Junior:	**11** units
Senior:	**16 ½** units
Graduate:	**22** units

EARLY GRADUATION REQUIREMENTS

The Magnet Cove School District Board of Education will accept modification of the four-year attendance requirement for high school graduation, provided a student has satisfactorily completed the requirements as set forth by the Arkansas Department of Education and Magnet Cove School District. It is recommended that students indicate their intent to graduate early to the high school counselor and the high school principal prior to their junior year. Good attendance and a cumulative grade point average of 3.0 or higher are considered significant factors for successful early completion of high school.

Students planning to graduate early are required to schedule a conference with the counselor and their parent/guardian to: complete an academic credit check; document reasons for early graduation that align with postsecondary plans; and set a tentative final schedule. Once a plan is in place, the counselor will make a recommendation to the principal whose approval is mandatory for early graduation. The principal's decision will be final.

GRADUATION POLICY & REQUIREMENTS

Students are responsible for making sure they have completed all graduation requirements. Students are encouraged to seek advice from the counselor, principal, and teachers/advisors to be sure requirements are met.

Students who complete all of the requirements for graduation will be allowed to participate in the graduation ceremonies.

Magnet Cove School District acknowledges that some students seek to pursue educational goals that include graduation from high school at an earlier date than their designated class. A student who completes the requirements for early high school graduation may participate in the graduation ceremony with the class in the school year which he/she completes Magnet Cove High School requirements for high school graduation.

In order to earn credit for a course, a student must fulfill all unit requirements. A high school diploma will not be awarded to any student having less than 22 units of credit.

General Diploma: 22 credits and meet all Smart Core requirements

Refer to 4.45 - GRADUATION REQUIREMENTS FOR THE CLASS OF 2026

Honors Diploma: 24 credits total – A student must have **2** AP courses from the **9** units offered and **8** units must be ta ken from the elective courses listed below.

AP Courses:

AP Calculus	AP Biology	AP American History	AP Language
AP Literature	AP Chemistry	College Algebra	Composition I
Composition II	*(Any other Advanced Placement Courses not mentioned above)*		

Electives for Honors Diploma:

Honors Algebra II	Honors Biology	Honors American History	Pre Cal.
Honors Physical Science	Honors English	Transitional Math	Honors English 10
Honors Chemistry	Physics	Honors Geometry	Concurrent Credit Courses

Honor Graduates will be chosen from the honors diploma group. Requirements for honor graduates will be a weighted 3.5 GPA or the upper 10% of the class. The Valedictorian and Salutatorian will be selected from this group. Advanced Placement (AP) classes

(bolded in list above) will be weighted for the purpose of determining GPA for class rank. A student with all A's will not be penalized for taking more courses. In this instance, the un-weighted GPA may be considered.

Pre-AP and AP Semester Exams: All students enrolled in Pre-AP and/or AP Courses will be required to take semester exams for those courses.

GRADUATION CEREMONY FORMAT AND DRESS REQUIREMENTS

1. Boys will wear dress shirts, slacks, and dark dress shoes and socks. Collars go inside gowns.
2. Girls will wear dark-colored dresses and dark colored shoes. All dresses should conform to school dress code.
3. Senior tassels are pinned to the right of the mortarboard.
4. Honor graduates will receive medallions that they may wear at graduation and keep.
5. Beta Club members will wear BETA stoles and tassels.
6. Only medallions, stoles, or tassels awarded for honors may be worn at graduation with the cap and gown.

****Students may be removed from commencement exercises if any of the above guidelines are violated****

SCHOLARSHIPS

Local, state and national scholarships/financial aid are available to Magnet Cove High School students. The counselor will send out information to all students in each grade level regarding scholarships as they become available. Parents may also request to be placed on this email list by contacting the high school counselor so they too can stay informed.

To apply for all Arkansas Department of Education Scholarships, including the Governor's Scholarship, Arkansas Academic Challenge (Lottery) Scholarship, etc..

The Free Application for Federal Student Aid (FAFSA) website is **http://studentaid.ed.gov**. This application must be completed for students to qualify for the Pell Grant and/or student loans, as well as some scholarships. For general information, go to **http://studentaid.ed.gov**.
Information and applications scholarships and awards can be obtained by contacting the counselor's office.

L. S. AND ERNESTINE O. ROBERT EDUCATIONAL ASSISTANCE FUND

The family of L.S. and Ernestine O. Robert has set up an endowment to provide financial assistance to a deserving student or students of the Magnet Cove School District essential for the pursuit of educational or extracurricular endeavors during the period of attendance in any grade, class, or school-approved endeavor; and to provide postgraduate assistance toward the pursuit of academic or vocational training.

Monies granted can be utilized for any purpose the committee elects which furthers a student's or students' potential to advance within the Magnet Cove School District or postgraduate academic or vocational level. Monies may be accumulated if not dispersed in a given school year. Request for assistance must be made to the selection committee, which comprises administrative staff, faculty, and school counselors.

CAP (CAREER ACTION PLANNING) CONFERENCES

In order to respond to the career advisement needs of the students, an advisor system was developed called the "***Career Action Planning***" or **CAP Conferences**. The purpose of the CAPS is to help students and their parents explore educational and occupational possibilities and make appropriate career decisions based on a solid base of information.

Annual CAP conferences give students and parents the opportunity to sit down with a trained teacher/advisor and review the career portfolio, determine a career major, select courses and set career goals. Parents and students are required to attend these career-planning conferences each spring.

Magnet Cove has an open-enrollment policy for registration into Honors and /or AP courses. Students understand that certain behaviors and academic expectations are expected and required for success in an Honors/AP course: maturity, creative and critical thinking, leadership and cooperation, a positive attitude, and a strong work ethic.

An exception to this open-enrollment policy applies to a student who failed a course in the previous year. If a student failed a course in the previous year, he/she will not be allowed to enroll in the Honors/AP level of that subject area in the following year; i.e., a student who failed English 10 or Honors English 10 would not be allowed to enroll in Honors English 11. Any exception to the policy must be approved by the building principal.

ADDING OR DROPPING CLASSES

Students and parents will be given the opportunity to request courses for the next school year during CAP Conferences which will be held in the spring of each year. During CAP Conferences, schedules will be checked for accuracy making sure that all classes needed for graduation have been scheduled. Some changing may need to take place at this time if conflicts occurred during the scheduling process. Based on the student requests made during CAP Conferences, a master schedule will be designed. Once a master schedule is in place, schedule changes must be kept to a minimum.

NO schedule changes will be made during open house or afterwards except for extenuating circumstances, which may include, but are not limited to:

1. Too many students are in a class and balancing is required by the counselor or building principal.
2. Student is inappropriately placed in a class (school error).
3. Class was cancelled due to lack of enrollment.
4. A required course for graduation is missing from the student's schedule.
5. A student needs to retake a course because of failure.
6. Student has already earned credit in a class that is scheduled.

Please note that "*changing your mind*" will not be considered an extenuating circumstance.

If a schedule change is requested for any other reason other than the ones listed above, students must obtain a schedule change form from the counselor's office which will require a parent signature before the change will be considered. The building principal will then approve or deny the request.

HOMEWORK

Homework: Individual teachers make homework assignments and are responsible for clearly stating the nature of the assignment, due dates, and format required. All such work assigned outside of the classroom should be completed as directed and turned in on time. Failure to complete assignments according to the guidelines given means that the mastery level of learning has not been reached. At the discretion of the teacher, and with approval of the principal, several options or penalties might be employed for those who fail to complete their assigned work.

Homework/Test: In any nine-week period, the following applies to how grades will be calculated:

Homework/Classwork will be weighted as 40% of a student's nine-week average while tests and projects will be weighted as 60% of a student's nine-week average.

Final Exams: All classes will have comprehensive semester tests. The semester test will count **20%** of the semester grade and each nine-week's grade will count **40%** of the semester grade.

MAKE-UP WORK

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

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

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.

A written statement presented or uploaded for an absence having occurred more than five (5) school days prior to its presentation or upload will not be accepted.

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.

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.

In addition to the make-up work process above, at the conclusion of a pregnancy-related or parenting-related period of absence, a student may choose from various options to make up missed work, including without limitation:

a. Retaking a semester at the District school where the student is enrolled;
b. Participating in an online course credit recovery program;
c. Being granted six (6) weeks to continue at the same pace and finish the semester at a later date, provided that the student may:
- Complete the student's coursework within the current school year; or
- Attend previously scheduled summer school classes made available by the District Where the student is enrolled; and

d. Receiving home-based instruction services.

*Make-up work can only be picked up prior to the students return to school if the office is notified by 9:00 a.m. and the teacher has available planning time to collect it and send it to the office.

SEMESTER EXAM EXEMPTIONS

In grades 7-12, a student will be exempt from taking semester exams, on a semester by semester basis, if all of the following criteria are met:

- The student cannot have any assignments to Saturday School for the semester;
- The student cannot have any suspensions (ISS or OSS) for the semester;
- The student cannot have any cell phone violations;
- **NO unexcused absences for the semester**;
- The student must have an "A", "B" or "C" average for the semester in that class.
- Students that make a three or four on the Summative ATLAS can be exempt from the following semester's exam(s) provided they meet all other exemption qualifications.
- Students that make a one or two on the summative ATLAS can be exempt from the following semester's exam(s) provided their individual scale score grows on the Summative ATLAS compared to the previous year and meet all other exemption qualifications.
- Exemptions based on Summative ATLAS testing will be considered on a subject by subject basis, i.e., if a student's scale score grows in math but not in ELA they could be considered for an exemption in math but not ELA.

Additional semester exam policies:

- All exemptions are monitored on a class-by-class basis with the exception of discipline infractions.
- Any student that has more than **4** unexcused absences in a single class will be required to take **ALL SEMESTER EXAMS**.
- School approved extracurricular absences will not count against students.
- Students may use up **10** medical excuses and still be exempt. (More than 10 days of medical excuses will require the student to take the exams)
- Student incurring in-school (ISS), out-of-school (OSS) suspensions or Saturday School will forfeit the exemption privilege.
- Semester exams will count for 20% of a student's semester grade
- Any student qualifying for exemption may choose to take the final exam in order to better his/her overall semester grade. The exam score **CANNOT** lower the student's overall semester grade.

Honors and AP Semester Exams: All students enrolled in Honors and/or AP Courses will be required to take semester exams for those courses. These tests will be given the week before semester test week.

STUDENT RECOGNITION PROGRAM

Magnet Cove School District's student recognition program reflects our current state accountability system where attendance, work ethic, and growth are as important as student achievement.

We will recognize students that meet one or more of the following criteria:

- **Outstanding Attendance**: 4 or fewer excused absences (no unexcused) for the year and/or 2 or fewer excused absences (no unexcused) per semester.

- **Outstanding Achievement:** Top 20% of students in the grade using GPA

- **Outstanding Work Ethic:** Consistently turned in class assignments on time all year-can miss 1 assignment per nine weeks

Students meeting criteria for Outstanding Attendance, Outstanding Achievement, and/or Outstanding Work Ethic will be recognized at the end of each semester in the local newspaper.

Teachers will continue to give individual student awards at the end of the year award ceremony.

ACADEMIC INTEGRITY

It is the practice of the Magnet Cove School District to facilitate honesty and integrity among the student body. Students must work to be successful in the classroom with each student's success based upon his/her own merit. To this end, academic misconduct of any kind is unacceptable.
Academic misconduct can be defined to include, but not be limited, to giving or receiving unauthorized aid on examinations, reports or other assignments; knowingly represent the source of any academic work; unauthorized changing of grades; unauthorized use of school approvals or forging of signatures; plagiarizing of another's work (including using AI); or otherwise acting dishonestly in the classroom.

Any breach in the academic integrity policy will result in a zero on the assignment and the parent/guardian will be notified. Repeated offenses will be dealt with according to the discipline policy.

EXTRACURRICULAR ACTIVITIES

Policies Pertaining to Activities:

Attendance: students who are absent (unexcused) during all, or a major part of the day (more than four (4) periods), may not participate in any school activity on that day or evening. The final determination will be made by the building principal or his/her designee.

No class, club, or school group shall plan or arrange any social function without first obtaining permission from its sponsor, who shall get the approval of the principal or his/her designee. Final plans must have the approval of the principal or his/her designee and cannot conflict with activities already on the official school calendar. No social activity shall be held without adequate chaperones; parents shall always be included in the list of chaperones. All monthly club meetings will be held before or after school or during lunch. No meeting shall be set during class time.

Students who have been suspended at any time during the school year will not be allowed to participate in attendance reward trips, state test reward trips, or any other elective field trips. Students with excessive absences will not be allowed to participate in aforementioned field trips.

Activity Fund: The class/club sponsor or class/club treasurer shall deposit all money collected with the administrative secretary. This money should be deposited as collected. The sponsor or treasurer should keep an accurate account of money collected and check with the administrative secretary periodically for accuracy.

If clubs have a need to withdraw money for purchases, the secretary will give instructions as to the proper procedure to follow.

Students and Sponsors: All students who have requests, questions, or problems pertaining to clubs should always go to the sponsor first. It would be impossible for a principal to answer all questions about clubs. The principal will be glad to discuss any problem, request, or question with the sponsor if the need arises. If students will follow this procedure, the activity program will be a better program.

Rules for Holding a Student Office: No student shall hold more than two major offices such as presidents, editors, Student Council officers, etc.

Fundraising: All fund-raising activities held in the District or in the name of the District must be pre-approved in writing by the Superintendent and affected school principal. Approval will be predicated on the potential for return relative to the time and energy to be invested in the fundraising. Fund raising that conflicts excessively with and/or detracts from students or teacher instructional time in either the planning or the execution of the activity will not be approved.

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.
No foods of minimal nutritional value can be sold in fundraisers. Please see school nurse regarding any foods to be used in fundraising activity.

Student participation in any fund-raising activity shall:

- Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and

- Not influence or affect the student's grade.

Secondary Schools: Fund raising in the secondary schools may only be done by officially sanctioned student clubs, spirit groups, school PTOs, or parent booster clubs. Student clubs and spirit groups must receive written approval from their sponsor before submitting the fund-raising proposal to the building principal or his/her designee.

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

A calendar of events is kept by the building principal. All school activities must be approved by the principal before they can be entered on the school calendar. In order to keep our calendar straight, it is necessary that all organizations consult with the building principal concerning the time set for any school function. Plans should be made as early as possible in order to avoid conflicts. The general rule is that events posted on the calendar first get the date desired.

SCHOOL BASED COUNSELING

A school-based counseling program **(TFS)** is provided through a cooperative agreement between the Magnet Cove School District and a board approved provided agency. This program provides school-based counseling services for students who are demonstrating a need for individual counseling services to assist them in coping with situations that interfere with their educational or emotional stability. These services are in addition to any services already provided by the high school counselor.

SCHOOL RESOURCE OFFICER

Magnet Cove School District and local law enforcement agencies cooperatively employ one or more uniformed police officers on the school campus. Any such officer is a resource for the school, the students, and the parents. The officer(s) will work interactively with students, teachers and administrators in an effort to maintain a safe and wholesome environment that is conducive to learning. Any such officer(s) will be involved in law enforcement, instruction and counseling.

DRUG DOG

Students at Magnet Cove School District should be aware that School District Officials have access to a registered drug dog. The dog, while gentle, has been specially trained to locate marijuana, alcohol and other illegal drugs. Periodic, unannounced visits will be made by the dog and its handler throughout the year. Lockers, automobiles and other areas of the building may be searched. Students will be held responsible for any prohibited items found in their lockers, automobile or belongings at school. Should prohibited items be found during school check, the violators will be disciplined under District policies and may be prosecuted under local, state or federal laws.

SCHOOL CRISIS AND EMERGENCY MANAGEMENT

The Magnet Cove School District has developed and maintained a crisis plan of emergency policies and procedures to help protect and sustain life of students and staff and prevent and/or minimize personal injury and/or damage to school facilities.

Magnet Cove School District has the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided in the Arkansas Freedom of Information Act.

When an emergency has occurred at school, parents and guardians may obtain critical information through one of the following:

1. By electronic notification through email, phone, or text Parent Square App
2. On the Magnet Cove School District website (**magnetcove.k12.ar.us**)
3. On Magnet Cove School District social media channels **(Facebook)**

MANDATORY DRUG TESTING

MISSION STATEMENT

The Magnet Cove School District recognizes that drug abuse is a significant problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and development. The Magnet Cove School District 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 statues or which is controlled by the U. S. Food & Drug Administration under the controlled Substance Act unless prescribed by a licensed physician or a person licensed with prescriptive authority.

School Year: From the first day of classes in the fall until the last day of classes in the spring.

Summer Programs: Any camps, practices, or activities required in the summer

Activity Program: Any activity that meets the guidelines of the Arkansas Activities Association or sponsored by the Magnet Cove School District. These activities are listed below:

Football	**Art Club**	**Fishing Team**
Basketball	**Band**	**Volleyball**
Class Officers	**Student Council**	**Track**
Beta Club	**Golf**	**Choir**
Cheerleading	**FBLA**	**Archery Team**
FCA	**FFA**	**GT**
Softball	**Yearbook**	**Baseball**
*** Others as formed**	**Cross Country**	**Trap Shooting**

POLICY STATEMENT

Magnet Cove School District is conducting a mandatory drug-testing program for students who choose to participate in an activity or drive a vehicle onto campus.

Purpose:

The purpose of this policy is:

1. To ensure the total well-being of all students at the Magnet Cove School District.
2. To emphasize the health and safety of students, as well as addressing the long-term physical and emotional effects of chemical abuse on their health.
3. To undermine the effects of peer pressure by providing a legitimate reason for students in activity programs to refuse to use illegal or prescription drugs.

4. To encourage students in activity programs who use drugs to discontinue use and participate in drug treatment programs.
5. To establish a standard of conduct for students representing Magnet Cove School District who are considered leaders and standard bearers among their peers.
6. To work with parents to assist in keeping their children drug free.
7. To assist students who need to be referred for assistance or evaluation regarding their use of illegal drugs or prescription.

PROCEDURES FOR STUDENTS:

Consent: Each student wishing to participate in any activity program and the student's custodial parent or guardian will consent in writing to drug testing pursuant to the District's drug testing program. Written consent of this policy is a form provided by the District. No student shall be allowed to participate in any activity program or drive on campus absent of such consent. This form of consent will be binding for the remainder of the school year unless the district is notified in writing by the student's parent or guardian that the student is no longer in any extracurricular activity or does not drive on campus and the parent's wish is for his/her child not to be drug tested. Students not involved in activities or who don't drive on campus may be allowed to participate voluntarily 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 or at the beginning of their activity. In addition, random testing will be conducted during the school year. This random testing shall be made up of no less than 10% of all students who drive on campus or participate in an activity. A random selection of all students who participate in activity programs or students who drive on campus will be generated via a computer program at the time of the drawing. The Drug Abuse Prevention Coordinator and Building Principal shall take all reasonable steps to ensure the integrity, confidentiality, and random nature of the selection process, including, but not necessarily limited to, assuring the names of all participating students in activity programs are in the pool, assuring the identity of students drawn for testing is not known to those involved in the selection process by the least intrusive means possible while assuring brevity and privacy. Random selection may occur more than once during the school year.

Sample Collection: Samples will be collected at a convenient time of the same day the student is selected for testing. If for some reason a student is unable to produce a sample at a particular time, the student will remain with the collector until sample is provided. All students providing samples will be given the option of doing so in an individual stall with the doors closed.

Testing Agency: The Magnet Cove School District will choose a qualified testing agency for the purpose of processing sample results and maintaining privacy with respect to test results and related matters.

Prescription Medication: In a students' sample, the existence of lawfully prescribed medication is not a violation as long as it was taken in accordance with a licensed physician's prescription to that specific student. Some over-the-counter medications may have similarities to unlawful drugs when tested. Students will be allowed to list any prescribed medications on the drug testing consent form. If a student is taking a prescription medication at the time of testing, he or she should inform the drug testing coordinator. Students may be asked to provide a doctor's prescription to verify any prescription medications they are taking. Any students refusing to provide this verification that test positive will be subject to the actions specified for a "positive test."

Scope of Tests: The drug tests follow federal standards. Student samples will not be screened for any substances other than illegal and prescription drugs. Drug abuse will be the sole purpose for the screening.

Limited Access to Results: The testing lab will be authorized to report results only to the Drug Testing Coordinator and/or Building Principal.

Procedure in the Event of First Positive Result: Whenever a student's test results indicate the presence of illegal or prescription drugs ("positive drug"), 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 student, Parent/Guardian, Principal, School Resource Officer, and Head Coach or Sponsor.

First Positive Result: For the first positive test result the student will not be allowed to drive on campus and will participate in mandatory counseling during school hours. After twenty (20) days, the student will be tested again at his/her own expense; the results will be given to the Principal or his/her designee. If the test is negative, the student will be allowed to drive on campus again. A student that tests positive will be tested for the next six times testing occurs. If the semester or school year ends before this time is up, the testing will carry over into the following semester or the next school year at the expense of the parent or guardian.

Second Positive Result: For the second positive the school will file a FINS (Family In Need Of Service) petition (within 5 working days after receiving the results) via the court system. The student will be suspended from participating in any extracurricular, co-curricular or driving on campus for the remainder of the current semester and the following semester.

Third Positive Result: For the third positive result the student will be permanently suspended from driving on campus or participating in any activity program for the remainder of his or her enrollment at the school. This remains in effect if the student withdraws from school to attend another school, and later returns and re-enrolls in the Magnet Cove School District. The student will have the right to appeal to the Magnet Cove School Board.

Non-Punitive Nature or Policy: There will be absolutely no penalty whatsoever as far as academics are concerned in the event of a positive drug test for illegal or prescription 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: By accepting this policy, the Magnet Cove School District is not precluded from utilizing other disciplinary measures outlined in the student handbook dealing with student Discipline Policy. This policy does not preclude the Magnet Cove School District from taking disciplinary measures and resulting action when founded upon reasonable belief and/or suspicion that a student has participated in any drug-related activities.

CLUB AND ACTIVITIES

BETA Club: National Beta Club is the largest independent, non-profit, educational youth organization in America. It is a club that helps prepare students to be leaders. The BETA Club is an honors organization that promotes scholastic achievement.

National BETA Club Preamble: Believing that exemplary student effort and achievement should be encouraged and rewarded, and seeking to cultivate the ideals of service and leadership in our citizens of tomorrow, the governing body of the National Honorary Beta Club has instituted this organization for the promotion of these ideals and those stated in the Beta Creed, among elementary and secondary school students.

ALL STUDENTS MUST BE PERFORMING AT OR ABOVE GRADE LEVEL ON STANDARDIZED TESTING AND IN HIGH SCHOOL CLASSES IN ORDER TO BE ELIGIBLE FOR MEMBERSHIP.

There are multiple eligibility requirements before the BETA Club Committee will consider a student for an invitation from the BETA Club sponsor to join BETA Club.

According to National standards, eligible students must display the following concerning academics:

1. **Minimum GPA of 3.25 on a 4.0 scale**;
2. **At or above level** on ACT / ACT Aspire test scores;
3. **At or above level** on all core classes and curriculum;

According to National standards, eligible students must display the following concerning character:

1. Worthy, moral, and ethical **character and behavior**;
2. **Exemplary** achievement and **commendable** attitude.

According to National standards, eligible students must have the following concerning behavior and attendance. This includes but is not limited to:

1. No In-school or out-of-school **suspensions**;

2. **Consistent** school attendance (see Magnet Cove High School Attendance Policy).

According to National standards, eligible students must have the following concerning community service after they become a member:

1. A **MINIMUM of 90** service hours BEFORE graduation;
2. Attend at least **ONE BETA Club convention** prior to graduation.

In order to **MAINTAIN** BETA Club membership, students MUST meet ALL criteria mentioned above. Members can be placed on probation and/or suspension if they do not fulfill the criteria above such as but not limited to:

1. A fallen GPA (lower than 3.25)
2. A behavioral issue of any kind
3. Excessive unexcused absences
4. A drop in ACT / ACT Aspire test scores

Method of Selection:

1. The committee will comprise of a minimum of **five (5) certified educators (including BETA Club sponsors and the building principal or his/her designee)**;
2. Membership invitations are **determined by student evaluation** made by the BETA Club committee and/or present/current classroom teachers **based on the criteria mentioned above**;
3. **There are multiple opportunities for students to be invited** upon their successful completion of their first semester of their freshman year. Any student not invited the first semester or first year, WILL BE RECONSIDERED and RE-EVALUATED for the next school year.
4. **Any questions and concerns regarding BETA Club must be brought to the attention of the high school principal and not the BETA Club sponsor(s). The high school principal will have the final say in all BETA Club matters.**

FUTURE BUSINESS LEADERS OF AMERICA: FBLA is the national organization for all students enrolled in business programs in junior and senior high schools. The organization operates as an integral part of the instructional program under the guidance of business teachers, FBLA state committee, school administrators, and business persons. The requirement to become a member is to be currently enrolled in a business course or to have completed at least one business course.

FUTURE FARMERS OF AMERICA: The FFA, chartered by an act of Congress, is a national organization of students enrolled in vocational agriculture/agribusiness in the 50 states and Puerto Rico. Public Law 740 makes vocational agriculture-FFA a single instruction program. To be a member, one must be enrolled in a class of vocational agriculture or have completed all vo-ag classes offered in the local school. Maximum age is 21 years.

SCIENCE CLUB: The Science Club provides an opportunity for individuals to learn about different scientific disciplines, conduct experiments, and participate in various scientific activities within the school and community. Students can enhance their scientific knowledge, develop critical thinking skills, and cultivate a passion for science by being a member of the science club. The Science Club is designed to foster mentoring relationships between youth and science professionals and experiences. Officers are selected by the science club members.

STUDENT COUNCIL: The Student Council is the coordinator of all non-athletic extracurricular activities. The Council's primary objective is service to the school and to the student body. Membership is by election with each class having three representatives. Officers are elected by the student body. Representatives-at-large include those who were defeated in the general election for officers. The Student Council will hold elections annually in the spring semester for the following school year. The procedure for holding elections is as follows: Students eligible for Student Council may sign a list in the sponsor's office. This list will be open for one week. Offices are president, vice-president, secretary, and treasurer. A general election will be held. If no candidate receives 50%+1 of the votes, then a run-off election will be held between the top two candidates. All students are eligible to vote.

HOMECOMING

A. The senior high football team will select the queen and the senior high princess. Both the queen and princess must be from the senior class. All elected members of royalty must have attended Magnet Cove High School for one full year before being elected.

B. Each class will select three (3) maids (Grades 9-12). Girls can serve as maid only one time. However, the princess and the queen may have served as a maid previously.

C. A flower girl and crown bearer will be randomly chosen from the forms turned in by the given due date.

D. Senior members of the senior high football team will serve as escorts for the royalty in the afternoon ceremonies. If additional escorts are needed, escorts will be chosen from the junior members of the senior high football team.
E. The fathers of the members of the royalty, or approved substitutes, will serve as escorts in the evening ceremony.
F. The homecoming coordinator(s) will organize all Homecoming activities. The Student Council will host the Homecoming Dance.
G. Football escorts will wear khaki pants and their football jersey. The homecoming coordinator will provide an ordering link for khaki pants to ensure they are all the same color.
H. Any questions and concerns regarding homecoming must be brought to the attention of the high school principal and not the homecoming coordinator. The high school principal will have the final say in all homecoming matters.

SCHOOL DANCES - PROM

Dances will be approved for students one night in the fall, one night during the spring semester (with the approval of the principal) and senior prom. Any other dances will require prior approval of the school board.

Only Magnet Cove students in grades 7-8 and 9-12 will be eligible to attend school dances.

Students in 10th grade may attend prom only if asked and accompanied by an 11th or 12th grade student. Dress code for homecoming and prom will be addressed by the class sponsors. A Magnet Cove student may invite a guest not in school. However, only one such person may be invited and this guest must enter with the Magnet Cove student. The Magnet Cove student must share with adult chaperones the responsibility for the conduct of such guest. All guests must be registered by giving name and address on or before the last day of school prior to the dance. All guests must be pre-approved by the building principal and must be under the age of 21.

Upon arrival at a dance, students shall enter the building without loitering outside and sign the register of attendance giving their time of arrival. In the event it is necessary for a student to leave before the dance ends, the student shall sign out also giving time of departure. Exiting from the building and reentering other than that stated above shall be allowed only by special permission of the administrator assigned to sponsor the activity. The conduct of both students and adults at dances is expected to be exemplary.

Drinking alcohol and use of any tobacco product will not be tolerated. Any person not behaving according to acceptable behavior standards as determined by the faculty sponsor will be asked to leave and possibly will be liable for further disciplinary action. This applies to students also if they are non-cooperative with respect to behavioral responsibility of their non-student guest.

The school board reserves the right to review and amend policies relative to dances and/or terminate dances at any time.

No one 21 or older will be allowed to attend school dances as a student's guest.

MEDIA CENTER

The Magnet Cove High School Media Center is opened before school for the students' use. Materials may be checked out for two weeks. Renewals may be made when necessary. The library does not charge fines for overdue books, but the books are expected to be returned promptly. Lost or damaged book charges must be paid for prior to the last day of school.
No food, drink, candy or gum will be allowed in the library unless prior approval is authorized by the media specialist and/or the principal.

The copiers are for teacher use. Teacher and Office aides are the only students allowed in the copy room.

SCHOOL DRESS CODE

Dress and appearance must not present health and safety hazards or cause disruption of the education process. Personal appearance or attire of pupils, which creates disturbance or commotion within the school, is a detriment to the program of study and will not be tolerated and shall cause disciplinary action to be taken. A student will not be permitted to attend class with inappropriate apparel (Dress code for homecoming and prom will be addressed by the class sponsors). When there is a question concerning the possibility of a dress code violation, staff members and/or teachers will ***"privately"*** (never in the presence of another student) notify the building principal, or his/her designee, either in person or via email. The building principal, or his/her designee, will make the final decision regarding the appropriateness of a student's apparel.

Prohibited items of apparel include, but are not necessarily limited, to the following:

1. Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, midriff, or breast (Act 835 of the 2011 Legislative Session);

2. Sagging pants are prohibited;

3. Caps, hats, and hoodies cannot be worn within a building;

4. Shoes are required at all times;

5. Headphones, ear buds, and or other listening devices are prohibited in the building(s) and are considered an electronic device. Noise cancelling headphones are allowed with prior administration approval;

6. In addition, no clothing, hats, or backpacks may advertise or depict alcohol, drugs, tobacco products, violence, hate themes, racial/gender degradation, sexually explicit or suggestive wording or pictures, gang affiliation, gang-related tattoos, gang monikers, or a subject matter/group that promotes illegal activity;

7. Students are prohibited from wearing costumes or pieces of costumes at any time other than approved spirit days;

Any garment or symbol, including face masks/coverings, deemed as a distraction to the educational environment by school personnel will be considered inappropriate.

Students are required to be reasonably clean while attending school. If not, students will be counseled, and if the situation is not corrected a conference will be arranged with the parents. If the problem remains, the student will be referred to other agencies.

Consequences for violation of dress code will be:

Minimum – Conference and Warning
Maximum – Suspension

ELECTRONIC COMMUNICATION DEVICES

"BELL TO BELL, NO CELL ACT"
Act 122

Magnet Cove High School realizes the impact technology can have on a student's education. If used correctly, it can broaden a student's ability to find and retrieve valuable information. Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device is expressly forbidden.

The prohibition in this policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment.

Students may use their personal electronic devices on busses to text, play games or to listen to music (with earphones). Phone calls are reserved for emergency situations and require the bus driver's permission.

Parents needing to contact their student should call the office or email. PLEASE DO NOT CALL OR TEXT YOUR STUDENT DURING SCHOOL HOURS.

Noises (rings, alarms, text notifications, etc.) from cell phones interrupt classes and will be considered as reasonable grounds for search and seizure of electronic devices.

Electronic devices and accessories must be turned off and stored NO LATER THAN 7:45 AM AND/OR BEFORE ENTERING THE SCHOOL BUILDING(S).

Students cannot have cell phones in their pockets, jackets, etc. This includes Smart Watches, AI glasses and any other electronic communication device.

An imprint of a phone in a student's pocket will be considered as reasonable grounds for search and seizure of electronic devices.

Electronic devices must be stored:

A. **In the student's vehicle (if the student drives);**

B. **In the student's backpack;**
C. **In the student's assigned locker (locks are provided by the school and can be checked out in the office);**
D. **In the school's lockbox located in the office.**

At no time should a cell phone or other electronic device be used as a means of cyber-bullying or the harassment of any student, faculty, or staff member. Students are not allowed to create, send, share viewing, receive, or possess an indecent visual depiction of oneself or another person. **Violations of harassment or bullying with any electronic device can result in consequences ranging from Saturday School to Expulsion.**

No electronic devices with audio/video recording and/or photographic capabilities shall be accessible at any time during state mandated -tests by students. This includes cell phones, cameras, MP3 players, Smart Watches, iPods, etc. Electronics should be left at home on the day of state mandated testing. If an electronic device is brought into the testing room, before testing materials are passed out, the electronic device will be turned off, collected by the administrator, and stored away until after testing materials have been collected, at which time it will be given back to the student without repercussions. The district is not responsible for loss or damage to phones brought into the testing environment. The safest place for devices is at home on state mandated testing days.

If an electronic device is accessed during testing, the device will be confiscated and checked by the district test coordinator to see if information about the test has been saved, sent, or received. Disciplinary actions ranging from Saturday School to suspension will be taken. The parent or guardian will be required to pick up the device, and if the test has been compromised, a DO NOT SCORE label will be placed on the student's test and the parents may be responsible for the cost of replacing any compromised test items.
The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students using electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy SEARCH, SEIZURE, AND INTERROGATIONS.

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

Students who do not surrender their cell phone to staff members when they violate these policies may be subject to suspension.

MAGNET COVE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR STOLEN, LOST, OR DESTROYED CELL PHONES, ELECTRONIC DEVICES, OR ACCESSORIES.

CRIME OF UNAUTHORIZED VIDEO RECORDING

Students will not use personal or school devices to make video or audio recordings of other students, school or district personnel, visitors, or anyone on school premises at any time without permission from school administrator(s).

The unlawful use of a camera, video tape, photo-optical, photoelectric or any image recording device used for the purpose of secretly observing, viewing, photographing, filming, or videotaping (including audio) on district property or school function without the consent of any person(s) who has reasonable expectations of privacy is prohibited. (A.C.A. 5-4-401; 5-16-101 Class D-Felony)

A person shall be guilty of this offense if they voluntarily participate in placing the photographic image(s) obtained in any public viewing area, i.e. internet, cell phone, camera, social media, etc.

Violations can result in a minimum of the following consequences:

A. **First Offense: Saturday School (Loss of Semester Test Exemption) - Students will be required to turn their personal electronic device(s) into the office immediately upon arrival to school and can pick them up at the end of 8th period for thirty (30) school days.**

B. **Second Offense: In-School Suspension (ISS) - Students will be required to turn their personal electronic device(s) into the office immediately upon arrival to school and can pick them up at the end of 8th period for forty-five (45) school days.**

C. **Third Offense: Out-of-School (OSS) - Students will be required to turn their personal electronic device(s) into the office immediately upon arrival to school and can pick them up at the end of 8th period for sixty (60) school days.**

Parent(s)/guardian(s) will be required to come to school and pick up their child's electronic device(s) when they are confiscated for violating this policy.

PRINCIPALS MAY ALTER SEVERITY OF PUNISHMENT BASED ON CIRCUMSTANCES AND OTHER CONDITIONS

REPORTING CHILD ABUSE (STUDENT WELFARE)

The Board directs full compliance by the District with the child abuse and neglect reporting laws. School employees, as members of a school staff, are included in the list of persons required by law to report if it has been disclosed to them or they have reasonable cause to suspect that a child has been subjected to abuse, sexual abuse or neglect or if they observe the child being subjected to conditions or circumstances which would reasonably result in abuse. It will not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

1. Students with a disability who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as the misbehavior is not related to the disabling condition.
2. The individualized education plan (IEP) team for a disabled student should consider whether particular discipline procedures should be adopted for that student and included in the IEP.

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 AR Stat. Ann. 801516).

1. Due process is afforded to students in serious disciplinary case of:

   a. suspension
   b. expulsion
   c. statements removed from student's records and
   d. clearing one's reputation

2. Due process procedures will be printed and distributed to all students and parents and will comply with all State and Federal Laws.

   a. Prior to any suspension, the school principal or his/her designee shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such 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/her designee.
   c. Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) of the pupil.
   d. Any parent(s) or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools.

WHO IS RESPONSIBLE FOR STUDENT CONDUCT?

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

STANDARDS OF CONDUCT

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. School staffs have the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order.

A student who is well informed concerning his/her rights and responsibilities and the standards of behavior expected should not require disciplinary action. However, for the information of all students, infractions to avoid and recommended disciplinary actions are presented below.

STUDENTS MAY NOT ATTEND OR PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITIES OR EVENTS (FOOTBALL, BASKETBALL, CHOIR, BAND, ETC) WHILE ASSIGNED TO ISS OR OUT OF SCHOOL SUSPENSION.

IN-SCHOOL SUSPENSION (ISS)

The following guidelines will be in effect concerning In-School Suspension:

1. Students may be assigned to ISS for various discipline problems.

2. Students who are assigned to ISS will not be counted absent from their classes. **However, they will NOT be allowed to practice, participate in, or attend any extracurricular activity until the day after the ISS time has been completed. Students are NOT to be on school campus outside the hours of instruction (7:20 am – 3:30 pm) for any reason while assigned to ISS.**

3. Students who are assigned to ISS will be sent their assignments and tests by the classroom teacher whenever possible. Students and/or parents can check their teachers Google Classroom pages for their assignments. Also, students can check with teachers either before school or after school to get assignments. This will not be feasible in some classes such as computer classes, art, science labs, and other specialized classes.

4. Students will be allowed to make up any daily work, tests, or other class assignments that could not be done in ISS. If the situation arises that a specialized assignment cannot be duplicated, the classroom teacher and principal will meet to determine how best to resolve that individual's grade. All assignments sent to ISS must be completed before the student is released to return to his/her regular classes. ***The responsibility for completion of any make-up work that was not received in ISS lies totally with the student.***

5. The ISS Supervisor will assign educationally appropriate work to students who do not have enough class work to keep them busy. These assignments must be completed to the supervisor's satisfaction before the student is released.

