Parents, students, teachers and administrators are involved in the development of school district student discipline policies. This committee meets annually to develop, revise, and recommend policies for the Student Handbook. **Parents, students, and teachers may contact the Superintendent of Ouachita Schools to request a hearing before the Ouachita Board of Education to consider revisions or provisions of the policies as outlined in the Student Handbook. This request is to be made in writing, with the specific policies in writing, proposed changes or revisions in writing, and addressed to The Superintendent of Schools.**

The Ouachita School District Personnel Policies Committee has also reviewed the policies of this student handbook and made recommendations as needed. The Ouachita School Board voted to adopt the current student policy handbook on May 23, 2014 at the regular school board meeting.

**STUDENT HANDBOOK COMMITTEE MEMBERS**

- Tristan Knoedl, High School Principal
- Ms. Amy Fulmer, High School Counselor
- Mr. Mark Schleiff, High School Teacher
- Mrs. Kandy Spurlin, High School Teacher
- Dr. Lisa Kissire, Curriculum Coordinator
- Logan Starkey, Student
- Jenny Stafford, Parent

**SCHOOL PHONE NUMBERS**

Superintendent’s Office ............................................................... 501-384-2318
High School Principal’s Office ................................................................. 501-384-2323
Elementary Principal’s Office ................................................................. 501-384-2341
Elementary Counselor’s Office ................................................................. 501-384-2322
Preschool Building ..................................................................................... 501-384-2304
Cafeteria .................................................................................................... 501-384-5342
Fax Number for School District ............................................................... Supt. Office 501-384-5615
High School Fax .......................................................................................... 501-384-5614
Elementary Fax .......................................................................................... 501-384-5616

E-MAIL ADDRESSES FOR ADMINISTRATION AND SUPPORT FACULTY
Superintendent - Mr. Larry Newsom ...................................................... larry.newsom@ouachitasd.org
Director of Curriculum & Instruction – Dr. Lisa Kissire ......................... lisa.kissire@ouachitasd.org
High School Principal – Tristan Knoedl ................................................. tristan.knoedl@ouachitasd.org
Dist. Bookkeeper – Mrs. Jill Williams .................................................... jill.williams@ouachitasd.org
Dist. Admin. Assistant – Mrs. Linda Wells ............................................. linda.wells@ouachitasd.org
Dist. G/T Coordinator – Mrs. Helen Cook ............................................. helen.cook@ouachitasd.org
Dist. Nurse – Mrs. Jill Saunders ............................................................ jill.saunders@ouachitasd.org
Dist. Technology Coordinator – Mr. Michael Acord ............................. michael.acord@ouachitasd.org
High School Counselor – Mrs. Amy Fulmer ........................................ amy.fulmer@ouachitasd.org
High School Admin. Assistant – Mrs. Sara Parish .................................. sara.parish@ouachitasd.org

E-MAIL ADDRESSES FOR HIGH SCHOOL OFFICE FACULTY
Counselor – Mrs. Amy Fulmer ................................................................. amy.fulmer@ouachitasd.org
Nurse – Mrs. Jill Saunders ........................................................................ jill.saunders@ouachitasd.org
Admin. Assistant – Mrs. Sara Parish ....................................................... sara.parish@ouachitasd.org
Clerical/Counseling/APSCN/Assistant-Mrs. Aleta Rowton ...................... aleta.rowton@ouachitasd.org
Distance Learning Para-Professional-Mr. Milton Paredes ....................... milton.paredes@ouachitasd.org

E-MAIL ADDRESSES FOR HIGH SCHOOL TEACHERS
Hall, Melinda ............................................................................................ melinda.hall@ouachitasd.org
Stone, James ............................................................................................ james.stone@ouachitasd.org
Brown, Corey ........................................................................................... corey.brown@ouachitasd.org
Burris, Jeff ............................................................................................... jeff.burris@ouachitasd.org
Holder, Mary ............................................................................................ mary.holder@ouachitasd.org
Fulmer, Heather ....................................................................................... heather.fulmer@ouachitasd.org
Helms, Chandra ....................................................................................... chandra.helms@ouachitasd.org
Jackson, Tamara ...................................................................................... tamara.jackson@ouachitasd.org
Lee, Heath ................................................................................................. heath.lee@ouachitasd.org
Miller, Kelley ........................................................................................... kelley.miller@ouachitasd.org
Mills, Nevada ............................................................................................ nevada.mills@ouachitasd.org
Nail, Anthony ........................................................................................... anthony.nail@ouachitasd.org
Poirier, Rena ............................................................................................ renee.poirier@ouachitasd.org
Ray, Clayton ............................................................................................. clayton.ray@ouachitasd.org
Knoedl, Katrina ......................................................................................... katrina.knoedl@ouachitasd.org

Bell Schedule for 2019/2020 School Year
Senior High ............................................................................................... 5th Period 7:55-8:40
Junior High ............................................................................................... 1st Period 7:55-8:40
ALMA MATER

(TUNE; AMERICA THE BEAUTIFUL)

On a lovely spot near the Ouachita, stands our dear old school
Where boys and girls from many homes find learning is the tool.

Chorus: Oh, Ouachita, my Ouachita! Long live our dear old school;
May fairness be a motto here; politeness be the rule.

OH BEAUTIFUL OUR SPIRIT HERE AS EVERYONE WILL SEE.
WHEN PARENTS JOIN THE STUDENTS HERE, TO SHOW OUR LOYALTY.

CHORUS: OH, OUACHITA, MY OUACHITA! LONG LIVE OUR DEAR OLD SCHOOL;
MAY FAIRNESS BE A MOTTO HERE; POLITENESS BE THE RULE.

OHS Mission Statement

It is the mission of the Ouachita School District to develop meaningful relationships with our
students and parents, to have high expectations that every student’s potential is met, and to instill
integrity in our students that will serve them in an increasingly diverse and changing 21st century.

GOALS OF THE OUACHITA SCHOOL DISTRICT
ACADEMIC EXCELLENCE
ETHICS
INTEGRITY
GOOD SPORTSMANSHIP

OUACHITA SCHOOL BOARD OF EDUCATION GOALS
Facilities and Grounds Improvements
Safety and Welfare of Students, Faculty & Staff
Improve Test Scores in All Grades (PARCC, ACTAAP, ITBS & ACT)
Continue Quality Professional Development Programs
Maintain High Standards/Expectations for Students, Staff, Community
Technology Advancement
HIGH SCHOOL GOALS
Improve Students’ Transitions Pre- and Post-Graduation
Promote a Culture of High Expectations
Improve Instructional Practices Utilizing the Teacher Excellence Support System (TESS)
Quality Professional Development for Instruction Based on Research and Best Practices
Integration of Student Technology Frameworks with Curriculum
Data Driven ACSIP Actions Based on Research and Best Practices
Utilize Common Core Standards (CCSS)
Continual Development of Positive Distance Learning Program

Ouachita School District participates in Art contests, Beta, Choir, Baseball, Softball, Boys’ and Girls’ Basketball, Cheerleading, FBLA, FCCLA, FFA, Boy’s and Girl’s Golf, Journalism, Quiz Bowl, Cross-Country, Student Council, Student Librarians, and Track. These activities are sanctioned by the Arkansas Activities Association (AAA). As a member of AAA, we want to continue the fine tradition of activities, participation, and sportsmanship at Ouachita.

These are the fundamental components of high school activity programs. Coaches, students, parents/fans, spirit groups, media, officials, school administrators, AAA, and board of education members must fulfill their respective roles and responsibilities to ensure awareness and practice of ACADEMIC EXCELLENCE, ETHICS, INTEGRITY, AND GOOD SPORTSMANSHIP.

As members of, or spectators at Ouachita School District activities, our conduct should display good sportsmanship and behavior. We should refrain from remarks that hurt other people, derogatory comments to fans/teams, or any other poor sportsmanship. Good sportsmanship should be practiced on our campus as well as away from our campus.

We expect everyone to promote ACADEMIC EXCELLENCE, ETHICS, INTEGRITY AND GOOD SPORTSMANSHIP in all personal as well as school sponsored activities. Our conduct reflects the opinion people have of our school!

REMEMBER,
“YOUR ACTIONS REFLECT YOUR VALUES”
OUACHITA SCHOOL DISTRICT
2019-20 OFFICIAL CALENDAR
(Teacher Vote 2/1/19)
(Board Approved 2/26/19)

June & July
Teacher Summer PD Dates individually assigned (PD Days 1-6)

August
Aug 2   Fri   Teacher Summer Professional Development Completed (PD Days 1-6) Aug
Aug 5   Mon   All Faculty and Staff Professional Development (PD Day 7)/(No Students)
Aug 6-7 Tues-Wed Teacher Professional Development (PD Days 8-9)/(No Students)
Aug 8   Thurs  All Faculty and Staff Professional Development (PD Day 10)/(No Students)
Aug 8   Thurs  Open House (5-7 PM)
Aug 9-12 Fri-Mon No School/Remainder of Summer Break
Aug 13  Tues  First Day of School

September
Sept 2  Mon  No School/Labor Day Holiday
Sept 10 Tues  Interim Grades Due in Office (20 days)
Sept 19 Thurs P/T Conferences (2:30-7:00 PM) (27 days)/Progress Reports Sent Home
Sept 20  Fri  No School/Fall Break

October
Oct 10  Thurs  End 1st ADM Qtr. (41 days)
Oct 11  Fri   1st 9 Weeks Grades Due in Office
Oct 15  Tues  Report Cards Sent Home

November
Nov 8   Fri   Interim Grades Due in Office (21 days)
Nov 12  Tues  Progress Reports Sent Home
Nov 25-29 Mon-Fri No School/Thanksgiving Holiday

December
Dec 13  Fri   2nd 9 Weeks Grades Due in Office
Dec 18-20 Wed-Fri Semester Tests/1st Semester Grades Due in Office
Dec 20  Fri   End 2nd ADM Qtr. (46 days)/Grades Due/Report Cards Sent Home
Dec 23  Mon  Begin Christmas Holidays/(No School Dec. 23-Jan. 3)

January
Jan 6    Mon  Return from Christmas Holidays
Jan 20  Mon  No School/Dr Martin Luther King Holiday

February
Feb 4    Tues  Interim Grades Due in Office (21 days)
Feb 13   Thurs  P/T Conferences (2:30-7:00 PM) (28 days)/Progress Reports Sent Home
Feb 14-17 Fri-Mon No School/Winter Break

March
March 13  Fri  End 3rd ADM Qtr. (47 days)
March 16  Mon  3rd 9 Weeks Grades Due in Office
March 18  Wed  Report Cards Sent Home
March 23-27 Mon-Fri No School/Spring Break

April
April 10 Fri No School/Good Friday
April 13-17 Mon-Fri 2020-21 Kindergarten Pre-Registration
April 21 Tues Interim Grades Due in Office (21 days)
April 23 Thurs Progress Reports Sent Home

May
May 15 Fri 4th 9 Weeks Grades Due in Office
May 20-22 Wed-Fri Semester Tests/2nd Semester Grades Due in Office
May 22 Fri Last Day/End 4th ADM Qtr. (44 days)/Grades Due/Report Cards Mailed
May 25 Mon No School/Memorial Day Holiday
May 26-29 Tues-Fri *(Make-up Days 1-4)

June
June 1 Mon *(Make-up Day 5)

The calendar includes a total of (190) contract days, broken down as follows:
(178) student-interaction days, two (2) parent-teacher conference days, and ten (10) teacher professional development days.

Of the ten (10) teacher professional development days, four (4) teacher professional development days for all certified personnel (24 hours) will be days conducted on site the week before school begins, and six (6) teacher professional development days, (36 hours) will be days approved by the administration to be taken in the summer. All ten (10) teacher professional development days are expected to be completed prior to Aug 13, the first student-interaction day.

*Five (5) make-up days included in the calendar will be used consecutively including: May 26-29 and June 1 if “snow days” occur in advance of these days and are not approved as AMI days.

*Make-up day options:
If needed, Alternative Methods of Instruction (AMI days) will be utilized in accordance with state approval, and/or days may be added to the school calendar after the students’ projected last day of school (5 Make-up days built in calendar). Additionally, ACT 286 became law March 2, 2015, and states:
"If a superintendent cancels a regularly scheduled school day due to exceptional or emergency circumstances such as a contagious disease outbreak, inclement weather, or other acts of God, the superintendent can make up missed school days by adding time to the beginning or ending of a regular school day for a minimum of sixty (60) minutes."

5.1—EDUCATIONAL PHILOSOPHY
The Ouachita 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. We believe that education is the process which provides for the full development of all aspects of human growth - mental, emotional, social, and physical - which promote the ideas of democratic citizenship in a changing world.

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:

- The District’s vision statement will be developed with input from students, parents, business leaders, and other community members.
- All students can be successful learners.
- Students learn at different rates and in different ways.

A primary goal shall be to give students the skills they need to be life-long learners.

- The education of all citizens is basic to our community’s well-being.
- Student achievement is affected positively by the involvement of parents and the community in the schools.
- The District is responsible for helping cultivate good citizenship skills in its students.
- Students reflect the moral and ethical values of their environment.
- All people have a right to a safe environment.
- Each person is responsible for his/her own actions.
- Innovation involves taking risks.
- Schools are responsible for creating the conditions that promote success.
- Each person is entitled to retain his/her dignity.
- All people have the right to be treated with respect and the responsibility to treat others respectfully.
- For teachers to succeed in cultivating high student achievement, they need to be given the materials, training, and environment necessary to produce such results.

4.11—EQUAL EDUCATIONAL OPPORTUNITY

No student in the Ouachita School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.
Inquiries on non-discrimination may be directed to Larry Newsom, who may be reached at (501)-384-2318.

For further information on notice of non-discrimination or to file a complaint, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

This notice is provided as required by Title II of the American Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to:

ADA Compliance Coordinator
Mr. Larry Newsom, Superintendent
166 School House Road
Donaldson, AR 71941
501-384-2318

Section 504 Compliance Coordinator
Mrs. Amy Fulmer
258 School House Road
Donaldson, AR 71941
501-384-2323 Ext. 229

4.42—STUDENT HANDBOOK

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

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

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

PRINCIPAL INFORMATION

PRINCIPAL: Tristan Knoedl
E-mail – tristan.knoedl@ouachitasd.org
OFFICE HOURS: 7:30am to 4:00pm, Monday through Friday
OFFICE PHONE (501) 384-2323

4.46—PLEDGE OF ALLEGIANCE
The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

In accordance with Act 576
A public school in this state shall observe a one (1) minute period of silence at the beginning of school each school day. During the period of silence a student may, without interfering with or distracting another student:
(1) Reflect;
(2) Pray; or
(3) Engage in a silent activity.

The teacher or school employee in charge of each a public school classroom shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence.

4.50—SCHOOL MEAL MODIFICATIONS
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 file a grievance regarding the request for accommodations 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.

The district will not prepare meals outside the normal menu to accommodate a family’s religious or personal health beliefs.

4.51 – FOOD SERVICE PREPAYMENT

**Meal Charges**

Option 1: The district does not provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:

- Submitting cash or check payment at Grade level Buildings;
- Depositing funds through the District’s online service;

A student’s parents will be contacted by authorized District personnel regarding a student’s prepaid account balance at the following times:

- When the student’s prepaid account balance has dropped to the point that the student will begin receiving unpaid meals;
- Each time the student receives the first unpaid meal after money has been deposited into the student’s prepaid account; and
- After the student has received five (5) unpaid meals.

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.

**SECTION 1**
4.1--RESIDENCE REQUIREMENTS

“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 who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.
Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

4.2—ENTRANCE REQUIREMENTS

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

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a written request to the District. Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child’s parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten. Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas. Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.
Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOME SCHOOLING.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.¹

Prior to the child’s admission to a District school:²
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;
   a. 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;
   b. United States military identification; or
   c. Previous school records.
1. 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.³

In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health

**Uniformed Services Member's Children**
For the purposes of this policy:

“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. §§ 1209 and 1210.
“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 his or her home station.

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

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

“Uniformed services” means the United States Army, United States Navy, United States Air Force, United States Marine Corps, 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 have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.

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

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.

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 and send the child to a District school with the following exceptions:

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

The children of an employee of a public school in one school district who are residents of another school district shall be entitled to be enrolled in and to attend the school in either the
district in which the parent or guardian resides or the district in which the parent or guardian is an employee of the public school. (ACT 947 of 1999).

Students are allowed six (6) unexcused absences per semester. Make up work will not be allowed for unexcused absences due to Truancy or OSS. **Whenever a student in grades K-12 exceeds six (6) unexcused absences in a semester he/she may be denied credit and/or promotion to the next grade level or graduation.** (Arkansas Code 6-18-209).

Absences will be excused in the following circumstances:

- an official doctor’s excuse (submitted within 10 days)
- death of a family member (2 days allowed)
- college days (2) with prior approval from the high school counselor
- documented, court required attendance
- Other events approved by the Administration

Parents will be notified of the number of absences at three (3) and six (6) days by the Principal or designee. This will be done by telephone or regular mail with a return address on the envelope sent no later than the day following the excessive absences maximum (6 days per semester). The Principal or designee may request a parent/student/Principal conference to explain the school’s absentee policy. It may be necessary for school personnel, parents, and student to develop an attendance plan when it appears that a student is reaching the maximum number of absences per semester. Parents may appeal decision to school or district administration before reaching maximum number of days.

A. If a student is under the care of a doctor, the doctor’s note constitutes an excused absence. An extension of time for course work may be granted by the administration. Such extensions may be done for chronic illnesses, injuries, surgeries, etc. Subsequent absences must be approved in advance, if possible, by the administration and may require additional documentation. Parent/guardians need to notify the administration as to the circumstance. Students will be given up to two days in case of a death in the family.

B. Students who are not attending ten (10) consecutive days will be dropped from the records unless the parents have contacted the school regarding the nature of the absences. Whenever a student exceeds the number of absences provided for in the district’s policy the district shall notify the prosecuting attorney. (Ark Code 6-18-222).

C. To earn credit in class, a student must be present until the end of the term and fulfill all class requirements.

D. School trips and community functions approved by the administration will not be considered absences. Students are required to obtain class work before leaving on a school-sponsored trip. However, trips that are longer than one day in duration will be allowed one day make-up time for each day missed. (Ark Code 6-18-220).

E. Students who are absent during all or a major part of the day (more than four (4) periods) shall not participate in any school activity on that day or evening.
F. It is the responsibility of the student to make up work that he/she misses. Arrangements shall be made for make-up work the first day back to school. Students are allowed one school day make-up time for each day missed. Students shall not be required to take tests the first day back to school unless the student was made aware or instructed before the absence.

G. The Department of Finance and Administration will be notified whenever a student fourteen (14) years of age or older is no longer in school (Ark Code Ann. 6-18-222, as amended by ACT 572 of 1995).

H. Penalty for excessive absences—(1) denial of promotion or graduation, (2) revocation of driving privileges, and/or (3) referral to Alternative Learning Environment (ALE). Whenever a student exceeds six (6) unexcused absences per semester, he/she may be denied credit and/or promotion or graduation (Ark Code 6-18-209), the Principal will notify the prosecuting attorney’s office, and the student’s parents, guardians, or in loco parentis shall be subject to a civil penalty and the possibility of other fees assessed by the court. The penalty shall be forwarded by the court to the school attended by the student. (ACT 1308 of 1997).

I. A record of students leaving school without completing requirements for high school graduation shall be kept by each school district and shall be reported to the Arkansas Department of Education, the State Board of Education, and the Regional Selective Service Agency. (ACT 230 of 1997).

J. The district will abide by 504 and IEP plans as written.

If special arrangements are granted by the school administration or the school district administration, the arrangements will be formalized into a written agreement to include the conditions of the agreement and the consequences for failing to fulfill the requirements of the agreement.

**4.40—HOMELESS STUDENTS**
The Ouachita 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 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.