6. ISS students may either bring their lunch or purchase the regular lunchroom tray.

7. Absolutely no talking will be allowed in ISS without the supervisor's permission.

8. Problems, disturbances, or failure to work in ISS will result in additional days assigned or an Out-of-School Suspension (OSS).

9. All ISS students will arrive at the ISS room no later than 7:50 am and remain in ISS until released by the ISS supervisor at the end of the school day.

10. ISS students must turn in their cell phone to the office before 7:50 am and can pick their cell phone up after 8th period each day.

11. If a student is absent while assigned to ISS, he/she must make up that day before being released from ISS.

12. Students must go directly to the ISS room upon arriving on school grounds, go to their assigned seat and start work immediately. Work will be assigned by the ISS supervisor or by their classroom teachers. The student will not be released until all assigned work is completed.

13. Students will raise their hands and obtain permission from the ISS supervisor before speaking. Students are not to communicate with each other while in ISS.

14. Students will not sleep. They will NOT lay their head on their arms, desk, or partition.

15. Failure to follow the rules/procedures of the ISS program will result in additional ISS days and/or out-of-school suspension (OSS) being assigned for breaking the rules. OSS will be for the remainder of the original ISS time plus additional time for breaking the rules of ISS.

LUNCH DETENTION

The purpose of Lunch Detention is to provide students an opportunity to remain in school while addressing behavioral and/or academic concerns that are minor in nature. The principal, teacher(s) or principal's designee, determines if the student should be placed in Lunch Detention, and for how long. The principal and/or referring teacher shall make assignments to complete during Lunch Detention. Students are responsible for bringing assignments to complete during Lunch Detention. If a student does not bring an assignment, an alternate assignment will be given.

1. Lunch Detention may be assigned for any length of time deemed appropriate by the principal or principal's designee.

2. A student assigned to Lunch Detention shall immediately report to the cafeteria and check in with the staff member on duty in charge of Lunch Detention. Students tardy to Lunch Detention will be assigned another day of Lunch Detention.

3. Students who fail to comply with Lunch Detention rules will be assigned additional consequences such as Saturday School, ISS, etc.).

4. Lunch Detention will be conducted during the entire lunch period.
5. Individual Lunch Detention students are stationed away from the other students.
6. Rules for students in Lunch Detention are determined by the principal and supervisor.
7. Students who refuse a Lunch Detention assignment will be assigned Saturday School or Suspension.
8. Saturday School or ISS may be assigned to a student after he/she receives his/her fifth Lunch Detention.
9. **Students are not allowed to talk during lunch detention.**
10. **Students cannot have their phones out, power on or in use during lunch detention.**
11. **Students that fail to follow any of the above-mentioned rules and guidelines for lunch detention will have additional lunch detention days added or Saturday School as a consequence for their actions.**
12. **Students will not be allowed to use a computer or Chromebook while they are in Lunch Detention.**

SATURDAY SCHOOL

The purpose of Saturday School is to provide students an opportunity to remain in school while addressing behavioral and/or academic concerns. Saturday School may be assigned depending on the rule violated as determined by the principal or his/her designee. Saturday School will be held at Magnet Cove High School. Students will enter and be dismissed through the front door of the high school.

It should be clearly understood that students face three (3) days of (ISS) In-School Suspension and an additional Saturday School for failing to attend Saturday School and/or for not following the rules listed below:

1. Only verifiable physician statements will be acceptable as an excuse for not attending Saturday School;
2. Upon checking in, each student must have one (1) reading book, work from their teachers, paper and pencil. No magazines or newspapers will be allowed;
3. Saturday School begins at 8:00 a.m. Doors will be locked at this time and no one will be permitted to enter late;
4. Productive and meaningful activities are expected throughout each session. Head on desk or sleeping will not be tolerated;
5. All classroom/school rules and regulations will be followed;
6. Electronic devices (including but not limited to cell phones) will not be permitted in Saturday School.

Transportation to and from Saturday School is the responsibility of the parent(s) and/or legal guardian(s) of the student. Students that arrive after 8:00 a.m. and/or are not picked up by 11:00 a.m. may have his/her Saturday School assignment extended by one Saturday. Saturday School is from 8:00 a.m. until 11:00 a.m. every Saturday with the exception of holidays.

DISCIPLINE POLICY

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

Below each rule is a standardized list of disciplinary actions to be taken. Normally, this list will be adhered to in alphabetical order after each occurrence. However, the administration may exercise more extreme action in severe situations, or in situations in which a student has been involved in other rule infractions.

Any conduct that tends to be disruptive of the educational program will be met by disciplinary action as follows. Minimum and maximum penalties for the following offenses are stated. The administration, in dealing with the discipline referral, will make a decision and/or take appropriate action within these guidelines based on the nature and intensity of the problem. Also, it should be noted that the list is not all-inclusive but provides only examples of problems and probable consequences. Minimum and maximum penalties for disciplinary offenses may range from a reprimand to expulsion. Depending on the violation, charges can be filed on the student along with disciplinary actions. The charges will be handled by the School Resource Officer and the Hot Spring County Sheriff's Department.

LIMITS FOR DISCIPLINARY CONSEQUENCES

Students will not be permitted to repeat disciplinary penalties indefinitely. The following are maximums allowed for disciplinary penalties per semester:

1. Detention – Five (5) times
2. Saturday School – Three (3) times
3. In-School Suspension – Ten (10) days

Once a student reaches his/her maximum limit, the next, more serious disciplinary action may be assigned. It should be noted that repeated disregard for school rules and policies may result in a student's being recommended for expulsion.

Rule 1: **INSUBORDINATION**

Disrespecting school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination.

A. Saturday School
B. In-School Suspension
C. Three-day Suspension
D. Five-day Suspension

Rule 2: **TRUANCY**

A student shall not be absent from school without parent and/or school authority's prior knowledge and consent. After arrival on campus, a student absent from his/her assigned learning station without permission from school authorities shall be considered a truant. (Arkansas Law 6-18-217, 6-18-222)

A. Saturday School
B. In-school Suspension

Rule 3: **POSSESSING, BUYING OR SELLING OBSCENE LITERATURE**

A. Saturday School
B. In-school Suspension
C. Three-day Suspension
D. Five-day Suspension

Rule 4: **DANGEROUS WEAPONS**

A student shall not possess, handle or transmit explosives, or guns of any type or any illegal knives of any type, or any other object that might be considered a weapon or dangerous instrument. (Act 1150 of 1999) Student shall be expelled for not less than one year. According to Section D of Act 1150, the Superintendent shall have discretion to modify the expulsion requirement on a case by case basis.

Rule 5: **FAILURE TO COMPLY WITH RECOMMENDATION OF SCHOOL HEALTH OFFICIALS TOWARD THE CONTROL OF INFECTIOUS DISEASE**

Suspension from school until the disease is controlled.

Rule 6: **LEAVING CAMPUS OR DESIGNATED AREA WITHOUT PERMISSION**

After arrival on the school campus a student shall not leave the campus, or designated area, without permission from the building principal or his/her designee.

A. Saturday School
B. In-school Suspension

C. Three-day Suspension
D. Five-day Suspension

Rule 7: **ALL PRESCRIBED MEDICATION AND OVER THE COUNTER DRUGS MUST BE CHECKED IN THROUGH THE NURSE'S OFFICE BY AN ADULT UPON ARRIVAL AT SCHOOL**

A. Saturday School
B. In-school Suspension
C. Three-day Suspension
D. Five-day Suspension

Rule 8: **DRUGS AND ALCOHOL - (Refer to Policy 4.24)**

The administration may exercise more extreme action in severe situations, or in situations in which a student has been involved in other rule infractions. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

Minimum – Suspension
Maximum - Expulsion

Rule 9: **DANGEROUS INSTRUMENTS, CONTRABAND AND NUISANCE ITEMS**

A student shall not possess razors or any other object that might reasonably be considered a weapon or dangerous instrument or any contraband materials, caffeine pouches, mace, pepper spray, radios, games, lighters, fireworks, darts, playing cards, trading cards of any kind, toys, etc. (A.C.A. 5-71-227)

A. Saturday School
B. In-school Suspension
C. Three-day Suspension
D. Five-day Suspension

Rule 10: **STUDENT ASSAULT OR BATTERY - (Refer to Policy 4.21)**

The administration may exercise more extreme action in severe situations, or in situations in which a student has been involved in other rule infractions. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

Minimum – Suspension
Maximum – Expulsion

Rule 11: **INDECENT EXPOSURE, SEXUAL ADVANCES, AND SEXUAL HARASSMENT**

Sexual behavior, engaging in a sexual activity or performance of a sex act, including any unwanted and unwelcome physical behavior. Examples can include, but not limited to: petting, pinching, grabbing, indecent exposure, including but not limited to pantsing and scooping.

A student shall not deliberately commit indecent exposure in school nor shall a student make improper sexual advances toward another person. (A.C.A. 5-14-112)

Minimum – Suspension
Maximum – Expulsion

Rule 12: **BOMB THREATS**

A student who calls in a bomb threat and/or any other threat to the health and safety of students and employees will be referred to the legal authorities and will be recommended for expulsion. (A.C.A. 5-71-211) Act 567 now makes this offense a Class D felony.

Recommendation for expulsion from school for remainder of the school year with loss of credits.

Rule 13: **HORSEPLAY**

Horseplay and physical teasing, such as shoving, striking, biting, throwing objects at one another, etc. is forbidden.

A. Lunch Detention
B. Saturday School
C. In-School Suspension
D. Three-day Suspension

Rule 14: **FIGHTING**

When students fight, it may be difficult to determine who is at fault. When a cooling off period is needed, both students may be immediately suspended until an effort to determine fault is made. Fighting or threatening others with physical injury or death, etc., battery and/or assault, and are strictly forbidden.
If a student is found to have not initiated the fight, he may or may not be suspended. An alternate punishment may be applied with regard to actual involvement. (Arkansas Law 5-71-207, A.C.A. 5-13-205, 5-13-206, 5-13-301)

Violation of this policy will result in disciplinary action, and may also constitute criminal offense.

A. Three-day Suspension
B. Five-day Suspension
C. Ten-day Suspension **and** Probation

Rule 15: **TERRORISTIC THREATENING**

By law, local law enforcement officials must be notified whenever a felony or an act of violence may have been committed or threatened to be committed on campus or at school functions. Act 1520 of 1999 states that "Whenever the principal or other persons in charge of a public school has personal knowledge or has received information leading to a reasonable belief that any person has committed or has threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision, the principal or the person in charge shall immediately report the incident or threat to the Superintendent of the school district and the appropriate local law enforcement agency." Act 1217 will require that parents be notified also.

Minimum – Suspension
Maximum – Expulsion

Rule 16: **DAMAGE OR DESTRUCTION OF PROPERTY**

A student shall not damage or attempt to damage school property, school employees' property, or another student's property. The Magnet Cove School District will attempt to recover damages from any student destroying school property. Parents of any minor student under the age of 18 will be liable for damages caused by said minor. (A.C.A. 5-38-203, 5-38-204, 5-71-26, 6-21-604, 6-21-605)

A. Saturday School (parent charged for damages)
B. Three-day Suspension (parent charged for damages)
C. Five-day Suspension (parent charged for damages)
D. Ten-day Suspension (parent charged for damages)

Rule 17: **THEFT OR EXTORTION**

No person shall obtain or attempt to obtain something of value from another person by theft, physical force, or by threat (illegal acts). (A.C.A. 5-36-103, 5-36-106)

A. Saturday School **and** Restitution
B. Three-day Suspension **and** Restitution
C. Five-day Suspension **and** Restitution

Rule 18: **DISORDERLY CONDUCT**

A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected. (A.C.A. 5-71-207)

A. Saturday School
B. In-school Suspension
C. Three-day Suspension
D. Five-day Suspension

Rule 19: **PROFANITY - VERBAL ABUSE - OBSCENE GESTURES**

A student shall not use profane, violent, vulgar, abusive or insulting language at any time (verbal or written). A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process (A.C.A. 5-60-113, 5-17-207, 5-71-208, 6-17-106, 6-18-506)

A. Saturday School
B. In-school Suspension
C. Three-day Suspension
D. Five-day Suspension

Rule 20: **BULLYING - (Refer to Policy 4.43)**

The administration may exercise more extreme action in severe situations, or in situations in which a student has been involved in other rule infractions.

Minimum – Saturday School
Maximum – Expulsion

Rule 21: **FORGERY AND/OR FALSIFICATION OF GENERAL INFORMATION**

A student shall not forge another person's name to any pass or student scheduling information, nor falsify telephone numbers and addresses on general information forms, discipline forms, note from school, note from doctor, note from home, improper hall or campus pass.

A. Saturday School
B. In-school Suspension
C. Three-day Suspension
D. Five-day Suspension

Rule 22: **LOITERING BY SUSPENDED STUDENTS**

A student who has been provided written notification that because of an act of misbehavior he/she is prohibited from being in a school building or on a school campus for a specified period of time shall not enter any school building or be present on any school grounds. (A.C.A. 6-21-606, 6-21-607)

A. Warning **and** ordered off campus
B. Students shall be arrested **and** charged in accordance with Arkansas Law.

Rule 23: **TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED PRODUCTS**

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pips, or under any other name or descriptor.

Students who violate this policy will be subject to legal proceedings in addition to student disciplinary measures after their first offense.

Rule 24: **GAMBLING**

A student shall not engage in any game of chance on school premises at any time. (A.C.A. 5-66-101, 5-66-112, 5-66- 113)

A. Saturday School
B. In-school Suspension
C. Three-day Suspension
D. Five-day Suspension

Rule 25: **ACADEMIC DISHONESTY**

A student shall not be dishonest on any tests or assignments including tests/assignments taken on computers nor shall a student aid other student(s) in cheating on tests.

A. Student receives zero (0) **and** Parent(s) Notified
B. Saturday School and student receives zero (0) **and** Parent(s) Notified
C. Three-day Suspension and student receives a zero (0) on the assignment **and** Parent(s) Notified

Rule 26: **INSTIGATING**

Encouraging, aiding or abetting the violation of any discipline policy, rule or regulation. The consequence for violating this rule may be the same as the violation of the particular policy, rule or regulation which was instigated. (Ex. If a student instigates a fight, that student can be punished the same as the students that fought)

A. Saturday School
B. In-school Suspension
C. Three-day Suspension
D. Five-day Suspension

Rule 27: **PUBLIC DISPLAY OF AFFECTION**

A student shall not use physical contact such as hugging, kissing, petting or holding hands with another student that convey a connotation that can be judged as sexually explicit during the regular school day, school functions, at home and away, and during extra-curricular activities.

A. Saturday School
B. In-school Suspension
C. Three-day Suspension
D. Five-day Suspension

Rule 28: **PERSISTENT DISREGARD FOR SCHOOL RULES/ PROBATION**

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to the established rules shall be recommended for expulsion. Efforts toward behavior modification will be made prior to recommendation for expulsion except when very serious offenses have been committed.

A. Five-day Suspension
B. Ten-day Suspension **and** Probation
C. Recommendation for Expulsion

Rule 29: **CELL PHONE / ELECTRONIC DEVICE - (Refer to Policy 4.47)**

Magnet Cove High School realizes the impact technology can have on a student's education. If used correctly, it can broaden a student's ability to find and retrieve valuable information. Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device is expressly forbidden.

Violations can result in a minimum of the following consequences:

A. **First Offense:** Saturday School (Loss of Semester Test Exemption) - Students will be required to turn their personal electronic device(s) into the office immediately upon arrival to school and can pick them up at the end of 8th period for thirty (30) school days.

B. **Second Offense:** In-School Suspension (ISS) - Students will be required to turn their personal electronic device(s) into the office immediately upon arrival to school and can pick them up at the end of 8th period for forty-five (45) school days.

C. **Third Offense:** Out-of-School (OSS) - Students will be required to turn their personal electronic device(s) into the office immediately upon arrival to school and can pick them up at the end of 8th period for sixty (60) school days.

Repeated Offenses: Out-of-School Suspension to Expulsion

Parent(s)/guardian(s) will be required to come to school and pick up their child's electronic device(s) when they are confiscated for violating this policy.

Rule 30: **VERBAL ABUSE OF A SCHOOL EMPLOYEE**

Students using profane, violent, vulgar, abusive or insulting language toward any public-school employee is strictly forbidden and will not be tolerated ***(A.C.A. 6-17-106 Insult / Abuse of Teachers)***. The administration may exercise more extreme action in severe situations, or in situations in which a student has been involved in other rule infractions.

Minimum – Suspension
Maximum - Expulsion

Rule 31: **BEHAVIOR NOT COVERED ABOVE**

Magnet Cove School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

PRINCIPALS MAY ALTER SEVERITY OF PUNISHMENT BASED ON CIRCUMSTANCES AND OTHER CONDITIONS

STUDENT MEDICATION POLICY

Prescription Medication: Medicine must be brought to the school's office by a parent, or their designee. This adult must sign an information/release form before the school nurse or her representative will administer the medicine. Any medicine brought to school by a student will be confiscated, and released only to the student's parent. A handwritten note from the parent will not substitute for a signed release form. If a parent cannot bring the medicine to school (due to transportation problems or work schedules) please call the school nurse (501.332.5466) and arrangements will be made. Please remember that students cannot keep **any** medicine with them, or in lockers, purses, backpacks, coats, etc. The only exception to this is asthma rescue inhalers and epi-pens (please see below).

Prescription medicine will be accepted only if it is in the original container from the pharmacy. The container's label must include the following: student's name, medicine name, strength, and dosage, times to be given, and doctor's name. Prescriptions must have been filled within the previous forty-five (45) days. Any pharmacy will be glad to make an extra container for the school's use if you ask them to. The school nurse will determine if it is appropriate for the timing of a medicine dose to be during school hours. Medicine that is ordered to be given three times a day or less frequently can often be managed best at home.

All medicines must be picked up at the end of the school year. The school nurse will make every attempt to return medicine to parents. Any medicine not picked up by the last day of school will be discarded.

Asthma rescue inhalers and epi-pens: All students with asthma or severe allergies are allowed and encouraged to keep their rescue inhalers and/or epi-pens with them at all times. The parent must still sign a medication release form for the students to have these medicines at school. The school nurse will complete a school asthma/allergy emergency plan for each of these students.

Cough Drops: Students are welcome to bring cough drops, soothing lozenges, etc., to school, provided the student demonstrates responsible behavior with the use of the products. A medication release form does not need to be signed.

First Aid: First aid will be administered by the school nurse whenever possible. Minor scrapes, cuts and abrasions may be treated by an adult school staff member in the absence of school nurse.

Emergency Treatment: Each school will have one staff member certified to administer emergency first aid.
A student will be excluded from school for the following conditions: scabies, impetigo, conjunctivitis (pink eye), or other contagious diseases as determined by the school health nurse.

STUDENT HEALTH POLICIES

"Food/Drink of Minimal Nutritional Value" Policy: The Arkansas State Legislature has passed a law which affects how often food and drink of "minimal nutritional value" can be brought into school for students. This law does not affect the food or drink that a student brings for his/her own consumption, like what a student packs in his/her lunch box. Instead, it would be food and drink that would be distributed to groups of students, perhaps to recognize a special occasion at school. According to this new law, schools can only allow food and drink of "minimal nutritional value" to be brought to school a maximum of nine days per school year. The law also states these days must be identified at the beginning of the school year, so that any group wanting to plan a special celebration can do so on these designated days.

The legislature has provided all school districts a detailed description of food and drink they consider to be of "minimal nutritional value." The school nurse has this information available for anyone who would like to review it. This information would be pertinent to any group planning to have an activity involving food and drink that was not going to be held on one of the nine designated days. The Arkansas Food Code now states that any food or drink brought to school by families or staff, for students' consumption, must be commercially prepared. This does not include what a student brings for his/her own use, but food and drink to be distributed to other students.

Screening test for vision, hearing, body mass index (BMI) and scoliosis are done yearly by grade schedule: Vision and hearing; grades K, 1st, 2nd, 4th, 6th and 8th. BMI; grades K, 2nd, 4th, 6th, 8th and 10th. Scoliosis; 6th grade girls, 8th grade girls and boys. BMI is the only screening you may refuse. All other screenings, if refused, must be performed by a physician and documentation of the exam given to the school nurse within 30 days of the school testing date for reporting to the state and to be kept in the student's health record.

When a student becomes ill at school, he or she should report to the nurse's office for observation and consultation. If the nurse or health care staff feels the student is ill enough to go home or in need of a doctor's appointment, that staff member will notify the parent or guardian promptly.

Head Lice Policy: If a student is suspected of having head lice or more than 5 nits, the school nurse will examine the student's scalp. Every possible effort will be made to insure confidentiality is observed. If the student is found to have head lice, any siblings the student has in our school district will be checked also.

When a student is found to have head lice or more than 5 nits, the parents or an appropriate family member are contacted immediately to come pick the student up from school.

Students who have been sent home with head lice are not allowed to ride the school bus or return to class until the parent has brought the student into the school nurse's office to be rechecked.

IMMUNIZATION POLICY

No child will be admitted to a public or private school of this state, irrespective of grade or transfer, who has not been immunized or is not in the process of being immunized in accordance with the Arkansas Department of Health immunization schedule against Poliomyelitis, Diphtheria, Tetanus, Pertussis, Red Measles (Rubeola), German Measles (Rubella), Hepatitis A, and Varicella. However, a child may remain in school ONLY if he is in the active process of completing his immunization series, but each student will show evidence of starting or completing the required immunizations not later than one month after enrollment. The minimum requirements for entry into school are:

The Arkansas State Board of Health has revised and clarified the immunizations requirements under Ark. Code Ann. 20-7-109, 6-18-702, 6-60-501-504, and grades 1st thru 12th are as follows:

4 doses of **DTP/DT/Td/DTaP/Tdap**, with 1 dose on or after the 1st birthday. ***ALL STUDENTS K-12TH***

3 doses of **Polio** vaccine, with 1 dose on or after the 4th birthday. ***ALL STUDENTS K-12TH***
2 doses of **MMR** (measles, mumps, rubella), with 1st dose on or after birthday. ***ALL STUDENTS K-12TH***
3 doses of **Hepatitis B** vaccine. ***ALL STUDENTS K-12TH***
2 doses of **Varicella** with 1st dose on or after 1st birthday. (Physician documentation only for history of disease will be accepted).

ALL STUDENTS K-12TH
Kindergarten and 1st grade students will be required to have 1 dose of **Hepatitis A**.

KINDERGARTEN AND 1ST GRADE
All students 11 years and older by September 1st of each year will be required to have a **Tdap** vaccination.

ANY STUDENT AGE 11 AND OVER
All 7th graders will be required to have one dose of **MCV4** (Meningococcal) vaccine with a second dose administered at age 16. If not vaccinated prior to age 16 years, 1 dose is required for all students who are age 16 on or before September 1st of each year.
Any student whose immunization record is not current will be excluded from school.

Exemptions:

The following exemptions may be made to the Immunization Law:

1. **Medical, Religious, and Philosophical. An updated immunization approval from the Arkansas Department of Health is required yearly.** An online form is provided on the Arkansas Department of Health website.

STUDENT PARKING AND DRIVING INFORMATION

Arkansas Law prohibits all drivers from using handheld cell phones in school zones at any time. This also prohibits all drivers from text messaging while in school zones.

The principal will handle any problems caused by students who drive cars on campus and will have the authority to suspend cars from campus or use any means of punishment that is necessary to correct the problem. Any school employee who sees a student violating the rules is required to report this to the principal.

Parents and students should understand that driving and parking anywhere on the Magnet Cove School District campus is a privilege, not a right. Students who abuse this privilege will face suspension/revocation of parking/driving privileges along with other disciplinary action. In addition, this privilege may be revoked in conjunction with inappropriate behavior as determined by the principal or his designee.

Students are not allowed in the parking lots during the school day unless they have received permission from a school official or are leaving campus for a legitimate reason.

Students are to drive at safe speeds and in a safe manner while on campus. Vehicles are to be parked in an approved student parking area immediately upon a student's arrival on campus. Students are not to loiter in, on, or around parked vehicles. Unless they have permission from the principal or his designee, students will not be permitted to return to their vehicles at any time during the school day until they are leaving campus for the day. Once a student's vehicle is parked on campus, it must be left where it is parked until the student finishes all of his/her school activities unless leaving for an approved activity (college class, practice, etc.).

All students who drive or park on campus are required to register their vehicles with the high school office to be issued a current student parking tag.

Students may be denied driving/ parking privileges if proper procedures are not followed regarding vehicle operation, parking, and registration with the school or if students use the vehicle to leave school improperly.

Students will need to provide the following before being issued a student parking tag:

- **Proof of vehicle registration;**
- **Proof of Insurance;**
- **Driver's license;**
- **Complete MCHS Parking Permit Form;**
- **$20 Parking Tag Fee**

Note: Students that lose their parking tag will be charged $10 for a replacement tag.

Only students with a valid driving license will be allowed to receive a parking tag. Students who do not apply for a parking tag and continue to drive on campus can have their vehicle towed at the owner's expense and may be disciplined.

Any vehicle on school property during a driving suspension is subject to being towed at owner's expense. Students who do not park in assigned spaces or who park in teacher, reserved or handicap parking may be disciplined, have their driving privileges revoked and/or have their vehicle towed at the owner's expense.

- Eligible student drivers are required to purchase a parking permit to park at MCSD;
- All parking hangers WILL be displayed on the rearview mirror, clearly visible from the front of the vehicle;
- If a student driver loses their tag or it is stolen, the student must purchase another permit that requires an administrator's approval;
- Do not attempt to purchase a permit for another student. Consequence includes revocation of parking privileges for the year. Students cannot allow others to drive to school using their permit;
- Once students are on campus with their vehicle, they must park and exit the vehicle immediately. **NO LOITERING**!
- At no time are students permitted to go to their vehicle during school hours, this includes during the lunch period, unless permission has been granted from administration;
- **Students must not have excessive discipline infractions to maintain a parking pass and must consistently be on time for school. Excessive tardies are considered discipline infractions and students will be subject to losing their driving privileges;**
- Students are prohibited from bringing onto the school grounds any gun, rifle, knife, blackjack, metallic knuckles, razor/cutter, mace, pepper gas, explosives or martial arts weapons. Further, students are prohibited from bringing onto the school grounds any alcohol, drugs, drug paraphernalia, lighters, e-cigarettes or vapes;
- All vehicles parked on school grounds are subject to search and seizure. In the event it becomes necessary for school authorities to open, enter and search the vehicle, its contents, and remove any unauthorized articles above or any other articles which may endanger the health, welfare or safety of students and school personnel, such articles may be retained and used as evidence in disciplinary proceedings by school authorities or delivered to appropriate law enforcement officials at the discretion of the school authorities;
- All Students must have ALL **Drug Screening** forms completed and turned in.

ADDITIONAL REASONS STUDENTS MAY HAVE THEIR PARKING PRIVILEGES SUSPENDED OR REVOKED FOR THE FOLLOWING:

- **Repeated tardiness to school/extreme absenteeism;**
- **Leaving campus without permission, or taking other students off campus without permission;**
- **Reckless driving or unsafe movement;**
- **The use of prohibited substances in your vehicle or allowing others to use prohibited substances in your vehicle.**

Consequences for violation of car policy:

1. **One-week suspension of driving privileges on campus**
2. **Two-week suspension of driving privileges on campus**
3. **Three-week suspension of driving privileges on campus**
4. **Remainder of semester suspension of driving privileges on campus.**
5. **Remainder of the current school year**

Consequences may vary depending on the circumstances.

SCHOOL BUS POLICIES

Magnet Cove School District provides transportation for students living in the district. Parents of new students should contact the school to find out what bus the student will ride.

Students riding buses are to recognize the fact that they become the school's responsibility and are under the school authority whenever they leave home for school.

Riding the school bus is a privilege, and we want it to be safe and orderly. Therefore, everyone is expected to follow the listed rules.

Safety Rules:

1. Do not ask the driver to let you off the bus any place except at your regular stop.

2. Wait for the bus on the right side of the road (when the bus stops, you should be on the side with the door.) If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus (unless the driver directs you differently).

3. If you must cross the road after leaving the bus, go to a point on the shoulder of the road ten feet in front of the bus (four or five long steps). Cross the road only after the driver has signaled you to do so.

4. You cannot ride any bus except your own. Visitors are not allowed except in case of emergency. Permission must be secured from the Coordinator of Transportation. Keep in mind that being on a bus is the same as being at school.

Bus Conduct:

Good bus conduct is critical for the safety and well-being of all students. The bus driver is responsible for maintaining proper behavior and will issue transportation referrals to those students who are not conducting themselves appropriately.

We believe all students can behave and conduct themselves in a safe manner on a school bus. We cannot tolerate students who prevent drivers from doing their job and who endanger other students.

- Students are to follow directions of the driver;
- Students are to remain seated while bus is in motion (Act 1744 of 2001);
- Students are to keep all parts of the body in the bus;
- Students are not to push, shove, fight, or throw objects at any time;
- Students are not to eat, drink, smoke, spit, or use vulgar language or rude gestures at any time;
- Students are not to cause severe disruption at any time;
- End of the Day LOADING PROCEDURE: Drivers have been told not to open their doors unless students are lined up in an orderly fashion. This is to prevent pushing as students run to the bus while it is still in motion. This is for the protection of the students;
- If the student chooses to misbehave, the driver will report the student to the principal. The principal or designee will conference with the driver and/or student, then take appropriate action including possible bus suspension;
- Continued misbehavior will result in long-term bus suspension or loss of bus privilege;
- Physical harm or threat to another student;
- Physical harm or threat of harm to driver;
- Property damage;
- Refusal to obey driver;
- Use or possession of tobacco products, alcohol, or drugs;
- Possession of weapons such as pepper spray, knives, firearms, etc.

The consequences for inappropriate bus behavior will result in the issuance of a bus referral to the school administration.

Minimum – Conference and Warning
Maximum – Loss of bus privileges for the rest of the school year

States that the entry of a school bus by anyone over 18 who enters a school bus with criminal intent, disrupts the driver, or refuses to leave is a Class B misdemeanor. NOTICE: ENTRY (Act 247 of 2005) WHEN RIDING ON A MAGNET COVE SCHOOL BUS, YOU ARE SUBJECT TO VIDEOTAPING. THE VIDEOTAPE WILL BE USED TO HELP MAINTAIN DISCIPLINE AND STUDENT SAFETY.

PRINCIPALS MAY ALTER SEVERITY OF PUNISHMENT BASED ON CIRCUMSTANCES AND OTHER CONDITIONS

SCHOOL-SPONSORED TRIPS/ACTIVITIES

All school-sponsored trips and activities must be approved by the principal. Students who belong to groups or organizations and who are required to ride the school-furnished transportation to school-sponsored activities will be required to return by means of the same school-furnished transportation. Individual students who voluntarily ride school transportation are also included in this policy. The only exception to this policy will be: The parent of the respective student can request in person at the away event to the sponsor, principal, or assistant principal, that the student be permitted to return with the parent. Normally, students will not be permitted to return with anyone other than their own parent unless prior approval has been granted by the principal.

Grades and school attendance will determine the eligibility for school-sponsored trips or activities.

Everyone is fully aware of the great responsibility of any sponsoring agent in transporting and supervising the large number of students carried on these trips, and there must be definite policies concerning these trips. At times, it may become necessary to sacrifice individual interests and desires for the safety of the group.

Only those authorized as a part of the particular activity will be permitted to ride the transportation furnished by the school. An adult chaperone will ride each bus. Under no circumstances will a student who is participating in a school-sponsored event transport him/herself to that event.

SPORTSMANSHIP POLICY FOR STUDENTS AND FANS AT ATHLETIC EVENTS

Sportsmanship is a general way of thinking and behaving. Good sportsmanship includes the following:

1. Be courteous to all participants, coaches, officials, staff, fans, and spirit groups;
2. Know the rules; abide by and respect the officials' decisions;
3. Win with character and lose with dignity;
4. Display appreciation for good performance regardless of the team;
5. Exercise self-control and reflect positively upon yourself, your team, and your school;
6. Exhibit only positive behavior to reflect on your school and its activities;
7. Fans are not at a ball game to intimidate or ridicule the other team or its fans but to support and cheer for their team and to enjoy watching the skills and competitiveness of the teams.

ENFORCEMENT PROCEDURES

1. The school administration shall be responsible for the interpretation of these regulations including "desirable and unacceptable behavior" and shall communicate these rules to their students, staff, and fans.
2. The school administration shall stop or correct behaviors prohibited under this policy and have the authority to remove students or fans from games if unacceptable behavior continues. The principals, or appropriate designees, also have the authority to ban students or fans who continually exhibit inappropriate behavior for the remainder of the season or year.

Any persons who shall, by any boisterous or other conduct, disturb or annoy any public or private school in this state or any person not a student who after being notified to keep off the school grounds during the school hours by the board of directors, the superintendent, or principal teacher in charge of any such school shall continue to trespass on or go upon the grounds, whether at recess or during the sessions of the school, shall be guilty of a violation and upon conviction shall be fined in any sum not exceeding one hundred dollars ($100), payable into the general school fund of the county.

AR Code § 6-21-606 (2024)

Schedules are available at each school and on the District website (**www.magnetcove.k12.ar.us**).

Rules for Sporting Events:

- No running in the football stadium or the basketball gymnasium
- Cheer for the school's team, not against the opposing team
- Stay out of the gymnasium lobby except when going to the concession stand or the restroom.
- Students should sit in the stands.
- Do not leave the gymnasium or the stadium before the game is over unless accompanied by an adult.
- Students leaving the stadium or gymnasium before the conclusion of the game will be denied readmission.
- The purpose for attending sporting events is to support and cheer for Magnet Cove's teams. This is accomplished by sitting in the bleachers or stands.
- Students are not permitted to play football or throw any objects for safety concerns.

Students of the Magnet Cove School District will conduct themselves in an appropriate manner at all school sponsored events. Guidelines of behavior are defined in the Magnet Cove High School Student Handbook. Students who do not follow the guidelines will be subject to the disciplinary measures and consequences within the Magnet Cove High School Handbook.

4.1—RESIDENCE REQUIREMENTS

Definitions

"**In loco parentis**" means relating to the responsibility to undertake the care and control of another person in the absence of:

1. Supervision by the person's parent or legal guardian; and
2. Formal legal approval.

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

"**Resident**" means a student whose parents, legal guardians, persons having, lawful control of the student, or persons standing in loco parentis reside in the school district.

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

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

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis for school attendance purposes.

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

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

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

Legal References: A.C.A. § 6-4-302
A.C.A. § 6-18-202
A.C.A. § 6-18-203
A.C.A. § 6-28-108
A.C.A. § 9-28-113

4.2—ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must:

a. Be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS);
b. Meet the criteria outlined in Policy:
- 4.40—HOMELESS STUDENTS; or
- 4.52—STUDENTS WHO ARE FOSTER CHILDREN;

c. Be accepted as a transfer student under the provisions of policy 4.4; or
d. Participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5.

A student may enter kindergarten if the student:

- Meets one of the requirements for school attendance of A through D above; and
- Falls under one of the following:
  - Will attain the age of five (5) on or before August 1 of the year in which the student is seeking initial enrollment; or
  - Has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days and:
    - Will become five (5) years old during the year in which the student is enrolled in kindergarten; and
    - Submits a written request for enrollment to the District; or
  - Was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country and:
    - 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 the student is enrolled in kindergarten; and
    - Submits a written request for enrollment 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 six (6) years of age 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 of age during the school year in which the student 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 the student's 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, 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. 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.

For the purposes of this policy:

"Activated Reserve Components" means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.

"Active Duty" means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. chapters 1209 and 1211 or 42 U.S.C. § 204.

"Deployment" means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to the Uniformed Services member's home station.

"Dual Status Military Technician" means a federal civilian employee who is:

a. Employed under 5 U.S.C. § 3101 or 32 U.S.C. § 709(b);
b. Required as a condition of employment to maintain membership in the Selected Reserve; and
c. Assigned to a civilian position as a technician in the organizing, administering, instructing, or training of the Selected Reserve or in the maintenance and repair of supplies or equipment issued to the Selected Reserve of the United States Armed Forces.

"Eligible Child" means the children of:

- Active duty members of the uniformed services;
- Members of the active and activated reserve components of the uniformed services;
- Veterans of the uniformed services who are injured in the line of duty and medically separated or retired;
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty;
- Dual status military technicians; and
- Traditional members of the National Guard and reserve components of the armed forces who are relocating to the state for employment or to serve as a member of an Arkansas-based reserve component unit.

"Traditional Member of the National Guard or Federal Reserves" means an active member of the Selected Reserve subject to mobilization and deployment for which the member attends monthly and annual training periods.

"Transition" means the:

- Formal and physical process of transitioning from public school to public school; or
- Period of time in which a student moves from a sending district to a receiving district.

"Uniformed Services" means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Space Force, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

"Veteran" means an individual who served in the uniformed services and who was discharged or released from the uniformed services under conditions other than dishonorable.
The superintendent shall designate an individual as the District's military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child's parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the superintendent designates as the District's military education coordinator shall possess specialized knowledge regarding the educational needs and unique challenges faced by children of uniformed services families.

An eligible child as defined in this policy shall:

1. Be allowed to continue the student's enrollment at the grade level commensurate with the student's grade level the student was in at the time of transition from the student's previous school, regardless of age;
2. Be eligible for enrollment in the next highest-grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in the student's previous school;
3. Enter the District's school on the validated level from the student's previous accredited school when transferring into the District after the start of the school year;

4. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in the student's previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. Be provided services comparable to those the student with disabilities received in the student's previous school based on the student's previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. Be eligible to continue attending District schools if the student has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

Following the receipt of advanced notice and an enrollment application of an eligible student from a military family, the District shall:

- Provisionally enroll, provide placement for, and enter academic course requests on behalf of the incoming student based on the student's education record provided by the student's family or the sending district;
- Provide the uniformed services family with information regarding:
    - **a.** Career-ready pathways and other academic or education programs offered;
    - **b.** Required academic courses for each curriculum and elective course options;
    - **c.** School and community-sponsored extracurricular activities, including without limitation individual and team sports, clubs, junior reserve officer training corps opportunities, and Purple Star School program ambassadors; and
    - **d.** Contact information for the designated military family education coordinator and the Purple Star School program military family education facilitator, if applicable; and
    - **e.** Other relevant information regarding the District.

In the event that official copies of an eligible child's education records are not available at the time the eligible child is transferring, then the District shall:

- Pre-register and place an eligible child based on the eligible child's unofficial education records pending receipt of the eligible child's official records; and
- Request the eligible child's official education records from the sending district.

The District shall not deny the enrollment of a Uniformed Service Member dependent unless the District has reached the maximum student-to-teacher ratio allowed under federal law; state law; the Standards for Accreditation for Public Schools and School Districts; state rules; or other applicable federal regulations, and the District timely notifies the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis of the lack of capacity.
The District shall notify a prospective student's family in writing regarding whether the student's enrollment has been accepted or rejected within fifteen (15) calendar days of receiving the student's enrollment application and supporting documentation.
To facilitate a smooth transition between the student's previous coursework and the curriculum best suited to ensure educational success in the student's new school, the District may enroll an inbound transitioning eligible student in digital coursework, if available, at the request of the military family.

The District may request a waiver from the State Board as necessary to accommodate an eligible student.

International Exchange Students

"Host Family" means the individual or family with whom an international exchange student is placed by an international student exchange visitor placement organization under the International Student Exchange Visitor Placement Organization Registration Act, § 6-18-1701 et seq..

"International Exchange Student" means a student who is placed with a host family by an international student exchange visitor placement organization under the International Student Exchange Visitor Placement Organization Registration Act, § 6-18-1701 et seq..

Before an international exchange student may attend a District school, the District requires all international student exchange visitor placement organizations that are placing international exchange students within the District to:

- Be certified by the Council on Standards for International Educational Travel;
- Provide documented proof of the international exchange student's English proficiency; and
- Notify the District at least three (3) weeks before the beginning of the academic semester the international exchange student plans to enroll in the District.

The District shall admit for enrollment and attendance an international exchange student who has been placed with a host family who resides within the District boundaries. The international exchange student shall attend the school in the District based on the attendance zone where the host family resides.

Upon an international exchange student's arrival, the international exchange student may be required to submit to quarantine to prevent the spread of infectious diseases as may be necessary, which shall not exceed seven (7) days unless otherwise recommended by the Arkansas Department of Health or the Centers for Disease Control and Prevention.

International exchange students are expected to follow the District handbook and student code of conduct as the District has the authority to expel a student for violations of the school district's written student discipline policies or if the international exchange student presents a danger to the District's students or employees.

Statewide assessment results achieved by an international exchange student enrolled in the District shall be included in the District's results on the statewide assessments.

The District shall provide English-language services to international exchange students as necessary.

Legal References: A.C.A. § 6-4-302
A.C.A. § 6-15-504
A.C.A. § 6-18-201 (c)
A.C.A. § 6-18-207
A.C.A. § 6-18-208
A.C.A. § 6-18-235
A.C.A. § 6-18-510
A.C.A. § 6-18-702
A.C.A. § 6-28-101 et seq.
A.C.A. § 9-28-113
DESE Rules Governing Student Discipline
Plyler v Doe 457 US 202,221 (1982)

4.3—COMPULSORY ATTENDANCE REQUIREMENTS

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 the child and ensure the attendance of the child at 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 the child attend kindergarten. A kindergarten waver 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, G.E.D., or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Legal References: A.C.A. § 6-18-201
A.C.A. § 6-18-207

4.4—STUDENT TRANSFERS

Transfer applications received by the District shall be placed on the Board's next meeting agenda. At least five (5) days before the meeting where the transfer application appears on the agenda, the superintendent shall notify the Board regarding:

- All transfer applications received since the last meeting; and
- The superintendent's recommendation concerning each transfer application.

Each transfer application shall be considered individually and receive a separate vote by the Board. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to a student who submits a transfer application shall be given at least five (5) minutes to present the student's case for a transfer to the Board.

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.

If the superintendent intends to recommend the Board deny the transfer application, the superintendent shall provide a written explanation of the reasons for the recommendation to the Board and the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student.

The parent, legal guardian, person having lawful control of a student, or person standing in loco parentis to the student who submitted a transfer application that was rejected may appeal the decision of the Board to the State Board of Education.

Any student transferring to a District school shall be evaluated by District staff, including a review of a student's transcript, grades, course credits, and test scores, to determine the student's appropriate grade placement. 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 credited Arkansas public educational entities. A student transferring from home school will be placed in accordance with Policy 4.6—HOME SCHOOLING.

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.

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

Legal References: A.C.A. § 6-15-504
A.C.A. § 6-18-316
A.C.A. § 6-18-510
A.C.A. § 9-28-113(b)(4)
A.C.A. § 9-28-205
DESE Rules Governing Petitions for Student Transfers

4.5—SCHOOL CHOICE

Exemption

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

Definitions

“Lack of Capacity” means, based on the maximum student to teacher ratio allowed under federal law; state law; the Rules Governing the Standards for Accreditation for Arkansas Public Schools and School Districts; state rules; or other applicable federal regulations, that ninety-five percent (95%) or more of the seats at the grade level in which the student would be assigned at the nonresident school are filled on the date the school choice application is made.

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

Standard School Choice

Transfers into or Within the District

Capacity Determination and Public Pronouncement

The Board of Directors will annually adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District or school has a lack of capacity.

The District shall advertise in appropriate broadcast media and either print media or on the internet to inform students and parents in the District and adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline; the requirements and procedures for participation in the program; and include contact information for the primary point of contact at the District for school choice questions. Such pronouncements shall be made no later than January 1.

Application Process

The student's parent shall submit a school choice application on a form approved by DESE to:

- This District and the student's resident district for students transferring into the District; or
- Only this District for students transferring to another school within the District.

Except for students who are transferring under Uniformed Service Member Dependent School Choice, the transfer application must be postmarked, emailed, or hand delivered between January 1 and June 1. The District shall date and time stamp all applications the District receives as both the resident and nonresident district as they are received in the District's central office. Except for applications from students who are transferring under Uniformed Service Member Dependent School Choice, applications postmarked, emailed, or hand delivered on or after June 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

Except for students who are transferring under Uniformed Service Member Dependent School Choice, no earlier than January 1 of each year, the Superintendent will consider all properly submitted applications for School Choice. By no later than the fifteenth (15^{th}) calendar day following the receipt of an application, the Superintendent shall notify the following, in writing, of the decision to accept or reject the application:

- For transfers within the District, the student’s parent; or
- For transfers into the District, the student’s parent and the student’s resident district.

Accepted Applications

Applications which fit within the District's stated capacity standards shall be provisionally accepted in writing. A student’s acceptance shall be effective on the earlier of:

1. The day the District provides notification to the student of the student’s acceptance; or
2. The day the State Board grants an appeal of the student’s application.

The written notice of acceptance shall inform the student that the student has ten (10) school days from when the notice is received to either:

a. Enroll in the district or in the other District school; or
b. Inform the district that the student intends to enroll in the district or the other District school at the start of the next school year.

The acceptance shall be null and void if the student fails to enroll within the ten (10) school day period or fails to inform the district within the ten (10) school day period of the student's intent to transfer at the start of the next school year.

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

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

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

Rejected Applications

The District may reject an application for a transfer into or within the District under Standard School Choice due to a lack of capacity. The District shall use the date and time stamp the District placed on a student's application to determine when the District has reached capacity. A student's application shall be used to determine capacity regardless of whether the student intends to transfer immediately or at the start of the next school year.

The decision to accept or reject an application shall not be based on the student's previous academic achievement; athletic or other extracurricular ability; English proficiency level; or previous disciplinary proceedings other than a current expulsion.

An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. A provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the District or another district school if:

- A provisionally approved applicant subsequently does not enroll in the District;
- A provisionally approved applicant subsequently does not enroll in the District school the District student was seeking to transfer to; or
- A District student submits a school choice application to transfer to another district or another school within the District.

The superintendent shall notify the previously provisionally rejected student within fifteen (15) days of the change in status and shall provide notice of all final rejections by July 1.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. Unless the student's application was rejected due to the application not being timely received by the student's resident district only for transfers within the District or both the resident and nonresident districts for transfers into the District or another district, a student whose application was rejected may request a hearing before the State Board of Education to reconsider the application. The request for a hearing must be submitted in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

Transfers Out of the District

All Standard School Choice applications for transfers out of the District shall be granted.

Annual Reporting

The District shall report annually to the Secretary of the Department of Education:

- The number of transfer applications received;
- The number of applications accepted;
- The number of applications rejected; and
- The reason(s) for each rejection.

Facilities Distress School Choice Applications

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

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

Opportunity School Choice

Transfers into or Within the District

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer from the student's assigned school to another school in the District[9] or from the student's resident district into the District if:

- Either:
  - The student's resident district has been classified by the state board as in need of Level 5 — intensive support; or
  - The student's assigned school has a rating of "F"; and
- Except for students who are transferring under Uniformed Service Member Dependents School Choice, the student's parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student's request to transfer by no earlier than January 1 and no later than June 1 of the school year before the school year the student intends to transfer to the District for students transferring within the District or both the sending and receiving school districts for students that are transferring into the District.

Except for students who are transferring under Uniformed Service Members Dependent School Choice or seeking to transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, and the student's resident district whether the Opportunity School Choice application has been accepted or rejected by no later than July 1 of the school year the student is seeking to enroll. If the student is seeking a transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected within fifteen (15) days from receipt of the student's application. The notification shall be sent via First-Class Mail to the address on the application.

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

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. Unless the student's application was rejected due to the application not being timely received by the District for students transferring within the District or both the resident and nonresident districts for students that are transferring into the District, a parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via hand delivery or certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

Except for students who are transferring under Uniformed Service Member Dependent School Choice, a student's transfer under Opportunity School choice is effective at the beginning of the next school year and the student's enrollment is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

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

If a District school receives a rating of "F" or the District has been classified by the State Board as in need of Level 5 Intensive Support, the District shall timely notify parents, guardians, or students, if over eighteen (18) years of age, as soon as practicable after the school or district designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to submit an application to enroll the student in:

1. A school district that has not been classified by the State Board as in need of Level 5 Intensive Support; or
2. If there is more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of "F", a public school within the District that is nearest to the student's legal residence that does not have a rating of "F"; or
3. If there is not more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of "F", a public school that does not have a rating of "F" within a School district that has not been classified by the State Board as in need of Level 5 Intensive Support.

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

Uniformed Service Member Dependent School Choice

"Uniformed Service Member" means an active or reserve component member of the:

- United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Space Force, or United States Coast Guard;
- National Oceanic and Atmospheric Administration Commissioned Officer Corps; or
- United States Commissioned Corps of the Public Health Service.

"Uniformed Service Veteran" means a former uniformed service member who has been discharged under conditions other than dishonorable.

A student shall be eligible for school choice under Uniformed Service Member Dependent School Choice if the student is a dependent of a:

- Uniformed service member in full-time active-duty status;
- Surviving spouse of a uniformed service member;
- Reserve component uniformed service member during the period six (6) months before until six (6) months after a Title 10, Title 32, or state active duty mobilization and service; or
- Uniformed service veteran who is returning to civilian status at the conclusion of the uniformed service veteran's active duty status.

A student's parent, legal guardian, person having lawful control of a student, or person standing in loco parentis to the student shall submit a school choice application by mail, e-mail, or in person to the student's resident district only for transfers within the District or to both the student's nonresident district and resident district. The application shall be accompanied by:

a. A copy of the identification card of the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis that qualifies the student under Uniformed Service Member Dependent School Choice; and
b. A copy of the official orders, assignment notification, or notice of mobilization of the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

The application deadline required under Standard School Choice and Opportunity School Choice shall not apply to uniformed service member dependents.

The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis of the student shall be notified in writing whether the student's application has been accepted or rejected within fifteen (15) days of the receipt of the application by:

a. The District superintendent for students transferring within the District; or
b. The superintendent of the nonresident district for student's transferring to a nonresident district.

A student's transfer under the Uniformed Services Member Dependent School Choice is effective immediately upon the written notification of an acceptance.

A student shall be permitted only one (1) school transfer per academic year.
The parent, legal guardian, person having lawful control of a student, or person standing in loco parentis to a student shall be responsible for transportation of the student.

Unsafe School Choice Program

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

Legal References: A.C.A. § 6-1-106
A.C.A. § 6-13-113
A.C.A. § 6-15-2915
A.C.A. § 6-18-202
A.C.A. § 6-18-213
A.C.A. § 6-18-227
A.C.A. § 6-18-233
A.C.A. §6-18-320
A.C.A. § 6-18-510
A.C.A. § 6-18-1901 et seq.
A.C.A. § 6-21-812
DESE Rules Governing Public School Choice

4.6—HOME SCHOOLING

Enrollment in Home School

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

1. At the beginning of each school year, but no later than August 15;
2. Five (5) school 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 parent or legal guardian establishing residency within the district during the school year.

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

- 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 or legal guardians home-schooling their children shall provide information that might indicate the need for special education services.

A student who has been temporarily issued items, resources, supplies, materials, or other property belonging to the District is eligible for enrollment in a home school during the school year after:

- The items, resources, supplies, materials, or other property belonging to the District have been returned to the District;
- The items, resources, supplies, materials, or other property belonging to the District have been paid for; or
- The semester has ended.

The superintendent or the board of directors may waive the required five (5) school day waiting period for a student's enrollment in home school during a semester if the superintendent or the board of directors is satisfied with the return of temporarily issued items, resources, supplies, materials, or other District property.

Enrollment or Re-Enrollment in Public School

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

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

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

A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:

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

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

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.

Legal References: A.C.A. § 6-15-503
A.C.A. § 6-15-504
A.C.A. § 6-41-103
DESE Rules Governing Home Schools

4.7—ABSENCES

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

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

Absences for students enrolled in synchronous digital courses shall be determined in the same manner as for District students attending courses in person.

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons:

1. The student's illness or when attendance could jeopardize the health of other students. **A maximum of six (6) such days are allowed per semester** unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students;
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee;
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12);
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date;
12. Absences due to conditions related to pregnancy or parenting, including without limitation:
    - Labor, delivery, and recovery;
    - Prenatal and postnatal medical appointments and other medically necessary, pregnancy-related absences;
    - The illness or medical appointment of a child belonging to a parent who is enrolled at a District school;

    A legal appointment related to pregnancy or parenting, including without limitation:
    - Adoption;
    - Custody; and
    - Visitation;
    - A reasonable amount of time to accommodate a lactating student's need to express breast milk or to breastfeed the student's child on the District's campus; and
    - At least ten (10) school days of absences for both a parenting mother and a parenting father after the birth of a child.
13. Absences for a student who is the child of a fallen service member or fallen first responder:
    - Due to a mental health concern; or
    - To attend an event from a sponsoring organization that provides support to families of fallen service members or first responders or provides support for traumatic loss, grief, or resiliency.
14. Upon the written consent of a student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student, the District shall grant an excused absence for the following purposes:
    - Social or public policy advocacy; or
    - Attempts to influence legislation or other governmental policy-making at the local, state, or federal level.

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

Up to one (1) time during each scheduled election, a student shall not be considered absent from school for the time the student accompanies the student's parent when the parent is exercising the parent's right to vote in a scheduled election.

In order for the absence to be considered excused, the student must:

a. Bring a written statement to the principal or designee upon the student's return to school from the student's parent, legal guardian, or treating physician stating the reason for the student's absence;

b. If the student is attending the District's courses digitally, upload a written statement from the student's parent, legal guardian, or treating physician stating the reason for the student's absence through the District's digital course management platform for review by the principal or designee;

c. Provide documentation as proof of a student's participation in an activity or program scheduled and approved by the 4-H program that is provided by a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program; or

d. The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student provides written documentation that the student's absence is to attend an event from a sponsoring organization that:

- Provides support to families of fallen service members or first responders or provides support for traumatic loss, grief, or resiliency; and
- May be verified as an organization that provides support to the military and first responder community by reviewing the Resources Page for Military Family Engagement on the Department of Education website.

A written statement presented or uploaded for an absence having occurred more than five (5) school days prior to its presentation or upload will not be accepted.

A student shall not be eligible to receive an excused absence for #13 above if:

- The student is not in good academic standing;
- The student does not have a prior record of good attendance; or
- The absence occurs during a date on which standardized testing is administered.

The District shall annually provide a report by June 30 to the Division of Elementary and Secondary Education that contains the following:

- The number of absences requested under number 14;
- The number of absences granted under number 14; and
- The stated purposes of the absence.

Unexcused Absences

Absences that are not defined above; do not have an accompanying note from the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, the student's treating physician, or a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program; or have an accompanying note that is not presented or uploaded within the timeline required by this policy shall be considered as unexcused absences. Students with **4** unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal, after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has **2** unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.
Whenever a student exceeds **4** unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardian, person with lawful control of the student, or person standing in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student; the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis; and the school or district administrator or designee. Students who attend in-school suspension shall not be counted absent for those days.

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

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

A referral to DHS for educational neglect shall be made and/or a truancy petition will be filed with the Hot Spring County Juvenile Court for ALL STUDENTS with excessive absences or tardies. If excessive absences or tardies continue, a Families in Need of Services petition (FINS) could be filed.

Legal References: A.C.A. § 6-4-302
A.C.A. § 6-18-209
A.C.A. § 6-18-213
A.C.A. § 6-18-220
A.C.A. § 6-18-222
A.C.A. § 6-18-229
A.C.A. § 6-18-231
A.C.A. § 6-18-234
A.C.A. § 6-18-236
A.C.A. § 6-18-237
A.C.A. § 6-18-239
A.C.A. § 6-18-507(g)
A.C.A. § 6-18-702
A.C.A. § 6-28-114
A.C.A. § 7-4-116
A.C.A. § 9-28-113(f)
A.C.A. § 27-16-701
Division of Elementary and Secondary Education Rules Governing Distance and Digital Learning

4.8—MAKE-UP WORK

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

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

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.

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.

In addition to the make-up work process above, at the conclusion of a pregnancy-related or parenting-related period of absence, a student may choose from various options to make up missed work, including without limitation:

a. Retaking a semester at the District school where the student is enrolled;
b. Participating in an online course credit recovery program;
c. Being granted six (6) weeks to continue at the same pace and finish the semester at a later date, provided that the student may:
- Complete the student's coursework within the current school year; or
- Attend previously scheduled summer school classes made available by the District Where the student is enrolled; and

d. Receiving home-based instruction services.

Legal References: A.C.A. § 6-18-234
A.C.A. § 6-18-502
DESE Rules Governing Student Discipline and School Safety

4.9—TARDIES

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

A referral to DHS for educational neglect shall be made and/or a truancy petition will be filed with the Hot Spring County Juvenile Court for ALL STUDENTS with excessive absences or tardies. If excessive absences or tardies continue, a Families in Need of Services petition (FINS) could be filed.

4.10—CLOSED CAMPUS

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

4.11—EQUAL EDUCATIONAL OPPORTUNITY

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

Inquiries on non-discrimination may be directed to **Kristen McLaughlin**, who may be reached at **501.337.9293**.

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 **https://www2.ed.gov/about/offices/list/ocr/complaintintro.html;** for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Legal References: A.C.A. § 6-1-114
A.C.A. § 6-10-132
A.C.A. § 6-16-2001 et seq.
A.C.A. § 6-18-514
A.C.A. § 14-1-403
28 C.F.R. § 35.106
34 C.F.R. § 100.6
34 C.F.R. § 104.8
34 C.F.R. § 106.8
34 C.F.R. § 106.9
34 C.F.R. § 108.9
34 C.F.R. § 110.25

4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during noninstructional 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 noninstructional time;
4. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school;
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

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

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

Legal References: A.C.A. § 6-5-201 et seq.
A.C.A. § 6-10-132
A.C.A. § 6-18-601 et seq.
A.C.A. § 6-21-201 et seq.
20 U.S.C. 4071 Equal Access Act
Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226 (1990)

4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty-five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information (PII) from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The District shall ensure that all contracts that disclose or make available student personally identifiable information to vendors, including school service contract providers, school service on-demand providers, and other third parties, including without limitation subcontractors of contract providers, include express provisions that safeguard the privacy and security of student personally identifiable information that meet the requirements under A.C.A. § 6-18-2601 et seq. The District shall maintain a list of the school service contract providers that the District contracts with for school services that include or make available student personally identifiable information. The list shall be updated at least once at the beginning of each semester and provided to parents upon request.

Legal References: A.C.A. § 6-18-2601 et seq.
A.C.A. § 9-28-113(b)(6)
20 U.S.C. § 1232g
20 U.S.C. § 7908 (NCLB Section 9528)
34 CFR §§ 99.3, 99.7, 99.31, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37, 99.63, 99.64

4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION
(Forms available in the office)

4.14—STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE

The Superintendent and the student media advisors(s) shall jointly develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and the time(s), place(s), and manner(s) of the dissemination of student media, which shall include timelines for the review of materials.

Definitions

"School-Sponsored Media" means all student media that are:

- Supported financially by the school;
- Supported by the use of school facilities; or
- Produced in conjunction with a class.

"Student Journalist" means a student who gathers, writes, edits, photographs, records, video tapes, or prepares information for dissemination in student media.

"Student Media" means any means of communication that are:

- Prepared, substantially written, published, or broadcasted by a student;
- Distributed or generally made available, either free of charge or for a fee, to members of the student body; and
- Prepared under the direction of a student media advisor.

"Student Media" does not include media that is intended for distribution or transmission solely in the classroom in which it is produced.

"Student Media Advisor" means an individual who is employed, appointed, or designated by the District to supervise or provide instruction with respect to student media.

While the District recognizes a student's right of expression under the First Amendment of the Constitution of the United States, school-sponsored media does not provide an open public forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District's administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is otherwise inconsistent with the shared values of a civilized social order; or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited media includes those that:
  a. Are obscene as to minors;
  b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
  c. Constitute an unwarranted invasion of privacy as defined by state law;
  d. Suggest or urge the commission of unlawful acts on the school premises;
  e. Suggest or urge the violation of lawful school regulations;
  f. Scurrilously attacks ethnic, religious, or racial groups; or
  g. Harass, threaten, or intimidate a student.

Student Media on School Web Pages

Student media displayed on school web pages shall follow the same guidelines as listed above and shall also:

1. Not contain any non-educational advertisements;
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of eighteen (18);
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

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

A student or group of students who distribute ten (10) or fewer copies of the same non-school-sponsored literature, publications, or materials shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school-sponsored materials shall have school authorities review their non-school-sponsored materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school-sponsored materials, prior to their distribution and will bar from distribution those non-school-sponsored materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school-sponsored materials. The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school-sponsored materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

Students shall be responsible for the removal of excess literature that is left at the distribution point for more than five (5) days.

Legal References: A.C.A. § 6-18-514

A.C.A. § 6-18-1201 et seq.
Tinker v. Des Moines ISD, 393 U.S. 503 (1969)
Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting unsupervised visitation may, to extend authorized by the court order, eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply. The District shall not act as a supervisor for non-custodial parent visitation purposes under any circumstance.

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.[1] 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 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, legal 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.

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

Legal References: A.C.A. § 6-18-513
A.C.A. § 9-13-104
A.C.A. § 12-18-609, 610, 613
A.C.A. § 12-18-1001, 1005

4.16—STUDENT VISITORS

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

4.17—STUDENT DISCIPLINE

The Magnet Cove 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.

The District shall incorporate the District's multi-tiered behavioral intervention procedures in accordance with Policy 4.60 in the application of student discipline.

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 Magnet Cove 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.

Legal References: A.C.A. § 6-17-113
A.C.A. § 6-18-502
A.C.A. § 6-18-514
A.C.A. § 6-18-2401 et seq.
DESE Rules Governing Student Discipline

4.18—PROHIBITED CONDUCT

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession and use of a personal electronic device except as authorized by Policy 4.47 or by the student's IEP or 504 Plan;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying; and
23. Operating a vehicle on school grounds while using a wireless communication device; and
24. Theft of another individual's personal property; and
25. Antisemitism.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Minimum - Conference
Maximum - Expulsion

Legal References: A.C.A. § 6-5-201
A.C.A. § 6-15-1005

A.C.A. § 6-16-2001 et seq.
A.C.A. § 6-18-222
A.C.A. § 6-18-502
A.C.A. § 6-18-514
A.C.A. § 6-18-515
A.C.A. § 6-18-707
A.C.A. § 6-21-609
A.C.A. § 27-51-1602
A.C.A. § 27-51-1603
A.C.A. § 27-51-1609
DESE Rules Governing Student Discipline

4.19—CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

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.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. 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 or guardian.

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

1. Magnet Cove School District provides transportation for students living in the district.

2. Parents of new students should contact the school to find out what bus the student will ride.

3. Students riding buses are to recognize the fact that they become the school's responsibility and are under the school authority whenever they leave home for school.

4. Riding the school bus is a privilege, and we want it to be safe and orderly. Therefore, everyone is expected to follow the listed rules.

Minimum - Conference
Maximum - Expulsion

Legal References: A.C.A. § 5-60-122
A.C.A. § 6-19-119 (b)
Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.0

4.20—DISRUPTION OF SCHOOL

Definitions

"Appropriate Interim Learning Environment" means an appropriate learning environment that is used for a period of time not to exceed ten (10) days.

"Appropriate Learning Environment" means a setting within the District that provides a similar structure to the following, without limitation:

1. A classroom; or
2. In-school suspension.

"Violent or Abusive Behavior" means, without limitation:

a. Using threatening language;
b. Throwing an item that risks or causes:

- Harm to another individual;
- Injury to another individual; or
- Damage to property;

c. Physically abusing a teacher or another student; or

d. Any other similar action that presents a physical danger or a threat of physical danger to a teacher or another student.

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.

A teacher may, but is not required to, remove a student from class:

- Who has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the students in the class or with the ability of the student's classmates to learn; or
- Whose behavior is so unruly, disruptive, violent, 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.

A student who is removed from class shall:

- Be sent to the office of the principal or the principal's designee;
- Be escorted from the classroom by the school administration if the student refuses to leave the classroom voluntarily;
- Not be returned to the teacher's class until a conference is held; and
- Be placed in another appropriate classroom learning environment until the conference is completed.

The conference shall be held for the purpose of:

1. Determining the causes of the problem that led to the student's removal and possible solutions;

2. Serving as a manifestation determination review if the student removed from the class is a student with a disability;

3. Determining if a behavioral threat assessment is necessary for the student who was removed from the class due to violent behavior.

The following individuals shall be present at the conference:

a. The principal or the principal's designee;

b. The teacher;

c. The school counselor;

d. A 504/special education representative (if applicable);

e. The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis; and

f. The student, if appropriate.

The failure of the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis to attend the conference shall not prevent the conference from being held nor prevent any action from being taken as a result of that conference.

Following the conclusion of the conference, the principal or the principal's designee may take any of the following actions against a student who was removed from class:

- Place the student into another appropriate learning environment or into in-school suspension;
- Except for a student who was removed for violent or abusive behavior, return the student to the class; or
- Take other appropriate action consistent with the District's discipline policy, state law, and federal law.

A student who is removed from class three (3) times during the same school year shall be placed in another appropriate learning environment for the remainder of the school year.

The District shall follow all requirements under the IDEA and 504 for students with a disability, including those surrounding a change in placement.

Legal References: A.C.A. § 6-18-511
DESE Rules Governing Student Discipline

4.21—STUDENT ASSAULT OR BATTERY

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 acceptation, 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.

Minimum – Suspension
Maximum - Expulsion

Legal References: A.C.A. § 6-17-106 (a)
DESE Rules Governing Student Discipline

4.22—WEAPONS AND DANGEROUS INSTRUMENTS

Definitions

"**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 instruments 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.

Legal References: A.C.A. § 5-4-201
A.C.A. § 5-4-401
A.C.A. § 5-27-210
A.C.A. § 5-73-119(b)(e)(8), (9), (10)
A.C.A. § 5-73-133
A.C.A. § 6-18-502
A.C.A. § 6-18-507 A.C.A. § 6-21-608
DESE Rules Governing Student Discipline
20 USC § 7961

4.23—TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED PRODUCTS

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited.

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

Students who violate this policy will be subject to legal proceedings in addition to student disciplinary measures after their first offense.

Minimum – Suspension
Maximum – Expulsion

Legal References: A.C.A. § 6-21-609
A.C.A. § 20-65-103

4.24—DRUGS AND ALCOHOL

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

Therefore, no student in the Magnet Cove 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.

Legal References: A.C.A. § 6-18-502
DESE Rules Governing Student Discipline
Arkansas Constitution Amendment 98 § 6

Minimum – Suspension
Maximum - Expulsion

4.25—STUDENT DRESS AND GROOMING

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

Students are prohibited from wearing, while on school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event.
A student shall not be disciplined or discriminated against based upon the student's natural, protective, or cultural hairstyle. A student's natural, protective, or cultural hairstyle includes without limitation afros, dreadlocks, twists, locks, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.

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

Legal References: A.C.A. § 6-10-138
A.C.A. § 6-18-502(C)(1)
A.C.A. § 6-18-503(C)

4.26—GANGS AND GANG ACTIVITY

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

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

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;

2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;

3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or

4. Extorting payment from any individual in return for protection from harm from any gang.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.
Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

Minimum – Conference
Maximum – Expulsion

Legal References: A.C.A. § 6-15-1005(b)(2)
A.C.A. § 5-74-201 et seq.

4.27—STUDENT SEXUAL HARASSMENT

The Magnet Cove 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]

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

3. Constitutes:

a. Sexual assault;
b. Dating violence
c. Domestic violence; or
d. Stalking.

"Supportive Measures" means individualized services that are offered to the complainant or made available to 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 or employees 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 individual 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 the complainant and make supportive measures available to the 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 individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary ad 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)[3] 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.

No earlier than ten (10) days 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[5] 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.

Legal References: 20 USC 1681 et seq.
34 C.F.R. Part 106
A.C.A. § 6-15-1005
A.C.A. § 6-18-502
A.C.A. § 12-18-102

4.28—LASER POINTERS

Students shall not possess any handheld 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.

Legal References: A.C.A. § 6-18-512
DESE Rules Governing Student Discipline

4.29- INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY

Definition

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

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

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

Technology Protection Measures

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

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

Internet Use and Safety

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

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

Misuse of Internet

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

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

- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

4.29F—STUDENT INTERNET USE AGREEMENT
(Forms available in the office)

4.30—SUSPENSION FROM SCHOOL

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

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

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

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

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

a. Poses a physical risk to himself or herself or to others;
b. Causes a serious disruption that cannot be addressed through other means; or
c. Is the act of bringing a firearm on school campus.

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

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

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

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

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

It is the responsibility of a student's parents, legal guardians, person having lawful control of the student, or person standing in loco parentis to provide current contact information to the district, which the school shall use to immediately notify the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

- A primary call number;
  The contact may be by voice, voice mail, or text message.
- An email address;

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

The district shall keep a log of contacts attempted and made to the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

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.

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program.

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

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

Legal References: A.C.A. § 6-18-507
DESE Rules Governing Student Discipline
Goss v Lopez, 419 U.S. 565 (1975)

4.31—EXPULSION

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

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

Expulsion shall not be used to discipline a student in kindergarten through fifth (5^{th}) 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.

The Superintendent or his/her designee shall give written notice to the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation. The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

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

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, who gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted; however, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.
Except as permitted by policy 4.22, 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.

Legal References: A.C.A. § 6-18-502
A.C.A. § 6-18-507
DESE Rules Governing Student Discipline

4.32—SEARCH, SEIZURE, AND INTERROGATIONS

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

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

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

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

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

Legal Reference: A.C.A. § 6-18-513
A.C.A. § 12-18-608,609, 610, 613
A.C.A. § 12-18-1001, 1005

4.33—STUDENTS' VEHICLES

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

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

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

4.34—COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students 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 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

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

A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health. The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

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

Legal References: A.C.A. § 6-18-702
Arkansas State Board of Health Rules and Regulations Pertaining to Immunization Requirements
Division of Elementary and Secondary Education Rules Governing Kindergarten Through 12th Grade Immunization Requirements

4.35—STUDENT MEDICATIONS

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

Option 1: 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.

Option 2: Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse) shall be allowed to attend school.

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

Self-Administration of Medication

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

1. Self-administer either a:
   - **a.** Rescue inhaler; or
   - **b.** Auto-injectable or nasal spray epinephrine;

2. Perform the student's own blood glucose checks;
3. Administer insulin through the insulin delivery system the student uses;
4. Treat the student's own hypoglycemia and hyperglycemia; or
5. Possess on the student's person:
   - **a.** A rescue inhaler;
   - **b.** Auto-injectable or nasal spray epinephrine; or
   - **c.** The necessary supplies and equipment to perform the student's own diabetes monitoring and treatment functions.

A student may be authorized to self-administer a stress dose medication to treat the student's adrenal insufficiency with:

1. The written authorization of the student's parent, legal guardian, or person standing in loco parentis; and
2. A written order from the student's treating physician stating that the student:
  a. Is capable of completing the proper method of self-administration of the stress dose medication; and
  b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

The parent, legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled. The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

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

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

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

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of a student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian's written authorization shall not be required to assist the student in the application of sunscreen.

Emergency Administration of Glucagon and Insulin

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

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

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

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

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

Emergency Administration of Epinephrine

The school nurse or other trained school employees designated by the school nurse as a care provider who have been certified by a licensed physician may administer ~~an~~ epinephrine, either through an auto-injector or nasal spray, in emergency situations to students who have an IHP that provides for the administration of epinephrine in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other trained school employee(s) certified to

administer epinephrine to administer auto-injector or nasal spray epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

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

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

Emergency Administration of Albuterol

The school nurse or other trained school employees designated by the school nurse as a care provider who have been certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other trained school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

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

Emergency Administration of Anti-opioid

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

An opioid overdose rescue kit shall be placed within all storage locations in the District high school buildings that currently contain an automated external defibrillator for public use. The opioid overdose rescue kits shall be located where it is readily available to the public, be visually free of advertisement, and contain an anti-opioid.

Emergency Administration of Emergency Adrenal Insufficiency Medication

The school nurse or other trained school employees designated by the school nurse as a care provider who have been certified by a licensed physician may administer an injectable emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other trained school employee(s) certified to administer an injectable emergency dose medication to administer an injectable emergency dose medication to the student when the employee believes the student is having an adrenal crisis due to adrenal insufficiency.

Students who have met the requirements to be authorized to self-administer a stress dose medication under this policy shall provide the school nurse an emergency injectable dose of the student's medication. This emergency injectable dose will be used in the event the school nurse, or other school employee certified to administer an injectable emergency dose medication, in good faith professionally believes the student is having an adrenal crisis due to adrenal insufficiency.

Seizure Disorder Medications

Students who have been diagnosed with a seizure disorder shall have a seizure action plan that shall be a written IHP designed to acknowledge and prepare for the healthcare needs of the student. The student's seizure action plan shall be created in collaboration between District staff and the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco

parentis or the student if over eighteen (18). As part of the creation of the student's seizure action plan, the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall:

1. Provide the school with written authorization to administer the seizure medication at school;
2. Provide a written statement from the student's healthcare provider that shall contain the following information:
- The student's name;
- The name and purpose of the medication;
- The prescribed dosage;
- The route of administration;
- The frequency that the medication should be administered; and
- The circumstances under which the medication should be administered;

3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact, which shall be stored in a safe and secure location accessible only by District personnel or volunteers with training to administer seizure medication.

The written authorization, written statement, and seizure action plan shall be kept on file in the office of the school nurse or school administrator and distributed to any school personnel or volunteers responsible for the supervision or care of the student.

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities
Division of Elementary and Secondary Education and Arkansas State Board of Nursing Rules Governing the Administration of Insulin, Glucagon, and Medication for Adrenal Insufficiency or Adrenal Crisis to Arkansas Public School Students
A.C.A. § 6-18-701
A.C.A. § 6-18-707
A.C.A. § 6-18-711
A.C.A. § 6-18-714
A.C.A. § 6-18-717
A.C.A. § 6-18-720
A.C.A. § 6-18-721
A.C.A. § 17-87-103 (11) and (14)
A.C.A. § 20-13-405

4.35F- MEDICATION ADMINISTER CONSENT FORM
(Forms available in the nurse's office)

4.35F2- MEDICATION SELF-ADMINISTER CONSENT FORM
(Forms available in the nurse's office)

4.35F3— GLUCAGON ADMINISTRATION CONSENT FORM
(Forms available in the nurse's office)

4.35F4— EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM
(Forms available in the nurse's office)

4.35F5—ALBUTEROL EMERGENCY ADMINISTRATION CONSENT FORM
(Forms available in the nurse's office)

4.35F6—STRESS AND EMERGENCY DOSE MEDICATION ADMINISTRATION CONSENT FORM
(Forms available in the nurse's office)

4.35F7—STRESS DOSE MEDICATION SELF-ADMINISTRATION CONSENT FORM
(Forms available in the nurse's office)

4.36—STUDENT ILLNESS/ACCIDENT

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

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no

responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

4.37—EMERGENCY DRILLS

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct a lockdown drill at all schools in the District in collaboration with local law enforcement, medical professionals, fire department officials, and emergency management personnel. The lockdown drill training will include use of the District's emergency communication method with law enforcement. 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 emergency communication with law enforcement method. Students shall be included in the drills to the extent practicable.

Legal References: A.C.A. § 6-10-110
A.C.A. § 6-10-121
A.C.A. § 6-15-1302
A.C.A. § 6-15-1303
A.C.A. § 6-15-1304
A.C.A. § 6-18-713
A.C.A. § 12-13-109
Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.03.1

4.38—PERMANENT RECORDS

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

Legal References: A.C.A. § 6-18-901
A.C.A. § 6-28-107
DESE Rules Governing Student Permanent Records

4.39—CORPORAL PUNISHMENT

The Magnet Cove 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.

Legal References: A.C.A. § 6-18-503(b)
DESE Rules Governing Student Discipline
DESE Rules Governing Special Education and Related Services Section 11.00 Discipline

4.40—HOMELESS STUDENTS

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

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

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

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

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

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

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

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

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

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

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

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

A homeless student shall be immediately eligible to participate in interscholastic activities at the school in which the student is enrolled.

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

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals; or
- Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Are migratory children who are living in circumstances described in clauses (a) through (c).