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

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 non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

   In determining the best interest of the child or youth, the District shall:

   ○ 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 Liaison), to and from the child’s school of origin.

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

A. 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
B. 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;
C. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
D. Are migratory children who are living in circumstances described in clauses (a) through (c).

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

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

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

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

Any student transferring from a school that is not accredited by DESE to a District school shall be evaluated by District staff to determine the student’s appropriate grade placement. A student transferring from home school will be placed in accordance with 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.3

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.

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

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

**Withdrawing From School**
It shall be the policy of the School Board that any student who intends to transfer from the school district should inform the principal's office of his/her intentions, and, if possible, give the address of the new school he/she will attend. All students who withdraw from school must secure a withdrawal form from the principal's office and secure the required signatures. All books, uniforms, and supplies must be returned or paid for. If this procedure is not followed, no grades will be transferred.

**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 his/her continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.¹

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise or DHS grants a request to transfer under Foster Child School Choice, ensure that the foster child remains in his/her school of origin, even if a change in the foster child’s placement results in a residency that is outside the district. In such a situation, the District will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.²

Upon notification to the District’s foster care liaison by a foster child’s caseworker that a foster child’s school enrollment is being changed to one of the District’s schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.³

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

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

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

**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 ADESE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester at another school in the District or in the District.

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

The District shall only reject a Foster Child School Choice application if:
1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, rules for standards of accreditation, or other applicable rule or regulation; or
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 of 2004;
  - 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.

CHECK-INS/CHECK-OUTS

Once a student reports to school, he/she cannot leave the campus without checking out through the Principal’s Office. To checkout for reasons known prior to the day, a high school student must bring a note from home with a phone number so a parent can be called. The note must be brought to the office prior to 7:53 a.m. When a student is checking out due to sickness or other justifiable reason, the parent/guardian must give verbal approval before the student may sign out and leave campus. Students may also be signed out in the office by their parents/guardians if they are picked up at school.

Early check-out will be considered a tardy. Students who are checked out early other than for a medical appointment or verifiable emergency will be counted absent after an accumulation of three hours.

Students who fail to check out properly shall be considered truant and dealt with accordingly. When a student checks out and returns the same day, he/she must sign in through the Principal’s office. Students
who are eighteen (18) years of age or older must follow the same checkout/check-in procedures as listed above.

Students who are checked in late or checked out early on a habitual basis will be turned in to the juvenile court system in accordance with the state compulsory attendance law.

4.5—SCHOOL CHOICE

Standard School Choice

Definition

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

Exemption

The District is under an enforceable desegregation court order/court-approved desegregation plan\(^1\) 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).\(^2\) As a result of the desegregation order/desegregation plan\(^1\), 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.\(^3\) 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.\(^4\)

Transfers into the District

Capacity Determination and Public Pronouncement

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

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline; 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 in the spring, but in no case later than March 1.6

**Application Process**
The student's parent shall submit a school choice application on a form approved by ADE to this District along with a copy to the student’s resident district. Except for students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, the transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications 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 have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

Students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base may submit an application and transfer at any time if the student’s application:
1. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
2. Includes the parent's or guardian's military transfer orders; and
3. Includes the parent's or guardian's proof of residency on the military base.

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

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

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

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who fails to initially enroll under the timelines and provisions provided in this policy; chooses to return to his/her resident district; 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 completing his/her secondary education. Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

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

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

An application may be provisionally rejected if the student’s application was beyond the student’s resident district’s three percent (3%) cap. The student’s resident district is responsible for notifying this District that it is no longer at its three percent (3%) cap. If a student’s application was provisionally rejected due to the student’s resident district having reached its three percent (3%) cap and the student’s resident district notifies this District that it has dropped below its three percent (3%) cap prior to July 1, then the provisional rejection may be changed to a provisional acceptance and the student would have to meet the acceptance requirements to be eligible to enroll in the District.
Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

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

**Transfers Out of the District**
All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 1 of the immediately preceding year. By December 15 of each year, DESE shall determine and notify the District of the net number of allowable choice transfers. Students are not counted for the purpose of determining the three percent (3%) cap if the student transfers:
- Through Opportunity School Choice due to the school receiving a rating of “F” or a district classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
- Due to the district’s identification of Facilities Distress under A.C.A. § 6-21-812; or

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

When the last successful application requesting to transfer out of the District before the District’s three percent (3%) cap was triggered belonged to an individual who was a member of a group of siblings who applied to transfer out of the District, the District shall allow all members of the individual’s sibling group to transfer out of the District even though these applications are beyond the District’s transfer cap.

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

Unless there is a lack of capacity at the District’s school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer from the student’s assigned school to another school in the District 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
- By May 1 of the year before the student intends to transfer, 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 to the:
  - DESE;
  - Sending school district; and
  - Receiving school district.

A student is not required to meet the May 1 application deadline if the student has a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base. The student may transfer at any time if the student’s application:
- Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
- Includes the parent's or guardian's military transfer orders; and
- Includes the parent's or guardian's proof of residency on the military base.

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

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

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

A student’s 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.

Transfers out of, or within, the 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 a school district that has not been classified by the State Board as in need of Level 5 Intensive Support or in a public school that does not have a rating of “F”.

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

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

4.6—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;
1. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including,
but not limited to, excessive absences) and at the beginning of each school year thereafter; or

1. 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 email;
   ∙ By mail; or
   ∙ In person.

The notice shall include:
   a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
   b. The mailing address and telephone number of the 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 if the home-school student plans to seek a driver’s license during the current school year;
   g. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to home school; and
   h. A signature of the parent or legal guardian, which must be notarized if the home-schooled student plans to seek a driver’s license during the school year.

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

Enrollment or Re-Enrollment in Public School
A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:
   ∙ A transcript listing all courses taken and semester grades from the home school;
   ∙ Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
   ∙ A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
      ○ Curricula used in the home school;
      ○ Tests taken and lessons completed by the home-schooled student; and
      ○ Other indicators of the home-schooled student's academic progress.

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

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

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

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

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.

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:

1. August 1 for Fall semester courses; or
2. 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.

SECTION TWO

STUDENT RECORDS AND PRINTED MATERIAL

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

**Review of Student Records by the Parent**

1. Schools shall provide for the review of student records by parents or guardians. Parents and students shall be notified of their right to review the student records by notice in the student handbook and/or by newsletter to the parent at the beginning of each school year.
2. A parent or guardian who desires to review his child's record shall contact the school for an appointment. A conference shall be scheduled as soon as possible, not to exceed one month. The disclosure record shall be completed at the time of the conference.
3. Prior to the scheduled conference, the principal shall review the record for accuracy and completeness.
4. The record shall be examined by the parent in the presence of the principal or designated certified person.
   A. The principal or his designee attending the review shall:
      1. Explain the record keeping system of the school, noting the types of records and why they are kept.
      2. Provide the parent or guardian the opportunity to examine each record. Records which shall be included for your child are:
         a. Cumulative Record
         b. Application for Admission
         c. Immunization Records, if applicable
         d. Attendance Record
         e. Class Grade Record
   B. The principal or a designated certified person shall provide the parent an opportunity to raise questions regarding information on the records.
   C. A record of the review shall be made on the disclosure record.
5. If the parent or guardian requests a hearing to challenge information contained in the student’s folder, written request for the hearing shall be made and a hearing scheduled for a date no less than three days or more than two weeks from the date of the requests.
   A. The hearing shall be held with the principal, parent or guardian, and other appropriate personnel at the scheduled time.
   B. If the parent or guardian is not satisfied with the hearing with the principal, he shall have the opportunity to appeal the decision to a review panel at the Central Office level.
   C. The parent or guardian shall request the appeal in writing to the Superintendent. Upon receipt of said request, the Superintendent shall schedule a review panel meeting within ten days following receipt of the parent's request. The date, time, and place of the review panel hearing shall be sent to the parents or guardian by United States registered or certified mail return receipt requested.
6. The student record appeals review panel shall be composed of three professional representative of the Central Office staff.
A. To Superintendent or his designee will preside
B. The parent or guardian and the principal shall be present. The student shall be present if requested by the parent or guardian or school official.
C. The decision of the review panel shall be communicated to the school and parent or guardian in writing within ten days.
D. The parent shall have the right to file a dissenting statement concerning the hearing; such statement shall become part of the student’s cumulative folder.

**Student Cumulative Record Cards**
1. All personal data shall be completed when the student initially enrolls in the School System and shall be updated annually.
2. All data shall be recorded on the cumulative record in accordance with the administrative procedures established by the Board of Education.
3. Since information on the cumulative record cards is confidential, the card shall not be removed from the file room except as authorized.

**4.14—STUDENT Media AND THE DISTRIBUTION OF LITERATURE**

**Student Media**

All student media that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored media. School-sponsored media does not provide a 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:
   1. Are obscene as to minors;
   2. 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;
   3. Constitute an unwarranted invasion of privacy as defined by state law;
   4. Suggest or urge the commission of unlawful acts on the school premises;
   5. Suggest or urge the violation of lawful school regulations;
   6. Attacks ethnic, religious, or racial groups; or
7. 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 18; and
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

Student Distribution of Nonschool Literature, Publications, and Materials

A student or group of students who distribute ten (10) or fewer copies of the same nonschool literature, publications, or materials (hereinafter “nonschool 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 nonschool materials shall have school authorities review their nonschool materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the nonschool materials, prior to their distribution and will bar from distribution those nonschool materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of nonschool 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;
   1. Be uniformly applied to all forms of nonschool materials;
1. Allow no interference with classes or school activities;

1. Specify times, places, and manner where distribution may and may not occur;
   and

1. Not inhibit a person’s right to accept or reject any literature distributed in accordance with the regulations.

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

The Superintendent, along with the student media advisors, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

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.

6.8—DISTRIBUTION OF PRINTED MATERIALS

The District shall devise and maintain a system for distributing District communications and other printed materials between the Administration and the schools. Use of the system by employees or employee organizations shall be with prior approval of the Superintendent or his/her designee.

Distribution of printed materials, flyers, photographs, or other visual or auditory materials not originating within District schools to students or staff shall have prior approval of the Superintendent or his/her designee.

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of a student, the custodial parent shall present documentation to the principal or the principal’s designee establishing the parent’s custody of the student. It shall be the responsibility of the custodial parent to make any court ordered “no contact” or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in a child’s classroom or otherwise have contact with their child during school hours with prior principal approval. Such contact is subject to the limitations outlined in P4-16, P6-5, and any other policies that may apply.

Arkansas law provides that the transfer of a child between his/her custodial and non-custodial parents, when both parents are present shall not take place on the school’s property on normal school days, during
normal school hours of operation. The custodial or non-custodial parent may send/drop off the student at school to be sent/picked up by the other parent on permitted days in accordance with any court order provided by the custodial parent or by a signed agreement between all parties. Unless a valid no-contact order has been filed with the student’s principal/principal 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, AND/OR SOCIAL SERVICES

Arkansas law requires that DHS employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police may interview students without a court order for the purpose of investigating suspected child abuse. 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 he/she is above 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 law enforcement agency due to a court order, the principal/principal designee shall make a good faith effort to contact the student’s parent or legal guardian identified as such on student enrollment forms. The principal/principal designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of DHS.

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 the 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/principal designee shall give the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state’s social services agency. If the principal/principal designee is unable to reach the parent, he/she shall make a reasonable, good faith effort to get a message to the parent to call the principal/principal designee and leave both a day and an after-hours telephone number.
SECTION THREE
DAILY ATTENDANCE AND ABSENCE POLICY

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

Students are allowed six (6) unexcused absences per semester. Make up work will not be allowed for unexcused absences due to Truancy or OSS. Whenever a student in grades K-12 exceeds six (6) unexcused absences in a semester he/she may be denied credit and/or promotion to the next grade level or graduation. (Arkansas Code 6-18-209).

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

Absences will be excused in the following circumstances:
   · The student’s illness or when attendance could jeopardize the health of other students.
- an official doctor’s excuse (submitted within 5 days)
- death of a family member 3 days allowed)
- college days (2) with prior approval from the high school counselor documented
- documented court required attendance
- Observance of recognized holidays observed by the student's faith;
- Participation in an FFA, FACS, or 4-H sanctioned activity;
- Participation in the election poll workers program for high school students.
- Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
- Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
- Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.
- All immunization records must be up to date no later than October 1st. Students who do not meet these immunization requirements, by this date, will not be allowed to attend classes. Absences due to failure to meet immunization requirements after October 1st will not be considered “excused” by the school
- Other events approved by the Administration

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.

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

If special arrangements are granted by the school administration or the school district administration, the arrangements will be formalized into a written agreement to include the conditions of the agreement and the consequences for failing to fulfill the requirements of the agreement.

**Unexcused Absences**
Absences not defined above or not having an accompanying note from the parent; or legal guardian; person having lawful control of the student; or person standing in loco parentis, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with 6 unexcused absences in a course in a semester 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 and prosecuting attorney 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 day than the following school day.

Whenever a student exceeds 4 unexcused absences in a semester, the District shall notify the juvenile court, parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis. The parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a Diversion Meeting with the Hot Spring County Juvenile Court Office.

At 5 unexcused absences the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall appear before the Juvenile Judge and may 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. Students who receive OSS will be allowed to makeup work for credit.

In an effort to help ensure students receive credit for their courses, once a student has been absent eight (8) or more days excused/unexcused in a semester they may be assigned Saturday school to make up the days missed. If the student fails to serve the Saturday school(s) and is absent twelve (12) days in a semester they will not receive credit for their courses.
The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student’s operator’s license unless he/she meets certain requirements specified in the statute.

**Classes Missed for Participation in School Functions**
Students or groups of students who participate in school sponsored activities that are approved in advance by the appropriate administrator will not be counted as absent during the class periods missed due to that participation.

Once a student has been absent from school eight (8) or more days in a semester they will not be allowed to participate in extracurricular activities for the remainder of the semester, unless the absences is of chronic and recurring nature and is very well medically documented, and approved by the principal. These activities include but are not limited to athletic events, band performances and contest, club activities (FFA, FBLA, FCCLA, etc.), and field trips.

Students who are not in attendance at least 4 periods (half a day) on the day of a contest and who do not have prior approval of the principal will not be allowed to participate in that event.

**Classes Missed Due to College Visits**
Students must fill out a request for leave through the office of the principal to visit a college or university. It must be turned in and approved the day before. The student upon returning to school must provide a written statement on the Universities letterhead stating that they did tour the campus before an excused absence will be granted. Seniors will be the only ones allowed to attend. Seniors will receive two (2) visits.

**CHECK-INS/CHECK-OUTS**

Once a student reports to school, he/she cannot leave the campus without checking out through the Principal’s Office. To checkout for reasons known prior to the day, a high school student must bring a note from home with a phone number so a parent can be called. The note must be brought to the office prior to 7:53 a.m. When a student is checking out due to sickness or other justifiable reason, the parent/guardian must give verbal approval before the student may sign out and leave campus. Students may also be signed out in the office by their parents/guardians if they are picked up at school.

Early check-out will be considered a tardy. Students who are checked out early other than for a medical appointment or verifiable emergency will be counted absent after an accumulation of three hours.

Students who fail to check out properly shall be considered truant and dealt with accordingly. When a student checks out and returns the same day, he/she must sign in through the Principal’s office. Students who are eighteen (18) years of age or older must follow the same checkout/check-in procedures as listed above.
Students who are checked in late or checked out early on a habitual basis will be turned in to the juvenile court system in accordance with the state compulsory attendance law.

**Truancy Policy**
Assigned areas for students during the school day are established by the schedule and other directives of the principal or teacher. Failure to report to the assigned areas or being located out of it constitutes truancy. Students are not to leave campus without permission from the office. The Ouachita School operates a closed campus. The Board of Education shall not tolerate truancy or the habitual and unlawful absence from school. The parent or legal guardian is responsible for requiring any student under his control or charge and under eighteen years of age to attend school and if that student becomes a truant, the parent or legal guardian of said student may be guilty of a misdemeanor and subject to punishment by law. The principal or attendance officer shall report such truant children to the juvenile court or county court, who shall determine the treatment for such children.

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**Students who are truant on campus will receive:**
1\textsuperscript{st} offense - D-Hall/corporal punishment
2\textsuperscript{nd} offense – 3 days ISS
3\textsuperscript{rd} offense – Saturday School

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**Off Campus Truancy:**
Once a student arrives on campus they are considered to be at school. Students who leave the premises of the high school campus once they have arrived on the high school campus will be considered truant. Students who leave campus without permission from the principal or designee and have not signed out in the office with parental notification and consent will be considered truant.

**Students who are truant and leave campus will receive:**
1\textsuperscript{st} offense – 3 days ISS
2\textsuperscript{nd} offense – 5 Days ISS
3\textsuperscript{rd} offense – Saturday School and FINS petition filed with Hot Spring County Court

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**Leaving Classes**
In general, students are not to leave the classroom during class to go to the restroom or water fountain, unless there is an emergency. If the student leaves class, he or she must have a hall pass in their possession. Failure of students to have a hall pass while in the hallways may result in a truancy violation. (See on campus truancy) Any student who leaves a class without the teacher’s permission will be considered truant.

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**Tardy Policy**
A student who accumulates 4 tardies in a semester will receive (1) one day of D-Hall. Upon receipt of five (5) tardies and up to seven (7) tardies in a semester, students will receive (2) two
days of ISS. When a student reaches eight (8) tardies and thereafter in a semester, they will receive Saturday school. Tardies start over each semester. Students who receive five (5) tardies in a semester will be required to take all final exams.

**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.

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.

2. Teachers are responsible for providing the missed assignments when asked by a returning student.

3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.

4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.

5. Students shall have one class day to make up their work for each class day they are absent.

6. Make-up work which is not turned in within the make-up schedule for that assignment will have points deducted. Make-up work that is not turned in within three days of the make-up scheduled date will receive a zero. Students who have two zeroes in a class will be required to take the semester test for that class.

7. Students are responsible for turning in their make-up work without the teacher having to ask for it.

8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

9. As required/permited 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. Out-of-school suspensions are unexcused absences. Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

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

A student who knows a test is scheduled and is absent will be required to take the test on the day they return unless the absence is two consecutive days or more or if other arrangements are made with the teacher. In order to earn credit in a class, a student must be in attendance until the end of the semester and must fulfill all unit requirements.
Absences due to cutting classes, truancy, and leaving campus without permission are treated as unexcused and make-up work will not be permitted. A zero will be applied for work missed due to these reasons.

SECTION FOUR

VISITORS AND CONTACT BY PARENTS/GUARDIANS

CLOSED CAMPUS
A student shall remain on campus from the time of arrival in the morning until school is dismissed in the afternoon. All vehicles will be parked and left unoccupied until school is dismissed. A student who must leave the campus during the school day must bring a note from home with a phone number so a parent can be called.

A student will not be allowed to leave campus for lunch unless the parent/guardian is present to check the student out of school.

A student who leaves the campus without proper authorization will be considered truant. Any deviation from these rules must come through the Principal’s Office.

4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS
If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal’s designee establishing the parent’s custody of the student. It shall be the responsibility of the custodial parent to make any court ordered “no contact” or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting unsupervised visitation may eat lunch, volunteer in their child’s classroom, or otherwise have contact with their child during school hours and the prior approval of the school’s principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.
Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District’s schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school’s property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student’s building principal. Unless a valid no-contact order has been filed with the student’s principal or the principal’s designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal’s designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, 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.

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

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

**SCHOOL PHONES**
Telephones in the office are for school business. Students will not be called to the telephone during class periods except in the case of an emergency. If a student is sick, he/she must come to the office to use the telephone to contact his/her parent or guardian to check out. Students may not use extension phones or cell phones outside of the principal’s office except with the principal or schools nurses’ approval.