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

Legal References: A.C.A. § 6-18-115
A.C.A. § 9-25-106
42 U.S.C. § 11431 et seq.
42 U.S.C. § 11431 (2)
42 U.S.C. § 11432(g)(1)(H)(I)
42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II)
42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii)
42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii)
42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii)
42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii)
42 U.S.C. § 11432 (g)(3)(G)
42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E)
42 U.S.C. § 11434a

4.41—PHYSICAL EXAMINATIONS OR SCREENINGS

The district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings 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 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.

Legal References: A.C.A. § 6-18-701

4.41F—OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS
(Forms available in the nurse's office)

4.42—STUDENT HANDBOOK

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

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

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

4.43—BULLYING

Definitions

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

"Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public-school employee by a written, verbal, electronic, or physical act that:

May address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated;

1. Involves an actual or reasonably perceived power imbalance;
2. Is repeated or has a high likelihood of repetition; and
3. 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:

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

"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 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 or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

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 (5^{th}) 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;
- **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.

To prevent multiple, simultaneous investigations into the same alleged conduct, if the facts that support an alleged incident of bullying may also constitute a violation of another District policy; State or Federal law; State rule; or Federal regulation, then the District shall investigate and dispose of the alleged incident of bullying in accordance with the other applicable District policy; State or Federal law; State rule; or federal regulation in lieu of the requirements of this policy.

Copies of this policy shall be available upon request.

Legal References: A.C.A. § 5-71-217
A.C.A. § 6-18-514
DESE Rules Governing Student Discipline

4.44—NATIONAL ANTHEM

Each school in the District shall broadcast The Star-Spangled Banner at:

- The commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the broadcast of The Star-Spangled Banner may be performed at only one (1) of the events; and
- At least one (1) time each week during school hours.

The broadcast of The Star-Spangled Banner shall be selected from any recording that adheres to the Division of Elementary and Secondary Education (DESE) Rules, or, when appropriate, performed from original sheet music that adheres to DESE rules by:

- A school-sanctioned band program;
- A school-sanctioned chorale program, vocal group, or vocalist; or
- The attendees of a school-sanctioned event led by a vocalist selected by the principal of the school hosting the school-sanctioned event.

Students shall not be compelled to participate in the performance of The Star-Spangled Banner, but students who choose not to participate in the performance of The Star-Spangled Banner shall not disrupt those students choosing to participate in the performance

of The Star-Spangled Banner. Students choosing not to participate in the performance of The Star-Spangled Banner who do not disrupt the participation of performance of The Star-Spangled Banner shall not be subject to any comments, retaliation, or disciplinary action.

Legal References: A.C.A. § 6-10-135
DESE Rules Governing the Star-Spangled Banner Act

4.45 - GRADUATION REQUIREMENTS

All students are required to participate in the Smart Core curriculum unless stated otherwise in the student's Student Success Plan (SSP) and signed by the student's parents or guardians, or the student~~s~~ if the student is eighteen (18) years of age or older. Information regarding Smart Core and graduation requirements will be sent home with students prior to their enrolling in seventh (7^{th}) grade, or when a seventh (7^{th}) through twelfth (12^{th}) grade student enrolls in the district for the first. 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 as part of the creation of the student's SSP.

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 shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional 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; 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 and the Arkansas Military Child School Transitions Act of 2021 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. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. Career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

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.

Personal and Family Finance

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

Computer Science

All students shall earn one (1) unit of credit in a computer science or computer science related career and technical education course in order to graduate.

Community Service

Except as otherwise provided by this policy, each student must receive seventy-five (75) clock hours of community service that is certified by the service agency or organization where the student volunteers.

The community service must be in programs or activities, either in Arkansas or outside of Arkansas, that meet the requirements established by the State Board and the District Board of Directors and include preparation, action, and reflection components. A student who transfers into the District after ninth (9^{th}) grade must receive at least the following documented clock hours of community service each year:

- Fifteen (15) hours for students in grade nine (9);
- Twenty (20) hours for students in grade ten (10);
- Twenty (20) hours for students in grade eleven (11); and
- Twenty (20) hours for students in grade twelve (12).

Students transferring into the District after grade nine (9) or students who are graduating early may receive a diploma provided that the minimum requirement for each year the student attends the District is met. The District Board of Directors may grant a waiver of the community service requirement for extenuating circumstances on a case-by-case basis, which may include without limitation:

- A major illness associated with a student or a family member of a student;
- Student homelessness or housing insecurity; and
- Notice to the public-school district board of directors if the student is a major contributor to family income.

SMART CORE: Sixteen (16) units

English: four (4) units
- English I
- English II
- English III
- English IV

Oral Communications: one-half (½) 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 accelerated learning courses may be substituted where applicable)
- An applicable 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.

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 (½) unit
- World History - one unit
- American History - one unit

- Other social studies – one-half (½) Unit

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units

- 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 (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

Legal References: Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3
DESE Guidelines for the Development of Smart Core Curriculum Policy
DESE Rules Governing Distance and Digital Learning
Commissioner's Memo COM-24-021
Commissioner's Memo LS-18-082
Commissioner's Memo LS-26-029
A.C.A. § 6-4-302
A.C.A. § 6-15-2906
A.C.A. § 2911
A.C.A. § 6-16-122
A.C.A. § 6-16-143
A.C.A. § 6-16-149
A.C.A. § 6-16-150
A.C.A. § 6-16-152
A.C.A. § 6-16-1901 et seq.
A.C.A. § 6-28-115

4.46—PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Pledge of Allegiance shall be recited:

1. During the first-class period of each school day;
2. At the commencement of each school-sanctioned after-school assembly; and
3. At the commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the Pledge may be recited at only one (1) of the school-sanctioned sporting events.

Students choosing to participate in the recitation of the Pledge shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall either stand or sit quietly while the other students recite the Pledge.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge who do not disrupt those students who choose to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

Following the recitation of the Pledge, there shall be an observance of one (1) minute of silence. During the one (1) minute of silence, each student may reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract another student. Students who do not disrupt the one (1) minute of silence shall not be subject to any comments, retaliation, or disciplinary action.

Legal References: A.C.A. § 6-10-115
A.C.A. § 6-16-108

Definitions

"Emergency" means a serious, unexpected, and dangerous situation that requires immediate action, including without limitation:

- An active fire;
- An active tornado or earthquake;
- An active shooter;
- An evacuation of school grounds; or
- A medical emergency

"Personal electronic device" means without limitation a:

a. Cellular telephone;
b. Paging device;
c. Beeper;
d. Mobile telephone that offers advanced computing and internet accessibility;
e. Digital media player;
f. Portable game console;
g. Tablet, notebook, or laptop computer;
h. Digital camera;
i. Digital video or audio recorder;
j. Smart watch; and
k. Device that can connect and transmit data through Bluetooth technology.

"School day" means from the time students are required to be at school until the time students are dismissed from school.

"Special School Events" may include:

Activities held during the school day that occur outside of the standard in-class curriculum, which may include any of the following activities:

Pep rallies;
Interscholastic activities;
Concerts and performances;
Art shows and science fairs;
School-Sponsored events held off campus; and
Graduation ceremonies; or
Regular school activities where the public is invited.

Possession of Personal Electronic Device

Except as permitted under this policy, a student shall not be in possession of a personal electronic device during the school day. A student may possess a personal electronic device during the school day if:

The personal electronic device is required by the student's individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;
The possession of the personal electronic device is during an emergency as defined by this policy;
The personal electronic device is issued by the District for the student's use during the school day;
The possession of the personal electronic device is by a student enrolled in an endorsed concurrent enrollment course at an Institution of higher education in order to utilize two-factor authentication to access course work and resources for the endorsed concurrent enrollment course; or
The possession of the personal electronic device is during a special event during the school day.

A student shall be deemed to not be in possession of a personal electronic device if:

Use Of Personal Electronic Device

Except as permitted by this policy, a student shall not use a personal electronic device during the school day. A student may use a personal electronic device during the school day if:

The personal electronic device is required by the student's individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;
The use of the personal electronic device is during an emergency as defined by this policy;

The personal electronic device is issued by the District for the student's use during the school day;
The possession of the personal electronic device is by a student enrolled in an endorsed concurrent enrollment course at an Institution of higher education in order to utilize two-factor authentication to access course work and resources for the endorsed concurrent enrollment course; or
The use of the personal electronic device is during a special event during the school day.

A student may possess and use a personal electronic device at a special school event for the purpose of taking photographs. The District shall inform the students and students' parents, legal guardians, persons having lawful control of the student, and persons standing in loco parentis the following before a special school event takes place:

- When and where the special school event will take place;
- Whether or not personal electronic devices shall be allowed at the special school event; and
- Where personal electronic devices may be used at the special school event.

The use of personal electronic devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Misuse of Personal Electronic Devices

Even if a student is allowed to possess or use a personal electronic device under this policy, the misuse of a personal electronic device is prohibited. Misuse of personal electronic devices includes, but is not limited to:

1. Using personal electronic devices issued by the District during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the personal electronic device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the personal electronic device to record audio or video or 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 regardless of whether the image is real or created through the use of artificial intelligence;
6. Using a personal electronic device issued by the District in a manner that violates the Electronic Device and Internet Use Agreement regardless of whether the violation occurred on or off campus;
7. Using a personal electronic device at an event during the school day that was not designated as a special school event or in a manner or location that was not authorized as part of the special school event;
8. Using personal electronic devices issued by the District while driving any vehicle at any time; or
9. Using a personal electronic device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property.

Discipline

A student may have a personal electronic device confiscated if:

- The student is found to possess or use a personal electronic device when the use or possession is not authorized by this policy and the personal electronic device was not issued by the District;
- The student misuses a personal electronic device as defined by this policy; or
- The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis uses the remote recording or listening capabilities of a personal electronic device, either through an app installed on the personal electronic device or the built-in capacity of the personal electronic device, except when authorized by the District.

Confiscated personal electronic devices may be picked up at the school's administration office by the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. Students have no right of privacy as to the content contained on any personal 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.

A student and 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 a student's possession or use of a student's personal electronic device that is not issued by the District. The District shall not be liable for a personal electronic device that is confiscated if the personal electronic device is lost, stolen, or damaged.

In addition to the confiscation of a personal electronic device for a violation of this policy, a student may be subject to the following

To protect the integrity of the administration of the assessments under the Arkansas Educational Support and Accountability Act, a student who is found to be in possession of or to use a personal electronic device during the administration of a statewide assessment that is not required by the student's IEP, 504 Plan, or issued by the District shall have the discipline the student is subject to increased by an additional level.

Legal References: A.C.A. § 6-15-2907
A.C.A. § 6-18-515
A.C.A. § 27-51-1602
A.C.A. § 27-51-1603
A.C.A. § 27-51-1609
DESE Test Administration Manual
DESE Rules Governing Student Discipline

4.48—VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

The Board of Directors and 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 a part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time after they were created.

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

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

Legal References: A.C.A. § 6-21-122
20 USC 1232(g)
20 U.S.C. 7115
34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

4.49—SPECIAL EDUCATION

In accordance with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Arkansas Statutes, the district shall provide a free appropriate public education and necessary related services to all children with disabilities who reside:

- Within the district boundaries; or
- Outside of the District boundaries but are enrolled in the District.

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

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

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding students with disabilities.[1] Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents.

Legal References: 34 C.F.R. part 300
20 U.S.C. §1400 et seq.
29 U.S.C. § 794
42 U.S.C. §12101 et seq.
A.C.A. § 6-41-102
A.C.A. § 6-41-103
A.C.A. § 6-41-201 et seq.

4.50—SCHOOL MEAL MODIFICATIONS

Except for requests to receive "lactose free" milk, the district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian 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.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Director of Child Nutrition shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may submit a written request for their student to be provided "lactose free" milk. The parent's request is not required to be accompanied by a medical statement in order for it to be granted.

Parents may file a grievance regarding the request for modifications with the District's 504 Coordinator, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

Except for requests to receive "lactose free" milk, the district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

Legal References: Commissioner's Memo FIN-09-044
Commissioner's Memo FIN-15-122

Commissioner's Memo CNU-17-051
Commissioner's Memo CNU-18-008
Commissioner's Memo CNU-18-023
Commissioner's Memo CNU-18-025
7 CFR 210.10(g)

4.51—FOOD SERVICE PREPAYMENT

Meal Charges

The district does not provide credit for students to charge for a la carte or other food and beverage items available for purchase in the school food service areas. 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 a la carte, or other food and beverage items through any of the following methods:

- Submitting cash or check payment at designated deposit boxes or to main offices;
- Depositing funds through the District's online service: **https://linqconnect.com/main**

A student's parents will be contacted by authorized District personnel regarding a student's prepaid account balance at the following times:

Free Breakfast

In accordance with A.C.A. § 6-18-722, a student shall be provided one (1) breakfast at no cost during each school day upon the student's request regardless of whether the student qualifies for a federally funded free or reduced-price meal.

Unpaid Meal Access

It is the belief of Magnet Cove School District that no child should go without breakfast and/or lunch during the school day. Meals, A la Carte, or other food and beverage items may be purchased by either providing payment at time of receipt or by having a prepaid account that may be charged for the items. Parents or students may add money to prepaid accounts for meals, a la carte, or other food and beverage items through any of the following methods:

- Sending cash or check payments in a sealed envelope marked with Child's first and last name and grade.
- Depositing funds online through Linq Connect

Students who are unable to pay for their meals at the time of the meal service are allowed to charge. Those students charging breakfast and/or lunch will receive a reimbursable meal only. A la Carte items will NOT be allowed to be charged.

Once the student reaches a negative balance of $25.00, the parent or guardian will be contacted.

Parents can check student balances via Linq Connect app or by calling Jordan Adams in the Magnet Cove Central Office at 501-332-5468.

Household Notification

Parents will be notified via phone call/SMS text on a weekly basis from Linq Connect of low and negative balances. SFA will notify households by sending printed notifications home when a child reaches a negative balance of $25.00 on a monthly basis.

Delinquent Debt

Unpaid meal charges shall be considered "delinquent" as per the district's accounting practices. The District shall attempt to recover unpaid meal charges before the end of the school year, but may continue efforts into the next school year. The district shall notify parents/guardians of unpaid meal charges at regular intervals through letters, emails, etc. Parents/Guardians can contact the school district to set up payment plans.

Graduating students with delinquent debt will not receive a diploma from the school district until the delinquent debt is paid in full.

Account Balances

Remaining funds will be carried over to the next school year. When students leave the district or graduates, funds will be transferred to other sibling accounts. If there are no siblings in the district, then parents/guardians may request a refund or transfer to other student accounts (unpaid accounts). All refunds and transfer requests must be in writing. Unclaimed funds remaining after two weeks after the last date of enrollment will be absorbed by the district.

Bad Debt

Bad debt is determined to be uncollectible, with further collection efforts for delinquent debt deemed useless or too costly. Delinquent debt will be considered as bad debt after August 1st following the end of the school year in which the student was last enrolled. This does not include those delinquent debts that are on payment plans.

Additional Resources

Families may find assistance with applying for free or reduced-price school meals by contacting **Jordan Adams**, **501-332-5468** or **jordan.adams@magnetcove.k12.ar.us**.

Federal Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: **http://www.ascr.usda.gov/complaint_filing_cust.html**, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
2. fax: **(202) 690-7442**; or
3. email: **program.intake@usda.gov**

This institution is an equal opportunity provider.

Students who have submitted proper documentation to receive a meal modification in accordance with Policy 4.50—SCHOOL MEAL MODIFICATIONS shall receive the same type of modification for an unpaid meal.

Legal References: Commissioner's Memo CNU-17-003
Commissioner's Memo CNU-17-024
A.C.A. § 6-18-715
A.C.A. § 6-18-722

Meal Pricing for the 2025-2026 School Year

Student Lunch: $3.25
Adult Breakfast $2.35
Adult Lunch $4.10

4.52—STUDENTS WHO ARE FOSTER CHILDREN

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

individuals involved with each foster child to ensure that the foster child is able to maintain the foster child's continuity of educational services to the fullest extent that is practical and reasonable.

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

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

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

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

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

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

Foster Child School Choice

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

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

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

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

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

A Foster Child School Choice transfer shall remain in effect until the foster child:

- Graduates from high school; or
- Transfers to another school or school district under:
  - The Foster Child School Choice Act;
  - Opportunity Public School Choice Act;
  - The Public School Choice Act of 2015; or
  - Any other law that allows a transfer.

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

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

Legal References: A.C.A. § 6-18-233
A.C.A. § 9-28-113

4.53— PLACEMENT OF MULTIPLE BIRTH SIBLINGS

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

- There have been a minimum of 30 instructional days since the start of the school year; and
- After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
- Detrimental to the educational achievement of one or more of the siblings;
- Disruptive to the siblings' assigned classroom learning environment; or
- Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

Legal Reference: A.C.A. § 6-18-106

4.54 - STUDENT ACCELERATION

The Board believes that acceleration is an effective and research-based intervention for the academic growth of students who are ready for an advanced or faster-paced curriculum. Acceleration can allow a student to move through the traditional educational setting more rapidly, based on assessed readiness, capability, and motivation. At the same time, the Board understands that acceleration is not a replacement for gifted education services or programs.

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content-based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel.

Elementary School Students

The process of determining the appropriateness of a request for an elementary school student to receive, ***grade or course*** acceleration shall be under the direction of the district/school Gifted and Talented Program Coordinator. The district/school Gifted and Talented Program Coordinator shall convene the Acceleration Placement Committee and communicate with the individuals necessary for the Acceleration Placement Committee to make an informed decision, which shall include the student's parents or guardians.

While the needs of the student should dictate when acceleration decisions are considered, the Board believes the optimal time for referrals is in the spring, which gives adequate time for working through the determination process and for preparing those concerned for a smooth transition to the acceleration beginning in the following school-year.

The District's Gifted and Talented (GT) Program Coordinator will create a written format to govern the referral and determination process for elementary school students, which shall be made available to any parent or staff member upon request.

The parents/guardians of any elementary school student whose request for acceleration has been denied may appeal the decision, in writing to the District's GT Coordinator. The Districts GT Coordinator and the Acceleration Placement Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the Committee will either request

additional new testing be conducted to help the Committee make its determination or it will uphold the initial decision. The Committee's decision may not be further appealed.

Course Selection Students

District students who attend a district school that authorizes the student to select individual courses shall have acceleration options provided to them by the counselor during the course selection process. The course selection process shall be part of the Student Success Plan created and modified in accordance with Policy 4.55 – STUDENT PROMOTION AND RETENTION.

Legal Reference: DESE Gifted and Talented Rules

4.55—STUDENT PROMOTION AND RETENTION

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents, 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.

Each time a student is assessed by use of a high-quality literacy screener, with results at least once each semester, the Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis, and teacher(s) of a student in kindergarten through eighth (8^{th}) grade shall be notified in writing of the student's independent grade-level-equivalency in reading and, in a parent friendly manner, the student's reading progress.

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

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

a. The building principal or designee;
b. The student's teacher(s);
c. School counselor;
d. A 504/special education representative (if applicable); and
e. 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.

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

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

Each time a student is assessed by use of a high-quality literacy screener, at with results at least once each semester, the Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis, and teacher(s) of a student in kindergarten through eighth (8^{th}) grade shall be notified in writing of the student's independent grade-level-equivalency in reading and, in a parent friendly manner, the student's reading progress.

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.

A student's SSP shall include the recommended sequence of courses for successful completion of the diploma pathway selected by the student but be sufficiently flexible to allow the student to change the student's selected diploma pathway. The school counselor shall meet with the student's parent, legal guardian, or persons standing in loco parentis and the student to review the student's SSP annually and to revise the student's SSP as necessary to identify the courses to be taken each year until all required core courses are completed. Part of the review shall include an explanation of the possible impacts the revisions to the plan might have on the student's graduation requirements and postsecondary education goals. Any change made to a student's SSP as part of the review that amends the student's diploma pathway shall be structured to ensure that the student will meet the high school graduation requirements for the student's chosen diploma pathway and be qualified for admission to a postsecondary educational institution or to enter the workforce. After each review, the student's SSP shall be signed by the student; student's parent, legal guardian, or person standing in loco parentis to the student; and the school counselor.

An SSP shall be created:

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

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

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

Legal References: A.C.A. § 6-15-2001
A.C.A. § 6-15-2005
A.C.A. § 6-15-2006
A.C.A. § 6-15-2907
A.C.A. § 6-15-2911
A.C.A. § 6-17-429
A.C.A. § 6-17-431
A.C.A. § 9-28-205
DESE Rules Governing the Arkansas Educational Support and Accountability Act
Murphy v. State of Ark., 852 F.2d 1039 (8th Cir. 1988)
DESE Rules Governing Grading and Course Credit

4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Definitions

"Academic Courses" are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Division of Elementary and Secondary Education (DESE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by DESE. If

a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

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

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

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

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

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

Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of the student's classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one (1) per week per extracurricular activity (tournaments excepted). Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

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

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

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

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

Interscholastic Activities

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

ACADEMIC REQUIREMENTS: Junior High

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

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

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

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

ACADEMIC REQUIREMENTS: Senior High

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

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

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

Homeless Students

Students who are determined to be experiencing homelessness by the school's homeless LEA shall be eligible for participation in interscholastic activities.

ARKANSAS ACTIVITIES ASSOCIATION

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

Intrascholastic Activities

AAA Governed Activities

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

Non-AAA Governed Activities

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

School Choice Transfers

A student who transfers under a legal school choice option shall not be denied participation in an extracurricular activity where the student transfers based exclusively on the student's decision to transfer. A student who transfers after June 1 of the year the student enters grades seven through ten (7-10) shall complete a Changing Schools/Athletic Participation form as defined by AAA, which must be signed by the:

- Superintendent of the student's resident school district;
- Superintendent of the nonresident school district to which the student transfers; and
- Parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student.

The completed Changing Schools/Athletic Participation form shall be filed with the non-resident school district where the student transfers and the AAA. The Changing Schools/Athletic Participation form shall be signed by the superintendent of a student's resident school district and the superintendent of the nonresident school district to which a student transfers unless there is demonstrable evidence of recruiting by the receiving school district personnel or that the student is transferring to the nonresident school district solely for athletic purposes.

A student who transfers into the District and is enrolled in the District by June 1 of the school year the transfer student will be enrolled in grade seven (7), eight (8), nine (9), or ten (10) shall be immediately eligible to participate in an extracurricular activity that is an athletic activity. If a transfer student is not enrolled in the District by June 1 of the school year the student will be enrolled in grade seven (7), eight (8), nine (9), or ten (10), then the transfer student shall not be eligible to participate in an extracurricular activity that is a varsity athletic activity for up to three hundred sixty-five (365) days.

Legal References: Arkansas Activities Association Handbook
A.C.A. § 6-4-302
A.C.A. § 6-15-2907
A.C.A. § 6-16-151
A.C.A. § 6-18-114
A.C.A. § 6-18-115
A.C.A. § 6-18-227
A.C.A. § 6-18-713
A.C.A. § 6-18-1904
A.C.A. § 6-28-108
Commissioner's Memo COM-18-009
Commissioner's Memo LS-18-015

4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Definitions

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

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

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

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

Extracurricular Eligibility

The Magnet Cove School Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments or other similar events accepted with approval of the building principal) All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

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

Any student who refuses to sit for a 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 wave this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

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

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

Legal References: A.C.A. § 6-4-302
A.C.A. § 6-15-2907
A.C.A. § 6-16-151
A.C.A. § 6-18-713
A.C.A. § 6-28-108
Commissioner's Memo LS-18-015

4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

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

Interscholastic activity means an activity between schools subject to rules 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; or
- The student's resident school does not offer the interscholastic activity and the superintendent of the non-resident district agrees to allow the student to enroll in the interscholastic activity.

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

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one non-academic course in the District's school where the student is intending to participate in an interscholastic activity that coincides with the interscholastic activity in which the homeschooled student participates and shall be required to be at school only when participation in the interscholastic activity requires other students who participate in the interscholastic activity to be at school. 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 parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

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

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

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 home-schooled student may begin participating in an interscholastic activity immediately upon being approved to participate by the District if:

- The home-schooled student has not withdrawn from an Arkansas Activities Association member school; or
- The student has withdrawn from an AAA member school and enrolled in a home school but did not participate in an interscholastic activity that is a varsity sport at the student's resident district prior to the student's withdrawal from the AAA member school.

A home-schooled student shall not be eligible to participate for up to three hundred sixty-five (365) days if:

1. The District is the home-schooled student's resident district and the home-schooled student is not approved to participate in an interscholastic activity at the District by June 1 of the school year the student will be enrolled in grade seven (7), eight (8), nine (9), or ten (10);

2. The District is not the home-schooled student's resident district and the home-schooled student is not approved to participate in an interscholastic activity that is a varsity athletic activity at the District by June 1 of the school year the student will be enrolled in grade seven (7), eight (8), nine (9), or ten (10); or

3. The home-schooled student withdrew from an AAA member school and participated in an interscholastic activity that is a varsity athletic activity at the student's resident district during the previous three hundred sixty-five (365) days and is seeking to participate in an interscholastic activity that is a varsity athletic activity in the District.

A student who is prohibited from participation in an interscholastic activity due to number 1 shall not become eligible to participate in any interscholastic activity until the completion of the three hundred sixty-five (365) day period. A student who is prohibited from participation in an interscholastic activity that is a varsity athletic activity due to numbers 2 or 3 shall not be eligible for full participation in an interscholastic activity that is a varsity athletic activity until the completion of the three hundred sixty-five (365) day period. A student who is not eligible for full participation may participate in tryouts, practices, classes, or other endeavors associated with the interscholastic activity until the completion of the three hundred sixty-five (365) day period.

Legal References: A.C.A. § 6-15-509
A.C.A. § 6-16-151
A.C.A. § 6-18-232
A.C.A. § 6-18-713
Arkansas Activities Association Handbook
Commissioner's Memo COM-18-009
Commissioner's Memo LS-18-015
Division of Elementary and Secondary Education Rules Governing Home Schools

4.56.2F - HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY AT RESIDENT DISTRICT
(Forms available in the office)

4.56.2F— HOME-SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY
(Forms available in the office)

4.56.3—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR PRIVATE SCHOOL STUDENTS

Interscholastic activity means an activity between schools subject to the rules 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.

"Private School" means a nonpublic elementary or secondary school that is a registered nonprofit and accredited or licensed by an accrediting association recognized by the State Board of Education.

"Private School Student" means a student attending a private school.

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

Private school students whose parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone if the private school the student attends does not offer the interscholastic activity.

Although not guaranteed participation in an interscholastic activity, private 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 private school student is unable to meet because of his or her enrollment in a private 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 parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one non-academic course in the District's school where the student is intending to participate in an interscholastic activity that coincides with the interscholastic activity in which the private school student participates and shall be required to be at school only when participation in the interscholastic activity requires other students who participate in the interscholastic activity to be at school.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11^{th}) 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 parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

A private school student who has met the tryout criteria and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- Standards of behavior and codes of conduct;
- Attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- Required drug testing;
- Permission slips, waivers, physical exams; and
- Participation or activity fees.

Students 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.

Legal References: A.C.A. § 6-16-151
A.C.A. § 6-18-232
A.C.A. § 6-18-238
A.C.A. § 6-18-713
Arkansas Activities Association Handbook

4.57—IMMUNIZATIONS

Definitions

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

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

General Requirements

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

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); 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; or
d. Official record from another educational institution in Arkansas.
e. An immunization record printed off of the statewide immunization registry with the Official Seal 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 waver 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.

Legal References: A.C.A. § 6-4-302
A.C.A. § 6-18-702
A.C.A. § 6-28-110
DESE Rules Governing Immunization Requirements in Arkansas Public Schools
ADH Rules Pertaining to Immunization Requirements

4.58—FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA

Food Sharing Table

The District has no food sharing system for food items other than milk and juice. Students who do not intend to drink milk or juice received as part of a meal may place the milk/juice in a designated ice-filled cooler located at the end of the service line where another student may retrieve it at no charge. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the cooler to place for sharing or retrieve an item after the student has left the service line.

At all times, the cooler will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item is to remain in the cooler for longer than four (4) hours.

Removing Food Items from the Food Service Area

No student shall remove school provided food items from the food service area at the end of the meal period, especially milk, juice, and other items requiring temperature-controlled environments.

Except for food service workers as required by their job duties, District employees may only remove school provided food items from the food service area when required by a 504 plan or a student's IEP.

Legal References: Commissioner's Memo FIN 08-076
Commissioner's Memo FIN 15-052

4.59—ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME-SCHOOLED STUDENTS

The District allows private school and home-schooled students whose parents, legal guardians, or other responsible adult 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.

Legal References: A.C.A. § 6-15-509
A.C.A. § 6-18-232
A.C.A. § 6-18-702
A.C.A. § 6-47-401 et seq.
DESE Rules Governing Distance and Digital Learning
DESE Rules Governing Kindergarten Through 12th Grade Immunization Requirements in Arkansas Public Schools
Commissioner's Memo COM-19-021

4.60—STUDENT BEHAVIORAL INTERVENTION AND RESTRAINT

Definitions

"Aversive Behavioral Intervention" means a physical or sensory intervention program that is intended to modify behavior through the use of a substance or stimulus that the intervention implementer knows will cause physical trauma, emotional trauma, or both, to a student, even when the substance or stimulus appears to be pleasant or neutral to others.
Examples of aversive behavioral interventions include, but are not limited to:

- Hitting;
- Pinching;
- Slapping;
- Using a water spray;
- Using noxious fumes;
- Requiring extreme physical exercise;
- Using loud auditory stimulus;
- Withholding meals; and
- Denying reasonable access to toileting facilities.

"Behavioral Intervention" means the implementation of a service, support, or strategy to teach and increase appropriate behavior or substantially decrease or eliminate behavior that is dangerous, inappropriate, or otherwise impedes the learning of a student.

"Behavior Intervention Plan" (BIP) means a written plan that:

1. Is developed by a problem-solving and intervention team and delineates emotional, social, or behavioral goals for a student and the steps that the school, student, parent of the student, and others will take to positively support the progress of the student towards the student's emotional, social, or behavioral goals;
2. Is comprised of practical and specific strategies to increase or reduce a defined behavior or one (1) or more patterns of behavior exhibited by a student; and
3. Includes the following at a minimum:

A definition or description of the desired target behavior or outcome in specific measurable terms;

- A plan for preventing and eliminating inappropriate student behavior by changing a condition that is triggering, motivating, underlying, or supporting that behavior as determined through a FBA;
- A plan for teaching a student to demonstrate appropriate social, emotional, or behavioral self-management, or a new method to address or meet the student's needs;
- A description of how a specific incentive or consequence will be used as needed to decrease or eliminate inappropriate student behavior and increase appropriate behavior;
- A plan for managing a crisis situation;
- A system to collect, analyze, and evaluate data about the student;
- The school personnel, resources, and training needed before implementation of the BIP; and

- The timeline for implementing different facets of an intervention, including without limitation when the intervention will be formally reviewed.

"Chemical Restraint" means the use of a drug or medication to control the behavior of a student or restrict the free movement of the student; however, chemical restraint does not include the use of medication that is prescribed by a licensed physician, or other qualified health professional acting within the scope of the individual's professional authority under state law, for the standard treatment of a medical or psychiatric condition of a student and is administered as prescribed by the licensed physician or other qualified health professional acting within the scope of the individual's professional authority under state law.

"Crisis" means a situation in which a student engages in a behavior that threatens the health and safety of the student or others and includes without limitation a situation in which the student becomes aggressive or violent at school and is unable to regain self-control without posing a danger of injury to the student or others.

"Crisis Intervention" means the implementation of a service, support, or strategy to immediately stabilize a crisis and prevent the crisis from reoccurring after the crisis ends.

"Dangerous Behavior" means the behavior of a student that presents an imminent danger of serious physical harm to the student or others; however, dangerous behavior does not include the following:

- Disrespect;
- Noncompliance;
- Insubordination; or
- Destruction of property that does not create an imminent danger.

"De-escalation" means the use of a behavior management technique that helps a student increase the student's control over the student's emotions and behavior and results in a reduction of a present or potential level of danger that in turn reduces the level of imminent danger of serious physical harm to the student or others.

"Emergency" means a serious and unexpected situation that requires immediate action and which may be dangerous.

"Functional Behavior Assessment" (FBA) means a problem analysis step that:

- Occurs within the context of data-based problem-solving and involves:
    - The review of existing records and other sources of information;
    - Diagnostic or historical interviews;
    - Structured academic or behavioral observations; and
    - Authentic, criterion-referenced, or norm-referenced tests; and
- Is performed with the goal of determining why a specific problem or situation is occurring in order to directly link a strategic intervention to an assessment and solve or resolve the specific problem or situation.

"Imminent Danger" means an existing dangerous situation that could reasonably be expected to immediately cause death or serious physical harm.

"Mechanical Restraint" means the use of a device or equipment to restrict the free movement of a student; however, mechanical restraint does not include a device that is used by trained school personnel or a student for a specific and approved therapeutic purpose or safety purpose for which the device was designed or prescribed or a vehicle safety restraint that is appropriately used in the manner for which it was designed during the transport of a student in a moving vehicle.

"Physical Escort" means a temporary touching or holding of the hand, wrist, arm, shoulder, or back of a student for the purpose of redirecting or inducing the student to move to a safe location.

"Physical Restraint" means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arm, leg, or head freely; however, physical restraint does not include a physical escort.

"Prone Restraint" means restraining a student in a face-down position on the floor or another surface and applying physical pressure to the body of the student to keep the student in the prone position.

"Serious Physical Harm" means bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

"Supine Restraint" means the restraint of a student in a face-up position on the student's back on the floor or another surface and with physical pressure applied to the body of the student to keep the student in the supine position.

Multi-Tiered Behavioral Interventions

The District shall establish a multi-tiered system of behavioral interventions for each student who exhibits social, emotional, or behavioral difficulty that may escalate, if not addressed, to potentially dangerous behavior.

Behavior Intervention Team

A behavior intervention team (BIT) shall be established for each student who exhibits social, emotional, or behavioral difficulty that may escalate, if not addressed, to potentially dangerous behavior. The BIT shall include members who are academic and behavioral assessment and intervention professionals.

A student's BIT shall:

a. Work with the teachers of a student to complete a FBA of the student and an assessment of any problematic situations involving the student;
b. Consider the need for a BIP with the goal of preventing or resolving the social, emotional, or behavioral difficulty of the student and developing a response that will de-escalate and stabilize a potential emergency situation that approaches the danger level; and
c. Regularly review the data on incidents involving the use of physical restraint on the student and adjust, as necessary, the procedures concerning the use of physical restraint on the student.

Special education procedures shall be followed if a student is suspected of having a disability that relates to behavioral concerns.

Physical Restraint

Except in the case of a clearly unavoidable emergency situation in which a trained member of school personnel is not immediately available due to the unforeseeable nature of the emergency situation, the physical restraint of a student shall only be used by a member of school personnel who is appropriately trained to administer physical restraint.

When using physical restraint on a student, school personnel shall:

- Use the least restrictive technique necessary to end imminent danger or serious physical harm to a student and others;
- Use the safest method available and appropriate to the situation;
- Consider the health and safety of a student, including without limitation whether the student has an existing medical condition that makes the use of physical restraint inadvisable;
- Not restrict the ability of a student to communicate unless the use of a less restrictive technique will not prevent imminent danger of serious physical harm to the student or others;
- Use only the amount of force that is reasonably necessary to protect a student or others from imminent danger of serious physical harm to the student or others;
- Not verbally abuse, ridicule, humiliate, taunt, or engage in any other similar action towards the student; and
- continuously and visually observe and monitor the student while the student is under physical restraint.

Physical restraint of a student shall only be used for a limited period of time and shall not be used:

- When imminent danger or serious physical harm to the student or others dissipates;
- If a medical condition occurs that puts the student at risk of harm;
- Unless the behavior of the student poses an imminent danger of serious physical harm to the student or others;
- After the threat of imminent danger of serious physical harm to the student or others dissipates; or
- In the following manner:

    - To punish or discipline the student;
    - To coerce the student;
    - To force the student to comply;
    - To retaliate against the student;

- To replace the use of an appropriate educational or behavioral support;
- As a routine safety measure;
- As a planned behavioral intervention in response to behavior of the student that does not pose an imminent danger of serious physical harm to the student or others;
- As a convenience for school personnel; or
- To prevent property damage unless the act of damaging property committed by the student poses an imminent danger or serious physical harm to the student and others.

Even in an emergency, supine restraint shall not be used on a student except by a staff person who has been certified by a crisis intervention training program and the certified staff person determines that supine restraint is required to provide safety for the student and others.

At no time shall school personnel use the following on a student:

- Mechanical restraint;
- Chemical restraint;
- Aversive behavioral interventions that compromise health and safety;
- Physical restraint that is life-threatening or medically contraindicated; or
- Prone restraint or other restraint that restricts the breathing of a student.

Following the first incident of physical restraint used on a student, an FBA shall be conducted unless a previous FBA was conducted for the same behavior that was at issue when the physical restraint was used.

The use of physical restraint on a student as a planned behavioral intervention shall not be included in a student's IEP, 504 Plan, BIP, individual safety plan, or other individual planning document but may be considered as a crisis intervention if appropriate for the student. A student's IEP team or 504 Plan team shall consider whether an FBA should be performed; if a BIP should be developed for the student or if a student's existing BIP should be revised; and if additional behavioral goals and interventions should be included in the student's existing IEP or 504 Plan.

Parents may submit complaints regarding an incident involving the use of physical restraint on their student. A complaint shall be referred for review to the appropriate school personnel:

- The student's BIT;
- The student's IEP team; or
- The student's 504 Plan team.

A complaint by a parent shall be handled by the appropriate District staff in the same manner as a debrief following the use of physical restraint on a student.

Use of a physical restraint technique that is abusive shall be reported to the Child Abuse Hotline and law enforcement.

Reports and Debriefing

After the occurrence of an incident involving physical restraint of a student, the building principal, or the principal's designee, shall be notified of the incident as soon as possible but by no later than the end of the school day when the incident occurred.

The student's parent shall be notified of the incident of the use of physical restraint via verbal or electronic communication as soon as possible but by no later than the end of the school day when the incident occurred. In the event the student's parent is unable to be notified via verbal or electronic communication within twenty-four (24) hours after the incident occurred, then the parent shall be mailed written notification of the incident within forty-eight (48) hours after the incident occurred.

school personnel involved in the incident shall document the incident in a written report, which is to be completed within twenty-four (24) hours after the incident occurred. The written report of the incident shall:

1. Include all information contained in the Division of Elementary and Secondary Education (DESE) Physical Restraint or Seclusion Incident Record and Debriefing Report;
2. Be maintained in the student's education record; and
3. Be provided to the student's parent within one (1) school day of the completion of the report.

A debriefing meeting shall be held within two (2) school days after the incident occurred. The following school personnel shall be present at the debriefing meeting:

a. A member of school personnel who was present during the incident;
b. A member of school personnel who was in the proximity of the student on whom physical restraint was used immediately before and during the time of the incident;
c. A school administrator; and
d. Any other member of school personnel determined to be appropriate by the District.

The purpose of the debriefing meeting shall be to:

- Determine whether the procedures used during the incident were necessary;
- Evaluate the use of any behavioral supports and de-escalation techniques by school personnel before and during the incident;
- Evaluate the school district's behavioral intervention procedures and prevention techniques in order to minimize future use of physical restraint; and
- If a trained member of school personnel was not immediately available due to the unforeseeable nature of the emergency situation when the incident occurred:
  - Reevaluate the training needs of school personnel;
  - Reevaluate the physical restraint policy and practices; and
  - Develop a plan to prevent a future incident.

At a debriefing meeting, school personnel shall:

1. Consider relevant information in the student's education record, including without limitation:
  a. The concerns of the student's parent;
  b. The student's social and medical history;
  c. The student's FBA, if one exists; and
  d. The student's BIP, if one exists;
2. Consider relevant information from the teachers, parents, and other District professionals;
3. Discuss whether the District's behavioral intervention procedures were appropriately implemented;
4. Discuss the duration and frequency of the use of physical restraint on the student;
5. Discuss appropriate action that may be taken to prevent and reduce the need for physical restraint;
6. Consider whether additional intervention and support is necessary for the student;
7. Consider whether additional intervention and support is necessary for school personnel; and
8. Consider how and when to debrief a person who was not present at the debriefing meeting, including without limitation:

a. The student;
b. The student's parent; and
c. Other school personnel or students who witnessed the incident.

DESE's Physical Restraint or Seclusion Incident Record and Debriefing Report, or an alternative report that includes the same information, shall be completed during the debriefing meeting. A copy of the report shall be:

- Submitted to the building principal;
- Mailed to the student's parent within two (2) days of the date on which the debriefing meeting was held; and
- Maintained as part of the student's education record along with other documents consulted during the debriefing meeting.

Legal Reference: A.C.A. § 6-18-2401 et seq.

4.61—STUDENT USE OF MULTIPLE OCCUPANCY ROOM

Definitions

"Multiple Occupancy Room" means an area in a District building that is designed or designated to be used by one (1) or more individuals at the same time and in which one (1) or more individuals may be in various stages of undress in the presence of other individuals, which includes, without limitation, a restroom, locker room, changing room, or shower room.

"Sex" means the physical condition of being male or female based on genetics and physiology, which may be demonstrated by the sex identified on a student's original birth certificate.

Each multiple occupancy room in a District building shall be designated as either male or female. Except as permitted by this policy, a student shall not enter a multiple occupancy room that does not correspond to the student's sex.

An individual who is unwilling or unable to use a multiple occupancy room designated for the individual's sex shall be granted a reasonable accommodation, which may include, without limitation, access to a single-occupancy restroom or changing area. A reasonable accommodation shall not include access to a restroom or changing area that is designated for use by members of the opposite sex to an individual while members of the opposite sex of the individual are present or may be present in the restroom or changing area.

The prohibitions in this policy do not apply to an individual who enters a multiple occupancy room designated for use by the opposite sex when the individual enters for any of the following reasons:

- custodial, maintenance, or inspection purposes;
- To render emergency medical assistance;
- To address an ongoing emergency, including without limitation a physical altercation;
- To accommodate individuals protected under the Americans with Disabilities Act; or
- To assist young children who are in need of physical assistance when using a restroom or changing facility that is located in the District.

Legal References: A.C.A. § 6-21-120
Division of Elementary and Secondary Education Rules Governing Public School Policies Relating to Overnight Travel and Use of Public-School Lavatories

4.62—STUDENT NAME, TITLE, OR PRONOUN

Unless a District employee has the written permission of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student or the student if the student is an emancipated minor or over eighteen (18) years of age, a District employee shall not address a student with a:

1. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
2. Pronoun or title that is inconsistent with the student's biological sex.

A student shall not be subject to discipline for declining to address a person using a:

1. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
2. Pronoun or title that is inconsistent with the person's biological sex.

Legal Reference: A.C.A. § 6-1-108

4.63—STUDENT RELIGIOUS EXPRESSION

The Magnet Cove School District Board of Directors does not allow the discrimination against a student based on a student's voluntary religious expression, if any. At the same time, the District shall provide a process to eliminate any actual or perceived sponsorship or attribution to the District of a student's public voluntary expression of a religious viewpoint, if any.

Student Assignments

Student assignments include, but are not limited to:

- Homework;
- Classwork;
- Artwork; and
- Other written or oral assignments.

A student may express the student's religious viewpoint, if any, in the student's assignments without discrimination based on the religious content, if any. A student's assignments shall:

1. Be graded and judged:
- By ordinary academic standards of substance and relevance; and

- Against other conventional, pedagogical topics as identified by the District curriculum; and

2. Not be penalized or rewarded based on the religious content, if any, of the student's assignments.

Accommodation will be considered for those portions of instructional activities in the schools that unduly burden a student's sincere religious belief provided such accommodation doesn't amount to a significant change in curriculum, program, or course of instruction and when it is possible that a substitution of equally rigorous material that advances the same instructional goals can be arranged. Parents and students are advised that such accommodations are easier to grant when the objection is to non-state mandated Standards material than if the material is required by the Standards.

A student or the student's parent can request the student's teacher accommodate the student's objection based on a religious belief to an instructional activity. Any such request must be made at least twenty-five (25) school days prior to the assignment's due date. Any objection must be raised in accordance with this policy's requirements or it will not be considered.

Upon receiving such a request, the student's teacher shall determine within five (5) work days if an accommodation is possible under the provisions of this policy. If the teacher decides an accommodation cannot be made or if the student or the student's parent believes the accommodation to be unreasonable, the student or the student's parent may request a conference with the teacher and the teacher's principal. A requested conference will occur at a time of mutual convenience, but no later than five (5) working days following the request. The principal shall have five (5) working days in which to make a decision on the appeal. If the student, the student's parent, or the teacher is unsatisfied with the principal's decision, it may be appealed to the District Superintendent who shall convene a conference between the student, the parent and the teacher. The requested conference will occur at a time of mutual convenience, but no later than five (5) working days following the request. The Superintendent shall have five (5) working days in which to make a decision on the appeal which shall be final with no further right of appeal.

Student Presenters

A student's expression of a religious viewpoint, if any, on an otherwise permissible subject shall not be excluded from a forum, whether oral or in writing, where students are allowed to speak.

The District has the right to restrict student speech that is inappropriate in the school setting by being obscene, vulgar, offensively lewd, or indecent.

Review of written student forums shall be handled in accordance with Policy 4.14—STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE.

If the forum is a scheduled event with designated student speakers, the building principal shall have an opportunity to review pre-written remarks prior to the student's presentation at the scheduled forum. The principal may require the student to amend the student's remarks to the extent necessary to address any portions that are determined to be inappropriate. A student's refusal to amend the remarks that were determined to be inappropriate may be prohibited from participation in the forum. A student who diverts from the approved pre-written remarks during a speech in such a manner that is determined to be inappropriate by the building principal or another present District staff member may be asked to return to the approved remarks. If a student refuses to return to the approved remarks or continues to divert from the approved remarks in a manner that is determined to be inappropriate may be escorted from the forum and disciplined in accordance with the District's Student Code of Conduct.

If the timing or format of the forum does not provide for pre-written remarks to be reviewed, then the building principal or other District staff shall have the authority to address a student whose remarks are determined to be inappropriate. The building principal or District staff member shall initially ask the student to cease the inappropriate remarks. If the student refuses or makes additional inappropriate remarks after being directed to cease such remarks, Then the building principal or District staff member may escort the student from the forum and the student may be disciplined in accordance with the District's Student Code of Conduct

There shall be a disclaimer that a student speaker's speech does not reflect the endorsement, sponsorship, position, or expression of the District. The disclaimer shall be provided at all forums where students speak and at all graduation ceremonies. The disclaimer shall be provided orally or in writing as most appropriately fits the format of the forum.

Information on how to participate in a student forum shall be provided to all students.

In addition to the salutatorian and valedictorian selection process in Policy 5.17—HONOR ROLL AND HONOR GRADUATES, the following students may speak during the District's graduation ceremony:

Legal References: A.C.A. § 6-10-139
A.C.A. § 6-18-101
A.C.A. § 6-18-1201 et seq.

4.64—STUDENT USE OF ARTIFICIAL INTELLIGENCE

Definitions

"Artificial Intelligence (AI) Tools" means Software applications or platforms that utilize machine learning algorithms to perform tasks typically requiring human intelligence, such as generating content, providing recommendations, or solving problems. For purposes of this policy, AI tools does not include the use of spell check or grammar check.

The purpose of this policy is to establish guidelines for the responsible use of AI tools by District students. The policy applies to all students enrolled in the District and covers the use of AI tools when completing District assignments or projects.

The district shall provide teachers and students resources and education on AI literacy and digital citizenship. The District shall establish a committee who shall be responsible for the review and selection of AI tools that shall be available for students to use. All AI tools selected by the committee shall comply with applicable state and federal data privacy laws. Students shall only use AI tools that were approved by the District committee for classroom assignments or projects.

Teachers are responsible for providing instructions on when and how AI tools may be used for classroom assignments. Students may use AI tools as approved by their classroom teacher to enhance learning and develop future-ready skills.

Students should use AI tools ethically and responsibly, aligning with the district's educational objectives, and in a manner that does not harm themselves or others. As part of using AI tools responsibly, students should be cautious about the information they provide to AI tools and consult with a teacher if unsure. At no time shall Students share personal, sensitive, or confidential information with AI tools, especially AI tools requiring data input.

When a student uses AI tools, a student shall:

1. Review and verify the accuracy of content that is generated by an AI tool;
2. Cite AI tools used as part of an assignment or project as a source, following District citation guidelines; and
3. Be transparent about their use of AI in completing assignments.

Students must ensure all submitted work is their own and properly acknowledge or cite any assistance from AI tools. Students are encouraged to ask questions if they are unsure about the acceptable use of AI tools.

The following actions regarding AI tools are strictly prohibited:

- Misuse of AI tools for cheating, plagiarism, or any form of academic dishonesty, including the submission of assignments that were fully generated by an AI tool and presented as original student work;
- Altering or falsifying academic documents or records using AI tools;
- Using AI tools to:
    - Gain unauthorized access to District systems; or
    - Bypass District security measures;
- Using AI tools to produce misleading or false information, imagery, or any form of false outputs about themselves, other students, or staff members.

Students should report any inappropriate content or security concerns encountered while using AI tools to a teacher or administrator. Violations of this policy shall be handled in accordance with the District's disciplinary procedures.

Legal References: A.C.A. § 6-18-2601 et seq.
A.C.A. § 25-1-128
15 U.S.C. § 6501
20 U.S.C. § 1232g
34 C.F.R. Part 99

4.65—ANTISEMITISM PROHIBITED

"Antisemitism" means a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community

institutions and religious facilities. Antisemitism may be expressed in speech; writing; visual forms; and actions, and employ sinister stereotypes and negative character traits.

The following are examples of actions, when taken as a whole, that may constitute antisemitism:

- The targeting of the state of Israel, conceived as a Jewish collectivity;
- Charging Jews with conspiring to harm humanity;
- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion;
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions;
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews;
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust);
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust;
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations;
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavor;
- Applying double standards by requiring of Israel a behavior not expected or demanded of any other democratic nation;
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis;
- Drawing comparisons of contemporary Israeli policy to that of the Nazis; or
- Holding Jews collectively responsible for actions of the state of Israel.

Antisemitism does not include criticism of Israel similar to the criticism leveled against any other country.

Discrimination and harassment based on antisemitism is expressly prohibited.

The District shall appoint an individual to act as the District's Title VI Coordinator, who shall be responsible for investigating any complaints of discrimination or harassment based on antisemitism. The District shall:

1. Include contact information for the Title VI Coordinator in information that is provided to staff, students, and parents; and
2. Provide the following on the District website that may be accessed through a link titled "Antisemitism/Title VI":

- **a.** The District's definition of antisemitism;
- **b.** A statement that antisemitism is prohibited in the District's educational programs and activities;
- **c.** A statement that complaints of discrimination or harassment based on antisemitism may be filed with the Title VI Coordinator;
- **d.** Contact information for the District's Title VI Coordinator; and
- **e.** Information on how to file a complaint of antisemitism with the Title VI Coordinator at the Arkansas Department of Education.

A student or a student's parent may contact the District Title VI Coordinator directly with any complaints of discrimination or harassment based on antisemitism. District employees are responsible for timely notifying the District Title VI Coordinator of any complaints they receive or incidents they witness of discrimination or harassment based on antisemitism.
Complaints of discrimination or harassment based on antisemitism shall be investigated and handled in accordance with Policy 6.7—COMPLAINTS.
A student who is found to have violated the provisions of this policy may be subject to discipline, up to and including expulsion.

The District Title VI Coordinator shall report an incident or complaint of discrimination or harassment under this policy to the Arkansas Department of Education Title VI Coordinator.

In addition to the filing of a complaint under this policy, complaints of discrimination or harassment based on antisemitism may be submitted directly to the Title VI Coordinator at the Arkansas Department of Education.

Nothing in this policy shall be construed to diminish or infringe upon any right protected under the First Amendment to the United States Constitution or Arkansas Constitution, Article 2, §§ 4, 6, and 24.

Legal Reference: A.C.A. § 6-16-2001 et seq.

4.66—ARKANSAS DIRECT ADMISSIONS PROGRAM

The District shall participate in the Arkansas Direct Admissions Program. As part of the District's participation, the District shall provide data to the Division of Higher Education (DHE) that includes, without limitation:

1. A student's grade point average;
2. A student's assessment scores;
3. A student's course completion; and
4. Other information required by DHE.

The District shall inform all students about how the student may participate in the Arkansas Direct Admissions Program.

The District shall not actively discourage or prohibit an eligible student from participating in the Arkansas Direct Admissions Program.

Legal Reference: A.C.A. § 6-60-1701 et seq.

5.1—EDUCATIONAL PHILOSOPHY

The Magnet Cove School District assumes the responsibility of providing students attending its schools a high-quality education that challenges each student to achieve to their maximum potential. The District shall endeavor to create the environment within the schools necessary to attain this goal. The creation of the necessary climate shall be based on the following core beliefs:

1. The District's vision statement will be developed with input from students, parents, business leaders, and other community members.

2. All students can be successful learners.

3. Students learn at different rates and in different ways.

4. A primary goal shall be to give students the skills they need to be life-long learners.

5. The education of all citizens is basic to our community's well-being.

6. Student achievement is affected positively by the involvement of parents and the community in the schools.

7. The District is responsible for helping cultivate good citizenship skills in its students.

8. Students reflect the moral and ethical values of their environment.

9. All people have a right to a safe environment.

10. Each person is responsible for his/her own actions.

11. Innovation involves taking risks.
12. Schools are responsible for creating the conditions that promote success.

13. Each person is entitled to retain his/her dignity.

14. All people have the right to be treated with respect and the responsibility to treat others respectfully.

15. For teachers to succeed in cultivating high student achievement, they need to be given the materials, training, and environment necessary to produce such results.

5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT

Each school in the district, in collaboration with administrators, teachers, other school staff, parents, the community, and students, shall develop a school-level improvement plan (SLIP) to:

- Establish goals or anticipated outcomes based on an analysis of students' needs;
- Identify student supports and evidence-based interventions and practices to be implemented;
- Describe the professional learning necessary for adults to deliver the supports or interventions;
- Describe the implementation timeline for monitoring of the interventions and practices for effectiveness;
- Describe the timeline and procedures for evaluation of the interventions and practices for effectiveness; and
- Evaluate and modify a parent, family, and community engagement plan.

Each SLIP shall include a literacy plan that includes a curriculum program and a professional development program that is aligned with the schools' literacy needs and is based on the science of reading.

Some of the data that shall be considered when developing the SLIP includes, but is not limited to:

- Statewide assessment results;
- Interim assessment results;
- Similarly situated school's SLIPs; and
- Evaluation(s), including staff, student, and community feedback, of the existing SLIP.

The SLIP is to be reviewed on an ongoing basis with reports to the board on the implementation progress of the SLIP throughout the year of implementation. By May 1 of each year, the SLIP to be implemented in the upcoming school year shall be presented to the District Board of Directors for review and approval. The District will post the District's SLIP(s) to the District's website under State-Required Information by August 1 of each year.

The District shall annually submit a District Strategic Plan (DSP) to the Division of Elementary and Secondary Education by June 30 for review for the upcoming school year. The DSP shall include, without limitation:

- A literacy and mathematics plan that addresses student supports and acceleration opportunities based on student data and outcomes;
- Information regarding the prioritization and intended use of funding, including, without limitation, Enhanced Student Achievement Funding;
- The support the District will provide to the District's schools identified as in need of targeted support, comprehensive support, or both; and
- Health and wellness goals.

The District shall post the District's DSP to the District's website under State-Required Information, including any updates to the District's DSP.

The District's Board of Directors shall hold a meeting annually to provide a report that systematically explains the District's policies, programs, and goals to the community. The District's report shall detail the progress of the District and the District's schools toward accomplishing program goals, accreditation standards, and proposals to correct any deficiencies. The report shall be made available to the public, including by posting a copy on the District's website under State-Required Information no later than ten (10) days following the meeting, with the most recent annual report posted by September 1 of each year. The meeting shall provide parents and other members of the community the opportunity to ask questions and make suggestions concerning the District's program.

Legal References: A.C.A. § 6-15-2914
A.C.A. § 6-15-2919
A.C.A. § 20-7-135
DESE Rules Governing the Arkansas Educational Support and Accountability Act
DESE Rules Governing Parental Involvement Plans and Family and Community Engagement
DESE Rules Governing Documents Posted To School District And Education Service Cooperative Websites
Standards for Accreditation 1-B.4, 3-B.1, 3-B.2, 3-B.2.1, 5-A.1
Commissioner's Memo COM-20-021

5.3—CURRICULUM DEVELOPMENT

Sequential curricula should be developed for each subject area. Curricula are to be aligned with the curriculum frameworks and used to plan instruction leading to student proficiency on the Arkansas Academic Standards. Curricula should be in alignment with the District's vision, mission, goals, and educational philosophy. Student achievement is increased through an integrated curriculum that promotes continuity and a growth in

skills and knowledge from grade to grade and from school to school. Therefore, the Board desires that unnecessary duplication of work among the various grades and schools be eliminated and that courses of study and their corresponding content guides be coordinated effectively.

The Board of Education is responsible for reviewing and approving all instructional programs offered by the District as well as approving significant changes to courses or course materials before they are implemented. The Superintendent is responsible for making curriculum recommendations.

Each school shall review each curriculum area annually to address the continued relevancy, adequacy, and cost-effectiveness of individual courses and instructional programs and to ensure each area is aligned with the current curriculum frameworks and course content standards approved by the State Board of Education. Each school's administration shall implement a monitoring process to ensure that the instructional content of each course offered is consistent with the content standards and curriculum frameworks approved by the State Board of Education.
The District shall not purchase curriculum for the District's reading program that is not from the list of curricula approved by the Division of Elementary and Secondary Education.

No curriculum or classroom instruction shall be provided on the following topics before grade five (5):

- Sexually explicit materials;
- Sexual reproduction;
- Sexual intercourse;
- Gender identity; or
- Sexual orientation.

Legal References: Standards for Accreditation 1-A.1, 1-A.4
A.C.A. § 6-15-1505(a)
A.C.A. § 6-15-2906
A.C.A. § 6-16-157
A.C.A. § 6-17-429

5.4—SCHOOL IMPROVEMENT TEAMS

A team structure is officially incorporated into the school-level improvement plan. New school administrators shall receive a description of the teams' purposes and how each team is constituted; In addition, each new administrator shall receive training on methods for effective teams.

All teams shall create work plans for the year, which shall include specific work products for the team to produce. To aid in maintaining the work plan, all teams shall develop an agenda and keep minutes for each meeting. The school principal shall be responsible for maintaining a file of the agendas, work products, and minutes of all teams.

Team meetings shall take place outside of the student instructional day.

Leadership Team

Each school shall have a Leadership Team that consists of members that include:

1. The principal;
2. The chair of each Instructional Team;
3. The school guidance counselor;
4. An instructional facilitator; and
5. Other key professionals designated by the principal.

The Leadership Team shall meet for a minimum of one (1) hour at least two (2) times each month during the school year. Based on school performance data and aggregated classroom observation data, the Leadership Team shall make decisions and recommendations on curriculum, instruction, and professional development; in addition, the Leadership Team shall serve as a conduit of communication to the rest of the faculty and staff.

Instructional Teams

The teachers in each school shall belong to an instructional team. The instructional teams shall be organized by:

a. Grade level;
b. Grade level cluster; and/or
c. Subject area.

Each Instructional Team shall appoint a chair for the school year who shall conduct the team meetings and shall be part of the school Leadership Team. Each Instructional Team shall meet for a minimum of forty-five (45) minutes at least two (2) times a month during the school year.[3] The purpose of the Instructional Teams is to develop and refine units of instruction and review student learning data.

Legal References: DESE Rules Governing the Arkansas
Educational Support and Accountability Act
School-Level Improvement Plan Indicator 36
A.C.A. § 6-17-114
AG Opinion 2005-299

5.5—SELECTION/INSPECTION OF INSTRUCTIONAL MATERIALS

Definitions

"Curriculum" means: the sequences of public-school student learning expectations, pacing, materials, and resources that are used to teach the Arkansas academic standards and the processes for evaluating mastery of the Arkansas academic standards at particular points in time throughout the kindergarten through grade twelve (K-12) educational program.

"Gender Identity" means the same as is used in the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition, which defines it as a category of social identity and refers to an individual's identification as male, female, or, occasionally, some category other than male or female.

"Instructional Material" means instructional content that is provided to a public-school student, regardless of its format, that includes without limitation printed or representational materials, audio-visual materials, and materials in electronic or digital format, such as materials accessible through the internet; however, Instructional material does not include academic tests or academic assessments.

"Sexual Orientation" means an individual's actual or perceived orientation as heterosexual, homosexual, or bisexual.

The use of instructional materials, including classroom events or activities associated with classroom instruction, beyond those approved as part of the curriculum/textbook program must be compatible with school and district policies. If there is uncertainty concerning the appropriateness of supplemental materials, the personnel desiring to use the materials shall get approval from the school's principal prior to putting the materials into use.
All instructional materials, including classroom events or activities associated with classroom instruction, used as part of the educational curriculum of a student shall be available for inspection by the parents or guardians of the student.
Parents or guardians wishing to inspect instructional materials used as part of the educational curriculum for their child may schedule an appointment with the student's teacher at a mutually agreeable time. Parents/guardians wishing to challenge the appropriateness of any instructional materials shall follow the procedures outlined in Policy 5.6—CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS.

In addition to all other inspection rights under this policy, the following shall be made available for inspection regardless of whether any of the listed items are offered as part of a sex education class or program or as part of any other class, activity, or program:

- **a.** Curricula;
- **b.** Materials;
- **c.** Tests;
- **d.** Surveys;
- **e.** Questionnaires;
- **f.** Activities; and
- **g.** Instruction of any kind.

Except when directly related to a requirement under the Arkansas academic standards; a District employee responding to questions posed by students during class regarding sex education, sexual orientation, or gender identity as it relates to a topic of instruction; or a District employee refers to the sexual orientation or gender identity of a historical person, group, or public figure when such information provides necessary context in relation to a topic of instruction, the District shall provide written notification to parents and legal guardians of their ability to exercise their rights under this policy to review items A-G above or to challenge and/or opt their student out of items under A-G above as permitted under Policy 5.6. The District's notification method shall ensure that the District receives a confirmation of the written notification receipt from parents and legal guardians.

The same notification requirements and opt out options as above for gender identity and sexual orientation shall apply to the sexual abuse and assault and human trafficking prevention education the District provides to students.

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

Legal References: 20 USC § 1232h
A.C.A. § 6-16-155
A.C.A. § 6-16-157
A.C.A. § 6-16-1006

5.6—CHALLENGE TO INSTRUCTIONAL / SUPPLEMENTAL MATERIALS

Definitions

"Curriculum" means: the sequences of public-school student learning expectations, pacing, materials, and resources that are used to teach the Arkansas academic standards and the processes for evaluating mastery of the Arkansas academic standards at particular points in time throughout the kindergarten through grade twelve (K-12) educational program.

"Gender Identity" means the same as is used in the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition, which defines it as a category of social identity and refers to an individual's identification as male, female, or, occasionally, some category other than male or female.

"Instructional Material" means instructional content that is provided to a public-school student, regardless of its format, that includes without limitation printed or representational materials, audio-visual materials, and materials in electronic or digital format, such as materials accessible through the internet; however, Instructional material does not include academic tests or academic assessments.

"Sexual Orientation" means an individual's actual or perceived orientation as heterosexual, homosexual, or bisexual.

Instructional and supplemental materials, including classroom events or activities associated with classroom instruction, are selected for their compatibility with the District's educational program and their ability to help fulfill the District's educational goals and objectives. Individuals wishing to challenge or express concerns about instructional or supplemental materials, including classroom events or activities associated with classroom instruction, may do so by filling out a *Challenge to Instructional Material* form available in the school's office.

The contesting individual may present a copy of the form to the principal and request a conference be held at a time of mutual convenience. Prior to the conference, the principal shall consult with the teacher regarding the contested material. In the conference, the principal shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the principal's response to those concerns to the Superintendent.

If the contesting individual is not satisfied with the principal's response, the individual may, after the five (5) working day period, request a meeting with the Superintendent where the individual shall present the same *Challenge to Instructional Material* form previously presented to the principal. The Superintendent shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the Superintendent shall have five (5) working days to write a summary of the concerns expressed by the individual and the Superintendent's response to those concerns. The Superintendent shall create a file of his/her response along with a copy of the principal's response and a copy of the contesting individual's *Challenge to Instructional Material* form.

If, after meeting with the Superintendent, the contesting individual is not satisfied with the Superintendent's response regarding the appropriateness of the instructional or supplemental material, he/she may appeal the Superintendent's decision to the Board. The Superintendent shall present the contesting individual's *Challenge to Instructional Material* form to the Board at the next regularly scheduled meeting along with the written responses to the challenge. The Board may elect, if it so chooses, to hear brief verbal presentations from the parties involved in the challenge.

The Board shall decide at that meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The Board's primary consideration in reaching its decision shall be if the instructional and supplemental materials, including classroom events or activities associated with classroom instruction, are:

- Misleading;
- Factually inaccurate; or
- Otherwise inappropriate for the intended educational use.

In addition to the notification requirements under Policy 5.5 and all other challenge rights under this policy, parents and legal guardians may opt their students out of any of the following by submission of form 5.6F2 regardless of whether any of the listed items are offered as part of a sex education class or program or as part of any other class, activity, or program except when the item is directly related to a requirement under the Arkansas academic standards; a District employee is responding to questions posed by students during class regarding sex education, sexual orientation, or gender identity as it relates to a topic of instruction; or a District employee refers to the sexual orientation or gender identity of a historical person, group, or public figure when such information provides necessary context in relation to a topic of instruction:

a. Curricula;
b. Materials;
c. Tests;
d. Surveys;
e. Questionnaires;
f. Activities; and
g. Instruction of any kind.

Students who are excused under this policy from participating in any or all portions of items A-G above shall not be penalized for grading purposes if the student satisfactorily performs alternative lessons related to health.

The same notification requirements and opt out options as above for gender identity and sexual orientation shall apply to the sexual abuse and assault and human trafficking prevention education the District provides to students.

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

Legal References: 20 USC 1232h
A.C.A. § 6-16-155
A.C.A. § 6-16-157
A.C.A. § 6-16-1006

5.6F—REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL OR SUPPLEMENTAL MATERIALS, EVENTS, AND ACTIVITIES (Forms available in the office)

5.7—SELECTION OF LIBRARY/MEDIA CENTER MATERIALS

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

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

Selection Criteria

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

a. Support and enhance the curricular and educational goals of the district;
b. Are appropriate for the ages, learning styles, interests, and maturity of the schools' students, or parents in the case of parenting literature;

c. Contribute to the examination of issues from varying points of view and help to broaden students understanding of their rights and responsibilities in our society;
d. Help develop critical thinking skills;
e. Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
f. Have literary merit as perceived by the educational community; and
g. Are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value.

Retention and Continuous Evaluation

Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. Those materials no longer meeting the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired shall be withdrawn from the collection and disposed of. A record of withdrawn media materials including the manner of their disposal shall be maintained for a period of three (3) years.

Gifts

Gifts to the media centers shall be evaluated to determine their appropriateness before they are placed in any media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media centers. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist. The media centers shall have a list of desired items to give to prospective donors to aid them in their selection of materials to donate.

Kindergarten Through Grade Five (K-5) Libraries

The library media center located in a District elementary school that serves students in kindergarten through grade five (K-5) shall store non-age-appropriate sexual content, including without limitation a book or other resource that is located in the library media center that is available to the public, in a locked compartment.

For purposes of this policy, "non-age-appropriate sexual content" means any materials that include explicit instruction, promotion, or advocacy of sexual ideology, behaviors, or orientations that are not developmentally appropriate for kindergarten through grade five (K-5) students.

A student enrolled in the school shall not view or check out a book or other resource that concerns non-age-appropriate sexual content without the prior written approval from the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student.

District staff who are found to have knowingly violated the provisions of this section of the policy shall be disciplined in accordance with A.C.A. 6-25-107.

Challenges

The parent, legal guardian, person having lawful control of a student, or person acting in loco parentis of a student affected by a media selection, or a District employee may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. The challenged material shall remain available throughout the challenge process.

Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference through the principal's office with a licensed media center employee. The complainant shall be given a copy of this policy and the *Request for Formal Reconsideration Form* prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.

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

To review the contested media, the principal shall select a committee of five (5) or seven (7) licensed personnel consisting of the principal as chair and at least one media specialist. The remaining committee members shall be licensed personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the *Request for Formal Reconsideration Form* submitted by the complainant. All meetings of the committee shall be open to the public. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet to discuss the material. The committee shall vote to determine whether the contested material shall be relocated within the media center's collection to an area that is not accessible to minors. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant.

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

Legal Reference: A.C.A. § 6-25-101 et seq.

5.7F—REQUEST FOR RECONSIDERATION OF LIBRARY/MEDIA CENTER MATERIALS FORM
(Forms available in the office)

5.8—USE OF COPYRIGHTED MATERIALS

Use of Copyrighted Work in Face-to-Face Classroom

The Board of Education encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted materials, the Superintendent, or designee, will provide district personnel with information regarding the "fair use" doctrine of the U.S. Copyright Code as detailed in the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals" and "Guidelines for Educational Uses of Music."

Use of Copyrighted Works in Digital Transmissions

Definitions

"**Class Session**" means the length of time provided for students to access the materials necessary for the completion of course assignments and tests. Depending on the copyrighted work's overall importance to the course, which can vary from a single assignment to an entire course focusing on the copyrighted work, the class session will end on:

- The date set by the teacher for an assignment to be submitted; or
- The date on the school calendar for the end of classes.

"**Course Packs**" are premade compilations of book excerpts; newspaper, magazine, and journal articles; and instructor-authored materials.

"**Mediated Instructional Activities**" includes textbooks, workbooks, and course packs.

"**Transmission**" is the remote accessing, whether on or off campus, by students of a copyrighted work by means of a closed-circuit television, an educational television channel, or in a digital format on a password protected secure webpage.

The District recognizes that advances in technology have resulted in the need for guidelines for the use of copyrighted materials that are transmitted to students through a digital network. While the requirements to use a copyrighted work in a digital transmission have many similarities to those required using a copyrighted work in a face-to-face classroom, Federal law places several additional requirements on the District's teachers, IT staff, and librarians for the use of a digitally transmitted copyrighted work. The District is dedicated to providing the tools necessary for teachers, IT staff, and librarians to meet these additional Federal requirements.

The District shall make sure the server where materials are stored is secured, whether the server is located locally or remotely.

The District's Informational Technologies staff shall develop the proper protocols and train teachers on their use in order to ensure:

1. The transmission of the copyrighted work is limited to only the students enrolled in the course;

- Each student shall have a unique ID and password for accessing digital courses/materials; or
- Each course shall have a unique password to access course materials; and

- The password to access the course materials shall be changed immediately following the close of the course.

2. To prevent students from retaining or further disseminating the copyrighted work for more than one class session;

- The print function will be disabled;
- A transparency shall be placed over any literary work, sheet music, or photograph;
- Audio and video transmissions will be set to be streamed; and
- The link to the webpage with a copyrighted work shall be deactivated at the end of the applicable class session.

Teachers who wish to provide copyrighted works to students through a digital transmission as part of a digital course as well as teachers wishing to supplement a face-to-face classroom course with a digital transmission must meet applicable copyright statutes and policy 5.11—DIGITAL LEARNING COURSES as well as the following requirements in order to use a copyrighted work:

a. The use of the copyrighted work(s), whether in whole or in part, must be a part of regular classroom instruction and must be directly related and of material assistance to the course content;

b. The extent of a copyrighted work that is used must comply with one or more of the following criteria:

- The entirety of a non-dramatic literary or musical work may be used. A non-dramatic literary work includes poems and short stories. A non-dramatic musical work covers all music that is not part of an opera or musical and does not cover the use of the music video format of a song.
- Dramatic literary and musical works as well as videos may only be used in limited portions. Dramatic literary and musical works may only be used in the same amount as set forth in the requirements for a face-to-face classroom while videos, including music videos, may only have the portion used that is directly related to the subject of the class session and may not be transmitted in their entirety.
- Still images or slides that a teacher would have used in the ordinary course of a face-to-face classroom session on a projector or a transparency may be used in a transmission.
- Works primarily produced or marketed for use in the digital education market may not be transmitted.
- Works the teacher had knowledge or reasonably believes to be unlawfully made or acquired may not be used.
- Mediated Instructional activities may not be transmitted.

c. A statement that works may be subject to copyright shall be placed in at least one of the following areas to provide notice to students of copyright status:

- Course syllabus;
- Home webpage for the course;
- Webpage for the particular class session; and/or
- Webpage with the copyrighted work.

The teacher and the District librarian shall work together when making digital copies of copyrighted work from physical or analog versions and shall fulfill the following requirements:

a. The amount converted is only the amount allowed by law; and
b. The District has no digital copy of the copyrighted work available; or
c. The District's digital copy of the copyrighted work that is available has technological protections that prevent the use of the copyrighted work in the manner prescribed by law.

The District will not be responsible for any employee violations of the use of copyrighted materials.

Legal Reference: 17 USCS § 101 to 1010
(Federal Copyright Law of 1976)

5.9—COMPUTER SOFTWARE COPYRIGHT

The District shall observe copyright laws governing computer software reproduction. Unless specifically allowed by the software purchase agreement, the Copyright Act allows the purchaser of software to:

1. Make one copy of software for archival purposes in case the original is destroyed or damaged through mechanical failure of a computer. However, if the original is sold or given away, the archival copy must be destroyed;

2. Make necessary adaptations to use the program; and/or

3. Add features to the program for specific applications. These improvements may not be sold or given away without the copyright owner's permission.

The District shall abide by applicable licensing agreements before using computer software on local-area or wide-area networks.

Legal Reference: 17 USC § 117

5.10—ARTIFICIAL INTELLIGENCE

Definitions

"Artificial Intelligence (AI)" means Computer systems or applications that perform tasks typically requiring human intelligence, such as learning, problem-solving, and decision-making.

"AI Tools" means Software, hardware, or cloud-based applications that use AI to aid in tasks like content creation, data analysis, and personalized learning. For purposes of this policy, AI tools does not include items such as spell check or grammar check.

The Magnet Cove School District Board of Directors desires to provide guidance for the appropriate use of AI technologies in curriculum development, instruction, and related educational activities that is aligned with the Arkansas Academic Standards and safeguards student data and privacy while encouraging innovation.

Any AI tools or programs utilized by the District must adhere to State and federal laws; State rules; and Federal regulations governing data use, privacy, and security. Any AI tool used must comply with the District's policies on data privacy and security, especially concerning student information.

The superintendent shall establish a committee who shall be in charge of reviewing and approving any AI tools before they may be used. The committee shall establish the procedures the committee shall use for approving AI tool selection. The District shall provide resources to support the integration of approved AI tools.

All curriculum and instructional materials that were created with AI tools shall align with the Arkansas Academic Standards and District educational goals.

Staff shall document the extent and manner AI tools were used in the creation of curriculum or instructional materials. Staff shall ensure the content created with the assistance of AI tools is accurate and free from bias.

The District shall regularly review the impact AI tools have on the District's educational outcomes and shall update this policy as necessary following the review.

Legal References: A.C.A. § 6-18-2601 et seq.
15 U.S.C. § 6501
20 U.S.C. § 1232g
34 C.F.R. Part 99

5.11—DIGITAL LEARNING COURSES

Definitions

For the purposes of this policy:

"Blended Learning" is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.
"Digital Learning" means a digital technology or internet-based educational delivery model that does not rely exclusively on compressed interactive video (CIV). Digital learning includes online and blended learning.

"Instructional Materials" means:

1. Traditional books, textbooks, and trade books in printed and bound form;
2. Activity-oriented programs that may include:
    a. Manipulatives;
    b. Hand-held calculators;
    c. Other hands-on materials; and
3. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.

"Online Learning" is education in which instruction and content are delivered primarily over the Internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.

"Public School Student Accessing Courses at a Distance" means a student who is scheduled for a full course load through the District and attends all classes virtually.

Digital Course Offerings

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

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

The District shall annually determine what District created digital learning courses it will provide to our students. The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved as part of the Arkansas Course Choice Program by the Division of Elementary and Secondary Education (DESE). The School Board shall determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of the course, have been approved by DESE.