**4.16—STUDENT VISITORS**
Student visitors in the classroom can be disruptive to the educational process. Student visitation is strongly discouraged. Any visitor to the classroom shall be allowed only with the permission of the school principal. No former students or other visitors are allowed to eat lunch with current students unless approved by the principal.

**6.5—VISITORS TO THE SCHOOLS**
Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school’s main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10. Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal’s prior approval and the teacher’s knowledge. Visitors, including parents wishing to speak with students during the school day shall register first with the office.

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

**Conferences**
Parents may arrange conferences with teachers by calling the school office. Meetings will be scheduled during the teachers planning period or an agreed time after school hours. Parents will not be allowed to speak with a teacher during the regular school day without first setting up a conference in the school office.
SECTION FIVE
PARENTAL/COMMUNITY INVOLVEMENT AND STUDENT ORGANIZATIONS

6.4—VOLUNTEERS

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

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

All volunteers who intend to act as head coaches or assistant coaches must:
1) Be at least twenty-two (22) years of age;
2) Not be a member of the board of directors of the District or the spouse of a member of the board of directors of the District; and
3) Meet the requirements adopted by the Arkansas Activities Association (AAA) to volunteer for any athletics program for grades 7-12.

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

A volunteer may act as a head coach in all varsity junior and senior high sports administered by the AAA except in the following sports:
- Football;
- Basketball; and
- Track and field.

Background Checks for Volunteers
For the purposes of this policy, “clear background check” means that:
- A background check was performed on the potential school volunteer in accordance with
A.C.A. §§ 12-12-1601 et seq.;

- The potential school volunteer has not committed any of the crimes or offenses contained in A.C.A. §§ 6-17-410, 6-17-411 or 6-17-414 according to both the National and Arkansas background checks;
- The potential school volunteer’s name was not found on the Child Abuse Central Registry; and
- The Arkansas Educator Licensure System does not indicate the potential volunteer to:
  - Have a currently suspended or revoked educator’s license; or
  - Be the recipient of a current Level 3 or Level 4 public notification of ethics violation.

A person wishing to volunteer in a capacity that requires a background check may not perform volunteer services requiring a background check until a clear background check is received by the District. Once received, a clear background check is good for 10 years; a background check renewal must be applied for and a clear background check received prior to the time of renewal or an interruption of permitted volunteer service could occur. A clear background check will be accepted of any individual wishing to volunteer provided it was conducted within the timeframe provided for in this policy.

The Application for an initial background check may be made through the District administrative office. The District may charge the potential volunteer the same fee charged by the State of Arkansas for performing the check. For a volunteer who has passed his/her previous background check, the District will incur the fee charged by the State of Arkansas for performing a renewal background check.²

A person who failed a previous background check may petition the Board for a waiver from this policy's requirement. The petition shall be accompanied by a signed authorization for disclosure of his or her entire criminal and child abuse registry history. In deciding whether to grant a waiver, the board may take into consideration; the circumstance or circumstances under which the act or omission leading to conviction, or Child Abuse Registry true finding, or the receipt of the Level 3 or Level 4 Public Notification of Ethics Violation; the age of the person at the time of the act or omission, the length of time that has passed without reoffending, and other relevant circumstances. If the Superintendent recommends a waiver be granted, the Board may, by a majority vote adopt a resolution providing an exception to this policy’s requirement for a time period not to exceed five years. The board must consider this matter in open session, and may not confer or deliberate in closed or executive session.

The board shall not have the authority to waive the application of this policy to any potential volunteer who is a Registered Sex Offender or whose educator license has been revoked or is currently suspended.

Clear background checks for school volunteers are required for those individuals who are required to be or who seek to become Registered Volunteers, as defined in A.C.A. § 6-22-102 et seq. In addition to volunteers wishing to participate in the registered volunteers program, clear background checks are required for:
Clear background checks for school volunteers are required prior to any volunteer service to the school district, school, teacher, or classroom, and all clear check volunteers will be issued special volunteer identification to wear prominently when performing their volunteer duties; no person may serve as a volunteer without wearing the provided identification.

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

The District shall maintain the following information on volunteers:

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

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

6.11—PARENT, FAMILY, AND COMMUNITY ENGAGEMENT - DISTRICT

The Ouachita School District understands the importance of involving parents, families, and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parent, family, and community engagement that will result in partnerships that are mutually beneficial to the school, students, parents, families, and the community. To achieve such ends, the district shall work to:

1. Involve parents, families, and the community in the development of the long range planning of the district;
2. Give the schools in the district the support necessary to enable them to plan and implement effective parent, family, and community engagement activities;
3. Have a coordinated engagement program where the engagement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
4. Explain to parents, families, and the community the State’s academic and achievement standards, State and local student assessments and how the district’s curriculum is aligned with the state’s academic standards and assessments and how parents, families, and the community can work with the district to improve students’ academic achievement;
5. Provide parents and families with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
6. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent, family, and community engagement programs
that will promote positive partnerships between the school and parents, families, and the community;
7. Keep parents, families, and the community informed about parent, family, and community engagement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents and families can understand;
8. Find ways to eliminate barriers that work to keep parents and families from being involved in their child’s education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
9. Find and modify other successful parent, family, and community engagement programs to suit the needs of our district;
10. Train parents, families, and the community to enhance and promote the involvement of other parents, families, and members of the community;
11. Provide reasonable support for other parent, family, and community engagement activities as parents, families, and the community may reasonably request.

To ensure the continued improvement of the district’s parent, family, and community engagement program, the district will conduct an annual review of its parental involvement policies to examine their on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, certified and classified staff, and member(s) of the administration.

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

6.12—PARENT, FAMILY, AND COMMUNITY ENGAGEMENT - SCHOOL

Ouachita High School understands the importance of involving parents, families, and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Ouachita School shall strive to develop and maintain the capacity for meaningful and productive parent, family, and community engagement that will result in partnerships that are mutually beneficial to the school, students, parents, families, and the community. To achieve such ends, the school shall work to:
1. Involve parents, families, and the community in the development and improvement of Title I programs for the school;
2. Have a coordinated engagement program where the engagement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
3. Explain to parents, families, and the community the State’s academic and achievement standards, State and local student assessments and how the school’s curriculum is aligned with the state’s academic standards.
and assessments and how parents, families, and the community can work with the school to improve students’ academic achievement;

4. Provide parents and families with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community-based organizations to foster parental involvement and provide literacy and technology training to parents.

5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent, family, and community engagement programs that will promote positive partnerships between the school and parents, families, and the community;

6. Keep parents, families, and the community informed about parent, family, and community engagement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents and families can understand;

7. Find ways to eliminate barriers that work to keep parents and families from being involved in their child’s education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;

8. Find and modify other successful parent, family, and community engagement programs to suit the needs of our school;

9. Train parents, families, and the community to enhance and promote the involvement of other parents, families, and members of the community;

10. Provide reasonable support for other parent, family, and community engagement activities as parents, families, and the community may reasonably request.

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

Ouachita High School shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents and families of participating students, to inform parents and families of the school’s participation in Title I, its requirements regarding parent, family, and community engagement, and the parents right to be involved in the education of their child.

Ouachita School shall, at least annually, involve parents, families, and the community in reviewing the school’s Title I program and parent, family, and community engagement policy in order to help ensure their continued improvement.

This policy shall be part of the school’s Title I plan and shall be distributed to parents of the district’s students and provided, to the extent practicable, in a language the parents can understand.
6.1—COMMUNICATION GOALS
The single most significant factor in student achievement is the teacher. The teacher’s effectiveness is greatly enhanced when supported by the school community as a whole, the student’s home, and the community at large. The Arkansas General Assembly and the Division of Elementary and Secondary Education have demonstrated their understanding of the importance of involving such groups by repeatedly mandating their inclusion in the educational system and process. Communication with staff, parents, grandparents, legal guardians, business, and community members is fundamental to increasing their concern for, and involvement in, raising student achievement.

Communication should be two-way between the District and the public. The communications program shall strive to:
1. Increase mutual understanding, trust, and support between the District and parents, business, and the community as a whole;
2. Keep District staff regularly informed of upcoming District programs and events as well as noteworthy staff and student accomplishments to enable all the staff to help promote positive public relations;
3. Create and disseminate brochures, flyers, and fact sheets that will help parents and community members better understand school policies and procedures and acquaint them with areas where their volunteer services are most needed;
4. Inform legislators of the accomplishments of the District’s students and staff, as well as how proposed legislation could affect the district;
5. Maintain good relations with the news media and provide the media with pertinent news releases; and
6. Increase the participation of parents, grandparents, legal guardians, business, and community members in school activities and programs.

The Board will appoint committees, when appropriate, to help the District examine issues facing it. Such committees may include members of the public, students, parents, and school employees, as well as members of the Board. Members may serve until the committee makes its non-binding recommendations to the Board.

Any committee, which includes among its members a member of the School Board, shall operate according to the requirements of the Arkansas Freedom of Information Act.*1

The District’s Board of Directors shall hold a meeting by October 15 of each year 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. The meeting shall provide parents and other members of the community the opportunity to ask questions and make suggestions concerning the District’s program.
RELATIONS WITH SCHOOL SUPPORT ORGANIZATIONS (6.2)
The Board recognizes and values the many contributions support organizations make to the District’s schools. Parent/teacher organizations and booster clubs work to augment and strengthen the District’s educational and extracurricular objectives through the goods and services they provide.

Groups wishing to be recognized as a support organization must have open membership and have their by-laws approved by the school principal, the Superintendent, and the Board. School personnel shall assist approved booster organizations in their efforts to the extent practicable. Meetings of such organizations, cleared through the principal, shall not be subject to school use fees. School staff members are encouraged to attend and participate.

Fund-raising activities are to be approved in advance by the principal or his/her designee. Prior to the donation of equipment and/or supplies to the school, the organization should seek the advice of the principal to help ensure the compatibility of the donation with present school equipment. All equipment donated to the District becomes the property of the District.

6.2—RELATIONS WITH SCHOOL SUPPORT ORGANIZATIONS
The Board recognizes and values the many contributions support organizations make to the District’s schools. Parent/teacher organizations and booster clubs work to augment and strengthen the District’s educational and extracurricular objectives through the goods and services they provide.

Groups wishing to be recognized as a support organization must have open membership and have their by-laws approved by the school principal, the Superintendent, and the Board. School personnel shall assist approved booster organizations in their efforts to the extent practicable. Meetings of such organizations, cleared through the principal, shall not be subject to school use fees. School staff members are encouraged to attend and participate.

Fund-raising activities are to be approved in advance by the principal or his/her designee. Prior to the donation of equipment and/or supplies to the school, the organization should seek the advice of the principal to help ensure the compatibility of the donation with present school equipment. All equipment donated to the District becomes the property of the District.

FUNDRAISERS—HIGH SCHOOL

Set Fundraisers:
1. Student Council-Pavilion drink vending machines
2. Journalism-Yearbook ads & spring photos

Rules that apply to Fundraising Activities:
A. Food sales may only include foods deemed appropriate by the United States Department of Agriculture federal regulations and the Arkansas Department of Education. There will be NO SELLING during class time.
B. Each club/organization decides its selling period with no overlapping of fundraising activities. Priority is given to the junior class.
C. There will be a limit of 2 fundraisers per club. Any additional fundraisers must be approved by administration.
SECTION SIX
INCLEMENT WEATHER AND EMERGENCY DRILLS

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

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

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

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

INCLEMENT WEATHER POLICY

During inclement weather, (snow, ice, flooding, etc.) bus routes will be followed according to roads that are accessible and safe for buses to travel. If parents transport students in the morning, they will be responsible for transportation in the afternoon. For information on school closings, check Channels 4, 7, and 11.

Act 862 of 2017 allows a public school district and open-enrollment public charter school to develop a plan for alternative methods of instruction to be used on days when the superintendent closes school due to exceptional or emergency circumstances. As stated in the legislation, the Commissioner of Education may grant student attendance days for public school districts that have an alternative instruction plan approved by the commissioner for the use of alternative methods of instruction, including without limitation virtual learning, on days when the public school district is closed due to exceptional or emergency circumstances such as: a contagious disease outbreak, inclement weather, or other acts of God; or a utility outage.
SECTION SEVEN
GENERAL RULES, EXPECTATIONS AND DISCIPLINE PROCEDURES

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

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

The District’s administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student’s appropriate due process rights.1

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 Ouachita 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, or 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.

Consequences may include a minimum of a verbal warning to a maximum of the recommendation for expulsion.

BEHAVIOR MINIMUM/MAXIMUM

**Offenses – Category I**

Category One Offenses are considered minor in nature and should be dealt with exclusively by the classroom teacher and building staff and in consultation with the student’s parents/guardians.

For category one violations, the Principal or designee may choose from the following possible Consequences:

1. Student/Staff/Administrator/Parent conference
2. Detention Hall
3. Corporal Punishment
4. In-School Suspension
5. Saturday School
6. 3-10 day Suspension

<table>
<thead>
<tr>
<th>Academic Dishonesty</th>
<th>Parent Conference - OSS</th>
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</thead>
<tbody>
<tr>
<td>Disorderly Activities</td>
<td>Parent Conference – OSS</td>
</tr>
<tr>
<td>Display of Affection</td>
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<td>Offensive Language</td>
<td>1st offense – warning, must adjust</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>2nd offense- ISS</td>
</tr>
</tbody>
</table>
**Offenses - Category II**

Generally, disciplinary actions for violations of Category Two Offenses will move progressively through a defined schedule at each rule violation. However, the administrator may move to the most severe penalty at any time based on the circumstances involved in the particular incident.

For category two violations, the Principal or designee may choose from the following possible Consequences:

1. Student/Staff/Administrator/Parent conference
2. Detention Hall
3. Corporal Punishment
4. In-School Suspension
5. Saturday School
6. 3-10 day Suspension
7. Expulsion

<table>
<thead>
<tr>
<th>Insubordination/Disrespect</th>
<th>Corporal Punishment - OSS</th>
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</thead>
<tbody>
<tr>
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<td>Profanity</td>
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<td>Internet Violations</td>
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<tr>
<td>Truancy</td>
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<tr>
<td>Using Verbally Abusive Language</td>
<td>ISS - OSS</td>
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<td>Tobacco</td>
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<tr>
<td>Assault/Verbal Assault/Physical Threats</td>
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<tr>
<td>Battery</td>
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</tr>
<tr>
<td>Theft</td>
<td>ISS - Expulsion Rec.</td>
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<tr>
<td>Gambling</td>
<td>ISS - OSS</td>
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<tr>
<td>Fighting or Instigating a Fight</td>
<td>ISS - Expulsion Rec.</td>
</tr>
<tr>
<td>Use of Profanity Directed Toward Staff</td>
<td>ISS - Expulsion Rec.</td>
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<tr>
<td>Loitering</td>
<td>ISS - OSS</td>
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<tr>
<td>Vandalism</td>
<td>Corporal Punishment - OSS</td>
</tr>
</tbody>
</table>

3rd offense – Saturday school, ISS for remainder of day
4th offense and thereafter - OSS and Parent conference
<table>
<thead>
<tr>
<th>Violation</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Harassing Communications</td>
<td>Corporal Punishment - OSS</td>
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<tr>
<td>Forgery or Falsification of Information</td>
<td>Corporal Punishment - Expulsion Rec.</td>
</tr>
<tr>
<td>Possession of Weapons and Dangerous Instr.</td>
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<tr>
<td>Possession of Fireworks</td>
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<tr>
<td>Bullying</td>
<td>Corporal Punishment - Expulsion Rec.</td>
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<tr>
<td>Cyber Bullying</td>
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<tr>
<td>Sexual Misconduct</td>
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</tr>
<tr>
<td>Use and/or Possession of Drugs or Alcohol</td>
<td>OSS –Expulsion Rec.</td>
</tr>
</tbody>
</table>

**Offenses – Category III**

Generally, disciplinary actions for violations of category three are for serious or repeated violations.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>False Alarm</td>
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<tr>
<td>Arson</td>
<td>Expulsion Rec.</td>
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<td>Physical Assault on Staff</td>
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<tr>
<td>Verbal Abuse of Staff</td>
<td>Expulsion Rec.</td>
</tr>
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<td>Possession of a Firearm or Use of Weapon</td>
<td>Expulsion Rec.</td>
</tr>
<tr>
<td>Possession or Use of Explosives</td>
<td>Expulsion Rec.</td>
</tr>
<tr>
<td>Extortion</td>
<td>Expulsion Rec.</td>
</tr>
<tr>
<td>Unlawful Assembly</td>
<td>Expulsion Rec.</td>
</tr>
<tr>
<td>Inciting a Riot</td>
<td>Expulsion Rec.</td>
</tr>
<tr>
<td>Membership in Gangs and Similar Organ.</td>
<td>Expulsion Rec.</td>
</tr>
</tbody>
</table>

**Amendments in Discipline Policies**

Ouachita Board of Education reserves the right to amend any policy concerning discipline at any time with a majority vote of the members of the Board. Changes may also be initiated by the Ouachita School District Discipline Committee, which is made up of representatives of the community, parents, teachers, administrators, school employees, and students, by presenting them to the Ouachita Board of Education for approval.

**Enforcement of the Discipline Policies for the Handicapped**

In the enforcement of the discipline policies of the district, applicable provisions of the Arkansas Children with Disabilities Education Act, the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 shall be compiled with, in order to provide a Free and Appropriate Public Education to all students.

If and when discipline matters arise, consequences for disciplinary infractions will range from a minimum of a verbal reprimand/conference to a maximum of recommendation for expulsion depending on the severity of the infraction and or number of referrals.
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;
   1. Disruptive behavior that interferes with orderly school operations;
   1. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
   1. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
   1. Possession or use of tobacco in any form on any property owned or leased by any public school;
   1. Willfully or intentionally damaging, destroying, or stealing school property;
   1. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
   1. 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;
   1. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
   1. Inappropriate public displays of affection;
   1. Cheating, copying, or claiming another person's work to be his/her own;
   1. Gambling;
   1. Inappropriate student dress;
   1. Use of vulgar, profane, or obscene language or gestures;
1. Truancy;

1. Excessive tardiness;

1. 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;

1. 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;

1. Hazing, or aiding in the hazing of another student;

1. 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;

1. Sexual harassment;

1. Bullying; and

1. Operating a vehicle on school grounds while using a wireless communication device; and
1. Theft of another individual’s personal property

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.

The following are strongly prohibited and are punishable by up to an expulsion recommendation.

**Loitering**
Lingering on the grounds of a school or within 100 feet of the school without permission of school administrator is prohibited. No suspended and/or expelled student is allowed on school district property for any purpose while serving the suspension/expulsion.

**Vandalism**
Student shall not intentionally destroy, cut, deface, or otherwise damage property belonging to another person or to the school district. The parent/guardian shall be responsible for all damage to property caused by his/her child.
**Damage or Destruction of School Property**
Under Act 104 of 1983 Special Session a student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The School District will attempt to recover damages from the student destroying school property. The penalty for damage or destruction of school property will be:

**IN COMPLIANCE WITH ACT 1243 OF 1997**
a. Whenever the principal or other person in charge of a public school has direct knowledge or has received information leading to a reasonable belief that a student enrolled in the public school has committed a felony on school property or while under school supervision or has committed any other crime involving an act of violence against a teacher, school employee, or student, the principal or the person in charge shall immediately report the incident to the superintendent of the school district. The superintendent, or his designee, shall report the incident to the appropriate local law enforcement agency for investigation.
b. Whenever a law enforcement officer receives a report of an incident pursuant to subjection (a) of this section, that officer shall immediately report the incident to the office of the prosecuting attorney.
c. The prosecuting attorney shall immediately initiate an investigation of the incident.
d. The investigation shall be conducted with all reasonable haste and, upon completion, the prosecuting attorney shall implement the appropriate course of action.
e. In the event that is becomes necessary to notify state or local law enforcement personnel regarding student misconduct or criminal acts, students are advised that they have the legal right to decline to be questioned by a law enforcement officer until their parent or parents can be present. Administration will make every effort to notify parents at the parents’ daytime telephone number as reflected in district records that their child has been reported by the school district to law enforcement.