District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in Policy 5.8—USE OF COPYRIGHTED MATERIALS as well as applicable statutory requirements.

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

A student may elect to take any scheduled courses digitally. The student's attendance in the student's digital course(s) shall be determined in accordance with Policy 4.7—ABSENCES.

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

Except as required by Policy 5.19, the District may restrict a student's access to digital courses when the student's building principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses. Furthermore, the student's building principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course.

Legal References: A.C.A. § 6-16-1401 et seq.
A.C.A. § 6-16-1701 et seq.
A.C.A. § 6-18-213
A.C.A. § 6-18-222
A.C.A. § 6-28-109
DESE RULES GOVERNING DISTANCE AND DIGITAL LEARNING

5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES

Internships

The Board of Directors believes that students who intend to begin careers immediately upon high school graduation or intend to complete post-secondary training prior to starting a career can benefit from an internship experience. The desired outcomes of the District's internship program include students advancing computer science skills, sharpening soft-skills, and learning new skills while in a workplace environment. The internship program provides intense, competency-based worksite immersion in advanced computer science concepts while linking the internship participants to current resources, information, and guidance from computing professionals.

Students who wish to participate in the internship program shall submit an application to the building principal. In order for a student to be eligible to participate in the internship program, the student must have:

1. Received enough credits to qualify as a junior;
2. Either:
- Have at least one (1) credit from Division of Elementary and Secondary Education (DESE) approved computer science course; or
- Submit computer science work product that satisfactorily demonstrates the competencies expected within the DESE Computer Science Standards to the building principal; and

3. At least a 2.5 GPA.

The student participating in an internship program is responsible for making sure the building principal receives documentation authenticated by the student's supervisor of the hours worked by the student, proof of the student having completed projects, and regular evaluations of the student's work by the student's internship supervisor.

A student who completes a computer science internship shall receive credit for the internship as a Computer Science Flex Credit[4] based on the amount of documented on-the-job work hours as follows:

a. Half (1/2) credit for completing sixty (60) on-the-job work hours; or
b. One (1) credit for completing one hundred twenty (120) on-the-job work hours.

Independent Studies

A Computer Science Independent Study Program shall be designed to enrich the student's computer science educational experience. A student who desires to complete an independent study shall:

1. Either:
- Have at least one (1) credit from a~~n~~ DESE approved computer science course; or
- Submit computer science work product that satisfactorily demonstrates the competencies expected within the DESE Computer Science Standards to a local advisor;

2. Develop an educational plan that is tied directly to extending the computer science concepts found within:
- The most current revision of the Arkansas High School Computer Science Standards;
- College Board AP Computer Science Principles or A; and/or
- IB Computer Science SL or HL;

3. Submit the study plan to a local advisor for approval;
4. Have at least a 2.5 GPA; and
5. Produce a final product for presentation.

The advisor is responsible for reviewing, monitoring, and approving the student's study plan. The study plan should include anticipated objectives that allow the advisor to evaluate the student's study progress. The student is responsible for submitting regular written reports to the advisor concerning the student's progress towards the student's independent study goals.

The student's hours of study shall be documented by the most appropriate of the following methods:

- Being assigned a class period during the instructional day that is dedicated to the student's independent study;
- Using the District's system to track student time for digital courses if the student's attendance and assignments are through a digital classroom; and
- Using another hour tracking system approved by the district Superintendent that provides for accurate tracking of hours and provides safeguards against improper reporting by the student.

A student who completes a computer science independent study shall receive credit for the independent study as a Computer Science Flex Credit based on the amount of documented study hours as follows:

a. Half (1/2) credit for completing sixty (60) study hours; or
b. One (1) credit for completing one hundred twenty (120) study hours.

Legal References: Arkansas Computer Science Standards for Grades 9-12 Internship Program
Arkansas Computer Science Standards for Grades 9-12 Independent Study

5.13—STUDENT INTERVENTION SERVICES AND SUMMER SCHOOL

School Year Student Intervention Services

The Magnet Cove School District shall offer intervention programs during the school year to those students in kindergarten through twelfth grade (K-12) not performing at grade level.

Summer School

Students in kindergarten through twelfth grade (K-12) not performing at grade level during the regular school year shall successfully participate in a summer school remediation program to be eligible for promotion to the next grade. Transportation to and from the school shall be the responsibility of the student's parent or guardian.

Legal References: A.C.A. § 6-16-704
A.C.A. § 6-16-705
A.C.A. § 6-16-706

5.14—HOMEWORK

Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.
Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Parents shall be notified of this policy at the beginning of each school year.

5.15—GRADING

Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, persons having lawful control of a student, persons standing in loco parentis, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation, which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine (9) week grading period[1] to keep parents/guardians informed of their student's progress.

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

The grades of a child in foster care shall not be lowered due to an absence from school due to:

1. A change in the child's school enrollment;
2. The child's attendance at a dependency-neglect court proceeding; or
3. The child's attendance at court-ordered counseling or treatment.

The District shall use Standards-based grading in the District's elementary schools.

The grading scale for all schools other than K-2 in the district shall be as follows:

A =100 – 90
B = 89 – 80
C = 79 – 70
D = 69 – 60

F = 59 and below

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

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

The grade point values for accelerated learning courses and other approved courses for weighted credit shall be one (1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points.

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

For example: The grading period had forty (40) days. A student transferred in with a grade of eighty-three percent (83%) earned in ten (10) days at the previous school. The student had a grade of seventy-five percent (75%) in our district's school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five percent (75%) of forty (40) days. Thus the final grade would be (0.25 X 83) + (0.75 X 75) = 77%.

Legal References: A.C.A. § 6-15-902
A.C.A. § 9-28-113(f)
Standards for Accreditation 5-A.1
Division of Elementary and Secondary Education Rules Governing Grading and Course Credit

5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Traditional Progression

A student who has not previously received a computer science credit may elect to take an introductory level computer science course. A student who passes a computer science course level is eligible to take the next level computer science course in the same computer science course emphasis.

Alternative Progression

A student who does not have credit for any computer science course, the introductory level computer science course for the particular computer science emphasis, or the preceding level course for the computer science emphasis may be placed in a computer science course based on any combination of the following factors:

- The student's grade point average;
- Recommendation from the student's teacher(s);
- Completion of computer science internships or independent studies;
- Demonstration of previous computer science work by the student; or
- Proficiency report from a computer science proficiency evaluation tool.

Legal Reference: Arkansas Computer Science Standards for Grades 9-12
Commissioner's Memo COM-17-051

5.17—VALEDICTORIAN AND SALUTATORIAN

The honor student with the highest GPA and who has been enrolled in public school for the entirety of the student's high school career and in High School for the student's entire final year shall serve as the valedictorian of the student's graduating class. Students who finished their grade nine (9), grade ten (10), or grade eleven (11) enrolled in a high school which has been closed due to consolidation/annexation with the Magnet Cove District shall be selected valedictorian on the basis of the criteria in existence in their high school at the time of the closure and their subsequent academic achievement in High School. Their selection shall be separate from and in addition to selection of the valedictorian from non-consolidated/annexed students enrolled in High School.

The honor student with the second highest GPA and who has been enrolled in public school for the entirety of the student's high school career and in High School for the student's entire final year shall serve as the salutatorian of the student's graduating class. Students

who finished grade nine (9), grade ten (10), or grade eleven (11) enrolled in a high school which has been closed due to consolidation/annexation with the District shall be selected salutatorian on the basis of the criteria in existence in their high school at the time of the closure and their subsequent academic achievement in High School. Their selection shall be separate from and in addition to selection of the salutatorian from non-consolidated/annexed students enrolled in High School.

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

Legal References: A.C.A. § 6-18-101 (a) (1)
A.C.A. § 6-18-101 (a) (2)
A.C.A. § 6-18-101 (b)
A.C.A. § 6-18-101(e)
A.C.A. § 6-61-217(a)

5.17F— HONOR ROLL AND GRADUATE OPT OUT FORM
(Forms available in the office)

5.18—HEALTH SERVICES

The Board believes that healthy children promote a better learning environment, are more capable of high student achievement, and will result in healthier, more productive adults. Therefore, the goal of the District's health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils.

The District shall develop an age-appropriate seizure education program for the District's students consistent with training programs and guidelines developed by the Epilepsy Foundation of America.

While the school nurse is under the supervision of the school principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules Chapter Five: Delegation of Nursing Care.
Annually, the information reported in the Division of Elementary and Secondary Education Health Services Survey shall be provided to the Board.

Legal References: A.C.A. § 6-18-709
A.C.A. § 6-18-720

5.19—ARKANSAS COURSE CHOICE PROGRAM

District students in grades six through twelve (6-12) are eligible to take courses through the Arkansas Course Choice Program (ACCP) if the student is:

- Seeking to take a course not offered by the District; or
- Attending a District school that received a school letter grade of D or F and the course is required for graduation.[1]

The ACCP course catalog shall be made available to all students during student course selection. The District shall not actively discourage, intimidate, or threaten a student during course selection to not take a course through the ACCP.

A student attending courses through the ACCP shall enroll in at least one (1) course at the District, which may be either in person or a digital course offered by the District.

A District student attending courses through the ACCP is entitled to the following services as if the student were attending courses at the District:

1. Required assessments, including without limitation:
  a. Statewide assessments;
  b. Advanced Placement; and
  c. International Baccalaureate;
2. Participation in extracurricular or cocurricular activities; and
3. Special education services pursuant to the student's individualized education program.

Credits earned through the ACCP shall appear on a student's official transcript and count fully towards the student's graduation requirements.

Legal Reference: A.C.A. § 6-15-1701 et seq.

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

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

Each school's web page shall be under the supervision of the school's Web Master and the District's website shall be under the supervision of the District's Web Master. They shall have the responsibility for ensuring that web pages meet appropriate levels of academic standards and are in compliance with these guidelines and any additional administrative regulations. To this end, the District and School Web Masters shall have the authority to review and edit any proposed changes to web pages to ensure their compliance with this policy. All such editing shall be viewpoint neutral.

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

1. All pages on the District's website may contain advertising and links only to educational sources.
2. The District's home page shall contain links to existing individual school's web pages and the school home pages shall link back to the District's home page. The District's home page may also include links to educational extracurricular organization's web pages, which shall also link back to the District's home page.
3. Photos along with the student's name shall only be posted on web pages after receiving written permission from the student's parents or the student if the student is over the age of eighteen (18).
4. The District's web server shall host the Magnet Cove District's website.
5. No web page on the District website may contain public message boards or chat rooms.
6. All web pages on the District website shall be constructed to download in a reasonable length of time.
7. The District's home page shall contain a link to a privacy policy notice, which must be placed in a clear and prominent place and manner.
8. With the exception of students who may retain the copyright of material they have created that is displayed on a District web page, all materials displayed on the District web site are owned by the District.
9. The District shall include the following information on its website through a link located on the District's homepage titled "State Required Information":

a. Local and state revenue sources;
b. Administrator and teacher salary and benefit expenditure data;
c. District balances, including legal balances and building fund balances;
d. Minutes of regular, emergency, and special meetings of the school board;
e. The district's budget for the ensuing year;
f. A financial breakdown of monthly expenditures of the district;
g. The salary schedule for all employees including extended contract and supplementary pay amounts;
h. Current contract information (not including social security numbers, telephone numbers, personal addresses or signatures) for all district employees;
i. The district's annual budget;
j. The annual statistical report of the district;
k. Agenda of regular, emergency, and special meetings of the District board of directors;
l. The names, email addresses, position (including zones), and terms of office for all members of the school district board of directors;
m. The district's personnel policies;
n. The annual School Performance Report;
o. School-Level Improvement Plans;
p. The District Strategic Plan;
q. Student discipline policies;
r. Comprehensive School Counseling Plan;
s. The District financial policies;
t. Student handbooks;
u. The Annual Report to the Public;
v. The parent, family, and community engagement plan;

w. The Immunization waiver report from Policy 4.57—IMMUNIZATIONS;
x. School District Calendar;
y. List of statutory, rule, or Standards for Accreditation waivers the District has received under A.C.A. § 6-15-103;
z. The total amount of State funds used for teacher salaries;
aa. The District's policy addressing the selection, relocation, retention and challenging of materials that are physically present in the library and available to the public;

The information and data required for items A through N in 9 above shall be the actual data for the previous two (2) school-years and the projected data for the current school-year.

Before July 15 of each year, the District shall post on its website the following information:

- The dyslexia intervention programs used during the previous school year that were specifically responsive to assisting students with dyslexia;
- The number of students during the previous school year who received dyslexia intervention; and
- The total number of students identified with dyslexia during the previous school year.

If the District's reading curriculum is not taken from the DESE list of approved curricula, the District shall post the reading curriculum the District uses and a statement that the curriculum is not on the list of DESE approved curricula.

The District shall include the following information on its website that may be accessed through a link located on the District's homepage titled "Title IX/Sex Discrimination":

- Contact information for the District's Title IX Coordinator;
- A statement that 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. 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;
- Copies of the District's sexual harassment policies;
- Copies of the District's Procedures governing the grievance and appeal process;
- The process for filing a formal complaint of sexual harassment; and
- Direct links to or copies of the materials used to train the District's Title IX Coordinators, investigators, and decision-makers.

The District shall include the following information on its website that may be accessed through a link located on the District's homepage titled "Military Families":

- The student enrollment application process;
- Career-ready pathways and other academic or education programs offered;
- Required academic courses for each curriculum and elective course options;
- School and community-sponsored extracurricular activities, including without limitation individual and team sports, clubs, junior reserve officer training corps opportunities, and Purple Star School program ambassadors;
- Notable District and District school Purple Star School Programs;
- The District military family education coordinator contact information; and
- The District schools' military family education facilitator contact information.

The District shall post the following on the District website that may be accessed through a link titled "Antisemitism/Title VI":

1. The District's definition of antisemitism;
2. A statement that antisemitism is prohibited in the District's educational programs and activities;
3. A statement that complaints of discrimination or harassment based on antisemitism may be filed with the Title VI Coordinator;
4. Contact information for the District's Title VI Coordinator; and
5. Information on how to file a complaint of antisemitism with the Title VI Coordinator at the Arkansas Department of Education.

The District and school webmasters are responsible for ensuring all District webpages meet required standards to be accessible to individuals with disabilities.

Legal References: A.C.A. § 6-11-129

A.C.A. § 6-15-1402
A.C.A. § 6-15-2006
A.C.A. § 6-15-2101
A.C.A. § 6-15-2914
A.C.A. § 6-15-2919
A.C.A. § 6-16-2001 et seq.
A.C.A. § 6-17-429
A.C.A. § 6-17-2403
A.C.A. § 6-17-1901
A.C.A. § 6-18-702
A.C.A. § 6-18-2001 et seq.
A.C.A. § 6-25-105
A.C.A. § 6-28-108
A.C.A. § 6-28-301
A.C.A. § 6-41-606
A.C.A. §6-41-611
DESE Rules Governing How to Meet the Needs of Children With Dyslexia
DESE Rules Governing the Arkansas Educational Support and Accountability Act
DESE Rules Governing Act 1240 Waivers
DESE Rules Governing Documents Posted to School District an Education Service Cooperative Websites
Standards for Accreditation 12.02.1, 1-B.2, 2-B.1, 2-H.2, 3-A.1, 3-A.2, 3-A.9, 3-B.1, 3.B.2.1, 5-A.1
20 U.S.C. § 1232 g
15 U.S.C. § 6501 (COPPA)
34 C.F.R. § 106.8
34 C.F.R. § 106.45

5.20 F1—PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE
(Forms available in the office)

5.20.1—WEBSITE PRIVACY POLICY

The Magnet Cove School District operates and maintains a web site for the purpose of informing the citizens of the district about its activities. The web site does not use "cookies" or ISP addresses to collect or retain personally identifying information about visitors to its web site nor is any such information given to "third parties." Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.
The site serves no commercial purpose and does not collect any information from individuals for such purpose.

Photographs of students, when associated with the student's name, shall not be displayed on any page of the district's web site without the prior written consent of the parent (or the student if 18 or older).

The site provides for email communication between the District and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students. The site may also provide for password protected communication between the District and its staff.

Legal References: 15 U.S.C. § 6501 (COPPA)

5.21 - ACCELERATED LEARNING COURSES

Definition

"Accelerated Learning" means an organized method of learning that enables a student to meet individual academic goals and graduation requirements while pursuing higher levels of skill development, including without limitation the following coursework:

1. A College Board Pre-Advanced Placement and Advanced Placement (AP) course;
2. An International Baccalaureate (IB) Diploma Programme course;
3. A Cambridge Advanced International Certificate of Education course;
4. A concurrent credit course; and
5. A substantively similar course or program approved by the Division of Elementary and Secondary Education (DESE).

Students in grades seven through twelve (7-12) who take accelerated learning courses or other courses approved for weighted credit by the Division of Elementary and Secondary Education (DESE) or the Division of Career and Technical Education (DCTE) shall be graded according to the following schedule:

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

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

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

For a student to be eligible to receive weighted credit for an AP, or IB course:

- The course must be taught by an Arkansas licensed teacher who has received the appropriate training required the appropriate accrediting organization; and
- The student takes the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable exam. Students who do not take the applicable exam shall receive the same numeric value for the grade the student receives in the course as if it were a non-AP or IB course.

DESE shall approve additional courses, including other accelerated learning courses, for weighted credit if the course:

a. Exceeds the curriculum standards for a non-weighted credit class;
b. Meets or exceeds the standards of a comparable accelerated learning course; or
c. Is identified by DESE as an honors class.

For career and technical education courses taken after July 1, 2023, career and technical courses that are eligible for weighted credit are those career and technical education courses that:

- Exceed the curriculum standards for a non-weighted class; and
- Lead to an approved industry-recognized certification or concurrent credit.

A student shall receive weighted credit for each approved career and technical education course upon the student:

- Completing the relevant career and technical pathway; and
- Earning the high-value industry credential aligned with the career and technical pathway.

A student who transfers into the district will be given weighted credit for the accelerated learning courses and other courses approved by DESE and DCTE for weighted credit that were taken for weighted credit at the student's previous school(s) according to the preceding scale.

Legal References: DESE Rules Governing Grading and Course Credit
A.C.A. § 6-15-902
A.C.A. § 6-16-1201 et seq.

5.22—COLLEGE COURSES

A ninth (9^{th}) through twelfth (12^{th}) grade student who successfully completes a college course(s) from an institution of higher education (IHE) approved by the Division of Higher Education (DESE) shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit. A student who takes a three (3) semester hour remedial/developmental education course shall receive a half (1/2) credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet core subject area/unit requirements.

Students will retain credit, including any weighted credit, earned as a concurrent credit course or as a dual enrollment course that was applied to a student's transcript from a previously attended, accredited, public school.

Concurrent Credit Courses

A student's participation in the concurrent high school and college credit program must be either:

1. Documented by a written agreement between:
   - The student;
   - The student's parent(s), legal guardian(s) , person(s) standing in loco parentis to the student, or person(s) having lawful control of the student if the student is under the age of eighteen (18);
   - The District; and
   - The publicly supported community college, technical college, four-year college or university, or private IHE the student attends to take the concurrent credit course; or
2. Taken through the Arkansas Course Choice Program.

While students are ultimately responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s), the District shall work with the IHE(s) to establish a process for the District to receive student transcripts. Credit for concurrent credit courses will not be given until a transcript is received. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received at all or in a timely manner; this may jeopardize students' eligibility for extracurricular activities; graduation; awarding of a diploma of merit or a diploma of distinction.

A student or a student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student shall not be responsible for tuition, fees, or materials for participation in a concurrent credit course.

The District shall work with the IHE to ensure that a student receives any accommodations for a concurrent credit course that are required by the student's Individual Education Program (IEP) or 504 Plan.

Dual Enrollment Courses

Dual enrollment courses are college courses that are:

- Taken at an IHE the District does not have an agreement with;
- Taken at an IHE the District has an agreement with but are beyond the number of courses a student is allowed to take per year under the agreement with the IHE;
- Taken at an IHE the District has an agreement with but is a course offered by the IHE that is outside of the course list included in the agreement with the IHE; or
- Not taken through the Arkansas Course Choice Program.

Unless approved by the school's counselor, **prior to enrolling for the course,** dual enrollment courses shall be applied toward the student's graduation requirements as an elective.

Students are responsible for having the transcript for the dual enrollment course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for dual enrollment courses will not be given until a transcript is received. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received at all or in a timely manner; this may jeopardize students' eligibility for extracurricular activities; graduation; awarding of a diploma of merit or a diploma of distinction.

A student or a student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student are solely responsible for tuition, fees, or materials for participation in a dual enrollment course.

The student's parent, legal guardian, person standing in loco parentis to the student, or the person having lawful control of the student or the student if the student is eighteen (18) years of age or older are responsible for working with the IHE to ensure that the student receives any necessary accommodations for a dual enrollment course.

Legal References: A.C.A. § 6-15-902(c)(1)
A.C.A. § 6-16-1201 et seq.
A.C.A. § 6-18-232
DESE Rules Governing Grading and Course Credit

5.23—EQUIVALENCE BETWEEN SCHOOLS

The Magnet Cove School District is committed to providing a quality education for all students in each of the district's schools. The equitable distribution of district resources is one means the district shall use to ensure all of its students receive a quality education. The Board directs that services in Title I schools, when taken as a whole, be at least comparable to services in schools that are not receiving Title I funds. Curriculum materials, instructional supplies, and the percentages of highly qualified personnel shall be equivalent between all schools in the district when compared on a grade-span by grade-span basis, school-by-school basis. Specifically, the goal of the district is to have its students given an equitable opportunity to learn regardless of the school they attend within the district.

The Board understands that the equivalence between schools shall not be measured by such things as

1. Changes in enrollment after the start of the school year;
2. Varying costs associated with providing services to children with disabilities,
3. Unexpected changes in personnel assignments occurring after the beginning of the school year;
4. Expenditures on language instruction education programs; and
5. Other expenditures from supplemental State or local funds consistent with the intent of Title I.

Legal References: 20 USC § 6321(a), (b), and (c) [NCLB Act of 2001 Section 1120A]

5.24—STUDENT PARTICIPATION IN SURVEYS

No student shall be required to submit to a survey, analysis, or evaluation that is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the student's parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis that reveals information concerning the following:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

No surveys, analyses, or evaluations shall be administered without the prior approval of the school principal.

The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight (8) categories listed above.

Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight (8) categories listed above shall be available to be inspected by a student's parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis before the survey is administered or distributed by a school to a student. Parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the survey, analysis, or evaluation shall be available for inspection for a period of ten (10) business days after the notice of intent to administer the survey, analysis, or evaluation is sent. The notice shall include information regarding how the survey, analysis, or evaluation will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey, analysis, or evaluation. Parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis may refuse to allow their student to participate before or after reviewing the survey, analysis, or evaluation. The school shall not penalize or otherwise retaliate against a student whose Parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis exercised their right to refuse to allow their student to participate in the survey, analysis, or evaluation.

The above requirements of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Except for assessments mandated by State or Federal law; State Rule; or Federal regulation and standardized scholastic achievement tests, prior written permission from a student's Parents, legal guardians, persons having lawful control of the student, or person

standing in loco parentis is required before any survey, analysis, or evaluation is administered to a student if the survey, analysis, or evaluation: Responses are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government; and

A. Requests or requires a student to provide any of the eight (8) categories of information listed above; and/or
B. Requests or requires a student to provide any of the following:

- A student's name;
- The name of the student's parents, legal guardians, persons having lawful control of the student, person standing in loco parentis, or other member of the student's family;
- The address, telephone number, or email address of a student or a member of a student's family;
- A personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;
- Any information, the disclosure of which is regulated, or prohibited by any other State or federal law; State rule; or Federal regulation.

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

Legal References: 20 USC § 1232h
A.C.A. § 6-18-1301 et seq.

5.24F1—OBJECTION TO PARTICIPATION IN SURVEYS, ANALYSIS, OR EVALUATIONS
(Forms available in the office)

5.24F2—PERMISSION TO PARTICIPATE IN A SURVEY, ANALYSIS, OR EVALUATION
(Forms available in the office)

5.25—MARKETING OF PERSONAL INFORMATION

The Magnet Cove School District shall not collect, disclose, or use personal information for the purpose of marketing or for selling that information or to otherwise provide that information to others for that purpose.[1]

Personal information is defined, **for the purposes of this policy only**, as individually identifiable information including:

1. The first and last name of a student or a student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;
2. A home or other physical address (including street name and the name of the city or town);
3. Telephone number; and
4. Social security identification number.

The district may collect, disclose, or use personal information that is collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazines, and programs providing access to low cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school related or education related activities; and
6. Student recognition programs.

Legal Reference: 20 USC § 1232h(c)

5.26—ALTERNATIVE LEARNING ENVIRONMENTS

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

The superintendent or designee shall appoint an Alternative Education Placement Team which shall have the responsibility for determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.

The team is to be comprised of the following:

- a school counselor from the referring school;
- the ALE administrator and/or ALE teacher;
- the building principal or assistant principal from the referring school;
- a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate);
    - The District shall document its efforts to contact the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to schedule a meeting or a phone call for a placement meeting at the convenience of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis, and maintain such documentation in the student's Student Action Plan (SAP).
- LEA special education/504 representative (if applicable);
- at least one (1) of the student's regular classroom teacher(s); and
- if the District so chooses, the student.

Students who are placed in the ALE shall exhibit at least two (2) of the following characteristics:

1. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics;
2. Abuse: physical, mental, or sexual;
3. Frequent relocation of residency;
4. Homelessness;
5. Inadequate emotional support;
6. Mental/physical health problems;
7. Pregnancy;
8. Being a single parent;
9. Personal or family problems or situations;
10. Recurring absenteeism;
11. Dropping out from school; or
12. Disruptive behavior.

Before or upon entry into the ALE, the ALE program shall assess the student in order to provide intervention services designed to address the student's specific educational and behavioral needs, with the focus for behavioral needs on long-term improvement of the student's ability to control the student's behavior.

No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE; the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate); and the student, outlining the responsibility of the ALE; parent, legal guardian, person having lawful control of the student, or person standing in loco parentis; and the student to provide assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student's current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention services to be provided to the student. The SAP may be revised from time to time by the ALE placement team. The SAP shall contain at a minimum:

a. A plan of intervention services to be provided to address the student's specific educational needs and, if appropriate, the student's behavioral needs;
b. Goals and objectives necessary to achieve positive reintegration into the regular educational environment;
c. Exit criteria on which to base a student's return to the regular educational environment;
d. Documentation of the presence of the characteristics listed above that were the reason for the student's referral to the ALE program;
e. Documentation of the specific ALE programming and supports that will address each identified characteristic or situation causing a barrier to the student's success; and
f. A positive behavior or transitional plan prior to a student's return to the regular educational environment.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the Division of Elementary and Secondary Education (DESE) Rules.

Legal References: A.C.A. § 6-20-2305(b)(2)
A.C.A. § 6-48-101 et seq.
DESE Rules Governing Student Special Needs Funding – 3.01, 4.00, and 8.0
DESE Rules Governing Student Discipline

5.26.1—ALE PROGRAM EVALUATION

The ALE program shall be evaluated at least annually to determine its overall effectiveness at providing a non-punitive environment that is conducive to learning, that eliminates traditional barriers to learning, and at compliance with the Division of Elementary and Secondary Education Rules Governing Student Special Needs Funding. The evaluation shall specifically address how the use of ALE funds is in alignment with the district's district strategic plan in addressing identified achievement gaps and student performance deficiencies.

Legal References: A.C.A. § 6-15-2914
DESE Rules Governing Student Special Needs Funding

5.27—ENGLISH LEARNERS

The district shall utilize the special needs funding it receives for identified English Learners (EL) on activities, and materials listed in the DESE Rules Governing of Student Special Needs Funding.

The expenditures of EL supplemental funding shall be evaluated at least annually to determine their overall effectiveness. The evaluation shall specifically address how the use of EL funds is in alignment with the district's district strategic plan in addressing identified achievement gaps and student performance deficiencies.

Legal Reference: A.C.A. § 6-48-102, 103
A.C.A. § 6-15-2914
DESE Rules Governing Student Special Needs Funding – 3.09, 5.00, and 8.00
Standards for Accreditation 2-J.2

5.28—ENHANCED STUDENT ACHIEVEMENT FUNDING EXPENDITURES

Funding received from the state based on the number of students eligible for free and reduced-priced meals under the National Student Lunch Act shall be expended in accordance with guidelines outlined in the Division of Elementary and Secondary Education (DESE) Rules Governing Student Special Needs Funding.
Using District specific data, the District shall conduct the DESE developed needs assessment to identify areas where Enhanced Student Achievement (ESA) funds need to be directed. The District shall include the use of the District's ESA funds in the District's District Strategic Plan.

Legal References: A.C.A. § 6-15-2914
A.C.A. § 6-15-2919
A.C.A. § 6-20-2305(b)(4)
DESE Rules Governing Student Special Needs Funding - 3.12, 3.17, 3.18, 6.00, and 8.00

5.29—WELLNESS POLICY

The health and physical well-being of students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the Board of Directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

The problem of obesity and inactivity is a public health issue. The Board of Directors is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Division of Elementary and Secondary Education (DESE), but with the community and its residents, organizations and agencies. Therefore, the District shall enlist the support of the larger community to find solutions that improve the health and physical activity of our students.

Wellness Committee

To enhance the district's efforts to improve the health of our students, a wellness committee shall be formed. It shall be structured in a way to ensure age-appropriate recommendations are made that correlate to the District's grade configurations. The wellness committee shall have the powers and responsibilities delegated to it by statute and Rule and are incorporated into this policy by reference. The overarching goal of the wellness committee shall be to promote student wellness by monitoring how well the District is doing at implementing this policy. The wellness committee shall use modules 1, 2, 3, 4, 10, and 11 of the Centers for Disease Control' (CDC) School Health Index as a basis for annually assessing each school's progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in the District's district strategic plan (DSP), provided to each school's principal, and reported to the board. Goals and objectives for nutrition and physical activity shall also be included in the DSP.
The wellness committee shall be made up of Individuals from the following groups to the extent interested persons from each group desire to be included in the development, implementation, and periodic review of the District's wellness policy:

- Members of the District's Board of Directors;
- School administrators;
- School nutrition personnel;
- Teacher organizations;
- Teachers of physical education;
- Parents;
- Students;
- Professional groups (such as nurses);
- School health professionals (such as school nurses, school counselors, and social workers); and
- Community members.

The wellness committee shall provide written recommendations to the District's Child Nutrition Director concerning menus and other foods sold in the school cafeteria. Such recommendations shall be based, at least in part, on the information the Committee receives from the District on the requirements and standards of the National School Lunch Program and from menus for the National School Lunch Program and other food sold in the school cafeteria on a quarterly basis.

The wellness committee will meet at least quarterly. Meeting dates for the wellness committee will be placed on the District's calendar.

School Health Coordinator

To assist the wellness committee in ensuring that the District fulfills the requirements of this policy, a District level School Health Coordinator (Designated District Official) shall be appointed. In addition, a school level School Health Coordinator shall be appointed who shall be responsible for assisting the District level School Health Coordinator in ensuring that each school fulfills the requirements of this policy.

Goals

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the District will adhere to the DESE Rules Governing Nutrition and Physical Activity Standards and Body Mass Index for Age Assessment Protocols. To promote nutrition, physical activity, and other school-based activities that will improve student wellness, the District, working with the wellness committee, has established the following goals:

1. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
2. Engage students in healthy levels of vigorous physical activity;
3. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
4. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
5. Not use food or beverages as rewards for academic, classroom, or sports performances;
6. Establish class schedules and bus routes that do not directly or indirectly restrict meal access;
7. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
8. Abide by the current allowable food and beverage portion standards;
9. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's (USDA) Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;
10. Restrict access to competitive foods as required by law and rule;
11. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of competitive foods;
12. Provide professional development to all district staff on the topics of nutrition and/or physical activity;

13. Utilize the School Health Index available from the CDC to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students.

Food and Beverages Outside of the District's Food Service Programs

The District will ensure that drinking water is available without charge to all students throughout the school including, but not limited to, in the District's food service areas.

All food and beverages sold to students on school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.); students or student groups; parents or parent groups; or another person, company, or organization associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum. These restrictions include, but are not limited to, food and beverages sold in vending venues (machines, ice chests, cabinets) in school stores or as part of school fundraisers.

All food and beverages provided, but not sold, to students on the school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.); students or student groups; parents or parent groups; or another person, company, or organization associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum. These restrictions include, but are not limited to, food and beverages provided in vending venues (machines, ice chests, cabinets) in school stores or as part of school fundraisers.

Up to a maximum of nine (9) times per school year, school administration may schedule school wide events where food and beverages provided to students are not required to meet the Federal Smart Snacks standards during the scheduled time. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar.

Food and beverages outside of the District's food service programs may not be sold, served, or provided to students in the District's food service areas during meal times.

Elementary students shall not have in-school access to vending machines.

The District does not place nutrition restrictions on food or beverages brought from home that are intended for personal consumption only.

Advertising

In accordance with the USDA regulations, oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product that are made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product shall only be permitted on school campus during the school day if they meet or exceed the Federal Smart Snacks standards. This restriction does not apply to:

- Materials used for educational purposes in the classroom, including, but not limited to:
  - The use of advertisements as a media education tool; or
  - Designing and implementing the health or nutrition curriculum;
- Clothing, apparel, or other personal items used by students and staff;
- The packaging of products brought from home for personal consumption; and
- Currently existing advertisements on school property, including but not limited to, the exterior of vending machines, posters, menu boards, coolers, trash cans, cups used for beverage dispensing, and other food service equipment; however, all future contracts and replacement items shall meet the Federal Smart Snacks standards.

Adoption Awareness Instruction

The District shall provide any information provided to students on the District's adoption awareness instruction that was in written form to the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to a pregnant student who is enrolled in the District.

Breast Feeding

In addition to providing age-appropriate education for students regarding the nutritional benefits of breastmilk and breastfeeding practices, the District shall provide:

- Space in the District's school facilities for District employees, students, and volunteers who are breastfeeding mothers that is a private, secure, and sanitary room or other location, other than a toilet stall, that contains Access to a power source for a breast pump or any other equipment used to express breast milk where an employee, student, or volunteer can express breast milk;
- Space in the District's school facilities for District students who are breastfeeding mothers that is a private, secure, and sanitary room or other location, other than a toilet stall, where a student can breastfeed the student's child;
- Permission to bring a breast pump and any other equipment used to express breast milk to school;
- Access to a place to safely store breast milk, which shall include, but not be limited to, a refrigerator or cooler in:
  - A nurse's office;
  - A teachers' lounge; or
  - Another private location or location with limited accessibility in which the breast milk may be safely secured;
- Access to a location to clean a breast pump and any other equipment used to express breast milk at school.
- Break time:
  - To an employee or volunteer for the purpose of expressing breast milk that, to the extent possible, shall run concurrently with existing break times; and
  - To a student that is a reasonable amount of time to accommodate the student's need to express breast milk or to breastfeed the student's child on the District's campus;
- That a student shall not incur an academic penalty for expressing breast milk or for breastfeeding the student's child on the District's campus; and
- A student the opportunity to make up any work missed due to expressing breast milk or for breastfeeding the student's child on the District's campus.

Child Care

The District shall provide student mothers and fathers information regarding available child care services.

Community Engagement

The District will work with the wellness committee to:

a. Encourage participation in extracurricular programs that support physical activity, such as walk-to-school programs, biking clubs, after-school walking etc.;
b. Encourage the implementation of developmentally appropriate physical activity in after-school childcare programs for participating children;
c. Promote the reduction of time youth spend engaged in sedentary activities such as watching television and playing video games; and
d. Encourage the development of and participation in family-oriented community-based physical activity programs.

The District will annually inform the public:

- Of the web address where the policy is located;
- Of any changes made to this policy since the previous year;
- Of the health and wellness priority goals in the District's ~~S~~DSP;
- That a printed copy of the policy may be picked up at the District's central office; and
- The amounts and specific sources of funds received and expenditures made from competitive food and beverage contracts.

Assessment of District's Wellness Policy

At least once every three years, with input from the SNPACC, the District shall assess both the District as a whole and individual schools' status in regards to the implementation and compliance of the goals of this policy, including the health and wellness goals in the District's ~~S~~DSP. The assessment shall be based, at least in part, on:

- The extent to which District schools are in compliance with this policy;
- The extent to which this policy compares to other model local school wellness policies;
- The annual reviews of this policy based on modules 1, 2, 3, 4, 10, and 11 of the CDC's School Health Index; and
- A description of the progress made in attaining the goals of this policy.

On the years the assessment occurs, the assessment results shall be reported to the public, including parents, students, and other members of the community as part of the District's annual report to the public.

The District will update the wellness policy based on the results from the three (3) year assessment.

District Website

The District will place on its website:

- The name, District phone number, and District email address for the District Level School Health Coordinator;
- The names, district phone numbers, and district email addresses for the School Level School Health Coordinators;
- The names of the members of the wellness committee;
- Meeting dates for the wellness committee;
- Information on how community members may get involved with the wellness committee;
- A copy of this policy;
- A copy of the annual review of this policy based on modules 1, 2, 3, 4, 10, and 11 of the CDC's School Health Index; and
- A copy of the most recent three (3) year[13] assessment of this policy.

Legal References:

Richard B. Russell National School Lunch Act 42 U.S.C. § 1751 et seq. as amended by PL 111-296 (Section 204) of 2010. (Section 204 is codified at 42 U.S.C. § 1758(b))
Child Nutrition Act of 1966 42 U.S.C. § 1771 et seq.
7 C.F.R. § 210.18
7 C.F.R. § 210.31
A.C.A. § 6-15-2919
A.C.A. § 6-16-158
A.C.A. § 6-18-234
A.C.A. § 6-18-719
A.C.A. § 6-20-709
A.C.A. § 11-5-116
A.C.A. §§ 20-7-133, 134, and 135
DESE Rules Governing Nutrition and Physical Activity Standards And Body Mass Index For Age Assessment Protocols
Allowable Competitive Foods/Beverages - Maximum Portion Size List for Middle, Junior High, and High School
Commissioner's Memo CNU-17-010
Commissioner's Memo CNU-17-013
Commissioner's Memo CNU-17-016
Nutrition Standards for Arkansas Public Schools

BAND HANDBOOK

Preface

Magnet Cove High School Band Program Handbook

This handbook outlines the policies, rules, and regulations of the Magnet Cove High School Band Program.