First Offense – 3-5 day suspension and pay damages
Second Offense – 10 day suspension and pay damages
Third Offense -- recommendation for expulsion for one semester or permanent expulsion and pay damages.

**BOOK BAGS/BACKPACKS**

To ensure the safety of our students, book bags or backpacks are to be placed in student lockers or placed in the designated area and not to be carried into classrooms. Any bag that is larger than 12 x 12 will not be allowed inside the classroom and must be placed inside his/her locker or alternate designated area.

**BOOKS/TEXTBOOKS/MEDIA**

Library books and textbooks are state property, and the student is responsible for the proper care of textbooks and other school print material. **Abused or lost books must be compensated for**
by the student at replacement cost or a pro-rated amount determined based on the damage. Books are not to be written in or on.

More information on procedures of challenging materials due to content housed in the library can be found at the school website under school policies.

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.

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

BUS RULES AND CONDUCT

A. Remain seated while bus is moving.
B. Students are to obey bus driver at all times, including seat assignments.
C. No fighting on bus.
D. Students are not to eat, drink, spit, or use any form of tobacco at any time.
E. All school rules apply on the school buses.
F. The safety of the students will not be jeopardized by the poor conduct of any student.
G. Students are not to deface the bus or any school property. ACT 36 of 1987 places the financial liability of parents at $5,000 when their children damage or destroy public property.
H. ACT 814 makes it a misdemeanor for students or adults to threaten, curse, or use abusive language to a school bus driver.
I. Due to district growth and concerns of compromising safety such as overcrowding, students are not to ride any bus except their own. Buses are used for transportation to school or to school activities for educational purposes.
J. Changes in regular transportation will be at the discretion of the building Principal.

Consequences of Breaking Bus Rules
Students who violate school bus rules and regulations are subject to disciplinary action as deemed appropriate by the building Principal.

Bus suspensions are generally for 3, 5, and 10 days, in that order.
Students who experience chronic bus discipline referrals will be suspended from riding the bus for the remainder of the semester or 30 days, whichever is longer.

Passing a school bus with flashing lights is a misdemeanor. Penalties include: 90 days in jail, suspension of driver’s license for 21 days to one year, finds between $250-$1,000, and up to 400 hours of community service.

4.21—STUDENT Assault OR BATTERY

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (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: Cause a breach of the peace;

1. Materially and substantially interfere with the operation of the school; or
2. 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.

CAFETERIA

Nutritional breakfasts and lunches are available at a reasonable cost. Students who qualify for free or reduced lunches will also qualify for free or reduced breakfasts. NOTE: Ouachita does not have a free milk program; therefore, kindergarten snack milk and extra milk in the cafeteria must be paid for by all students, including students who qualify for free or reduced lunches.

Meals may be purchased daily, weekly, or monthly. Money is to be placed in an envelope to be completed by the student/parent. The envelope should be clearly labeled with the student’s name and the amount of money enclosed. Money for breakfasts/lunches should be the only monies put in this envelope. No refunds or change will be given to students who purchase breakfasts/lunches. Extra money sent will be credited to the student’s account. All students will be given an ID# for use in the cafeteria.

If a student places an order, and he/she doesn’t come and get it, he/she will be charged for it. A maximum charge of $15 is allowed by students. No more charges will be allowed until the $15 is paid.

All students are expected to conduct themselves properly in the cafeteria. All food and drink must be disposed of before leaving the cafeteria. Running, breaking line or other unsatisfactory cafeteria behavior may result in detail/cleanup or other disciplinary action.
CAFETERIA RULES:
- STAY SEATED
- USE QUIET VOICES
- NO GUM IN THE CAFETERIA
- CLEAN AREA AROUND YOU BEFORE LEAVING

First Offense: Oral warning and/or detail/cleanup; **Elementary** - loss of recess privilege
Second Offense: Detail/cleanup, lunch detention;
Third Offense: In-school suspension

Continued infraction of rules may result in Saturday Detention.

CAPS & HATS

Caps, hats, and hoods distract the educational process and are therefore prohibited on school grounds during the school day. An exception to this may be during participation in/or as a spectator of school sponsored sporting events and at the teacher’s discretion on field trips. Repeated violation of this rule may result in further disciplinary action at the discretion of the building Principal.

CAR RIDERS

Students may not arrive on campus before 7:30 a.m. due to safety issues.

Car riders are to be picked up no later than 3:30 p.m. Department of Human Services will be notified of students who are habitually left at school after school hours. **Instructions regarding changes in student travel should be sent to the teacher/office in note form. In emergency cases only, calls can be made to the office to notify of late changes. Calls regarding travel will not be accepted after 2:30 p.m.**

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 and that causes or creates actual or reasonably foreseeable:
• Physical harm to a public school employee or student or damage to the public school
  employee's or student's property;
• Substantial interference with a student's education or with a public school employee's role
  in education;
• A hostile educational environment for one (1) or more students or public school
  employees due to the severity, persistence, or pervasiveness of the act; or
• Substantial disruption of the orderly operation of the school or educational environment;
Examples of "Bullying" include, but are not limited to, a pattern of behavior involving one or
more of the following:
1. Cyberbullying;
2. Sarcastic comments "compliments" about another student’s personal appearance or actual or
  perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
6. Demeaning humor relating to a student’s actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
13. Teasing or name-calling related to sexual characteristics or the belief or perception that an
  individual is not conforming to expected gender roles or conduct or is homosexual,
  regardless of whether the student self-identifies as homosexual or transgender (Examples:
  “Slut”, “You are so gay.”, “Fag”, “Queer”).

"Cyberbullying" means any form of communication by electronic act that is sent with the
purpose to:
• 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:
1. Building a fake profile or website of the employee;
2. Posting or encouraging others to post on the Internet private, personal, or sexual
  information pertaining to a school employee;
3. Posting an original or edited image of the school employee on the Internet;
4. Accessing, altering, or erasing any computer network, computer data program, or
  computer software, including breaking into a password-protected account or stealing or
  otherwise accessing passwords of a school employee;
5. Making repeated, continuing, or sustained electronic communications, including
  electronic mail or transmission, to a school employee;
6. 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;
7. Signing up a school employee for a pornographic Internet site; or
8. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

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

“Substantial disruption” means without limitation that any one or more of the following occur as a result of the bullying:
· Necessary cessation of instruction or educational activities;
· Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
· Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
· Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

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

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible. Parents 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:
   1. 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
   2. Prepare a written report of the alleged incident of bullying;

2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.

3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
   1. That a credible report or complaint of bullying against their student exists;
   2. Whether the investigation found the credible report or complaint of bullying to be true;
   3. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
   4. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;

4. Make a written record of the investigation, which shall include:
   1. 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;
   2. Any action taken as a result of the investigation; and
   3. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District’s prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.
The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Copies of this policy shall be available upon request.

**4.47— POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES**

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

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

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

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

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to 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.

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

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

A parent shall obtain approval from the student’s building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device’s recording and listen-in technology to be
disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student’s parent shall agree in writing to the requirement for the device’s recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device’s recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

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

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

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

No student shall use any wireless communication device for the purposes of browsing the Cell phones must be turned off during all class periods, between classes, and on school bus routes.

All phones being used by a student without permission during class periods will be confiscated. Students may use electronics during class time for classwork with permission from teacher and/or Principal. Any electronic devices brought to school are the responsibility of the student. The school will not be held responsible for theft, damage, or loss of electronics. Students found using electronic devices without permission during normal school hours (7:53 a.m.-3:15 p.m.) will be subject to the following disciplinary actions:

**First Offense:** Warning and device may be picked up in office at the end of the day

**Second Offense:** 3 Days After School Detention and parent/guardian must pick up the device from office

**Third Offense:** 3 Days ISS and student will not be allowed to have the device at school for remainder of semester.
Students have no right of privacy as to the content contained on any electronic device that has been confiscated. Cell phones may be turned over to the proper authorities when deemed necessary by administration.

Any additional offenses will result in a more restrictive punishment.  
Note: if the student becomes disrespectful due to the item being confiscated, more serious corrective action may be assigned.

Before and after normal school hours, use of electronic devices is permitted on the school campus. Normal school hours are 7:53 a.m.-3:15 p.m.  
High School students will be allowed to use their electronic devices during lunch; however, the following restrictions are in place: 1) no audible sounds are permitted to come from the device 2) no taking photographs 3) no creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person 4) no engaging in academic dishonesty.  
Note: Harmful or indecent posts to any social media are prohibited. Punishment will be at discretion of administration.  

EXCEPTION: In the event of an emergency, any person may use any electronic device available. Emergency is defined as an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

Exceptions to this policy may be granted for health or other compelling reasons as allowed by school administration. Ouachita School District is not liable for lost, damaged or stolen electronic devices and/or cell phones.

Act 37 of 2011 states that a driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building. This does not apply to law enforcement officials or for drivers when an emergency occurs.

CHEATING/PLAGIARISM

Cheating/Plagiarism is viewed as deception and dishonesty. Students who are caught cheating or plagiarizing will be subject to disciplinary action and will be dealt with accordingly.

First Offense: Student will receive After School Detention and re-do the assignment

Second Offense: Student will receive up to five (5) day in-school suspension (or other comparable disciplinary action) and get a “0” on test or work.

Third Offense: Student may be suspended out of school.

In each case, a parent may request a conference to correct the problem. If one student is caught aiding another student at cheating, he/she will be deemed just as guilty and receive the same disciplinary action.
Cursing, profane, abusive or vulgar language, whether verbal, written or signaled shall not be tolerated. Consequences may be altered based on the severity of the offense at administrative discretion.

**First Offense:** 1 Day ISS  
**Second Offense:** 2 Days ISS  
**Third Offense:** 3 Days ISS  
**Fourth Offense:** OSS

**FACULTY/STAFF/ADMINISTRATION/STUDENT ASSAULTS, THREATS, ABUSIVE LANGUAGE, OR COMMUNICATION OF DEATH THREATS**

ACT 706 of 1997 states: “Any student willfully and intentionally assaulting or threatening to assault or abuse any student, teacher, Principal, Superintendent or other employee of the school system” will be suspended. Assaults, threats, abusive language, communication of death threats (written or verbal) directed toward another student will result in a minimum suspension of three (3) school days and a maximum expulsion of 178 days from the date the incident occurred. Any criminal or violent behavior will be reported to the appropriate law enforcement agency. Other appropriate officials may also be contacted.

Any student guilty of assaults, threats, abusive language, communication of death threats (written, verbal, or signaled), using profane language (written or verbal), or giving a profane signal to a faculty or staff member shall be suspended for a minimum of ten (10) school days with possible expulsion for 178 school days from the date the incident occurred. Any criminal or violent behavior will be reported to the appropriate law enforcement agency. Other appropriate officials may also be contacted.

The following steps will be taken (not necessarily in order) when a serious threat is made toward a faculty member or student:
1. Parent notification.
2. Proper law enforcement/authorities notified.
3. Parent interview.
4. A mobile assessor may be called in to evaluate the student for alternative placement.

**Threat Assessment Inquiry can be made without permission of parents, if deemed necessary for school safety.** The Threat Assessment Team can include, but is not limited to building level Principals, School Counselors, and other district and/or building faculty members as deemed appropriate.

**Under the School Safety Act a student who is deemed as making a substantive threat will be assessed by the Threat Assessment Team and will receive Out-of-School suspension until**
it is determined that they are no longer a danger to the school environment, or an alternative placement is secured.

ACT 1520 of 1999 requires public school Principals to report all felonies or other violent criminal acts committed against a school district employee to the appropriate law enforcement agency and to the school Superintendent.

ACT 1046 of 2001 states: “A person commits the offense of communicating a death threat concerning a school employee or student if: (1) The person communicates to any other person a threat to cause the death of a school employee or student; (2) The threat involves the use of a firearm or other deadly weapon; (3) A reasonable person would believe the person making the threat intends to carry out the threat; (4) The person making the threat purposely engaged in conduct that constitutes a substantial step in a course of conduct intended to culminate in the commission of the threatened act; and (5) There is a close temporal relationship between the threatened act and the substantial step. (b) Conduct is not a substantial step under this section unless it is strongly corroborative of the person’s criminal purpose. (c) Communicating a death threat concerning a school employee or student is a Class D felony. For purposes of this act, school means any elementary, junior high or high school, technical institute, post-secondary vocational-technical school, or 2 or 4 year college or university.”

Act 1565 of 2001 states: “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 peace; (B) Materially and substantially interfere with the operation of the school; or (C) Arouse the person to who it is addressed to anger, to the extent likely to cause imminent retaliation. (2) A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars ($100) nor more than one thousand five hundred ($1,500).”

**DISRUPTION AND INTERFERENCE WITH SCHOOL OR SCHOOL ACTIVITIES**

No student shall:
A. Block doorways or corridors.
B. Prevent students from attending a class or activity.
C. Block normal pedestrian traffic or vehicular traffic at school.
D. Refuse to identify himself/herself on request.
E. Encourage other students to violate any school rule or policy.

**Consequences:** Warning, Saturday School, After School, Noon detention or other options as deemed appropriate by the building Principal.

Use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally to cause a disruption shall result in notification of law enforcement authorities. ACT 207 of 1997 states that “a person commits battery in the second degree if he/she causes physical injury to a school employee while they are acting in the course of their employment.” **Students will be suspended from school with a recommendation of**
expulsion for up to one calendar year from date of the incident, and will be referred to a law enforcement agency for violation of this policy.

DISTURBANCES AND UNAUTHORIZED DEMONSTRATIONS

Any student who provokes or contributes to deliberate disturbances and/or unauthorized demonstrations at school or school functions may be suspended for up to 45 school days from the date of the incident. Upon the second offense, the student may be expelled for 178 school days from the date of the incident.

DRESS CODE FOR STUDENTS

The primary responsibility of deciding student dress and appearance falls on the parent, then on the student. The student’s personal appearance is not to present a health or safety hazard or to distract from the educational process. The primary function of the Ouachita School District is the education of all students. The primary function of the school administration concerning a dress policy is serving the best interest of the community in requiring the education of its children to allocate their time primarily to the education process. The administration realizes it is extremely difficult to develop a dress code which will cover all situations which might arise during the school year as the style of clothing changes frequently.

The school dress code applies to elementary students. However, modest short sets may be worn by pre-K through 3rd grade students.

STUDENTS SHALL NOT WEAR: clothing advertising or advocating the use of alcohol, tobacco or drugs; clothing with inappropriate, vulgar or sexually suggestive messages, midriff garments; half shirts; sleeveless T-shirts, tank tops with sleeves less than the width of a dollar bill, sunglasses (except those for medical purposes with a physician’s prescription); see-through blouses or mesh jerseys without a full shirt underneath; Jeans/Pants with holes above the knees; gang-related or gang symbols; bandannas. Included is any type of clothing which may be ill-fitting or of a revealing mode of dress that may be distracting to the educational process. Students are prohibited from wearing clothing that exposes underwear, buttocks, or the breast. (HB 1936-2011) No pajamas, house shoes, blankets or any clothing resembling sleepwear will be permitted except on special spirit days. Any student found in violation of the clothing policy will have to change to a clothing provided by the school, or be sent home to change inappropriate clothing. Leaving school to change inappropriate clothing will be counted as an absence.

Students may wear shorts the entire year. The shorts and skirts may be no shorter than 2 ½ inches or a dollar bill width above the top of the knee.

Leggings, tights, yoga pants, and jeggings, etc… must be worn with a top that is finger-tip length.

The dress code is in effect for all school-sponsored events and activities (ball games, field trips, off-campus activities, etc.), except for school approved uniforms.
THE BUILDING PRINCIPAL HAS THE AUTHORITY TO DETERMINE WHAT TYPE OF CLOTHING IS INAPPROPRIATE FOR STUDENTS AND WHETHER OR NOT IT INTERFERES WITH THE EDUCATIONAL PROCESS.

Consequences for Dress Code Violations:
- **1st Violation** - Warning and the student must change to appropriate attire
- **2nd Violation** - Detention 1 day and the student must change to appropriate attire
- **3rd Violation** – Detention 3 Days and student must change to appropriate attire
- **4th Violation** - ISS 3 Days and student must change to appropriate attire provided by the school.
- **5th Violation** - ISS 5 days and student must change to appropriate attire provided by the school.

*After the 3rd violation, a mandatory parent conference will be held before the student is allowed to return to regular classes.

**EXTORTION**

Any student obtaining money or property by violence or threat of violence, or by forcing someone to do something against his/her will by force or threat of force shall be suspended for a minimum of three (3) school days, and for a maximum of 178 school days from the date the incident occurred, and the incident will be reported to the proper legal authorities.

**EXTRA CURRICULAR ACTIVITIES POLICY**

All current Arkansas Activities Association (AAA) guidelines will apply to all k-12 students who participate in any extracurricular activities sanctioned by the school and/or AAA, (which includes athletics). All student handbook rules apply at school-sponsored events whether on or off district property.

Elementary students must maintain a “C” average to participate in extracurricular activities. (See suspension/expulsion for further eligibility guidelines.)

Interruptions of instructional time will be limited and controlled. The number of absences due to extracurricular activities will be monitored by the building Principal and will not interfere with academic or instructional time.

**FAILURE OF REQUIRED COURSES**

Students failing one or both semesters/terms of a required course for graduation have no priority in being scheduled to retake the course. Students in this position have two (2) options:
A. The student will be put in the class if there is room.
B. The student may enroll in a summer program or may take a correspondence course approved by the counselor and building Principal. The student is responsible for the costs incurred with this option.
NOTE: Summer courses held at Ouachita High School will meet the state requirement of sixty (60) hours per term. A minimum of thirty (30) teacher-pupil classroom hours will be required; the remainder may come from library work or independent study time.

A fee will be charged to attend summer school. Fees will be decided at the time the course is offered. The course selections will only include core curriculum classes offered in grades 9-12 during the regular school year. Courses offered may be decided by the number of students needing to make up work in a particular subject area. A maximum of ½ credit may be awarded during summer sessions. Summer school can be utilized by a student a total of 2 sessions over the course of grades 9-12, and may only be utilized in the event of earning a failing grade; (i.e. an “F.”) A student’s GPA will be calculated by replacing the failing grade with the newly earned summer school grade.

FALSE ALARMS

Act 567 of 2001 states: (a) “A person commits the offense of communicating a false alarm if the person purposely initiates or circulates a report of a present, past or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and knowing that it is likely: (1) to cause action of any sort by an official or volunteer agency to deal with emergencies; (2) to place any person in fear of physical injury to himself or herself or another person or of damage to his or her property or that of another person; (3) to cause total or partial evacuation of any occupiable structure, vehicle, or vital public facility. (b) (1) Communicating a false alarm is a Class D felony if: (A) Physical injury to a person results; or (B) the false alarm communicates a present or impending bombing and is made to or about a public or private educational institution. (2) Otherwise, communicating a false alarm is a Class A misdemeanor.

A minimum suspension of three (3) days and criminal charges will be filed for turning in a false alarm.

FIGHTING/VIOLENCE

Acts of violence shall not be tolerated on the Ouachita campus. A student who chooses to strike another student shall be:

First Offense: suspended for three (3) school days.  
Second Offense: suspended for five (5) school days.  
Third Offense: suspended for ten (10) school days.

Students who provoke other students to acts of violence are guilty of the same offense.  
Suspension may be in-school or out-of-school at the discretion of the administrator.  
A student striking another student with the intent of crippling or striking with a dangerous weapon/object shall result in an out-of-school suspension of ten (10) school days with a recommendation for expulsion to The Board of Education for 178 school days from the date of the incident. Local law enforcement agency will be notified.
A student has the right to defend himself/herself without being suspended, provided the student is the target of a physical attack, which he/she did not provoke, and does not have the opportunity to “break off” the attack. Students who provoke other students to acts of violence are guilty of the same offense.

The student should report to the nearest faculty member and then bring the matter to the attention of the Principal, in order that an attempt is made to remedy the situation.

Students who are caught scuffling, pushing, shoving, etc., where no blows or licks were exchanged, will result in the following:

**HIGH SCHOOL:**

- **First Offense:** ISS for 3 days
- **Second Offense:** ISS for 5 days
- **Third Offense:** Out-of-school suspension for three (3) days.

**FIREWORKS**

Fireworks are not to be brought to school or school sponsored activities. Any student lighting or throwing fireworks shall be suspended for a minimum of three (3) school days. Possession of fireworks alone is grounds for disciplinary action.

**FOOD & SOFT DRINKS**

Food and soft drinks are not permitted in the classroom buildings. Students are not allowed to have food delivered to the school from outside vendors. The act of selling food or drink to other students will be considered loan sharking and subject to disciplinary action. Students not eating in the cafeteria should bring their lunches in the morning. Lunches should be delivered to the school by parents under special circumstances, not on a regular basis.

Any student who brings food or soft drinks into the buildings for unauthorized consumption shall be assigned the following:

- **First Offense:** Campus clean-up or detention
- **Second Offense:** Campus clean-up or detention.
- **Third Offense:** Saturday School

Additional offenses will be deemed insubordination.

**FORGERY**

Any student guilty of forging a parent or teacher signature will be assigned Saturday Detention.

**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;
   1. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
   1. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
   1. 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.

Any gang related activity or pretense of the same, as justified by school officials, will result in a minimum of five (5) days out of school suspension to a maximum consequence of recommendation for expulsion of up to 178 school days from date of the first offense. The second offence will result in an immediate expulsion recommendation of 178 school days from date of offense.

4.28 – LASER POINTERs

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

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 (5th) grade unless the student's behavior:

- Poses a physical risk to himself or herself or to others;
- Causes a serious disruption that cannot be addressed through other means; or
- 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\(^2\), or legal guardians\(^2\), 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, or 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:\(^2\)

- 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, or 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.\(^3\)

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.\(^3\)

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

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

**4.31—EXPULSION**

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

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

Expulsion shall not be used to discipline a student in kindergarten through fifth (5\(^{\text{th}}\)) grade unless the student’s behavior:

- Poses a physical risk to himself or herself or to others;
- Causes a serious disruption that cannot be addressed through other means; or
- Is the act of bringing a firearm on school campus.
The Superintendent or his/her designee shall give written notice to the parents, or legal guardians, 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 not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents, or legal guardians, 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, or legal guardians, persons having lawful control of the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

**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.¹ 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 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.

GYM RULES

No students are to be in the gym before school, during lunch, or after school (unless it is a scheduled practice) without permission from the Principal and the coach.

Students are not to be excused out of classes to go to the gym without the written permission of the building Principal.

Rules during ALL basketball games:
A. Students are not to go to the dressing rooms, hospitality/weight rooms, or coach’s office.
B. Stay off the basketball court.
C. There is to be no running or playing in the lobby or concession area of the gym.
D. Students are not to leave the gym during basketball games until they are ready to go home unless accompanied by a parent. Once a student leaves the gym, he/she will not be allowed to re-enter.

Consequences for violation of the above rules may range from detention hall to suspension from attending games.

HALL REGULATIONS

There is to be orderly movement in the halls. There is to be no running. Avoid blocking traffic and excessive noise.

Any student in the halls during class time must have a HALL PASS visible.

Students found in the hall without a pass will receive a minimum of noon detention. Multiple offenses will be deemed insubordination.
Principal. The proper law enforcement authorities will be notified. Parent(s)/Guardian(s) must petition The Ouachita School Board for re-entry to school, and evidence of attendance in the Drug/Alcohol Rehabilitation Program must be provided by the parent(s) for student reinstatement in school.

Any student having in his/her possession/personal belongings any seeds, stems, or obvious parts of a marijuana plant or any drug-related paraphernalia is also subject to suspension from school for a period of up to 178 school days from the date of the incident. Any student having possession of illegal drugs and/or drug paraphernalia at school or school-sponsored events will be referred to the appropriate law enforcement authorities and parents will be notified of the referral.

Possession of such drug items and claiming not to have known what the items were is not excusable. Students are not to have any drug items or drug paraphernalia in their possession if they do not know what they are.

Student lockers and automobiles parked on the school campus are subject to search for illegal drugs and/or drug paraphernalia. (See Search and Seizure Procedures).

INDECENT EXPOSURE

Indecent exposure will be regarded as both disrespectful and disruptive. Students are subject to suspension from school for a period of up to 178 school days from the date of the incident.

INSUBORDINATION/DISRESPECT

Insubordination (refusing to follow the reasonable request of school personnel/authorities) shall not be tolerated and shall result in a minimum warning to a maximum of ten (10) school days suspension with a recommendation of up to 178 school days expulsion.

Respectfulness involves consideration for and politeness toward other persons. Students who harass or are disrespectful to other students, teachers, school staff, and/or administrators will be assigned to a minimum of Saturday Detention and to a maximum of ten (10) school days suspension with a recommendation of up to 178 school days expulsion.

INTERRUPTION OF CLASS TIME

Leaving class results in loss of instructional time for students. It is both interruptive to others and creates situations of students not being monitored while out of the classroom. Students will be given noon detention for leaving class for reasons other than a request from the office or illness. Each student will receive two (2) bathroom passes per semester for each class. A student may only accumulate five (5) noon detentions per semester. After five (5) noon detentions, Saturday School will be assigned for interruptions. Noon detention assigned for class interruptions will be served in the cafeteria. After (7) Seven interruptions, ISS will be given. Note: Special circumstances will be addressed on an individual basis.
Teachers are not required to give permission and/or allow students to take an interruption when instruction is taking place. Interruptions should only be taken during the first and last five minutes of class, when independent work is assigned, or in emergency situations.

**LITTERING**

*Students caught littering the campus will pick up paper/trash around campus during lunchtime.* Also, the snack and drink machines will be closed indefinitely if littering becomes a frequent problem. Stronger action will be taken for repeated violations of this offense.

**LOCKERS**

Students are to keep their textbooks and personal belongings in their lockers or other designated area, and they are responsible for their locker’s contents. Students will pay for damaged and abused lockers. **NO STICKERS** will be put on lockers without approval from the building Principal. High school students may put a lock on their lockers but the school must have the combination or a spare key on file in the office. Locks are not to be placed on lockers provided for 5th and 6th grade students. School authorities may legally search lockers at any time. Students will be assigned lockers at the beginning of the year. Students are not allowed to use any lockers other than the one assigned to them.

**LOITERING IN RESTROOMS**

There is to be no loitering in the restrooms any time. Students who do so will be disciplined.

**PUBLIC DISPLAY OF AFFECTION**

There is to be no public display of affection at school or school-sponsored events/activities. This also includes verbally when it is of a suggestive nature that is inappropriate. Students who choose to ignore this policy will face disciplinary action and immediate parent notification.

**THEFT**

Any student guilty of stealing public or private *property shall be suspended for three (3) school days. Upon the second occurrence, the student may be suspended for five (5) school days. Students shall make restitution of any property stolen.* Any articles on campus that students consider lost should be left alone and reported to the nearest teacher. Students are not to have any item in their possession that they are not authorized to have.

**TOBACCO**

*Use and possession prohibitions:*
The Ouachita School District, inclusive of all its buildings and property, shall be tobacco free 24 hours a day, 365 days per year. This includes all days when school is not in session and all events and other activities not associated with, or sponsored by, the school.

Possession or use of tobacco products by students on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times.

The use of tobacco products by all school employees on district property or in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times.

The use of tobacco products by all visitors to the school district property is prohibited. This includes non-school hours and all events sponsored by the school or others.

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions and in all school publications. This includes clothing that advertises tobacco products.

E-cigarettes and similar devices are considered a tobacco product and are not allowed on campus or at any school sponsored event.

**Rational for Regulating Possession and Use of Tobacco:**
Tobacco is the number one killer and leading cause of preventable death in Arkansas. Act 854 of 1987 prohibits the use of tobacco by students in public schools. To support and model a healthy lifestyle, to be consistent with state and federal laws, and to protect the health and safety of all students, employees, and the public, the Ouachita School District establishes the following tobacco free policy.

The health hazards of tobacco have been well established. This policy is established to:

1. reflect and emphasize the hazards of tobacco use.
2. be consistent with state and federal laws.
3. protect the health and safety of all students, employees and the public.
4. set a non-tobacco use example by adults.

**Prevention education:**
Tobacco prevention education will be incorporated into the district’s K-12 comprehensive health curriculum so that students will be aware of the health and social consequences of use/non-use of tobacco products. Teachers whose instructional assignments include tobacco use prevention education will be trained in order that students will be afforded the most effective delivery of the district’s classroom-based tobacco prevention education.

**Communicating to students, staff and public:**
This policy will be printed in the Employee and the Student Handbooks. It will be posted in highly visible places in all schools of the district. Signs will be posted at all entrances of school buildings, school properties and athletic facilities. Parents and guardians shall be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy community-wide.
Enforcement and cessation:

**First Offense:** Will result in warning, and any or all of the following: confiscate tobacco products, notify parents, meeting with substance abuse educator or designated staff, offer student resources for available cessation programs and health hazards.

**Second Offense:** Will result in ISS/OSS, and any or all of the following: confiscate tobacco products, notify parents, parental conference, meeting and assessment with substance abuse educator or designated staff, offer student resources for available cessation programs and health hazards.

**Third Offense:** Will result in three (3) days of out of school suspension, and any or all of the following: confiscate tobacco products, notify parents, parental conference, meeting and assessment with substance abuse educator or designated staff, offer student resources for available cessation programs and health hazards.

**Fourth Offense:** Will result in expulsion for up to 178 school days from the date of the incident, and any or all of the following: confiscate tobacco products, notify parents, parental conference, meeting and assessment with substance abuse educator or designated staff, offer student resources for available cessation programs and health hazards.

**Faculty/Staff:**
Faculty and staff include administrators, teachers, janitors, aides, secretaries, clerks, teacher assistants, playground monitors, bus drivers, cafeteria workers, crossing guards, etc. These individuals may not use tobacco products on school property at any time. Crossing guards may not use tobacco products during working hours or at any of the crossing designations at any time. Those staff members violating this policy will be subject to the following procedures:

**First Offense:** A written warning by the appropriate administrator. Refer to cessation program.

**Second Offense:** A formal reprimand by the appropriate administrator and a letter of same to be placed in personnel file. Refer to cessation program.

**Third Offense:** Meeting with school board and possible leave without pay or dismissal. Refer to cessation program.

**Visitors:**
Visitors to the district facilities must comply with regulations. Smoking or use of tobacco products by visitors is prohibited. This includes non-school hours and all functions of the school, athletic or otherwise. This also includes other organizations using school property.

Anyone found smoking or using tobacco products will be asked by the appropriate school official to refrain from smoking or tobacco use while on district property. The visitor will be informed of the school’s tobacco-free policy. If the visitor does not comply, he/she will be asked to leave. If the person refuses to leave, law enforcement may be called.

**Definitions:**
For purposes of this policy, “tobacco” is defined to include any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as spit tobacco, also known as smokeless tobacco, dip chew, and snuff, in any form.
For purposes of this policy, “tobacco use” includes smoking, which means carrying, or having in one’s possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke, and chewing spit tobacco, also known as smokeless tobacco, dip, chew, and snuff, in any form, including any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pips, or under any other name or descriptor. The term “use” means the chewing, lighting or smoking of any tobacco product.

**TRUANCY**

Students guilty of truancy will receive Saturday Detention to make up time missed. The truant officer assigned to Hot Spring County will be called by the Principal. Juvenile officers also will be called when the Principal thinks a student is truant from school.

Students will be expected to stay on schedule during the school day. If a student skips class or goes somewhere other than his/her assigned scheduled class without proper authorization, it will be treated as truancy.

*Whenever a student exceeds the allowable number of absences (6 per semester), the building Principal shall notify the prosecuting attorney’s office, and the student’s parents/guardians shall be subject to a civil penalty in such an amount as authorized by a court of law, plus court costs, not to exceed $500. (ACT 1308 of 1997).*

Penalties for excessive absences are revocation of driver’s license (ACT 1308 of 1997), loss of credit (Ark Code 6-18-209), denial for graduation, and a referral to the Juvenile Officer of Hot Spring County and the Hot Spring County Prosecutor’s Office.

**VANDALISM**

“Willful or intentional damage, destruction or stealing of property whether public or private by any student **may lead to suspension or expulsion if the situation warrants. Students shall pay the cost to repair/replace the public or private property. Any student damaging or destroying property through horseplay or other actions that could have been avoided shall receive in-school suspension and be required to pay for the damages. Appropriate law enforcement agencies will be notified if warranted by school personnel for law or legal action.** (ACT 706 of 1997).

**PRANK AGAINST SCHOOL**
Any student involved in a prank against the school shall be subject to discipline ranging from in-school suspension to expulsion, including restitution for damages and cost of cleanup. Legal action may be taken and walking at graduation may be denied.

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 instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while: In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.¹

¹ 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.² 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

**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 Ouachita 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; is en route to or from school or any school sponsored activity.
Prohibited substances shall include, but are not limited to: alcohol, or any alcoholic beverage; inhalants or any 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.

Any student under the influence of drugs/narcotics/alcohol while at school or school sponsored activities may be expelled for up to 178 school days from the date of the incident AND a referral will be made to a drug/alcohol rehabilitation program approved through the school district counselor and

SEARCH AND SEIZURE

School personnel may legally search lockers, automobiles parked on the school campus, and students using these guidelines:
A. Student Lockers
   School authorities have equal access to lockers and may search them at any time.

B. Automobiles
   Searches of student automobiles by school personnel may be ordered without a warrant if there is reasonable suspicion that the search would produce evidence indicating the student has violated the law or school rules.

C. Personal Search
   1. A search of a student’s person/personal belongings should be limited to a situation in which the administration has reasonable suspicion that the search would produce evidence indicating the student has violated the law or school rules.
   2. An adult witness should be present when a personal search is conducted.
   3. A pat down search of a student’s person should be done by a school official of the same sex. (It is advisable that parents of the student in question should be called prior to a pat down search being conducted.)
   4. A search must be based on a reasonable suspicion that the student has violated the law or school rules and the scope of the search must be “reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.” (New Jersey v. T.L.O. 469 U.S. 325, 342, 1985.)
D. Sniff dogs
   1. “Sniffing” by trained dogs in public hallways or automobiles in public lots may be
done legally.
   2. “Sniffing” of a student’s person is a search and may be done with a warrant if there is
reasonable suspicion that the search will produce evidence that the student is violating
the law or school rules.

E. Metal Detectors
   The Ouachita School District may elect to use a metal detector at the entrance of any
school buildings.

The refusal of any student to have his/her person searched will warrant law officials being called
to conduct the searches with warrants. Parents will be notified of the search and seizure
requirements.

4.27—STUDENT SEXUAL HARASSMENT

The Ouachita 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 grievance procedures for complaints of sexual
harassment;¹ that the district does not tolerate sexual harassment; that students can report
inappropriate behavior of a sexual nature without fear of adverse consequences; the redress that
is available to the victim of sexual harassment;² and the potential discipline for perpetrating
sexual harassment.

“Sexual harassment” means conduct that is:
1. Of a sexual nature, including, but not limited to:
   a. Sexual advances;
   b. Requests for sexual favors;
   c. Sexual violence; or
   d. Other personally offensive verbal, visual, or physical conduct of a sexual nature;

2. Unwelcome; and
3. Denies or limits a student’s ability to participate in or benefit from any of the District’s
   educational programs or activities through any or all of the following methods:
   a. Submission to the conduct is made, either explicitly or implicitly, a term or condition
      of an individual’s education;
b. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or

c. Such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creates an intimidating, hostile, or offensive academic environment.

The terms “intimidating,” “hostile,” and “offensive” include conduct of a sexual nature that has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student’s ability to participate in, or benefit from, an educational program or activity.

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

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

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

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will provide assistance on the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

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 to the extent necessary to complete a thorough investigation; the extent necessary to submit a report to the child maltreatment hotline; the Professional Licensure Standards Board for complaints alleging sexual harassment by an employee towards a student; or the extent necessary to provide the individual accused in the complaint due process during the investigation and disciplinary
processes. Individuals who file a complaint have the right to request that the individual accused of sexual harassment not be informed of the name of the accuser; however, individuals should be aware that making such a request may substantially limit the District’s ability to investigate the complaint and may make it impossible for the District to discipline the accused.³

Students, or the parents/legal guardians/ other responsible adult of a student, who file a complaint of sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats, intimidation, coercion, or discrimination. 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.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who filed the complaint:

• The final determination of the investigation;
• Remedies the District will make available to the student; and
• The sanctions, if any, imposed on the alleged harasser relevant to the student.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who was accused of sexual harassment in the complaint:

• The final determination of the investigation; and
• The sanctions, if any, the District intends to impose on the student.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following an investigation, 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.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

IMMORALITY AND SEXUAL MISCONDUCT
A student shall abstain from indecent and immoral acts. Students(s) shall not possess or distribute pornographic materials. Depending on the seriousness of the particular offense, this may lead to suspension and expulsion. A police report will be made for any such incident and charges filed if applicable.

Possession of Inappropriate Materials
Students should not be in possession of any materials detrimental or disruptive to the educational climate, including but not limited to, pornographic materials, playing cards, skateboards, aerosol cans, trading cards, or laser pointers (Act 1408, 1999).
Minimum – verbal reprimand  
Maximum – Expulsion recommendation

Students that engage in sexual intercourse on campus will be recommended for expulsion. A police report will be made for any such incident and charges filed if applicable.

6.10—SEX OFFENDERS ON CAMPUS (MEGAN’S LAW)
The Ouachita School District shall work with area law enforcement in a manner consistent with applicable state law and Division of Elementary and Secondary Education Rules to communicate the presence a sexual offender. When necessary, law enforcement may contact building principals and give them information concerning registered sex offenders. The decision regarding which school principals to notify rests solely with law enforcement officials who use a rating system to determine those needing to be notified according to the offender’s dangerousness to the community.

Building principals should, in turn, notify any person who in the course of their employment is regularly in a position to observe unauthorized persons on or near the school’s property. Those notified could include employees such as aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teachers’ assistants, and teachers.

It is important that school personnel receiving notice understand that they are receiving sex offender notifications in their official capacity and are not to disseminate information about an offender to anyone outside the school. If school personnel are asked about notification information by an organization using school facilities, they should be referred to the area law enforcement agency that issued the notice.

Persons not to be notified except at the specific discretion of area law enforcement officials include members of parent-teacher organizations, other schools, organizations using school facilities, students, parents or guardians of students, and the press. Personnel may inform the press about procedures which have been put in place and other general topics, but may not reveal the name or any other specifics regarding an offender.

A parent or guardian who is a Level 1 or Level 2 sex offender shall be allowed to enter the school campus to attend parent-teacher conferences or any other activity which is appropriate for a parent or guardian, or community member.

Level 3 and Level 4 sex offenders may only enter the school campus in the following instances.
1. The offender is a student attending school in the district;
2. To attend a graduation or baccalaureate ceremony, or a school sponsored event for which an admission fee is charged or tickets are sold or distributed;
3. It is a non-student contact day according to the school calendar or no school-sponsored event is taking place on campus;
4. The offender is a parent or guardian of a student enrolled in the district and goes directly to the school office to have school personnel deliver medicine, food, or personal items for the student;
5. The offender is a parent or guardian of a student and enters the school campus where the
student is enrolled to attend a scheduled parent-teacher conference and the offender is escorted to and from the conference by a designated school official or employee.