Purpose

The purpose of this handbook is to work in addition to the Magnet Cove High School Student Handbook and familiarize parents and students with the various facets of our band program. It should be of value to each member of the MCHS Band and their parents. THIS HANDBOOK WILL NOT COVER EVERY POSSIBLE SITUATION. The information in this handbook should help make you a better band student or parent. Attending Booster meetings is also highly recommended.

Adherence to Standards and Guidelines

Band members are expected to adhere to the standards, guidelines, and policies of both Magnet Cove Public Schools and the Band Program Handbooks. The school's regulations apply whenever a member is engaged in any activity affiliated with or under the banner of Magnet Cove High School, whether directly or indirectly. In the case of conflicting policies, the school's directives take precedence over those of the band program.

If a student cannot live up to these extra responsibilities, then he/she will be removed from the band. Participation in the Magnet Cove Band is neither a right nor a guarantee, but a privilege. This privilege must be taken seriously.

Authority of Band Director

The band director has the authority to modify or temporarily suspend any band policy as necessary for the overall benefit of the band program

Parental Concerns and Chain of Command

Throughout the course of a school year, almost every parent has concerns or questions about his or her student in a particular class and needs to contact school personnel to address these concerns. It is extremely important that proper channels are followed when addressing these concerns as this can prevent a minor situation from escalating into something major.

Please do not confront the band director after any band activities. Emotions are too sensitive, and it will be better for everyone to wait 24 hours to "cool off." If the '24 hour rule' is broken, all communication regarding that subject may end.

If a parent has an issue with a teacher, please adhere to the following guidelines:

1. If there is a concern about a student in a particular teacher's class, please call, email, or set up an appointment with the teacher individually to address the concern(s) before contacting the building principal. The teacher will be much more familiar with the specific issue or circumstance being addressed in his or her classroom than the building principal and more often than not, the situation will be handled and resolved quickly and effectively.

2. If the situation is not resolved with the classroom teacher, the building principal is the next person in which to voice the concern(s). As previously stated, be sure the situation has been presented personally to the classroom teacher before advancing to this step.

3. The building principal will investigate the concern(s) at this point and make decisions based on the individual circumstances and factual information surrounding the concern.

4. If a parent is still not satisfied with the decision reached by the building principal, the next step is to contact the district superintendent.

Arkansas Law 6-17-106 states that it is unlawful for any person to use profane, violent, vulgar, abusive or insulting language toward any public-school employee during the course of his/her duties. Said person shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than $100 nor more than $1,500.

Visitors who are disruptive become "trespassers" as defined in A.C.A. § 6-21-606. As such, they lose their right to be on campus.

Any persons who shall, by any boisterous or other conduct, disturb or annoy any public or private school in this state or any person not a student who after being notified to keep off the school grounds during the school hours by the board of directors, the superintendent, or principal teacher in charge of any such school shall continue to trespass on or go upon the grounds, whether at recess or during the sessions of the school, shall be guilty of a violation and upon conviction shall be fined in any sum not exceeding one hundred dollars ($100), payable into the general school fund of the county.

Legal References: A.C.A. § 6-21-606
A.C.A. § 6-21-607

Communication

Principal
Jeff Eskola
Email: jeskola@magnetcove.k12.ar.us
Office Phone: (501) 332-5466

Band Director
Andy Beck
Email: Andy.Beck@magnetcove.k12.ar.us
Office Phone: (501) 332-5466 ext 513
Cell Phone: (501) 804-1601

Social Media
Facebook - Magnet Cove Music, Magnet Cove School District Instagram - magnetcoveband

Parent Square
The Magnet Cove School District also uses Parent Square as a means of communicating with parents. Please ask about the parent square app if you haven't already downloaded it.

Courses Offered

The following classes are offered to all Magnet Cove Music Students:

a. **The Rookie Band** is our 6th grade beginning band class. This class teaches the fundamentals of instrumental music through group teaching. Successful completion of this class is required to join the 7th and 8th grade bands.

b. **The Junior Band** is our 7th and 8th grade band class. These students continue to focus on musicianship skills and develop a greater understanding of rhythm and notation, continued development of playing technique, and greater understanding of ensemble playing. This band feeds young players into the high school band.

c. **The Senior High Band** is open to all students who have successfully completed rookie band curriculum and have participated in either a middle school or high school band. This group performs as a marching band during the Fall semester and as one or more concert bands during the Spring semester.

d. **Music Lab** is open to all MCHS students who are enrolled in band or choir. This class will allow students to learn and hone their craft on their decided instrument. Class availability is limited.

e. **Musical Theatre** is open to all 7th through 12th grade students and focuses on the production process of musical theatre.

Year at a Glance

The following is a brief breakdown of the band timeline for the year. An official band calendar will be handed out at the beginning of each school year.

July	**August**	**September**	**October**
- Personal Practice - Summer Band Begins	- Summer Band - School Starts - Football Starts	- Football - Contests Begin	- Bandtober - Contests - Homecoming
November	**December**	**January**	**February**
- Football Playoffs - Musical Auditions	- Junior High All Region -Christmas Performances	- Senior High All Region Tryouts - Senior Region Clinic	- All State Tryouts - All State Convention
March	**April**	**May**	**June**
- Concert Assessment - Spring Musical	- State Concert Contest	- Spring Concert - Graduation	Enjoy your vacation

Goals and Expectations of the Magnet Cove Band

The following is a list of Goals and Expectations for the Magnet Cove Band. This list serves as a reminder to both students and parents what the band expects and what goals we will achieve.

Goals for the band include:

a. Serve as ambassadors for the band, school district, and community through performances at athletic events and other public events such as parades, competitions, homecoming, and local community functions.
b. Project a positive image for the school and Fine Arts Department at MCHS.
c. Promote healthy relationships and be a role model for other students, bands, schools, and musicians.
d. Inspire students in the enjoyment of music and performing.
e. Perform at the highest level at all times and attain the absolute best from each individual.

Expectations for the band include:

a. Respect for directors, staff, peers, and all school, district, and event personnel must be upheld at all times.
b. Meet and maintain the eligibility requirements as outlined by the Arkansas Activities Association. (2.0 GPA)
c. Maintaining cleanliness is expected at all times. The band hall, lockers, storage rooms, and music classrooms should always remain tidy. Trash, music, or personal belongings left unattended will not be tolerated.
d. Punctuality is a must. Arriving "on time" is considered late. Each member is expected to arrive early to all rehearsals, performances, and events to ensure we are prepared to start promptly.
e. Active engagement is required from all students at all times. Focused participation in rehearsals and performances creates the atmosphere of excellence we aim to achieve.
f. Attendance at rehearsals and events is mandatory. Excused absences will be determined at the discretion of the band director.
g. Every member is responsible for holding themselves and their peers accountable by practicing all music, attending all rehearsals and events, completing all pass-offs and playing tests, and putting forth their best effort each day.
h. All members will show each other the highest level of respect and come together with a shared appreciation and passion for music.
i. Students will adhere to all guidelines set forth in this handbook as well as the Magnet Cove High School Student Handbook.

Code of Conduct

The Magnet Cove Band Code of Conduct sets expectations for member behavior, focusing on respect, responsibility, and readiness for musical excellence, covering punctuality, preparedness (instrument and music), proper rehearsal etiquette, equipment care, positive attitudes, and prohibiting bullying and harassment to build a supportive, professional environment.

Consequences for violations will be determined by the level of infraction and the appropriate consequence for that infraction.

Core Principles

The core principles of the Magnet Cove Band are:

a. Respect: For your director, peers, instruments, and facilities; no bullying, harassment, or discrimination.
b. Responsibility: Arrive on time, stay for the whole event, care for gear, and clean up after yourself.
c. Be Prepared: Have music, instruments, yourself ready to work, and the drive to practice.
d. Professionalism: Act with integrity, avoid conflicts, and uphold the band's reputation.

Key Expectations

The key expectations of the Magnet Cove Band are:

a. Punctuality: Be early to be on time; late is left behind.
b. Behavior: No profanity, insubordination, Bullying or PDA during band activities.
c. Attitude: We will work hard and dedicate ourselves to a common goal of excellence. Negative attitudes toward others or staff will not be tolerated. NO COMPLAINING! Do not overreact to things you have no control of.
d. Rehearsal: Stay focused, don't play while the director is speaking, warm up properly, and clean up your space.
e. Equipment: Keep your instrument in good shape and return it to its place. Always respect band property.

Why it Matters

These codes ensure everyone feels safe, encourages musical growth, builds teamwork, and maintains a positive image for the Magnet Cove Band program, Magnet Cove School District, and the community

MCHS Band Social Media Acceptable Use Practice

An AUP (acceptable use practice) must be maintained when using social media to post pictures, blogs, e-mails, text messages, or videos. Student musicians should not post negative comments about peers, band mates, the school district, or their teachers/directors. Members of the band program should not be associated with posts involving tobacco, vaping, drugs, alcohol, or sexual content.
Posts involving cyberbullying, slander, or harassing behavior are not permitted. All social media posts are subject to a 365-day statute of limitation.

Anyone reporting an inappropriate picture or social media post must file the report with Magnet Cove Schools Administration and Band Director within 3 days after the discovery of the violation. If it is determined that the reporting party has been in possession of the material for more than 3 days, the administration may not act on the violation.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include, but are not limited to, depictions or presentations of the following:

a. Photos, videos, comments or posters showing the personal use of alcohol, drugs, vaping, and tobacco e.g., no holding cups, cans, shot glasses etc.
b. Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
c. Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
d. Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a students, directors or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).

It is obvious that many people neither realize nor care that their personal thoughts, when subjective or inflammatory, reflect on the entire group. The safest way to avoid criticism and scrutiny is NOT to post anything on a website or on social media that you might think is questionable; however, if you choose to post comments remember that you might be damaging the reputation of the Magnet Cove students, parents, teachers, administration, school board, and band program!

Bullying

Any form of bullying, hazing, and/or harassment will not be tolerated, whether adult to adult, adult to student, or student to student. If this occurs to a student musician, he/she should report this immediately to their building administrator or the band director. Student musicians committing the offense may be subject to suspension or dismissal from the band for the remainder of the season and from the music program for an entire school year. This may be in addition to the regular discipline that he/she is subject to according to school board disciplinary guidelines.

Drug Screening

The Band will be following the Magnet Cove School District's policy for drug screening. Please refer to the Magnet Cove Student Handbook for information.

Attendance and Eligibility Requirements

Attendance

a. Student musicians must attend class for at least 1/2 of the school day on the day of a band event or rehearsal, unless excused for another school-sponsored activity. Failure to do so may result in the student not being able to play or rehearse that day.
b. A building administrator may grant exceptions (such as doctor appointments, funerals, etc.) to the above rule prior to an absence.
c. A student who knowingly or unknowingly participates in a rehearsal or band event in violation of this rule may be suspended from participating in the next scheduled band event or rehearsal, or both.
d. Student musicians are expected to participate in all scheduled interscholastic competitions and rehearsals. If a student musician misses a rehearsal or band event, then the student musician should contact the coach.
e. If a future absence is known, then the student musician should contact the coach as soon as the absence is known.
f. Failure to notify the band director of all absences will result in the student musician being pulled out of the next band event.

Excused Absences From Band Events

a. Death or illness in the family.
b. Illness of the band member with a parent/doctor note.
c. Special cases excused by the band director or administrator.

Unexcused Absences

a. Appointments, such as doctor, dental, hair, etc, and work are not to be scheduled during rehearsal or performance times and will not be excused.
b. Absences from any required activity must be reported to the band director before the activity begins if possible. This notification includes rehearsals, performances, and any other required activity.
c. Notification may be done through email, phone, text, or message through the office.
d. If a band member checks out of school, please notify the band director. An absence could be deemed unexcused and consequences assigned.
e. Parents will be notified should a student have 2 unexcused absences.

Eligibility

In compliance with the Arkansas School Band and Orchestra Association, and AAA, all band members must be a bone fide student, enrolled in a regularly scheduled instrumental music course.

The requirement for senior high eligibility includes passing four academic courses and a minimum GPA of 2.0, based on the previous semester. The student must have passed four academic courses in the previous semester.

The Band Student

The culture of the band is defined by the members of the band. Failure to maintain the culture will poison the culture from within and will cause the band to become disorganized from within.

The following are required of all MCHS band members to uphold the culture and success of the band program:

a. Discipline is a quality that must come from within an individual. Thus, each student is responsible for his or her own actions. A good organization is a well-disciplined organization.
b. Good discipline and a good attitude, as well as regular and prompt attendance at all rehearsals and performances, is mandatory in order to maintain membership in any band organization.
c. Band members serve as ambassadors for the band program, school, district, and community. Band members must uphold the highest standards of excellence, both in and out of the band.
d. Band members are role models for their peers and should always strive to be a positive influence on those around them.
e. Students are responsible for their academic success. Band members must not only maintain eligibility but

also serve as leaders in academics among their peers.
f. Respect for directors, staff, teachers, peers, all school district, and event personnel must be upheld at all times.

The Band Hall

The band hall is the home of the Magnet Cove Band Program. For some it is a safe place to recharge, for others it is a hangout lounge. Being able to have our space comes with some necessary housekeeping responsibilities.
All students must do their part to ensure that our home is well maintained and taken care of. The following

guidelines are to help ensure that the culture of the band hall is maintained:

a. Non band students have no business hanging out in the band hall. Non band students should not be permitted unless permission is granted by the director.
b. Students should not use inappropriate language at any time. If you have a question about what constitutes inappropriate language, ask your director.
c. School policy and state law clearly forbids the use or possession of tobacco and alcohol. Penalties may include suspension from the band and/or school.
d. Food and Drinks at no time will these items be permitted in the band room or on the practice field.
e. Maintaining cleanliness is expected at all times. The band hall, lockers, storage rooms, and practice room should always remain tidy. Trash, music, or personal belongings left unattended will not be tolerated. Items not picked up will be thrown away.

The Band Office

The office of the Director, like any other office, is private. Students will not be allowed to "hang out" in the band office. If a student needs to speak to the director, one may gain admittance by politely knocking.

Marching Band

Summer Band

Each summer the MCHS Band goes through a 2 week boot camp that we call summer band. Summer Band is scheduled to start the 3rd week of July and will run through the first week of August. During this time the band will begin learning marching and playing fundamentals that will assist them throughout the 17 weeks of marching band season. Students who are in band are required to attend all summer band activities. Summer Band Rehearsals are Mandatory.

Marching Band Physicals

To be in compliance with Arkansas Activities Association's policies concerning physical activities (AAA Handbook: Article III, Section 1, Rule 16 and Article III, Section 2, Rule 2) students involved in marching band will provide verification of a physical examination prior to beginning marching band practices for the school year to be an eligible participant. The yearly physical shall be reasonably expected to be within 12-15 months. (Example – physical taken in May will be considered current for the following school year.)

Student Injuries

All injuries that are sustained during band activities must be reported to the band director immediately. First Aid and an AED device will be provided by the Band for all band events.

Emergency Medical Form

All band students will need to have an emergency medical form on file should an emergency arise. I can tell you that these forms have assisted us in the past and save time should parents not be available during the emergency. Should you have any questions, please contact the band director.

Personal Hygiene

Maintaining hygiene while participating in both marching and concert band, especially during long practices and performances, is crucial for both individual well being and the prevention of illness. Some personal hygiene products will be stored in the band hall for use if needed. Key hygiene practices include:

a. Showering after marching rehearsals

b. Using deodorant (Not perfumes or body sprays)
c. Wearing clean clothing, especially underwear and socks
d. Keeping personal items and instruments clean.

Marching Band Performances

Marching Band is a performance based class. Every student must perform to receive a grade. Any student who does not perform will not be offered an alternate assignment. ALL PERFORMANCES AND REHEARSALS ARE REQUIRED! The MCHS Band will perform at all football games, pep rallies, and some home basketball games. The band will also perform various marching contests during the month of October.

Marching Rehearsal Guidelines

Marching rehearsals are completely different from concert rehearsals. Due to this fact, not all rules apply to both marching and concert bands. The following guidelines will be used in marching band rehearsals:

a. ALL REHEARSALS ARE REQUIRED.
b. Cellphone use is not allowed during rehearsals.
c. Each member is expected to arrive early to all rehearsals to ensure we are prepared to start promptly.
d. Active engagement is required from all students at all times. Focused participation in rehearsals and performances creates the atmosphere of excellence we aim to achieve.
e. Rehearsals are limited so attendance to every scheduled rehearsal is vital.
f. Every member is responsible for holding themselves and their peers accountable by practicing all music, attending all rehearsals, completing all pass-offs and playing tests, and putting forth their best effort each day.
g. Students who regularly miss rehearsals may be removed from the band.
h. All students must have their required equipment.
i. All students must have their music with them at all times.
j. All students must have a pencil.

Marching Band After School Rehearsals

In order to meet performance goals, prepare for contests, and to prepare for every Friday Night Halftime, it is necessary to have after school rehearsals during the marching band season. The following are the days and times of all after school rehearsals. All rehearsals are required:

Monday	3:30 to 5:30pm	Full Band (All Band Students)
Tuesday	3:30 to 4:30pm	Woodwind Sectionals (Flutes, Clarinets, Saxes)
Wednesday	3:30 to 4:30pm	Brass Sectionals (High Brass/Low Brass)
Thursday	3:30 to 4:30pm	Percussion/Pit and Colorguard

A more detailed rehearsal schedule will be passed out at the beginning of summer band specifying exact dates and times of all rehearsals to better align with the school calendar.

Equipment

Due to the nature of after school rehearsals, it is important that all students work together to help in the moving of marching band equipment. Each section of the band will have a job that they will be responsible for to assist with moving and setting up marching band equipment.

Students will be responsible for the upkeep and care of all of their personal equipment, whether it is school owned or not. Any damages to the instrument, music, uniforms, or any other will be repaired and replaced at the expense of the student and or parent.

Game Day Expectations

Playing a home game vs. playing at an away game differ very much. In some ways, playing away is easier than at home, and in other ways, staying home is easier than traveling. While most of the expectations are the same, there are a few different details. The following are an explanation of those differences.

Home Games

a. Call time is the designated time when students should be in full uniform, instruments out and ready to play, with music, ready to walk out of the band hall. Call time for all home games is 6:00pm.
b. At 6:20pm students will move to the band stands and begin setting up sections.
c. Pregame (Prayer, Pledge, National Anthem, and Alma Mater) will start at approximately 6:45pm.
d. Kickoff is at 7pm.
e. Students will not be allowed to run in and out of the band hall. Students will use the restroom in the stadium if needed.
f. Students will be released for the 3rd quarter as soon as they are dismissed from the halftime performance. Students should return to the band stands and be ready to play at the beginning of the 4th quarter.
g. At the conclusion of the game, all students will be required to assist and clear the band stands. All equipment, trash, and personal items must be returned to the band hall.

Away Games

a. Call time is the designated time when students should be in the band hall, prepared to load and leave MCHS. Call time for away games will vary depending on travel time and stopping for food. Our arrival time to the away game will always be 6:00pm.
b. Once called, students will follow the trailer unloading procedures.
c. Once the band has been placed in the stands, students will be given time to go to the restroom. Do not visit the concession stand, and do not bring concession food back to the band stands.
d. Pregame, Kickoff, Halftime, and 3rd quarter will act as a home game.

End of Away Game

At the end of the away game, students should go to the restroom, gather their belongings, and make their way back to the trailer to begin the loading process.

The Band Stands

The following will be the procedures used during the course of a home or away game:

a. You must stay within your section during the game. Do not move around to other sections.
b. Decorating instruments or face painting is prohibited unless approved by the director.
c. Eating and Drinking is not allowed in the band stands. Water is the only exception.
d. The band set-up and band stands are off limits to non-band members.
f. You are not permitted to play your instrument unless instructed to do so.
g. Cellphones are not to be used during the course of playing in the stands.

Marching Band Uniforms

The Marching Uniform

All band students will have a Travel Uniform and a Competitive Uniform. It is the responsibility of the student to maintain the condition of the uniform throughout the marching band season. The band shirts and band shorts are considered uniform for various events during the course of the school year. Each band student will receive one shirt and a pair of band shorts at the beginning of the year.

The Travel / Summer Uniform will consist of a Band Shirt, Band Shorts, and Tennis Shoes.

The Competitive Uniform will consist of a Shako (Hat and Plume or a Beret), Marching Top, Black Bibbers, Long Black Socks, and Black Band Shoes. Alterations to the competitive uniform should not be made without the prior consent of the band director. Students must wear athletic shorts and the issued band T-shirt under the competitive uniform at all times. Excessive makeup, face painting, jewelry, or extreme hairstyles are not acceptable while in uniform.

Uniform Care

a. Competitive uniforms will be passed out prior to performance and taken up following the performance.
b. Students are not dismissed from the event until the uniform has been returned and inspected.
c. Uniforms will be hung appropriately on a hanger and stored in the uniform closet.
d. Shoes should be cleaned and placed in the students shoe box for storage.
e. Hats and plumes should be put away and stored.
f. Students not returning to school after an event must return their uniform to the band hall A.S.A.P.

Concert Band

Concert Band Performances

Concert Band is a performance based class. Every student must perform to receive a grade. Any student who does not perform will not be offered an alternate assignment. ALL PERFORMANCES AND REHEARSALS ARE REQUIRED! The MCHS Band will perform
between 3 and 5 concert performances during the concert season. The band will participate in Region Concert Assessment. Students will also have the opportunity to try out for the Region 2 All Region Bands.

Concert Band Rehearsal Guidelines

Concert Band rehearsals are completely different from marching band rehearsals. Due to this fact, not all rules apply to both marching and concert bands. The following guidelines will be used in concert band rehearsals:

a. ALL REHEARSALS ARE REQUIRED.
b. Cellphone use is not allowed during rehearsals.
c. All students must have their required equipment.
d. All students must have their music with them at all times.
e. All students must have a pencil.
f. Rehearsals are limited so attendance to every scheduled rehearsal is vital.
g. Every member is responsible for holding themselves and their peers accountable by practicing all music, attending all rehearsals, completing all pass-offs and playing tests, and putting forth their best effort each day.
h. Students who regularly miss rehearsals may be removed from the band.

Concert Band Uniform

Concert attire at MCHS is known as "Concert Black". Students are free to choose the components of their concert black within the following guidelines. As a rule of thumb, if you have to ask the director if you can wear it, you probably should just stick to the list.

Boys:
a. Black dress pants with belt. No sweats or jeans.
b. Black button up shirt, polo shirt, or sweater. No print tshirts, or shirts with logos or emblems.
c. Black calf length socks and black dress shoes. No sandals, slides, dirty work boots, or tennis shoes.

Girls:
a. Black dress pants, slacks, skirts, or dresses. Leggings are fine if your behind is covered. No mini skirts.
c. Black dress shirt, blouse, or dress. No print tshirts, tank tops, spaghetti straps, halter tops or crop tops.
d. Black socks or black opaque stockings or tights.
e. Black dress shoes (heels are not recommended for performers who stand to perform).
f. Jewelry is permitted, but should not be prominent.

Band Travel Procedures

Traveling with the band is a process. The following procedures have been put into place to ease the process for both students, director, and volunteers.

Loading the Trailer

Loading the trailer will occur in this order:

a. Marching Battery
b. Low Brass/Bari Sax
c. Trumpets/Alto Saxophones
d. Clarinets/Flutes
e. Color Guard/Drum Major
f. Pit Instruments

Students, to load your instrument, enter through the small door on the side of the trailer and exit through the big door out the back. Please do not load your instrument until you have been called by the director to do so.

Loading the Bus

Do not load the bus until given the direction by the director to do so. The following is the procedure for loading the bus:

a. Check that you have all of your sticks, reeds, mallets, horn, oil, ect.
b. Girls to the restroom
c. Girls to load the bus, Boys to the restroom
d. Boys to load the bus.
e. Once the roll has been taken, we will depart from MCHS.

Unloading the Trailer

Unloading the trailer will occur in reverse order of loading. To unload your instrument, enter through the small door on the side of the trailer and exit through the big door out the back. Please do not unload your instrument until you have been called by the director to do so.

Once you have unloaded, please stand with your instrument, out of the way, so that marching percussion can finish unloading and get carriers ready. Do not get your instrument out at this time.

Bus Procedures

The following are procedures that students should follow while on the bus. Procedures marked with an asterisk are state laws:

a. While traveling on the bus, you will respect the instructions of the adults on the bus.
b. The Band will run silent while entering and leaving stadium parking lots and when crossing railroad Tracks*.
c. Under no circumstances should anyone call out or make remarks to people outside of the bus. No hanging out of the windows of the bus.
d. All Band Students must remain facing forward and seated on the bus at all times.*
e. All Band Students will refrain from standing or moving around in the bus while it is in motion.*
f. All Band Students will refrain from placing their hands, body parts, and objects out of the bus windows while on the bus.*
g. Large items will be permitted only if it fits in the student's lap or under the bus seat. Students must not block the aisle with any books, musical instruments, athletic gear, legs, or feet.*
h. Cell phone flashlights should not be used at any time during night travel because it distracts the driver.*
i. Please be respectful of others around you. Refrain from profane or rude language, gestures, or bullying.
j. Shouting, loud talking, loud laughing, and screaming on the bus is not allowed.
k. Radios or other electronic devices are not allowed to be played, unless headphones are used.
l. Absolutely No PDA on the bus.
m. All drinks on the bus must have a secure cap or lid. All spills will be cleaned by the offending band member.
n. All band members will be responsible for clearing their trash off of the bus.

It should be noted that proper behavior is expected when on a school-sponsored trip. The Magnet Cove High School Student Handbook will be observed at all times. Undignified conduct or reckless behavior may result in disciplinary action.

Student Checkout

When a bus is provided, all students will ride the bus to and from the event. This can only be adjusted by a parent signing out their son or daughter at the event. Only the parent has the power to do this and they must sign in person. If a parent is not available to sign, a letter from the parent to the principal is acceptable. This letter must be in the principal's office 24 hours before the trip and the band director must receive a copy at that time.

DISCIPLINE POLICY

Strict and fair discipline will be enforced in the band program. The band director will discuss program rules and expectations with the band at the beginning of each semester. The band director may elect to meet with the parents to discuss expectations. All rules and expectations will be established and followed in an attempt to do what is best for the band program. Failure to follow these rules could result in dismissal from the band, per the discretion of the band director and administration.

If any student is dismissed from the band, a meeting with the principal, band director, parent, and the student will be held.
The meeting will be held to discuss the reason for dismissal and also discuss what will be needed from the student to be able to rejoin the band at a later time, if at all possible.

Student Discipline

Band students are expected to have self discipline, be respectful, and be well behaved. Students will act in a manner that is beneficial to the band, both on and off the stage or field. Inappropriate behavior will be dealt with according to the specific situation. Incidents will be dealt with on an individual basis. In all matters concerning student discipline, the band director will follow the Magnet Cove Student Handbook.

Level 1 Infractions

Result in a conference between the band director and student musician. Examples of Level 1 Infractions are:

a. Violation of band procedures.
b. Unexcused absences from school or practice.
c. Failure to have required supplies for rehearsal/performance, ie. reeds, sticks, music,
d. Violation of band dress code.
e. Disrespectful to the director, staff or band students.
f. Minor infraction of social media acceptable use practice.
g. Disruptive behavior during school, practice, games, or other band activities.
h. Loss of rehearsal or performance due to In School Suspension.
i. Cellphone use during rehearsal or a performance.

Level 2 Infractions

Result in conference with parent, student musician, and band director. The band director and administration will determine the consequences of Level 2 Infractions. Examples of Level 2 Infractions are:

a. Repeated violations of Level 1 Infractions
b. Academic issues that could affect eligibility.
c. Use or possession of tobacco, vaping products, accessories, and/or paraphernalia.
d. More serious violations of social media acceptable use practice.
e. Bullying/harassment/slander of band students or directors or staff.
f. ISS or OSS

Level 3 Infractions

Result in conference between parent, student musician, band director, and administration. Consequences of Level 3 Infractions may include temporary removal from the band program. Examples of Level 3 Infractions are:

a. Repeated violations of Level 1 or Level 2 Infractions.
b. Violation of drug and alcohol policy.

c. Stealing.
d. Serious misconduct of the social media acceptable use practice.
e. Serious violation of bullying/harassment/slander of bandmates, directors or staff.

Level 4 Infraction

Results in a conference between parent, student musician, band director and administration. Students will be removed from the Magnet Cove Band Program. Examples of Level 4 Infractions are:

a. Repeated violations of Levels 1-3 Infractions.
b. Use or distributing drugs/alcohol at school or AAA sanctioned events including practice, travel, or games.
c. Stealing from fellow band students.
d. Arrested for any reason on school grounds or at a AAA sanctioned event.

Awards and Letters

Letterman Awards

It is an honor to be awarded the privilege to wear your school colors. Nothing brings the band more pride than when a student earns the right to become a letterman. The following requirements must be met for a band student to earn a letter:

a. Must complete the entire year as a bonafide band student.
b. Must maintain an A average in Band.
c. Must attend all required concert performances. No unexcused absences.
d. Must attend all region and state level performances. No unexcused absences.
e. Must audition for All Region Band.
f. Must participate in all band fundraising activities.
g. Must listen to and critique five (5) major works for wind bands.

Letterman jackets will be ordered in August and presented to students in a special ceremony upon delivery.

Band Awards

Upon completion of the school year the band will participate in the Senior High Music Banquet. This awards banquet is a time where the entire senior high music department can come together and celebrate a year of success. This banquet is generally held the first Monday of May after the spring pops concert. Students who meet the guidelines and requirements are eligible to be awarded the following awards:

a. The Band Leadership Award
b. Most Improved Marching Band Member
c. Most Outstanding Marching Band Member
d. The School Color Guard Award
e. The Most Improved Musician
f. The Most Outstanding Musician
g. The Leonard Bernstein Musicianship Award
h. The Semper Fidelis Award
i. The Patrick Gilmore Award
j. The Director's Award for Band
k. The Governor's Award for Music
l. The John Philip Sousa Award

If no student meets the criteria for an award, that award will be skipped that school year.

Senior Graduation Cords

Senior band students who have participated in band from grades 9 through 12 are eligible to receive their graduation cord for band. Seniors who complete their entire senior year as a member in good standing will be recognized at the Band Banquet.

Grading Policy

Band classes at Magnet Cove are considered both Academic and Extracurricular in nature. Because of the academic component there are curriculum guidelines that must be followed. Students receive one academic credit per year for band. Grades are based on student performance at scheduled events and rehearsals, playing tests, and written assignments.

The following is a list of grade requirements for Band:

a. Music pass offs.
b. All Rehearsals
c. All Performances
d. Playing Tests
e. Practice Records, The ClipBoard.

More detailed information will be given to the class on the first day of school.

Fundraising

The band was once described as a monster that you have to keep feeding or it won't grow. Unfortunately, that food we feed it is called money. The school provides tremendous assistance through our operating budget, but the budget can only stretch so far. Fundraising is how we help pay for the things that the budget can't cover.

All students who participate in the Magnet Cove Band will be required to help in the fundraising process. More information will be provided once we begin our fundraising campaigns.

Community Service Hours

Students who need community service hours should ask the director about volunteering opportunities. If volunteering, please remember you are here to work. No hours will be given for being lazy.

Important Documents

Emergency Medical Form

In the event of a medical emergency, this form will be used to notify medical workers of information pertaining to your child. These forms are private and only used when needed for emergency medical care.

Instrument Check Out Form

If you are interested in checking out a school owned instrument for the upcoming school year, you may complete this form and submit it to the band director.

Handbook Acknowledgement Form

Please sign and date this form as confirmation that you have read and understand the contents, rules, and procedures concerning the Magnet Cove Band.

Parental Involvement

MCHS Band Parent Social Media Acceptable Use Practice

Just like students, parents must understand that the AUP (acceptable use practice) must be maintained when using social media to post pictures, blogs, e-mails, text messages, or videos. Parents should not post negative comments about students, parents, the school district, or their students' teachers/director. Parents should be held to a higher standard and posts involving cyberbullying, slander, or harassing behavior will not be tolerated.

Violation of the MCHS Band Parent Social Media AUP will be subject to disciplinary action under the MCHS Band Parent Code of Conduct.

MCHS Band Parent Involvement and Volunteering

Parent help is needed for many jobs and activities of the band program. Volunteering is an excellent opportunity to find out what happens in band and to get to know the students and the director in a much different way. Parent Volunteers who are willing or interested in working with our students in any capacity that may be without the supervision of the band director will be required to have a background check that will be reimbursed by the Magnet Cove Band once the background check has been approved by the district.

Parents who volunteer in the following areas will be required to have a volunteer background check:

a. Feeding/Serving Food to the students
b. Uniform Fittings
c. Trip Chaperone
d. Driving the Band Trailer
e. Moving/Maintaining Band Equipment
f. Assisting with Rehearsals
g. Working or interacting with students in any manner not covered here

Background checks are only for parents who are working directly with students at any time during the course of the school year. To become a MCSD Volunteer Chaperone you will need to complete the following:

a. Fill out the MCSD Volunteer Application
b. Submit a background check through the Arkansas State Police

Of course, we need individuals who are laid back and willing to let kids be kids, assist the director, help maintain order, and to help oversee the organized chaos of the band.

Parents who are dropping off food, supplies, personal student belongings, and performing other parental duties will not be required to have a background check. Parents who do not have a current background check should refrain from loitering in the band facilities or with students during band activities.

MCHS Band Parent Code of Conduct

MCHS Band Parents are asked to present themselves in a positive manner while supporting our students.

a. The MCHS Band has a tobacco free policy within view of any student at meetings, competitions, concerts, trips, etc. Smokers are asked to utilize designated smoking areas at public events. If no designated smoking area is available, smokers are to refrain from smoking within 50 feet of students.
b. No drinking of alcoholic beverages will be tolerated, under any circumstances, while attending, volunteering at, or chaperoning any MCHS Band sponsored event.
c. No illegal drug use will be tolerated, under any circumstances, while attending, volunteering at, or chaperoning any MCHS Band sponsored event.
d. No swearing or inappropriate language will be tolerated, under any circumstances, while attending, volunteering at, or chaperoning any MCHS Band sponsored event.

As a parent of a MCHS Band Student, I agree to abide by and follow the guidelines listed below:

a. I will provide support to the MCHS band program and its students and staff.
b. I will provide support for the other MCHS band volunteers working with the students to provide a positive experience for all.
c. I will be a positive role model for my child and encourage him/her to show respect and courtesy.
d. I will demonstrate positive support for all MCHS band members, staff, judges and other spectators at every performance and/or competition.
e. I promise to, and will require my child to treat all band members, directors, officials, parents, volunteers and spectators with respect regardless of race, creed, color, gender, age, sexual orientation, special needs, or ability.
f. I will treat all band members, directors, officials, parents, volunteers and spectators with dignity in language, attitude, behavior, and mannerisms.

Examples of words or actions that will violate the Code include, but are not limited to the following:

a. Using profane, intimidating, offensive or vulgar language, mannerisms, photos, or electronic communications, or violating the MCHS band social media acceptable use practice.
b. Making inappropriate physical contact with a student, taunting or threatening of any student, school employee, volunteer, judge, school administrator, or spectator.
c. Going into a dressing room or hotel room of a student or staff member without their permission or obstructing their access to, or exit from, said room.
d. Perpetuating bullying, false accusations, or intimidating behavior with the intent of damaging the personal, social, or professional reputation of the MCHS Band, any student, school employee, volunteer, judge, school administrator, or spectator.
e. Any behavior that would warrant the summoning of law enforcement officials, school security, or school administrators.
f. Any other conduct that is not in compliance with the tenets of the MCHS Band or the MCSD.

MCHS Band Parents who violate the Parent Code of Conduct may be subject to disciplinary action. Disciplinary actions may include the following:

a. Conference with the Band Director and School Administration
b. Removed from volunteering with the MCHS band and students
c. Being permanently trespassed from all MCSD properties, and school events.

Arkansas Law 6-17-106 states that it is unlawful for any person to use profane, violent, vulgar, abusive or insulting language toward any public-school employee during the course of his/her duties. Said person shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than $100 nor more than $1,500.

Visitors who are disruptive become "trespassers" as defined in A.C.A. § 6-21-606. As such, they lose their right to be on campus.

Any persons who shall, by any boisterous or other conduct, disturb or annoy any public or private school in this state or any person not a student who after being notified to keep off the school grounds during the school hours by the board of directors, the superintendent, or principal teacher in charge of any such school shall continue to trespass on or go upon the grounds, whether at recess or during the sessions of the school, shall be guilty of a violation and upon conviction shall be fined in any sum not exceeding one hundred dollars ($100), payable into the general school fund of the county.

Legal References: A.C.A. § 6-21-606
A.C.A. § 6-21-60

2026-2027
Magnet Cove Athletic Department

Student Athlete and Parent Athletic Handbook

Mission Statement

The mission of the Magnet Cove Athletic Department is to help students develop into contributing members of society by developing their work ethic, character, and fitness.

Philosophy

Athletics can offer young people the opportunity to develop in ways no other activity can. Many of the valuable characteristics needed in life can be developed in athletics. We will focus on five main areas—Pride, Work Ethic, Competition, Teamwork, and Enthusiasm. These are five ideals that will help transform our student athletes into productive members of society once they have graduated from Magnet Cove.

Magnet Cove Athletes

Wearing the Black and Orange of the Magnet Cove Panthers is an honor and a privilege. This honor and privilege comes with many extra responsibilities. Our student athletes have to often live at a higher standard than other students. Athletes will be required to go through intense workouts, to spend long hours at practice and in competition, and to be under a microscope in regard to their behavior. Each participant will be viewed not only as an individual student, but also as a Magnet Cove athlete. If a student cannot live up to these extra responsibilities, then he/she will be removed from athletics. Participation in the Magnet Cove Athletic Program is neither a right nor a guarantee, but a privilege. This privilege must be taken seriously.