A Level 3, but not a Level 4, sex offender may attend a school sponsored event for which an admission fee is charged or tickets are sold or distributed if the sex offender:
· Is the parent, guardian, great-grandparent, of or is related by blood or marriage within the second (2nd) degree of consanguinity to a student enrolled in the public school; and
· Notifies the administration of the school in writing at least twenty-four (24) hours before the start of the event that he or she will be attending the event.

A Level 3 and Level 4 sex offender who is the parent or guardian of a child enrolled in the district and who wishes to enter the school campus in which the student is enrolled for any other purpose than those listed above, must give reasonable notice to the school principal or his/her designee. The principal or designee may allow the sex offender to enter upon the campus provided there is a designated school official or employee to escort and supervise the sex offender while they remain on campus. The sex offender shall not enter upon the school campus until such time as a designated school official or employee is available.

Copies of the notification from law enforcement should be kept in a secure place accessible to teachers and staff, but should not be posted on school bulletin boards or made available to students or members of the community at large.

SOLICITATION

No items will be sold on the school campus during or after hours, or on the school bus without prior permission from the building Principal.

SPECIAL EDUCATION AND DISCIPLINE

The Ouachita Board of Education recognizes that there are some students attending Ouachita School District who have disabling conditions that may require modifications in the school’s normal disciplinary procedures. The board accepts the definition of the “disabled child” as outlined in Public Law 94-142. (If the definition of a “disabled child” changes as the result of a revision in or an amendment to Public Law 94-142, this policy will automatically change to reflect the definition).

The Ouachita Board of Education recognizes that there are times that a disabled student will need to be disciplined as a result of the undesirable and/or dangerous behavior which hinders his/her personal or educational welfare, or the welfare of others. Students with disabilities are not exempted from discipline.
The discipline of each “disabled” student will be in accordance with the Individuals with Disabilities Education Act (IDEA) and the Individual Education Plan (IEP) of each student, on a student by student and a case by case basis.

Disabled students who engage in misbehavior and disciplinary infractions are subject to normal school disciplinary rules and procedures; while such treatment does not abridge the right to a free appropriate public education.

The IEP team for a disabled student will consider whether particular discipline procedures should be adopted for that student and included in his/her IEP. The Ouachita Board of Education further recognizes that disabled students who have completed the 8th grade or who are over the age of seventeen (17) may have problems with non-attendance. Before a disabled child is dropped from school for non-attendance the following procedures should occur:

A. The IEP team for a disabled student should consider whether or not the non-attendance is a result of an inappropriate placement. If so, the IEP should be revised.
B. Attempts to keep the disabled student in school should be documented.

STUDENT HEALTH SERVICE

If a student becomes ill during the school day, he/she will be allowed to go to the office to see the nurse. If necessary, every effort will be made to contact the parent so that the student may be picked up. A sick room shall be maintained to meet emergency needs. No student shall be sent home without the parent being contacted. In case of any accident, the nurse and/or Principal will be notified immediately, and the parents will be contacted. In the case of an extreme emergency and the parent cannot be located, the school will contact the doctor listed on the emergency student file information in the Principal’s Office. If necessary, an ambulance will be called at parental expense.

1.1 Students will be supervised during on-line activities.

Student Responsibility
A student will be responsible for ethical behavior while using the network. The school rules apply to network activities. There shall be no vandalism of computer equipment, unauthorized access to information, computer privacy, hacking, and any tampering with hardware or software.

These rules also apply to the electronic use of harassing and abusive or obscene language. Users may not use the network to annoy, harass, or offend other people. If any student violates these guidelines, the student may lose the privilege of using the network, and legal action may be taken, if appropriate.

Other types of damage and information loss to a computer system are viruses and worms. If a user is responsible for a computer being infected with viruses or worms, the user will be held liable. Revocation of privileges, cost of damages to repair/replace, and/or legal action may all be taken for infection of the system. Students must not disable or bypass security procedures,
compromise, attempt to compromise, or defeat the district’s technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students.

The user is responsible for following local, state, federal and international copyright, intellectual property rights, and adhering to acceptable network use. The user is responsible for protecting his/her own network accounts and is solely responsible for all actions taken while reaching and using information sources.

Violation of this policy will result in network privileges being revoked; length of time of revocation will be decided by the building Principal.

Teacher Responsibility

A teacher/staff member will be responsible for ethically working in their personal profile as established by the system. Each user has the responsibility to protect his/her profile, i.e., changing passwords periodically. A teacher is expected to monitor and manage student use. It is not ethical to log into student accounts without due process, which means to notify the building Principal, Superintendent, and the technology manager before taking any action.

The Ouachita School District is aware that the Internet is an unregulated communication environment, and that there are resources to which we do not want to provide student access and there may be individuals from whom we need to protect children. We have four main methods for doing this in the computer labs:
1) All computers which allow Internet access will be in supervised areas,
2) An adult staff member is to always be in the room when students are using the equipment,
3) The adult monitors student computer use and will take action if the resources are used inappropriately,
4) Internet access is provided by state DIS who provides Internet filtering to limit access to material that is harmful to minors.

1.2 The user is responsible for following local, state, federal and international laws.

The Ouachita School District declares unethical and unacceptable behavior as just cause for disciplinary action, revoking network privileges, and/or initiating legal action for any activity through which an individual:
1) Uses the network for illegal, inappropriate, obscene purposes or support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.
2) Uses the network for invasion of privacy with regard to documents/mail. Giving out personal passwords or reading another user’s mail or documents can result in disciplinary action, revoking network privileges, and/or initiating legal action regarding privacy laws.
3) Uses the network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyrights, license agreements, and other contracts.
4) **Violates Copyright**—Unauthorized copying of licensed software is considered theft and a violation of the copyright laws. Violations of some guidelines set forth in this policy may constitute a criminal offense. Transmissions of any material violating any U.S. or state laws or regulations are prohibited. The Administration and The Board of Education of Ouachita School District will cooperate fully with law enforcement agencies in correcting any violations.

5) **Commits Plagiarism**—Copying computer assignments takes little effort; so does detecting and proving such plagiarism. The standard academic penalties for this are severe. Guilty students will lose computer privileges and be subject to receiving a failing grade for the assignment and possible failure of the course. This includes students who have completed a course and shared their old work with those in a subsequent semester.

### 1.3 Users are responsible for their own network accounts and are solely responsible for all actions taken while in use.

All faculty, students, staff and associates are responsible for use of Ouachita School District computing resources in an effective, efficient, ethical and lawful manner even in the absence of reminders or enforcement. Users are expected to follow normal standards of polite conduct in their use of computer systems. Responsible behavior includes consideration for other users.

The user is ultimately responsible for his/her actions in reaching network services. Abuse of the privilege will result in revoking of network privileges, disciplinary action, and/or legal action, if appropriate.

Faculty cannot be held liable for the student’s use of the network. Students may use the network for individual work, in another class, or at a location other than on the Ouachita campus. The faculty are responsible for instructing the student on acceptable use of the network and proper network etiquette.

### 1.4 Users are responsible for working in a moral and ethical fashion which support education goals.

1) This system is to be used for educational purposes only. All users should treat the computers with respect and recognize that access to the Internet is a privilege, not a right.
2) No illegal activity is allowed. This includes reading other user’s files.
3) Proper courtesy should be observed always.
4) Playing on-line games or unauthorized games is not an appropriate activity.
5) Anyone sending or propagating “chain” letters may lose network privileges.
6) Keep your login and password private. Users who lend an account or enable unauthorized access will lose their account immediately and may face legal action.
7) Due to the “open” nature of the Internet, no liability will be assumed by the Ouachita School District, any Ouachita School District employee, or any other participant in the network administration for the use or misuse of the system. It is the responsibility for each user to make good decisions about what information is retrieved and what is done with the information. Any user under the age of eighteen (18) must sign an agreement; as well as the parent must sign an agreement giving the student permission to utilize the Internet. Parent
signature also indicates that the parents have read and have been notified of this policy including disciplinary actions and responsibilities of the user.

8) Non-compliance with this policy will result in the immediate removal of the user’s accounts. “Zero Tolerance” will be used against any user who chooses to use the system or the Internet improperly or illegally.

1.5 **Users are responsible for respecting the policies of other networks which they access, and to follow them.**

As a user of the network, one may be allowed to access other networks (and/or the computer systems attached to those networks). Each network or system has its own set of policies and procedures. Actions that are routinely allowed on one network/system may be controlled, or even forbidden, on other networks. It is the user’s responsibility to abide by the policies and procedures of these other networks/systems. Remember, the fact that a user “can” perform a particular action does not imply that they “should” take that action.

1.6 **Users may not do deliberate action which damages or disrupts network or computer systems, changes its performance, or makes it malfunction.**

Willful actions that result in the expenditure of time to correct system performance are abuse. Abuse of the system may result in fines for repair/replacement of the damages and/or equipment. Legal action may follow, if appropriate.

Vandalism will result in cancellation of computer privileges permanently. Vandalism is any malicious attempt to harm or destroy data of another user, or to use data from deleted files for malicious purposes. This includes, but is not limited to, the uploading or creation of computer viruses. Legal action may follow, if appropriate.

1.7 **No network or computer system will be used to intimidate, harass, or extort.**

At no time will a user place (whether intended for public or personal viewing or reading) mail postings to individuals, mailing lists, or discussion groups that are considered obscene or intended as harassment. No warnings will be given and that user’s privilege will be revoked on the first occurrence.

The Ouachita School District has a behavior code for all students that details appropriate school behavior, outlines rights, and sets expectations for students. Because the network is used as part of Ouachita School District’s activity, the school’s rules apply to network activities as well. Therefore, this network policy is an extension of the school’s behavior code. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, and any tampering with hardware or software. These rules apply also to the electronic use of harassing, and abusive or obscene language. Users may not use the network to annoy, harass, extort or offend other people.

1.8 **Use of the network or computer system is a privilege, not a right.**
The use of the Ouachita School District network is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Such conduct would include the placing of unlawful information on a system, the use of abusive or otherwise objectionable language in either public or private messages, the sending of messages that are likely to result in the loss of the recipient’s work or systems, the sending of “chain” letters or broadcast messages to lists or individuals. District computing resources cannot be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed or sexual orientation.

1.9 **Internet use may be revoked for abusive conduct.**

The system administrator and the Superintendent may close an account at any time, and the decision is final. Also, the system administrator and the Superintendent may close an account at any time as required by law. The system administrator, the administration, the faculty and/or staff may request the Superintendent to deny, revoke, or suspend specific user accounts. Facts and documentation of abuse of the system will be necessary for the closing of the account, unless the violation is obviously malicious or violates the guidelines as outlined in this policy.

Use for-profit activities and extensive use for private or personal business is considered abusive conduct.

1.10 **Consequences of violations include, but are not limited to, the following:**

1) **Suspension of Internet access.**
2) **Revocation of Internet access.**
3) **Suspension of network privileges.**
4) **Revocation of network privileges.**
5) **Suspension of computer access.**
6) **Revocation of computer access.**
7) **School suspension.**
8) **School expulsion.**
9) **Faculty/staff users may be suspended from employment for abuse of the network.**
10) **Faculty/staff users may be terminated from employment for abuse of the network.**
11) **Legal action and prosecution by proper authorities.**

1.11 **Remedies and recourse.**

If a user is accused of any of the violations contained in this policy, the user has all the rights and privileges as outlined in due process.

The district has the right to restrict or terminate network and Internet access at any time for any reason. The district further has the right to monitor the network activities in any form that it deems fit to maintain the integrity of the network.

Legal Reference: Commissioner’s Memo RT : 09-010
TELEPHONE

Students will not be called from classes to answer the telephone except in an emergency. For any other use of the office telephone, the students must have the Principal’s permission.

4.48—VIDEO SURVEILLANCE

VIDEO SURVEILLANCE

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

BEHAVIOR NOT COVERED

The district reserves the right to pursue disciplinary action or legal action for student behavior subversive to good order and discipline in schools even though such behavior may not be specified in the preceding rules. School administrators may alter handbook penalties due to the nature of the infraction.

BEHAVIOR OF STUDENTS WHICH MAY RESULT IN SUSPENSIONS

For any unacceptable behavior not covered by this Student Handbook, the school reserves the right to determine punishment on an individual basis. Examples for why students may be suspended may include, but are not limited to: immorality, refractory conduct (refusing discipline), habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm other students in the school.

STUDENTS WHO PARTICIPATE IN CHRONIC MISBEHAVIOR MAY BE REFERRED TO THE JUVENILE COURT SYSTEM AND/OR ALTERNATIVE SCHOOL FOR A SPECIFIED PERIOD OF TIME.

4.39—CORPORAL PUNISHMENT

The Ouachita School District 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.

A. Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student may be punished. The student should be allowed to respond, and then the school administrator should take the action he/she deems necessary. A formal hearing is not required prior to administering corporal punishment.

B. Parental consent will be sought before corporal punishment is administered. If a parent chooses to not allow their child to receive corporal punishment, they must make this request in writing and have it placed on file in the Principal’s Office.

C. Corporal punishment is to be used only after other alternatives have failed or in severe circumstances.

D. Corporal punishment will not be administered in the presence of other students, or with malice, anger or in excess.

E. Refusal to take corporal punishment will result in suspension or other equivalent disciplinary measures, at the discretion of the building Principal.

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

DETENTION

After School:

After School Detention is an attempt to help solve more severe discipline issues that may not warrant immediate in-school or out-of-school suspension. This detention will take place from 3:20-4:00 p.m. Any student that has been assigned After School Detention but does not or cannot attend will be assigned one day of in-school suspension for each day. Custodial parents are responsible for transportation of their students and must sign the student out at 4:00 p.m. Failure to arrange appropriate transportation of students on time can result in the district contacting the Arkansas Department of Human Services.

Saturday:

Saturday Detention is utilized as an alternative to in-school or out-of-school suspension. The guidelines are:

A. Students placed in detention will come to school one designated Saturday during the month from 8:00 a.m. to 11:00 a.m.

B. Parents will be notified before the detention so that arrangements may be made for students to get to school and get home.

C. If a student does not attend the assigned Saturday Detention, the students will be placed on three (3) days of in-school suspension for the first offense and (3) days out-of-school suspension for further offenses.

D. Options to Saturday Detention with prior notification from parents can include (2) days in-school suspension or paddling, (options are at the Principal’s discretion.)
Supervised Noon:

Supervised Noon Detention is used as a progressive consequence. Guidelines are:
A. Students placed in supervised noon detention will be allowed to order a meal and milk to be delivered from the lunchroom. No soft drinks or energized drinks of any type will be allowed.
B. Students will report to the designated location by 12:10 p.m. and will be released at 12:35 p.m. when the bell rings.
C. Students will be given a writing assignment to be completed as they eat with no talking allowed.
D. Students that do not attend will be assigned a more restrictive punishment.
E. Excessive detention assignments within a semester will result in a student receiving more restrictive consequences.
F. Students who are written up during supervised noon detention will receive a more restrictive consequence such as Saturday School, After School Detention, In-School Suspension, or Out-of-School Suspension.

DUE PROCESS FOR SUSPENSION

Suspension is defined in ACT 742 of 1997 as “dismissal from school for a period that does not exceed ten (10) days. The local school board may authorize a teacher or administrator to suspend any pupil for a maximum of ten (10) school days for a violation of the school district’s written discipline policies subject to appeal to the Superintendent or his/her designee. If the Superintendent initiates the suspension process, the decision may be appealed to the board.” Every student is entitled to due process for any disciplinary action resulting in suspension or expulsion. The due process rights of students and parents are as follows:
A. Prior to any suspension, the building Principal or his/her designee, shall advise the student in question of the particular misconduct of which he/she is accused, and the basis for such accusation.
B. The student shall be given an opportunity then to explain his/her version of the facts to the building Principal or his/her designee.
C. Written notice of the suspension and the reason(s) for the suspension shall be given to the parent or guardian of the student.
D. Any parent or legal guardian of the student suspended shall have the right to appeal to The Superintendent of Schools, and ultimately to the Ouachita Board of Education.

DUE PROCESS FOR EXPULSION

Expulsion is defined in ACT 742 of 1997 as: “Dismissal from school for a period that exceeds ten (10) days for violation of the school district’s written discipline policies, subject to appeal to the board of directors and to requirements of the federal Individuals with Disabilities Education Act. The Superintendent of any school district shall recommend the expulsion of any student from school for a period of not less than one (1) calendar year for possession of any firearm or
other weapon prohibited upon the school campus by law, provided, however, that the Superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.”

The school administrators and the local school board shall complete the expulsion process of any student initiated because the student possessed a firearm or other prohibited weapon on school property, regardless of the enrollment status of the student. The Principal of each school must report within a week of the expulsion to the Arkansas Department of Education the name, current address, and social security number of any student who is expelled for possessing a firearm or other prohibited weapon on school property or committing other acts of violence. The expulsion shall be noted on the student’s permanent school record. The Arkansas Department of Education shall establish and maintain a registry of students who are expelled for possessing a firearm or other prohibited weapon on school property or committing other acts of violence. The names, addresses, and social security numbers of all students listed in the registry shall be available by phone, fax, or mail to any school Principal in the state.

Expulsion will only be used in those instances in which serious bodily harm occurred or reasonably could have occurred to another person or where the student possessed drugs or weapons.

Expulsion will only be used rarely. Before expulsion, the following due process will occur:
A. The student is immediately advised of the particular conduct in question.
B. The district notifies, in writing, within two days of the incident the student’s parents or legal guardian or person acting as a parent and states the charges against the student and the district’s intended actions.
C. The district shall hold a full evidentiary hearing before The Ouachita School Board to consider whether or not the student should be expelled. Parents may choose for the hearing to be in a public or private forum.
D. At the hearing, (public or private), the student may represent himself/ herself or he/she may select a representative.
E. The student/representative may hear all testimony, and the student and/or representative may cross-examine all witnesses.
F. The student/representative is entitled to offer evidence in his/her favor.

In-school suspension may be used at the Principal’s discretion. A student is allowed to receive credit for work while serving in-school suspension, but may not attend any extracurricular activities either on or off campus. A student who does not do assigned work during in-school suspension will receive out-of-school suspension until the work is completed, for a maximum of three (3) school days. Out-of-school suspension results in loss of credit for days missed. In School Suspension will begin at 7:55 A.M. and will end at 3:20 P.M.

**PROBATIONARY ATTENDANCE PROGRAM**
Students who are recommended for expulsion for violation of district policy may be eligible for consideration for placement in the PROBATIONARY ATTENDANCE PROGRAM in lieu of
expulsion. This program is designed to allow eligible students the possibility of continuing their education under a strict probation and with specific limitations if they meet policy criteria, as well as any additional conditions specified by the superintendent. It is the responsibility of the parent/guardian to request consideration for enrollment in the Probationary Attendance Program from the Superintendent of Schools. Parents making the request for this probationary status must contact the District office a minimum of two (2) school days before their child’s board hearing date and request to arrange a meeting with the superintendent. If the superintendent believes the student may be eligible for this program, a meeting will be scheduled (If the superintendent believes the student to be ineligible or does not fit the criteria, expulsion proceedings will proceed as scheduled.) Those in attendance at this meeting may include the superintendent, the reporting administrator or designee, a school counselor, the student, and their parent or guardian, and any other personnel deemed relevant to the situation by the superintendent. If it is then believed that the student is a good candidate for the Probationary Attendance Program and the parent/guardian/student agree to abide by the program guidelines, the student will be recommended to the Ouachita School District Board of Directors for enrollment. The final decision for possible board recommendation will be made by the superintendent. If School Board approved, the superintendent may then direct the building level administrator or designee to design a Probationary Attendance Program for the student.

Criteria and restrictions for participation include:
1) The probationary student’s presence cannot pose a threat or perceived threat to the health, safety, or educational environment of the school.
2) The student cannot have previously been expelled from any public or private school.
3) Students who have been found to have sold, or in any way distributed or provided prohibited substances to others on school property, at school events, or while in transit to/from any school event are not eligible for the PROBATIONARY ATTENDANCE PROGRAM.
4) The parent and student must agree to enroll and to complete participation in the school approved mental health and/or drug/alcohol abuse program. The school approved program is administered by the professionals at Therapeutic Family Services or other comparable program service provider approved by the district.
5) The student agrees to participate in drug/alcohol testing, counseling, and required meetings prescribed by the mental health program administrators. The program administrators will notify the school if the student fails to meet all of the requirements of their program.
6) The parent and student agree to assume the costs of the mental health program as determined by the parent, Therapeutic Family Services, and the superintendent. This includes any costs associated with the mental health program beyond those covered by insurance, Medicaid, etc....
7) Probationary students may neither participate in, nor attend any extra-curricular activities during the PROBATIONARY ATTENDANCE period. These students are not allowed to be on school campus at any time, other than specifically allowed in this policy or by district administration.
8) Probationary students may not ride on school transportation (buses) during this period except as required by his/her IEP. Parents/guardians who do not drop off/pick up the student at the time and manner as required by school administration are in violation of this policy, and may result in the nullification of probationary status. Parent/guardian or other appropriate, approved person over the age of 18 will be required to sign the student in at the office by 7:55 a.m. each day and
sign them out at 3:00 p.m. each day (or alternate pre-approved times). Those students who drive to school will not be permitted to do so.

9) Students who are placed on probationary status will be assigned a modified schedule so they may attend state mandated, academic courses as long as the student satisfactorily participates in the mental health program, meets all prescribed stipulations dealing with school attendance, academic performance, student disciplinary policies, and other restrictions specified by the superintendent. Students attending under this policy may only be in the designated settings as prescribed by school administration (assigned classrooms, specified restrooms, ALE, etc…). Probationary students are not to be on campus or attend any school function other than their assigned classes during the probationary period without prior administrative approval. Failure to adhere to these location restrictions are a violation of the probation attendance policy and may be grounds for expulsion.

10) Parents and students requesting enrollment in the Probationary Attendance Program agree to waive the right to an additional hearing before the board on the expulsion should the student fail to meet the terms of the program during the probationary period.

11) **If a student and/or parent fail(s) to meet or violate(s) the agreed upon terms of the Probationary Attendance program, this will nullify the agreement of the probation. Immediate expulsion will incur for the remainder of the probationary terms.**

### 4.33—STUDENTS’ VEHICLES

A student who has presented a valid driver’s license, proof of insurance, paid their parking permit fee and has a signed the random drug testing policy consent form, providing it 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. Students will have assigned parking places. Students will be allowed to register up to two (2) vehicle license plates with the same parking pass. 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.

Parking permits will be $10.00 and are good for one (1) school year. This fee must be paid before students will be assigned a parking spot. The funds raised from these parking permits will be used for the benefit of students.

Students will be allowed to purchase parking permits at the beginning of the year on a date to be determined by the principal.

Seniors will have first choice of parking spots, followed by Juniors, Sophomores and Freshmen. If a student fails to show up on the date designated for their class they will have to come in with the next available class to get a parking spot.

Students who fail to purchase a parking permit, drive a vehicle that has not been registered in the high school office, and/or park on the school campus anyway will receive:

First offense – Saturday school and parent will be contacted to come and get the vehicle

Second offense and thereafter – student will receive out of school suspension and the vehicle will be towed at the student’s expense.
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.

**Student Vehicles and Driving Regulations**

Students are expected to observe all driving courtesies while in the vicinity of the school. Eligibility for driving will be the same as outlined by the STATE POLICE.

Students who bring motor vehicles to school will park them immediately on the high school lot. Students are not allowed to park in front of the gym, middle school band hall, multi-purpose building, or the middle school building during school hours unless there is special circumstances that occur and it has been approved by the administration, faculty or staff. All high school students will park in the high school parking lot unless prior approval has been granted by the high school principal. Students/athletes are not allowed to drive from the high school to the field house/gym until after 3:30pm. Students will not play loud or profane music while on campus. Students who fail to follow these regulations will lose their driving privileges.

The speed limit on school grounds is five miles per hour. Students who are driving in an unsafe manner may be suspended from driving to school, or suspended from bringing cars on the school campus.

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 which is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

**Driver’s License**

In order to be permitted to take the driver's license exam, a student must be enrolled in school and shall present proof of a "C" average (2.00) for the previous semester. The high school office will present the student with the form needed.

**SECTION EIGHT**

**CURRICULUM, INSTRUCTION, AND ACADEMIC REQUIREMENTS**

**4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2018, 2019, AND 2020**

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

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process at least every other year to determine if changes need to be made to better serve the needs of the district’s students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

GRADUATION REQUIREMENTS
The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must receive a passing score on the Arkansas Civics Exam

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

**Digital Learning Courses**

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

**SMART CORE: Sixteen (16) units**

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

Oral Communications: one-half (½) unit

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

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

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

1. Algebra II; and

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

Natural Science: three (3) units

1. DESE approved biology – 1 credit;
2. DESE approved physical science – 1 credit; and
3. 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.

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

CORE: Sixteen (16) units

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

Oral Communications: one-half (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
1. DESE approved biology – 1 credit;
2. DESE approved physical science – 1 credit; and
3. 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.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.*
4.45.1 – SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER

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

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district’s students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district’s annual professional development shall include the training required by this paragraph.
To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

GRADUATION REQUIREMENTS
The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

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

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

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

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
1. Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
2. Geometry or or Geometry A & B* which may be taken in grades 8-9 or 9-10;
A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.

1. Algebra II; and
   1. The fourth unit may be either:
      · A math unit approved by ADE beyond Algebra II or
      · A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units
1. DESE approved biology – 1 credit;
2. DESE approved physical science – 1 credit; and
3. 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.
a student who completes at least seventy-five (75) clock hours of documented community
service in grades nine (9) through twelve (12) at any certified service agency or a part of a
service-learning school program shall receive one (1) Career Focus credit.*

CORE: Sixteen (16) units

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

Oral Communications: one-half (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
1. DESE approved biology – 1 credit;
2. DESE approved physical science – 1 credit; and
3. 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.

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

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 District’s 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 develop, with appropriate staff; school board members; and community input, a school district support plan (SDSP). The SDSP, in coordination with the District’s SLIPs, shall
· Specify the support the District will provide to the District’s schools;
· Collaboratively establish priorities regarding goals or anticipated outcomes with the District’s schools, including feeder schools;
· Identify resources to support the established priorities;
· Describe the time and pace of providing support and monitoring for the established priorities;
· Describe the measures for analyzing and evaluating that the District support was effective in improving the school performance; and
· Establish, evaluate, and update a parent, family, and community engagement plan.

If the District’s data reflects a disproportionality in equitable access to qualified and effective teachers and administrators, the District shall develop and implement strategies to provide equitable access as part of the SDSP.

The District shall post the District’s SDSP to the District’s website under State-Required Information, including any updates to the District’s SDSP.

The District’s Board of Directors shall hold a meeting by October 15 of each year 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. The meeting shall provide parents and other members of the community the opportunity to ask questions and make suggestions concerning the District’s program.

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.²

Starting with the 2020-2021 school year, 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.³

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.¹

Students who wish to participate in the internship program shall submit an application to the __________. 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 an 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 __________;
3. At least a ____ GPA.

The student participating in an internship program is responsible for making sure __________ 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 Credit¹ 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:
1. Have at least one (1) credit from a DESE approved computer science course; or
2. 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 ____ 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.

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.

When homework is given, the student will be required to turn the completed work in on time. Students who fail to turn in completed homework or who fail to turn the homework in on time will not receive full credit for the work. Students are expected to use the academic advisory period to receive assistance in
completing assignments and other work they may have. Students who fail to turn in 2 assignments per semester will not be allowed to exempt their semester test for that class. Students who do not complete assignments within the given time frame from the teacher will receive a zero. When a student fails to turn in two assignments the teacher will notify the student’s parent or guardian to discuss the situation. When a student fails to turn in three or more assignments in a class the following disciplinary action will be taken.

1) One day of D-Hall / corporal punishment
2) Two days of D-Hall
3) Saturday School

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 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 affect 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 grading scale for all schools in the district shall be as follows.

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

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

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

The grade point values for Advanced Placement (AP), approved courses for weighted credit, International Baccalaureate (IB), and approved honor courses shall be 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 

\[(0.25 \times 83) + (0.75 \times 75) = 77\% .\]

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.

Repeating a Course
A student may repeat a course to raise his/her GPA only. A student may not repeat a course to become eligible for honor graduate, valedictorian or salutatorian. Students will only be allowed to repeat a course if their schedule permits and if space is available in the course. This will be at the discretion of the principal.

Academic Dishonesty
Cheating on tests, copying the work of another student, or plagiarizing is not allowed. For all offenses involving academic assessments, the student may receive a grade of zero on the assignment and other forms of discipline at the principal’s discretion.

**Dropping or Adding Courses and CAPS Conferences**
During the second semester of each year Ouachita High School will conduct Career Action Planning Conferences (CAPS). These conferences will be led by teacher advisors and are designed to allow students, along with parents/guardian, time to look over their transcript and career goals. At these conferences, teacher advisors will help parents and students select courses for the following year. Each advisor, parent, and student will develop the student’s schedule in accordance with the student’s graduation needs and requirements. Each student will be required to select seven (7) courses and three alternates. The advisor will return the form, signed by the parent, student, and teacher advisor, in to the counselor. The counselor will review the selections and ensure that each student has the courses required to graduate. Upon certification that the student has selected the required courses, the counselor will sign the form. Once the counselor signs the form the student may only drop or add a course during the first five days of classes at the beginning of each semester and must have the approval of the counselor or principal. The change must not conflict with other class offerings. Any course dropped after this time period will result in a failing grade. Any class that is being dropped or added must have the approval of the principal/counselor.

**Textbooks**
All textbooks will be checked out through the library for student use outside the classroom, i.e. Homework. Students who need a textbook to complete outside of class work will be allowed to check these books out during the school day. These books should be returned in a timely manner. There will be a classroom set of books available for student use in each class. These books are to remain in the classroom at all times. Textbooks are considered school property and students will be assessed for their destruction or loss. If another student is involved in the loss of that textbook, the student to whom the book was issued will be held responsible.

**Semester tests** grades will count one-fifth and each nine weeks grade will count two-fifths. Students who fail a course or courses that are required for graduation will make up those courses at the next available semester. Students will not be enrolled in more than two English classes during any semester. Any student who is exempt from semester exams may choose to take the semester exams to attempt to improve their grade.

**Incomplete Grades** - When a student is issued an "I" for an incomplete nine-weeks or semester grade, the student has two weeks to make up the missed work unless an extension is granted by the principal. After this time, the grade will be averaged as a zero.

**Students taking AP, IB or ADE approved honors courses** shall receive weighted credit as described in this policy. Credit shall be given each grading period during the course of the year, but shall be retroactively removed from a student’s grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive numeric value for the grade he/she receives in the course as if it were a non-AP course. Students
may drop an AP course at the end of the first nine weeks or semester but at no time during the second semester.
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.

**Exemption Policy - Semester Tests**
In grades 7-12 the policy is as follows:
Fall Semester...........Students who score Exceeding/Ready on the ACT ASPIRE exams and meet the following requirements will be eligible to be exempt from two (2) final exams:).
Spring Semester........Students may be exempt from their second semester test in a class if all of the following apply:
A. The student has an A or B average in the class for the semester, and
   Students taking concurrent courses may not be exempt those courses.
B. Students taking AP Language or AP Literature must take the final exam in the second semester to earn college credit.
B. No out of school suspensions.
C. No more than 5 days of accumulated tardies for the semester. (See tardy policy)
D. No more than six days of accumulated absences per period for the semester. This includes all notes and excuses ie. Parental notes, doctor notes etc.
E. Students who fail to turn in 2 assignments per semester will not be allowed to exempt their semester test for that class. Students who do not complete assignments within the given time frame from the teacher will receive a zero.
F. All textbooks and supplies must be turned in to the teacher before the teacher will sign the exemption sheet and the student will be allowed to exempt their semester test. If the student has lost the textbook or supplies they must pay to replace these before they will be allowed to exempt their semester test.
G. Students who are eligible to exempt semester tests must have the teacher sign off on the semester test exemption sheet. These sheets will be given to eligible students by the office staff after the office staff has verified accumulative days absent and tardies. It is the student’s responsibility to have each teacher whose test they plan to exempt, sign off on the exemption sheet. If for any reason the teacher does not sign off and the student does not take the semester exam the student will receive a zero for the test.

**5.21—ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, and HONORS COURSES**
Students in grades 7-12 who take advanced placement (AP) courses;’ International Baccalaureate (IB) courses; honors or concurrent credit college courses; or other courses approved for weighted credit by the Division of Elementary and Secondary Education (DESE) shall be graded according to the following schedule:.
At this time Ouachita School does not offer ADE approved weighted honors or weighted concurrent credit courses.
A =100-- 90
B = 89--- 80
C = 79--- 70
D = 69---60
F = 59 and below

The uniform grading scale for Advanced Placement (AP) courses 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 by Arkansas statute and DESE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan; 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 he/she receives in the course as if it were a non-AP or IB course.

"Honors Courses" are those courses that have been approved by DESE as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation.

Students who transfer into the district will be given weighted credit for the AP courses; IB courses; honors, or concurrent credit college courses; and other courses approved by DESE for weighted credit that were taken for weighted credit at his/her previous school(s) according to the preceding scale.

**WEIGHTED CREDIT**

Additionally, for students taking AP or International Baccalaureate courses to receive weighted credit they must take the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student’s grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course. Students may drop an AP course at the end of the first nine weeks or semester but at no time during the second semester.

"Honors Courses" are those courses that have been approved by a Department of Education Committee as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses, International Baccalaureate courses, and honors courses approved by the Arkansas Department of Education.
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. It 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. In either case, the process of determining the appropriateness of the request shall be under the direction of the district Gifted and Talented Program Coordinator who shall convene the individuals necessary 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 Program Coordinator will create a written format to govern the referral and determination process which shall be made available to any parent or staff member upon request.

The parents/guardians of any 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.

4.55—STUDENT PROMOTION AND RETENTION
A disservice is done to students through social promotion and is prohibited by state law. The District 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.

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 (8th) grade shall be notified in writing of the student’s independent grade-level-equivalency in reading.

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

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

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

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

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

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

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

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

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.

3 Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

GIFTED AND TALENTED

Teachers, parents, and students may nominate students for participation in the program based on the definition and philosophy developed by the Gifted and Talented Advisory Committee. The assessments, compilation of data, review and appeal procedures as set forth by the Arkansas Department of Education and the Ouachita School District G/T Advisory Committee will be followed. All forms and written procedures are housed in the G/T Coordinator’s office located in the elementary school.

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 of 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 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 characteristics from items a through l below:

1. Disruptive behavior;
2. Dropping out from school;
3. Personal or family problems or situations;
4. Recurring absenteeism;

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

   a. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
      a. Abuse: physical, mental, or sexual;
      a. Frequent relocation of residency;
      a. Homelessness;
      a. Inadequate emotional support;
      a. Mental/physical health problems;
      a. Pregnancy; or

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 that is in compliance with the Division of Elementary and Secondary Education (DESE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be
developed and added to the SAP 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 DESE Rules.

5.22—CONCURRENT CREDIT
A ninth (9th) through twelfth (12th) grade student who successfully completes a college course(s) from an institution approved by the Division of Elementary and Secondary Education (ADESE) shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit. Unless approved by the school’s principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student’s graduation requirements as an elective.

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

Participation in the concurrent high school and college credit program must be documented by a written agreement between:
- The student;
- The student’s parent(s) or legal guardian(s) if the student is under the age of eighteen (18);
- The District; and
- The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

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

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

A student eligible to receive free or reduced price meals shall not be responsible for any of the costs for the student’s first six (6) concurrent credit hours so long as the concurrent credit courses are taught on the District grounds and by a teacher employed by the District. Any and all costs of concurrent credit courses beyond the six (6) hours permitted, that are not taught on the District’s campus, or are not taught by a teacher employed by the District are the responsibility of the student. Students who are not eligible to receive free or reduced price meals are responsible for any and all costs associated with concurrent credit courses.
Advanced Placement Blended Learning Courses
Through our partnership with COTO, students who enroll in AP Language or AP Literature will have the opportunity to enroll in and earn college credit for Composition I (AP Language) and Composition II (AP Literature). All students desiring to receive college credit for these courses, must have at least the minimum ACT score required by COTO, prior to enrolling in the course. Each student desiring to receive this credit will be required to pay a $10.00 registration fee. This fee is not refundable. Students who enroll for college credit and later decide to not have their grade count as college credit will be required to follow the drop procedure required by concurrent DEAL students. (Please see the DEAL MOU) However, these students will still receive the grade earned as AP credit on their high school transcript. Any student who is in contention for valedictorian or salutatorian and drops a concurrent education or AP course will not be considered for valedictorian or salutatorian.

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:
   1. Manipulatives;
   2. Hand-held calculators;
   3. Other hands-on materials; and
   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.

As an approved digital learning provider, 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 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 or all of his/her scheduled courses digitally. The student’s attendance in his/her digital course(s) shall be determined by the online attendance and time the student is working on the course rather than the student’s physical presence at school.

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

Regardless of any other provisions of this policy, 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.

**Ouachita Technical and other off campus college courses:**

Ouachita School District is honored to work with area colleges to provide our students the opportunity to obtain college credit and learn industrial skills before leaving high school. Students wishing to attend OTC will have to pay a $100.00 deposit that will be refunded to the student upon completion of course work each year. The deposit will need to be paid before the student will be en-rolled in OTC and must be paid before August 1st of the year the student plans to attend. The deposit will need to be paid at the Ouachita High School office by the above date. Students who do not complete course work or who do not receive credit for any reason will forfeit their deposit. All students who attend OTC must ride school transportation to and from OTC each day unless they receive special permission from the principal and
have a signed statement of reason from the instructor at OTC. The bus will pick students up each morning outside the cafeteria at the bus entrance. The bus will leave the school each day at approximately 7:55am and return before fourth period. Students, who violate bus rules and procedures, fail to ride the bus or miss the bus without principal permission or are dismissed from OTC for any reason will not receive credit and will forfeit their deposit. Students who attend OTC must abide by all OTC rules while they are on the OTC campus and should remember at all times they are students of Ouachita high school and are expected toconduct themselves in a manner that brings a positive light to our school. Students who attend OTC will also be responsible for their attendance while attending class at OTC which reads as follows:

Whenever a student accumulates more than seven (7) unexcused absences or twelve total absences for any reason other than court appearances, in-school suspension, out-of-school suspension or required school functions in a semester, the student will lose credit for the semester.

College Of The Ouachitas (COTO)
Ouachita High School will be working with College of the Ouachita’s (COTO) to allow our seniors the opportunity to earn up to twelve (12) hours of college credit. Seniors, who meet the required score on the ACT or comparable test, will be allowed to take courses free of charge. All students who attend COTO must ride school transportation to and from COTO each day, unless they receive special permission from the principal and have a signed statement of reason from the instructor at COTO. The bus will pick students up each morning outside the cafeteria at the bus entrance. The bus will leave the school each day at approximately 8:50am and return before fifth period. Students, who violate bus rules and procedures, fail to ride the bus or miss the bus without principal permission, or are dismissed from COTO for any reason, will not receive credit and will be required to repay the district the cost of tuition, ($397.00 per semester). Students who attend COTO must abide by all COTO rules while they are on the COTO campus and should remember at all times they are students of Ouachita High School and are expected to conduct themselves in a manner that brings a positive light to our school. Students who attend COTO will also be responsible for their attendance while attending class at COTO. Each professor will determine the attendance, grading, and other policies for their class. The courses students take at COTO are college level courses and students will attend class with other college (Non Ouachita) students.