Magnet Cove Athletics
2026-2027 General Information (Guidelines)
Grades 3-12

1. Athletics at Magnet Cove is a privilege, and we expect our athletes to work harder and have more substance than our opponents. (Panther Pride)
2. Strict and fair discipline will be enforced in all sports. Each head coach will discuss his/her rules and expectations with his/her team at the beginning of each season. Coaches may elect to meet with the parents to discuss expectations. All team rules will be established and followed in an attempt to do what is best for the team. Failure to follow these rules could result in dismissal from the team, per the discretion of the Head Coach and/or Athletic Director.
3. Magnet Cove school teams and competitions have priority over ANY out-of-school team. Failure to follow this rule could result in removal from the team. (ex: summer league, AAU, travel ball)
4. If any athlete is dismissed from the team, a meeting with the AD, coach, parent, and the athlete will be held. The meeting will be held to discuss the reason for dismissal and also discuss what will be needed from the athlete to be able to rejoin the team at a later time, if at all possible.
5. The coaching staff at Magnet Cove will make every possible attempt to help your child reach his/her potential. Throughout the year, coaches attend clinics, view coaching videos, and read coaching books and manuals for new ideas and strategies. We would like for every athlete to play as often as possible; however, athletes have different abilities that allow some to play more and some to play less. Encourage your child to do whatever is necessary for the team to be successful.
6. The coaching staff at Magnet Cove is available to meet with you. Each coach has a daily conference period built into his/her teaching schedule, which is posted on their school web page. Please do not hesitate to make an appointment to talk with the coach/coaches. Please do not, however, confront the coach after a game. Emotions are too sensitive, and it will be better for everyone to wait 24 hours to "cool off." If the '24 hour rule' is broken, all communication regarding that subject may end. There are three things that will not be discussed with a coach. Those are playing time, other people's children, and coaching philosophy. Each coach will do his or her best to put the most competitive team on the field or court. Athletes are judged by strength, effort, speed, ability, and character. These criteria determine which position they play and how much they play that position. The younger the team, the more the coaching allows for additional opportunities to play by every team member. Magnet Cove athletics is competitive. We expect our teams to compete for championships, and the best athletes that make our teams successful will receive the most participation time. Coaches will run systems that best suit the strengths of the team. There is not a person out there who wants to win more than that sports head coach. Support and trust the coaching staff at Magnet Cove as they are doing the best job possible.
7. All teams have a progressive system in place. Some players may be moved up at the completion of their season onto an older team. This decision will be made by the head coach of that sport. For example: A junior high athlete may move up and compete with the senior high squad.
8. Athletes only participating in baseball, softball, track, cheer, volleyball, golf, and cross country will have after-school practices.
9. Athletes competing in all sports are expected to attend team camps and summer workouts. A year-long training program is essential for success. Athletes need to be adjusted to the heat when practices begin in late summer. A good part of the summer is taken up by this type of training, but there will still be plenty of time for athletes to take vacations or just enjoy some time off. Parents are STRONGLY encouraged to plan these vacations during the AAA mandated 'Dead Period.' The Dead Period for Summer 2027 will be from June 21-July 4. Coaches of each sport will do their best to have a schedule made out as early as possible to give families plenty of time to plan vacations.
10. Some events are scheduled by the Arkansas Activities Association, and some are scheduled by the coaching staff. We do our very best to avoid conflicts with our programs, but there are times when athletes must make a choice as to which program they will participate in. Understand that certain events designated by the AAA may conflict with a scheduled event at Magnet Cove. The administration at Magnet Cove encourages students to participate completely in areas in which they are involved. If a situation arises where a student-athlete has a conflict in his/her schedule and two or more school sponsored activities are going on at the same time, whether that be a camp or a competition, the student-athlete will make the decision on which one to attend. Neither coach will punish or influence him/her for the decision made.
11. Athletes are expected to dress out for practice and games unless they are absent from school under a doctor's care. There are times when the coaching staff will determine if an athlete is too ill to participate. The coach needs a <u>doctor's note</u> to avoid any confusion regarding the health of your child. An athlete MUST notify the head coach of their sport before practice starts that they will not be there.
12. All athletes will travel to athletic events on the team bus or school vehicle. Parents may sign their child out. A parent must provide to his/her coach with some written form of communication (note sent to school, text, email, etc.) if the athlete is to ride home with

another adult. Once athletes board the bus, they can only be signed out by a parent. Football players must follow the same procedure; however, they may not be allowed to ride home with a parent because they have large equipment responsibilities. Cross country, track, basketball, volleyball, baseball, and softball players, and cheerleaders will be allowed to sign out when they have completed all their events. Please sign athletes out with their head coach. The coach or designee will be available shortly after the game.

13. For an athlete to receive a letter, he/she must complete the entire season, including ALL state series competitions. Letter jackets are bought for athletes by the Magnet Cove athletic department. Patches and jacket additions will be paid for by the athlete.
14. Coaches at Magnet Cove have the highest goals and expect the athletes to share these goals by practicing and playing at a level of near perfection. Athletes will not be verbally or physically abused by coaches. There are times when a coach may have to "get on a player" in order to improve performance. Our philosophy as a staff is to be positive with our teams in order for them to reach peak performance. However, coaching requires an intense level of communication that must be understood by the athlete. It is necessary for coaches to be loud at times to make their point. Players must be corrected often for perfection to be reached. Our coaches will make every effort to keep from degrading your child. At certain times, it may be necessary for a coach to raise his voice or take a hands-on approach when coaching. Physically touching an athlete to get them to move, turn, or react to an action taking place is needed for teaching proper technique. At no time will a coach do anything to physically injure an athlete in order to teach, nor will they physically handle an athlete in anger. We understand that our job is to teach competitive athletics in a manner that will get the most effort and ability from your child.
15. Athletes at Magnet Cove will spend more time practicing to play than actually playing. Each coach has a daily practice plan to ensure a quality practice. Practices other than during the school day are necessary for quality play. Practices normally run approximately two hours in length. There may be times when practice will go longer because of the need to execute things properly. The staff will do its very best to be consistent with the length of practice time. Practices are open to spectators. It is, however, important that there are no interruptions during practice. Spectators should not talk to players or coaches. The coaching staff reserves the right to close practices if he/she feels it is necessary.
16. Inappropriate behavior during athletic events will not be tolerated. Verbally abusive language at coaches, players, fans, or officials, whether our own or opposing, is unacceptable. We all want our teams and players to be successful, but self-control must be maintained by spectators. Immediate removal by the administration of Magnet Cove Schools will occur if game behavior is not controlled. Do your best to support our teams by positive actions and comments. Everyone involved is trying to do his/her best.
17. Athletes are expected to have self discipline, be respectful, and be well behaved. Athletes will act in a manner that is beneficial to the team, both on and off the court or field. A good impression of the school is a very important aspect of sportsmanship. Inappropriate behavior will be dealt with according to the specific situation. The consequences can range from minor (running) to major (dismissal). Incidents will be dealt with on an individual basis.
18. Senior gifts will be awarded to those athletes who lettered during their senior year.
19. All athletes are encouraged to attend the end of season sports banquet.
20. All athletes must be in good standing with the district and athletic department before trying out or participating on a team.

Parent/Player/Coach Communication

Chain of Command Protocol:

1. Player – Coach
2. Parent – Coach
3. Parent – Athletic Director
4. Parent – Supervising Principal
5. Parent – Superintendent

Coach Webb: webbr@magnetcove.k12.ar.us
Coach Adams: dean.adams@magnetcove.k12.ar.us
Coach Bowen: lowell.bowen@magnetcove.k12.ar.us
Coach Williams: chris.williams@magnetcove.k12.ar.us
Coach Alexander: kevin.alexander@magnetcove.k12.ar.us
Coach Henson: kevin.henson@magnetcove.k12.ar.us
Coach Ferrell: annagrace.ferrell@magnetcove.k12.ar.us
Coach Jones: grady.jones @magnetcove.k12.ar.us
Coach Dawson: eli.dawson@magnetcove.k12.ar.us
Coach Hughes: alicia.hughes@magnetcove.k12.ar.us

Issues Not Appropriate to Discuss with a Coach:

1. **Playing time**
2. **Team strategy**
3. **Play calling**
4. **Other student athletes**

Procedure for Discussing a Concern with a Coach:

Call or email coach to set an appointment.
The Magnet Cove High School phone number is 501-332-5466, and the Magnet Cove Gymnasium number is 501-332-2680. If the coach cannot be reached, call or email Coach Webb, the Athletic Director. A meeting will be set up for you.

Please do not attempt to confront a coach before or after a contest OR practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

The Next Step:
When a meeting with the coach did not provide the parent with a satisfactory resolution, he/she should do the following:

1. Call or email to set up a meeting with the Athletic Director (501-332-2680, webbr@magnetcove.k12.ar.us). You will then fill out an Athletic Complaint form and an investigation will be conducted

2. Continue down the chain of command protocol listed above.

Parenting and coaching are both difficult jobs. By establishing an understanding of each position, we are better able to accept the actions of others and provide greater benefits to the student athlete.

If a parent contacts a coach/administrator and in doing so skips one or more steps on the chain of command, the parent will immediately be directed back down the chain to the proper coach/administrator.

Mandatory Drug Testing

Mission Statement

The Magnet Cove School District recognizes that drug abuse is a significant problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and development. Drug abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications. Participants in all activities sanctioned by the Arkansas Activities Association are subject to random drug screening. This policy is covered in depth in the MCHS Student Handbook.

Student Athlete Academic Requirements

Academic Requirements and Eligibility

Participants must meet all guidelines established by the Arkansas Activities Association, the Arkansas Department of Education, and the school district. As a minimum, students must maintain a "C" average (2.00 GPA) or be enrolled in an approved Supplemental Instruction Program, and have earned two credits toward graduation during the previous semester.

Junior High Academic Requirements as stated in the AAA Handbook:
A student promoted from the sixth to the seventh grade automatically meets the academic eligibility (scholarship) requirements. A student promoted from the seventh to the eighth grade automatically meets the academic eligibility requirements for the first semester.

The second-semester eighth-grade student and the first-semester ninth-grade student meet the eligibility requirements for junior high by successfully passing four (4) academic courses the previous semester, three of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools. Ninth grade students must meet senior high academic eligibility by the end of the second semester in order to be eligible to participate during the fall of their tenth grade year.

Academic eligibility must be verified by the coach for each athlete before the season starts. The high school registrar will then certify each student's grades for eligibility. Athletes must earn two credits toward graduation per semester and have a 2.0 GPA to be eligible. Parents and students alike should monitor grades to ensure that the student athlete does not fall into academic distress.

Supplemental Instruction Program (SIP)

To participate in interscholastic competition, students passing four academic courses but failing to meet the 2.0 GPA requirement must be enrolled in and must attend 100 minutes per week in a Supplemental Instruction Program (SIP) that meets established criteria and is approved by the AAA. Students are not allowed to remain in the program if they do not meet the minute requirements each week. In addition, students who earn two credits and fail to attain a 2.0 will be eligible to participate if they are enrolled and regularly attend the Supplemental Instruction Program.

To maintain eligibility under the Supplemental Instruction Program and to be eligible to continue for a second semester, the student must show improvement of at least one tenth of one point in his/her GPA after the first semester of participation in the supplemental program. To continue to participate following the second semester in the SIP, the student must have reached the 2.0 GPA as well as passing four academic courses. The maximum length of involvement in SIP is two consecutive semesters. If a student earns a GPA of 2.0 and leaves the SIP, that student may later return to the SIP for a maximum of two semesters if the GPA drops below 2.0. The AAA will be requesting that the GPA of each student involved in the SIP be submitted each semester until the student makes a 2.0 or completes the maximum semesters allowed.

ELIGIBILITY
(From the Arkansas Activities Association Handbook)

The following pages are only a small excerpt from the AAA Handbook. This handbook can be found online at the AAA website (http://www.ahsaa.org/). Any questions regarding a student athlete's eligibility should be directed to the sport's coach or to the athletic director.

ARTICLE III
ELIGIBILITY
SECTION 1. ATHLETIC COMPETITIVE ACTIVITIES

A. Participation in competitive interscholastic activities as a part of a school's educational program is a privilege and not a right. The eligibility rules of this association are designed to promote the educational values derived from participation in interscholastic activities, prevent exploitation of youth by special interest groups, and to ensure that interscholastic activities shall remain an integral part of the educational program.

B. Students wishing to participate in interscholastic activities shall have the opportunity to become eligible for these activities when they meet ALL eligibility rules. They will remain eligible for the opportunity to participate provided they do not: (1) exceed any limitations, (2) fail to meet any minimums, or (3) violate any other rules of the association. They may, however, regain their opportunity to participate at a later date by correcting any deficiencies that caused the ineligibility.

C. Students who exceed the junior high age rule or junior high semester rule limitations may have the opportunity to be eligible for senior high activities.
NOTE: Students who exceed the senior high age rule or the senior high semester rule limitations shall have no further opportunity to be eligible.

D. Eligibility rules apply to students in grades 7-12 inclusive; specific rules for junior high schools apply to students in grades 7-9 inclusive; specific rules for senior high schools apply to students in grades 9-12 inclusive. A ninth grade program is considered to be the varsity junior high team regardless of where the students are housed.
NOTE: In the rules that follow, the singular includes the plural and the plural includes the singular as the context requires or permits. Where appropriate, personal pronouns refer to either gender.

Rule 1. DOMICILE.

A. Public Schools.

1. A student's eligibility for interscholastic athletics shall be in the public school district of the parent's domicile or the specific attendance zone in a public school district with multiple schools. The AAA recognizes only one domicile for eligibility. A change in domicile consists of a complete and bona fide move from one domicile to another. A student may meet the domicile requirement at another AAA member school after attending said member school for one calendar year (365 days from initial enrollment).

2. A student may meet the domicile requirement at a AAA member school after attending said member school for one calendar year (365 days from initial enrollment).

3. A student shall also meet the domicile requirement if the student receives a transfer (school choice/board to board) from one school to another. Transfers must take place by June 1 before a student enters grades 7-10 and requires that a CSAP form has to be completed and filed with the receiving school and AAA.

4. Students transferring after June 1 prior to grades 7-10 shall not be eligible for the current school year unless there is a bona fide move from one public school district into the public school district that the student will be attending.

5. When a public school is closed, any student from the closed school may transfer by school choice or board to board transfer by June 1 of the calendar year in which their resident district is closed and shall be eligible to participate in extracurricular activities

B. Nonpublic Schools.

1. Students who enroll at a nonpublic school must do so by June 1 before entering grades 7-10 to be immediately eligible for interscholastic athletic participation. A CSAP form has to be completed and filed with the receiving school and AAA. Students enrolling in a nonpublic school after the period provided for immediate eligibility above shall be ineligible for 365 days.

2. A student whose parents live outside of a 25 mile radius and make a bona fide move within a 25 mile radius of the nonpublic school also meets the domicile requirement for eligibility.

3. A student may meet the domicile requirement at a AAA member school after attending said member school for one calendar year (365 days from initial enrollment).

C. Public Charter School.

1. For athletic eligibility purposes, a public charter school student must be enrolled by June 1 before a student enters grades 7-10, and requires that a CSAP form has to be completed and filed with the receiving school and AAA. Students enrolling after June 1 prior to grades 7-10, shall not be eligible for the current school year.

2. A student may meet the domicile requirement at a AAA member school after attending said member school for one calendar year (365 days from initial enrollment).

NOTE: A student whose parents live outside of a 25 mile radius and make a bona fide move within a 25 mile radius of the public charter school also meets the domicile requirement for eligibility.

D. Homeschool - Resident District/Specific Attendance Zone. In accordance with ACT 475 of 2025, a home school student shall be given the opportunity to try out for an athletic or non-athletic competitive activity or team in their resident public school district or specific attendance zone if the following criteria are met:

1. Inform the principal of the resident school district in writing of their request to participate in the interscholastic activity before the signup, tryout, or participation deadlines established for students enrolled in the resident school district.

2. Provide the principal documentation that the student has demonstrated academic eligibility by obtaining: a minimum test score of the thirtieth percentile on The Stanford Achievement TestSeries, Tenth Edition, or another nationally recognized norm-referenced test in the previous (12) months, or a minimum score on a test approved by the State Board of Education.

3. In order to be eligible to participate, the student must be enrolled in at least 1 period or zero hour activity within the first (11) days of the fall or spring semester.

4. Meets the same requirements as enrolled students in regards to practice times, required drug testing, permission slips, waivers, physical exams, and participation fees.

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5. Required to be at school only when participation in the interscholastic activity requires other students who participate in the interscholastic activity to be at school.

6. Be transported by the resident school district to and from interscholastic activities as the resident school district transports other students who are enrolled in the resident school district; and enrolled by his or her resident school district in a nonacademic class period that coincides with the interscholastic activity in which the homeschooled student participates in order for the resident school district to receive an amount equal to one-sixth (1/6) of the state foundation funding.

7. A homeschooled student shall not be eligible to participate in an interscholastic sports activity in the homeschooled student's resident district if he or she withdrew from an interscholastic activity that is a varsity sport athletic activity at the resident public school district during the previous 365 days.

E. Homeschool - Non-Resident District. In accordance with ACT 475 of 2025, a homeschool student shall be given the opportunity to try out for an athletic or non-athletic competitive activity or team at a public school district other than the resident public school district if the following criteria are met:

1. A homeschooled student may begin participating in an interscholastic activity that is an athletic activity at a public school district other than his or her resident district if the homeschooled student is approved to participate by June 1 of the school year for which the homeschooled student will be enrolled in grades 7-10 AND a CSAP form is completed and on file with the receiving school and AAA prior to interscholastic competition.

2. Provide the principal documentation that the student has demonstrated academic eligibility by obtaining: a minimum test score of the thirtieth percentile on The Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test in the previous (12) months, or a minimum score on a test approved by the State Board of Education.

3. In order to be eligible to participate, the student must be enrolled in at least 1 period or zero hour activity within the first (11 days) of the fall or spring semester.

4. Meets the same requirements as enrolled students in regards to practice times, required drug testing, permission slips, waivers, physical exams, and participation fees.

5. Required to be at school only when participation in the interscholastic activity requires other students who participate in the interscholastic activity to be at school.

6. Be transported by the non-resident school district to and from interscholastic activities as the school district transports other students who are enrolled in the resident school district; and

enrolled by the non-resident school district in a nonacademic class period that coincides with the interscholastic activity in which the homeschooled student participates in order for the non-resident school district to receive an amount equal to one-sixth (1/6) of the state foundation funding.

7. A homeschooled student shall not be eligible to participate in an interscholastic sports activity if he or she withdrew from a varsity interscholastic sports activity at a AAA member school district during the previous 365 days.

F. Homeschool - Nonpublic School. In accordance with ACT 475 of 2025, a homeschool student shall be given the opportunity to try out for an athletic or non-athletic competitive activity or team at a nonpublic school if the following criteria are met:

1. A homeschooled student may begin participating in an interscholastic activity that is an athletic activity at a nonpublic school if the homeschooled student is approved to participate by June 1 of the school year for which the homeschooled student will be enrolled in grades 7-10 AND a CSAP form is completed and on file with the receiving school and AAA prior to interscholastic competition.

2. Provide the principal documentation that the student has demonstrated academic eligibility by obtaining: a minimum test score of the thirtieth percentile on The Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test in the previous (12) months, or a minimum score on a test approved by the State Board of Education.

3. In order to be eligible to participate, the student must be enrolled in at least 1 period or zero hour activity.

4. Meets the same requirements as enrolled students in regards to practice times, required drug testing, permission slips, waivers, physical exams, and participation fees.

5. Required to be at school only when participation in the interscholastic activity requires other students who participate in the interscholastic activity to be at school.

6. Be transported by the nonpublic school to and from interscholastic activities as the nonpublic school district transports other students who are enrolled in the school; and enrolled by the 2024-2025 AAA Handbook - Page 37 nonpublic school district in a nonacademic class period that coincides with the interscholastic activity in which the homeschooled student participates.

7. A homeschooled student shall not be eligible to participate in an interscholastic sports activity if he or she withdrew from a varsity interscholastic sports activity at a AAA member school district during the previous 365 days.

G. Complete and Bona Fide Change of Domicile. Under the domicile rule, a complete (total) and bona fide change of domicile (move in good faith) shall occur when a student's parent(s) abandons their former home as a domicile and makes a permanent move into a home that is their sole domicile in another school district/attendance zone. A change of domicile shall be made with the intent that it is permanent.

Two legal domiciles shall not be allowed for eligibility purposes under the complete and bona fide change of domicile rule. A change of domicile for the purpose of creating interscholastic athletic eligibility shall not be considered a complete and bona fide change of domicile and the student shall be declared ineligible at all AAA schools for one (1) calendar year.

Under the domicile rule, when a complete and bona fide change of domicile is made, the student may remain at the AAA school he/she has been attending and shall retain his/her eligibility, if he/she has been in attendance at the school for at least one (1) calendar year and has not enrolled in another school during this time.

Determination of what constitutes a complete and bona fide change of domicile shall depend upon the facts of each case, but in order for a change of domicile to be considered complete and bona fide at least the following facts shall exist:

1. The original domicile shall be abandoned as a domicile. It shall be either sold, in the process of being sold, or rented to a non-family member on a long-term lease (1 year).

2. It shall not be used as a domicile by any member of the family.

3. If the original domicile is not in the process of being openly advertised for sale or rent, the family shall have all the utilities disconnected in this domicile.

4. The parent(s) or family shall take all personal belongings, household goods, and furniture unless the original domicile is rented furnished and a legal lease agreement shall state exact furniture/items to remain in the domicile.

5. The parent(s) shall change their mailing address to the new address, assess property in the new district, register to vote in the new district, change all records to the new address, secure insurance covering property at the new address, place utilities in their name at the new address, register automobiles and/or boats at the new address, change their drivers license to the new address, stop mail delivery at the previous address, and completely abandon their relationship to the previous domicile.

H. Arkansas Legal Attendance.

Domicile, transfer, and legal attendance rules apply only to students whose parents reside in the state of Arkansas, transfer within the state of Arkansas, or meet the Changing Schools / Athletic Participation(CSAP) guidelines. CSAP forms may only be used by schools within the state of Arkansas.

I. Same Sport Season. A student changing schools for any reason who has been a member of an athletic team may not participate in the same sport at the receiving school during the same defined sport season.

J. CSAP Forms. In accordance with ACT 475 of 2025, the following guidelines apply for CSAP forms.

1. A Changing Schools/Athletic Participation (CSAP) document stating that the student was not recruited and did not change schools for athletic purposes must be signed prior to participation by:

a. The superintendent of the previous school.

b. The superintendent of the new school.

c. The parent(s) or legal guardian(s), witnessed by the new (receiving) school's superintendent or a notary public.

2. CSAP forms shall be used for the eligibility of public school, nonpublic school, charter school, home school, and boarding school students who are enrolled in the receiving school other than their resident district by June 1 prior to entering grades 7-10.

3. CSAP forms have to be completed and filed with the receiving school and AAA.

K. JV CSAP Forms. A student meeting all eligibility requirements except the transfer requirements shall be eligible to participate in junior varsity competition as long as the JV CSAP form is signed by both school superintendents and parents before the student participates interscholastically. JV CSAP forms have to be completed and filed with the receiving school and AAA.

L. Athletic Release Form. An Athletic Release Form must be completed prior to a student attending or participating in a camp, clinic, private or group instruction/training, or on a non-school team that is organized, led, or coached by any person affiliated with a AAA member school other than the school in which the student is currently enrolled. The Head Coach of

each school team is responsible for ensuring every coach, registered volunteer or anyone who assists in any capacity with the coaching or training of the school team completes this form prior to working with any student who is not enrolled in your school or feeder school. Failure to complete this form prior to working with a student who is not enrolled in your school or feeder school may result in the school being placed on warning, probation or suspension and/or fined up to $200.

M. Non-School Coach. Article III, Section 1, Rule 1, I. Non-School Coach. A coach, registered volunteer, or anyone who has assisted in any capacity with the coaching or training of a school team (within the last 365 days) who also coaches a non-school team or assists in any capacity with the coaching or training of a non-school team, organized program, or individual training(within the last 365 days) is defined as a non-school coach. A school that allows a student to participate who has transferred, moved or for any reason is attending a new school where the student's non-school coach is a school coach is subject to action against the school through one of the following penalties: warning, probation, suspension, or expulsion.

N. Return to Resident District A student who returns back to the public school district of the parent's domicile within the first eleven days of the fall or the spring semester of that district shall become eligible after attending one day of classes if the student would not be in violation of the Same Sport Season rule. (Bylaws, Article III, Section 1, Rule 1-6)
NOTE: This rule does not apply to magnet, specialty, competitive entry, or public charter schools because they do not have specific attendance zones.

Rule 2. DISTRICT CONVERSION CHARTER SCHOOL. Any student that is enrolled in a public school approved as a school of innovation pursuant to Ark. Code Ann. SS6-15-2801 et seq. or authorized as a district conversion charter school pursuant to Ark. Code Ann. SS 6-23-101 et seq. may, at the discretion of the local school board of directors, be eligible to attend any class, academic program, or participate in any extracurricular activity or program offered by another school in the district, if the public school in which the student is enrolled does not offer the same or similar class, academic program, or extracurricular activity program. The school of innovation or district conversion charter school shall participate at the same classification as the highest classified school in the district.

Rule 3. ELIGIBILITY IN OTHER SITUATIONS.

A. Foreign Student Eligibility. A foreign student attending an AAA member school may be eligible for competitive interscholastic participation for a maximum of one school year or two consecutive semesters under ONE, but not both, of the following circumstances.

1. J-1 Visa. A foreign student who holds a valid J-1 Visa and who is in a recognized exchange program must meet all eligibility rules except the domicile requirement, which shall be waived the first year of school attendance in the United States. Recognized exchange programs are those listed for the current year on the Council of Standards for International Education Travel (CSIET) Advisory List. Such students shall be eligible for only one school year beginning with their initial enrollment.

2. F-1 Visa. A foreign student who holds a valid F-1 Visa and who attends an AAA member school shall not be eligible for interscholastic competitive participation until he meets the domicile rule requirement established after attending said member school for one calendar year (365 days from initial enrollment). Such students shall be eligible for only the next two consecutive semesters. The student must also meet all other eligibility requirements.
NOTE 1: Additional periods of eligibility shall not be recognized when a student extends school attendance under a different visa or for any other reason. Eligibility requirements also include: bona fide student, dropout, semester, age, amateur, tryout, and scholarship (academic) rules.

NOTE 2: A foreign student who has graduated in his home country shall not be eligible.

NOTE 3: Foreign student eligibility applies to athletic competition.

NOTE 4: The AAA will only recognize the legal adoption of a foreign student that occurs in a

U.S. court.

NOTE 5: The Foreign Exchange Student Eligibility Form must be completed and returned to the AAA Office.

B. Foreign Student Residency. No member of the school's administration, coaching staff, or athletic director, paid or voluntary, shall serve as the host family for any foreign students who participate in athletics.

C. Legal Adoption. A student legally adopted and attending school in the district in which his adoptive parents reside meets the domicile requirement.

D. Parental Custody.

1. A student whose parents are divorced or legally separated meets the domicile requirement in the district in which the parent having primary legal custody resides.

2. In the case of joint custody, the student is eligible in the district of the parent with whom the student is living at the beginning of the school year.

NOTE 1: A legal separation is one requiring court action by a judge.
NOTE 2: Legal guardianship cannot be used for eligibility purposes.

E. Boarding School. A student residing at a school consisting 50% or more boarding students meets the domicile requirement when enrolling in school by June 1 prior to entering grades 7-10. If a student is coming from an Arkansas school, CSAP forms must be signed.

F. Training Schools. A student attending the training schools operated by the State of Arkansas or privately operated schools recognized by state courts or social services as serving the same purpose as a training school meets the domicile requirement on his initial enrollment in the public school assigned by these institutions.

G. Arkansas Virtual Academy. The eligibility for interscholastic athletics and activities for students of Arkansas Virtual Academy, Arkansas Connections Academy or any other virtual school located in the state of Arkansas and approved by the Arkansas State Department of Education shall be in the public school district of the parent's domicile provided the student meets all AAA eligibility rules with the exception of the bona fide student rule.
NOTE: The student must be enrolled at least one period a day in the AAA-member public school district of the parent's domicile to be covered by the AAA catastrophic insurance.

H. School Board Actions Recognized.

1. When a public school district has a School of Innovation that does not offer an athletics program, the public school district board of education may assign a student to compete at a school within the district with a specific attendance zone. Magnet, specialty, or competitive entry schools do not apply because they do not have specific attendance zones.

2. When a school's board of education discontinues a nonpublic school, a student meets the resident requirement in the district of his parent's domicile or at another private school in the area.

I. Providing Incorrect Domicile Information. If a parent or guardian either knowingly or unknowingly provides incorrect information concerning a student's domicile, the association may declare the student ineligible for athletic competition with any AAA member school for a period of up to 365 days from the date of the action on ineligibility.
NOTE: If false domicile information is provided to the school, the school may not be required to forfeit games.

J. Transfers Involving Nonmember Schools.

1. From Nonmember to AAA Member School.

a. A student attending a non-member school in Arkansas (including a home-schooled student) who returns to the public school district of his parents' domicile shall become eligible immediately after attending one day of classes.

b. A student meets the domicile requirement upon transferring to an Arkansas nonpublic member school if the student has attended one full year at the non-member school in Arkansas and if the transfer occurs by June 1 prior to entering grades 7-10.

K. Nonpublic School Student Participation at Resident Public School.

A nonpublic school student may participate in an interscholastic activity or athletic activity at the resident public school or open enrollment charter with a campus located within the resident school district school if the nonpublic school does not offer the interscholastic activity. The student must be enrolled in at least one period or zero hour activity at the public school in order to be covered by catastrophic insurance and for the public school to receive one-sixth (1/6) of the state foundation funding for the student's participation.

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Attendance at School, Games, and Practices

Student athletes must attend class for at least 50% of the school day on the day of an interscholastic competition or practice, unless excused for another school-sponsored activity. Failure to do so may result in the student not being able to play or practice that day. A building administrator may grant exceptions (such as doctor appointments, funerals, etc.) to the above rule prior to an absence. A student who knowingly or unknowingly participates in a practice or game in violation of this rule may be suspended from participating in the next scheduled game or practice, or both.

Student athletes are expected to participate in all scheduled interscholastic competitions and practices. If a student athlete misses a practice or competition, then the STUDENT ATHLETE should contact the coach. The student athlete may have consequences that range from extra conditioning to loss of playing time.

If a future absence is known, then the STUDENT ATHLETE should contact the coach as soon as the absence is known. The student athlete may have consequences that range from extra conditioning to loss of playing time.

NOTE: Coaches are expected to be present at least 30 minutes prior to the start of any scheduled practice to allow student athletes time to dress for practice and to provide supervision of student athletes as they arrive.

Lockers and Locker Rooms

Lockers will be provided for team members. Locker room conduct should be civil and respectful. There should be no horseplay, rough-housing, hazing, or initiations. Locker rooms should be kept neat, free of litter, and personal items should be locked in assigned lockers.

Damaged lockers will be the responsibility of the athlete to which they are assigned. Damage to lockers should be reported to your coach immediately upon notice. Cell phones and smart phones with cameras and recording devices should not be used while in the locker rooms. Students who violate this rule may be subject to immediate suspension or dismissal from the athletic program.

Social Media

All stakeholders in the athletic program (coaches, student athletes, parents, and fans) should realize that different forms of social media may be used to communicate program information. Student athletes should refrain from posting comments or pictures that are not conducive to positive team chemistry or could constitute a violation of the Code of Conduct. If you have a question about appropriateness,

you may visit with your coach. Social Media is not to be used to criticize or critique players, coaches, administrators, or teachers of the Magnet Cove School District or any of its athletic teams. Any negative social media postings will fall under the scope of conduct detrimental to the team and could result in disciplinary action or dismissal from the team.

NOTE: Treat every conversation you have on Twitter or Facebook as if it were a nationally televised press conference.

Bullying, Hazing, and Harassment

Any form of bullying, hazing, and/or harassment will not be tolerated, whether adult to adult, adult to student, or student to student. If this occurs to a student athlete, he/she should report this immediately to their building administrator or coach. Student athletes committing the offense may be subject to suspension or dismissal from the team for the remainder of the season and from the athletic program for an entire school year. This may be in addition to the regular discipline that he/she is subject to according to school board disciplinary guidelines.

Multi-Sport Philosophy

It is the philosophy of the Magnet Cove Athletic Department to encourage and allow student athletes to participate in multiple sports/activities. Therefore, the coaching staffs of individual sports and activity directors/sponsors must communicate and make arrangements for multiple-sport student athletes to participate in more than one sport/activity (this includes band, FFA, Beta, FBLA, FCCLA, etc.).

In the event that a student athlete participates in multiple school-sponsored AAA-recognized sports/activities that have overlapping seasons, the following guidelines will be followed:

A. Interscholastic competition will take priority over practice.

B. In the event that interscholastic competitions for multiple-sport student athletes are scheduled on the same date, then the following order of priority will be used to determine what competition the student athlete will participate in:

1. A state championship competition
2. A state playoff competition
3. A state-event qualifying competition
4. A conference-level competition
5. A non-conference or non-state qualifying competition

In the event that the conflict cannot be settled by the above criteria, then the student athlete and his/her parents in conjunction with the Athletic Director will be allowed to choose the competition in which to compete.

- A student athlete will not be subjected to punitive actions from a coach if a scheduling conflict has to be resolved according to the above criteria.
- If another student athlete has to compete in the place of a student athlete that misses a competition because of a scheduling conflict, then the student athlete may be expected to earn his/her position or rank on the team back depending on the outcome of his/her replacement's performance.

Quitting Student Athletes

If a player is dismissed from a team for team or school violations, he/she may not participate in the next sport until that team's season ends. Athletes that do not finish their season are not eligible for post season awards and/or attendance at the sports banquet.

A player may be denied moving to the next sport by the coach, athletic director, or principal if a student has quit in a negative or disrespectful way or if the student has displayed negative behavior or actions directed at the coach, program, or school. This will be handled on a case by case basis, and will be at the discretion of the two head coaches and the AD.

If a student athlete quits a sport, he/she must turn in all athletic equipment to that head coach before being allowed to move to another sport. The student will be held financially responsible for any missing equipment or apparel that is not returned. All outstanding financial obligations shall be paid by the student athlete to the team he/she quit or was dismissed from prior to being approved to move on to the next sport. Failure to meet these obligations will result in the student being placed on the fines list and withholding of grade reports until paid.

Sportsmanship of Players and Spectators

The Magnet Cove School District, in conjunction with the National Federation of High Schools and the Arkansas Activities Association, expects all players and spectators to practice good sportsmanship in all aspects of competition. Expectations for each group are as follows:

Student Athletes

- Applaud along with spectators during introduction of players, coaches, and officials.
- Shake hands with opponents before/after the game.
- Accept the decisions of the officials.
- Avoid offensive gestures or language.
- Display modesty in victory and graciousness in defeat.
- Follow the rules of the game.
- Exercise self-control.
- Show respect for public property and equipment.
- At no time engage in any type of activity that would interfere with an opposing team's warm-up or demean their mascot/logo.

NOTE 1: If a student athlete receives any type of unsportsmanlike conduct penalty (technical fouls, yellow card, etc.), then the student athlete must meet with the coach. The coach will submit documentation of the meeting to the athletic director.

NOTE 2: If a student athlete is ejected or suspended from an interscholastic competition for reasons of conduct, then the student athlete must meet with the athletic director and coach prior to being reinstated for interscholastic competition. The meeting will be documented, and parents will be contacted.

Spectators

- Encourage and support your own team without being rude, negative, or derogatory to opponents.
- Do not wear extreme or unusual clothing to the game.
- No full face painting is permitted. Partial face painting is permitted, such as small markings on the cheeks.
- No derogatory or suggestive slogans on apparel.
- No bare chests are permitted; shirts must be worn.
- No throwing of trash on the playing surface or throwing of objects at other spectators.
- Negative, demeaning, or obscene yells before, during, or after the contest is prohibited.
- Do not turn one's back or hold up newspapers while teams are being introduced or when teams, cheerleaders, band, or dance teams are performing.
- Avoid criticism of game officials and sideline coaching.
- Stay off the playing surface.
- Take part in cheers with the cheerleaders.
- Show respect for public property and equipment.

Behavior Expectations

Acceptable Behavior

- Applaud during the introduction of players, coaches, and officials.
- Accept all decisions of the officials.
- Shake hands with other student athletes and coaches after the contest regardless of the outcome.

- Respect all student athlete competitors regardless of school affiliation.
- Search out opposing players to recognize them for outstanding performance or coaching.
- Applaud at the end of the contest for performances of all participants.
- Show concern for injured players regardless of the team.
- Encourage surrounding people to display only sportsmanlike conduct.
- During the National Anthem, students, participants, and fans should remove any hats, face the flag, not talk, and remain still until the end of the anthem.
- During the National Anthem, follow the music and lyrics precisely when singing.
- Cheerleaders should lead fans in positive school yells.

Unacceptable Behavior

- Making derogatory yells, chants, songs, or gestures.
- Booing or heckling officials or opposing teams.
- Criticizing officials in any way; displays of temper with an official's call.
- Refusing to shake hands or to recognize good performance.
- Blaming losses on contest officials, coaches, or participants.
- Laughing or name-calling to distract an opponent.
- Using profanity or displays of anger that draw attention away from the contest.
- Doing their own yells instead of following the lead of the cheerleaders.
- Demeaning acts such as audible remarks, actions, or gestures (ex: turning backward during introductions, holding up newspapers, shaking car keys, comments after each player is introduced, etc.)

Spectators who choose to demonstrate inappropriate conduct while attending any Magnet Cove athletic event, home or away, are subject to removal from the contest. No admission refund will be given if ejected or arrested. A severe violation of conduct by any fan may result in a ban from future games. Repeated offenses of inappropriate conduct may result in temporary or permanent suspension from Magnet Cove athletic events.

Felony Violations

The community, school administrators, and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. It is our intent to preserve rules that reasonably pertain to the health and safety of students. The welfare of the student is our major consideration.

If an athlete is convicted of a criminal act that is a felony, the following disciplinary action will be taken:

First Offense: The athlete will be dismissed from athletics for the remainder of the season.

Second Offense: The athlete will be dismissed from athletics for one calendar year.

Third Offense: The athlete will be dismissed from athletics for the remainder of his/her scholastic career.