Please see the memorandum of understanding, located at the back of this book.

Correspondence Credit
Correspondence may only be taken for credit recovery and in extenuating circumstances. Two units of correspondence credit will be accepted toward graduation requirements. Students who wish to receive credit through correspondence must first acquire permission from the principal, then receive materials from the counselor. Seniors who take correspondence courses to complete graduation requirements must complete the course(s) and all grades must be received before the student is awarded a diploma. Students are responsible for $10.00 administration fee for each test, payable before a test is administered, and for postage for mailing their tests. Correspondence courses must be completed in an appropriate time prior to graduation or the student may not participate in the commencement exercises.

5.27—ENGLISH LANGUAGE LEARNERS
The district shall utilize the special needs funding it receives for identified English Language Learners (ELL) on activities, and materials listed in the DESE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

The expenditures of ELL supplemental funding shall be evaluated at least annually to determine their overall effectiveness. The evaluation shall specifically address how the use of ELL funds is in alignment with the district’s school district support plan in addressing identified achievement gaps and student performance deficiencies.

**Entry Procedure for Placement of Language Minority Students in ESL Program**
To enroll LMS students who are new to Ouachita School District, parents will fill out the necessary paperwork for enrollment according to district policy.
If a language other than English is indicated on any question of the Home Language Survey, the person responsible for enrolling the student should call the ESL office immediately with the name of the student, school, grade and language indicated while the family is still at the school, if possible.
The student will be placed according to the Grade Level Placement chart.
The student will be assessed by the ESL teacher to determine English Language Proficiency level. Results of the assessment are shared with the Language Proficiency Assessment Committee. An LPAC shall consist of at least one representative from the following areas: District ESL staff, classroom teacher, administrator or appointed designee, and/or counselor. Others may include parent, a special education teacher or the gifted and talented teacher when appropriate. (ADE)

Documentation is recorded on the LPAC Plan form.(ADE)

The LPAC will determine the student’s placement in the ESL program based on the assessment and information from each of the committee members.

**Grade Level Placement of Language Minority Students**
Students who have been classified as LEP (Limited English Proficiency)

**Grade Level Placement:**
Placement should be based on the actual age of the student so that he/she is placed with his/her age-level peers. A student who is 15 years of age or older should be placed at least at grade 9. Educational level of the student should also be considered when placing a student especially at the high school level. At the high school level, grade level is determined by number of credits earned.

The following table can serve as a guideline for determining grade level based on the student’s age as of September 15 of the current school year.

**GRADE LEVEL PLACEMENT BASED ON ACTUAL AGE OF STUDENT AS OF SEPTEMBER 15**

<table>
<thead>
<tr>
<th>Age as of September 15</th>
<th>Grade Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>K</td>
</tr>
</tbody>
</table>
Ouachita Public Schools Student Grade Placement Based on Credits

<table>
<thead>
<tr>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5</td>
<td>Freshman (9)</td>
</tr>
<tr>
<td>5</td>
<td>Sophomore (10)</td>
</tr>
<tr>
<td>10</td>
<td>Junior (11)</td>
</tr>
<tr>
<td>15</td>
<td>Senior (12)</td>
</tr>
<tr>
<td>22</td>
<td>Graduation</td>
</tr>
<tr>
<td>24</td>
<td>Graduation and after</td>
</tr>
</tbody>
</table>

Based on credits**

*Use the first grade listed only when there is evidence of little or no prior education.

4.49—SPECIAL EDUCATION

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

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

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

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

District Contact: Shana Newsom, LEA. (501) 865-4506
DROP/ADD COURSES - SCHEDULING

Students will have three (3) school days each semester to drop or add a course. An “F” will be issued for any course dropped after three (3) days. Students signing up for year-long courses at the beginning of school will be required to complete both semesters unless the change is deemed necessary by school officials as needed for graduation. The building administrator(s) will make scheduling decisions as needed due to class size, recommendations, and prior requirements.

SECTION NINE
HONOR GRADUATES, EXCHANGE STUDENTS AND GRADUATION

5.17—HONOR ROLL AND HONOR GRADUATES

HONOR ROLL
Students in grades 7-12 who participate in the Smart Core Curriculum and maintain a 3.5 GPA for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

Honor Roll
Students who maintain all “A”s or “A”s and “B”s will be on the Academic Honor Roll for that grading period.

HONOR GRADUATES
All students who have a 3.5 cumulative grade point average or above, who meet the required advanced courses (minimum of five courses), and who have completed all graduation requirements as stipulated by Ouachita School District Board of Education Policy, will be named Honor Graduates.

Valedictorian, Salutatorian, and Honor Graduates will be required to have a minimum of five (5) Advanced Courses, one of which must be an AP course or paired Fall/Spring concurrent courses (equivalent to a full year). Students may choose to take more than five (5) Advanced Courses. Honors courses include: AP courses, concurrent college courses, Pre-Cal, Statistics, Physics, Chemistry, Foreign Language II, and Foreign Language III. No student who drops a concurrent or AP course after designated course request change days will be eligible for Honor Graduate.

The Uniform Weighted Grading System is used in computing grade point averages for Advanced Placement (AP) courses only. Grade point averages are calculated based on semester grades from grades 9 through 12 to determine Valedictorian, Salutatorian, and Honor Graduates. Grade point averages will be calculated to the nearest hundredth.

To be Valedictorian or Salutatorian, a student must be enrolled and receive credit his or her entire 11th and 12th grade years at Ouachita High School.

Valedictorian, Salutatorian, and Honor Graduates will be announced at the Senior Awards Assembly.

Exchange Students
Ouachita high school will consider and upon approval of the administration accept Foreign exchange students. The administration does have the right to deny exchange students for any reason deemed necessary. Any other considerations will be on a case-by-case basis. Exchange students cannot be classified as seniors. A requirement for enrollment for any exchange student will be knowledge of the English language. Foreign Exchange students will not be eligible to receive a diploma.

**Diplomas**
Ouachita School District reserves the right to withhold a student’s diploma until all Requirements and/or obligations to the school are met.

**Early Graduation**
Students who wish to graduate early must notify the principal and counselor no later than the end of the 4th semester (end of 10th grade). A conference with student, parent, counselor, and principal will be required.

**Criteria for Participation in Commencement Exercises**
In order to be eligible to participate in the commencement exercises, a student must meet the following criteria:
1. Each student must attend on a full-time basis during the eighth semester unless the student has completed all requirements for graduation and has been previously approved for graduation status
2. Students must have completed all credit and GPA requirements.
3. Students must attend the full session of graduation practice, unless permission to be absent has been granted by the principal.
4. Students who are not eligible for graduation will not be allowed to attend any senior activities. (senior breakfast, class day, awards day etc.)

**Usher Requirements**
Ushers will be the two boys and the two girls with the highest GPA at the current time in the junior class. In case of a three way or more ties each student will be included in the ceremony. In cases where there are more than two boys and two girls the duties to be performed by each usher (ie. Handout programs, lead class in, etc.) will be determined by drawing from a hat. Once each student has drawn, the duties will be final and each student will be expected to fulfill those duties.

**Graduation Ceremony and Dress Requirements**
Boys will wear white collared shirts, dark slacks (black or navy blue), dark socks, and dark dress shoes.
Girls will wear dresses, shorter than your gown and dress shoes.
No khakis, no flip flops or casual sandals, no jeans, or no tennis shoes.
All students will adhere to the dress code or they will not walk in the ceremony.

**PROM**
All students must sign up with their dates for approval before being allowed to go to prom.

No person below the 10th grade will be allowed to go to the prom. Home school students must be at least 16 years of age.

No person older than 20 years of age will be allowed to attend unless they are the spouse of the eligible student.
No person who has dropped out of high school will be allowed to attend unless they have completed a GED program.

Any student who has not fulfilled class obligations will not be allowed to attend prom for the junior or senior year until they are met.

Once a student enters the building where prom is held, they will not be allowed to leave and re-enter.

A mandatory dress code will be handed out by the Junior class sponsor prior to Prom attendance.

SECTION TEN

EXTRACURRICULAR ACTIVITIES AND SCHOOL CLUBS

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.¹

“Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.¹

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

**Extracurricular Eligibility**

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

Any student who refuses to sit for a 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.³ Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.³

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 he/she has successfully passed four (4) academic courses the previous semester.

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

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

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

**ACADEMIC REQUIREMENTS: Senior High**

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

**STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**

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

**ARKANSAS ACTIVITIES ASSOCIATION**

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

**Intrascholastic Activities**

**AAA Governed Activities**

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

**Non-AAA Governed Activities**

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

**FIELD TRIPS**

All field trips must be cleared through the Principal’s Office at least five (5) days before the trip. Sponsors of clubs or classroom teachers are responsible for the planning and organization of the field trips. They are also to delegate authority to other chaperones if needed. Permission for student(s) to leave the group or change from the schedule must be given by the sponsor of the club or the classroom teacher in charge.

Students must ride as a group to the field trip if school transportation is provided. Students may be checked out with the sponsor or teacher at the conclusion of the field trip. The Principal will consult with the classroom teacher/sponsor to make the final determination whether or not a student is counted absent if they do not return to school after the field trip. When possible, this determination will be decided prior to the field trip.

Students are under all school rules even though they are not on the Ouachita campus and are subject to the same disciplinary action for violations as outlined in the student handbook.

Any student who chooses not to follow the rules may lose all other field trip privileges. Owing money, having repeated discipline referrals, and severity of offenses can be grounds for not allowing a student to go on any field trips.

**Interscholastic Activities**

**ACADEMIC REQUIREMENTS: Junior High**

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

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

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

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

**ACADEMIC REQUIREMENTS: Senior High**

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

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

**STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**

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

**ARKANSAS ACTIVITIES ASSOCIATION**

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

**Intrascholastic Activities**

**AAA Governed Activities**

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

**Non-AAA Governed Activities**

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

4.56.2 - **EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOL 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.¹

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student’s resident school zone² as permitted by this policy.

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

Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of his or her enrollment in a home school.

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

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

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

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

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

A home-schooled student who is not a resident of the District may begin participating in interscholastic activities:

1. Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
2. One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7th) grade if the student were enrolled in public school.

A home-schooled student who is not a resident of the District and is prohibited under this policy from participating in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity.
Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

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

**Parental Complaints**
Parents who have complaints concerning the athletic department and wish to speak with a coach or coaching staff must first set up an appointment through the Athletic Director. No Coach will speak to a parent in regard to a complaint unless a conference has been set up.

**Athletic handbook**
For other information regarding the athletic programs of the Ouachita School District please consult the athletic handbook.

**Athletic Events**
Students are reminded that all athletic events held on the Ouachita School campus and other campuses are governed by the same student rules that apply during the school day. Students who misbehave during these contests or who violate the dress code will be disciplined as if it were during the regular school day and may lose the privilege to attend athletic or extracurricular events.

**OHS WARRIOR ATHLETIC HOMECOMING ELECTION PROCEDURES**

All Warrior students are eligible to be elected as 7th-12th grade maids and escorts.

7th-12th grade maids and escorts will be elected by their respective class. For example, 7th grade maid and escort will be elected by the entire 7th grade class.

A girl may only be a maid once from 7th – 12th grade. A boy may only be an escort once from 7th-12 grade. Any 12th grade athlete is still eligible for queen, king, princess, or prince.

The king and queen will be senior athletes who have participated for the entire season in any combination of athletic activities during their 10th-12th grade years. The king and queen will be elected by athletes in 10th-12th grades.
The princess and prince will be elected by the faculty/staff. Elections will be held in this order: queen and king, princess and prince, and maids and escorts

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

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

School Organizations
Students of Ouachita School District have the right to join an existing club and should not be restricted for membership on the basis of race, sex, national origin or other arbitrary criteria. Students may however, be restricted to membership on the basis of their sex but only if the organization is entitled to Title IX exemption under the Bayh Amendment. This amendment gives exemption to organizations that are: (a) voluntary youth service organizations; (b) tax exempt under Section 501 of the Internal Revenue Code; (c) single sex by tradition; or (d) principally composed of members under the age of 19. School fraternities and secret societies are banned in Arkansas public schools under Act 171 or 1929.
**Student Council**
The Board of Education authorizes each school to be empowered to establish a Student Council. The Student Council shall be composed of officers elected by the student body, one faculty advisor appointed by the principal, and class representatives from each grade elected by members of that grade. It is the desire of the Board of Education to receive input from the students regarding policies and programs that directly impact on the student body. The Board encourages an active Student Council and urges their participation. Student Council representatives are invited to attend all school board meetings.

**Student Clubs**
Student Clubs that provide group activities which are in conformance with the educational objectives of the school system are to be encouraged to the extent that they contribute to the training and development of the student. Such clubs shall be under the direction and supervision of regular school personnel and in conformity with the policies of the Board. Student clubs must be approved by the principal and fund raising projects must have prior approval of the building principal.

Students at Ouachita High School are strongly encouraged to participate in the various clubs (FFA, FCCLA, FBLA, art club, etc.) and activities of the school. However, students and parents must understand that participation in these clubs/activities is a privilege and these students are expected to maintain their class assignments and demonstrate good conduct in each of their classes in order to fully participate. The following guidelines will be implemented when determining participation in club activities and field trips:

- No more than eight absences for the semester. Students with eight or more absences in a semester will not be allowed to participate in any club or class activities, or attend field trips, unless the condition causing the absence is of chronic and recurring condition, is very well medically documented, and approved by the school principal.
- Students must have a “C” or better in each of their classes unless otherwise released by the teacher of the class.
- No Out of School Suspensions (OSS)
- Students who have been assigned to In School Suspension (ISS) more than two times will not be allowed to attend.
- Must have a random drug testing consent form signed and on file.
- Students who attend club activities/field trips will be required to make up all work missed during the time they are out and within the allowed time. (See make-up policy)
- Students who participate in athletics must meet the requirements of the Arkansas Activities Association (AAA) and the Ouachita athletic handbook.

**Completers**
At Ouachita High School we offer our students the opportunity to earn completer status in each of our vocational areas. In order to be considered a completer in a vocational area (Agri. FACCS, Business, Vo-Tech) a student must meet the following guidelines.

- Complete the required courses in the area they are seeking completer status.
- Earn a “C” or better in each of these courses.
A student may lose his/her eligibility to participate in club/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 club/extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

**Assemblies**
Assemblies are held as needed. All assemblies must be scheduled with the principal. Students who attend assemblies are expected to conduct themselves with behavior that is orderly. When the assembly is called to order all talking and moving around should stop. Give your attention to the program. Students who are disrespectful or disorderly during assemblies will receive at a minimum 3 days of ISS and will not attend the next scheduled assembly.

**SECTION ELEVEN**
**COMPUTER USE, STUDENT CONDUCT, DISTRICT WEBSITE, AND CHALLENGE TO INSTRUCTIONAL/SUPPLEMENTAL MATERIALS**

**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.

Computer Related Misconduct
All students of the Ouachita School District may use the computer technology of the school as a tool for life-long learning, but students have the responsibility to maintain legal and ethical standards in the use and security of the system. Students who wish to use the Internet technology must have on file a contract signed by the student and his/her parents agreeing to the legal and ethical use of the system. The use of the computer and information technology system is a privilege, not a right, which may be revoked at any time for abusive conduct. It is against
Ouachita School District policy for any student to engage in any act that may cause damage to either the computer hardware or software leased or owned by the school district or any other entity. This includes magnetizing, overheating, introducing a virus, altering software or hardware, introducing or changing passwords, or any other willful act to hinder or prevent the free access to that hardware or software. It is also against school district policy for any student to change, add, delete, or copy data, programs, or files on this campus or from outside the campus without the permission of the adult who is given the responsibility of maintaining that computer by the administrator of the school. Furthermore, it is against school district policy for any student to attempt to access, read, copy, or disseminate any information or files that deal with grades, phone numbers, addresses, or any material that are covered by the act. It is also against school district policy for students to hack (illegally gain access to secure information systems or networks) or to attempt to do so. Students are not to bring software on campus for the purpose of running or installing it on computers of the school district, nor to be involved in the planning of bringing or furnishing said software. It is against Ouachita school district policy for any student to visit any inappropriate website such as, but not limited to, chat rooms, social media sites, sites containing obscene or pornographic images or messages, or sites that promote or depict violence. It is also against school district policy for students to use web-based email from any computer on campus. Students shall not post any images or personal information about themselves or any other student or staff member on any website, chat room, by e-mail, or any other method of direct electronic communication. This is to protect students from the inappropriate use of that information. Student use of computers shall only be as directed or assigned by staff or teachers. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district’s technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Consequences of violations of the outlined policies are as follows:
First Offense-- 3 days of ISS
Second Offense-- 3 day suspension
Third Offense-- 5 day suspension

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.

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

The Ouachita 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 web site shall not use “cookies” to collect or retain identifying information about visitors to its web site nor shall any such information be given to “third parties.” Any data collected shall be used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

Each school’s web page shall be under the supervision of the school’s Web Master and the District’s 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 Webmasters 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 Ouachita District’s web site.
5) No web page on the District web site may contain public message boards or chat rooms.
6) All web pages on the District web site 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 Ouachita School District.
9) Included on the District’s web site shall be:
1. Local and state revenue sources;
2. Administrator and teacher salary and benefit expenditure data;
3. District balances, including legal balances and building fund balances;
4. Minutes of regular and special meetings of the school board;
5. The district’s budget for the ensuing year;
6. A financial breakdown of monthly expenditures of the district;
7. The salary schedule for all employees including extended contract and supplementary pay amounts;
8. Current contract information (not including social security numbers, telephone numbers, personal addresses or signatures) for all district employees;
9. The district’s annual budget;
10. The annual statistical report of the district;
11. The district’s personnel policies;
12. The annual School Performance Report;
13. School-Level Improvement Plans;
15. Student discipline policies;
16. Student services plan;
17. The District financial policies;
18. Student handbooks;
19. The Annual Report to the Public;
20. The parent, family, and community engagement plan;
21. The Immunization waiver report from Policy 4.57-IMMUNIZATIONS

The information and data required for items A through K 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.

The District and school webmasters are responsible for ensuring all District webpages meet required standards to be accessible to individuals with disabilities.

5.20.1—WEB SITE PRIVACY POLICY
The Ouachita 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 IPS 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.

5.6—CHALLENGE TO INSTRUCTIONAL/SUPPLEMENTAL MATERIALS

Instructional and supplemental materials 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 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 curriculum director and then 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 the appropriateness of the material for its intended educational use.
**Library**
Because it is our desire for all those connected with the school to receive maximum benefits from the library, teachers and students are asked to consider carefully and abide by these regulations. Keeping books clean and attractive is the responsibility of library users. Though the Librarian will take the lead in the systematic instruction that the students will receive in library skills, all teachers will give the students exercises that will require the locating and use of book and non-book materials.

The parent of a student affected by a media selection, or a District employee, may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy.

The challenged material shall remain available throughout the challenge process. If the decision is to not remove the material, the complainant may appeal the committee’s decision to the district Board of Directors by filing a written appeal to the Superintendent within 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 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.

### 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:

1. Support and enhance the curricular and educational goals of the district;
2. Are appropriate for the ages, learning styles, interests, and maturity of the schools’ students, or parents in the case of parenting literature;
3. Contribute to the examination of issues from varying points of view and help to broaden students understanding of their rights and responsibilities in our society;
4. Help develop critical thinking skills;
5. Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
6. Have literary merit as perceived by the educational community; and
7. Are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value.

SECTION TWELVE
HEALTH AND WELLNESS

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 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 School Nutrition and Physical Activity Advisory Committee (SNPAAC) 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 SNPAAC 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 committee shall be to promote student wellness by monitoring how well the District is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, 10, and 11 of the Centers For Disease Control's 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 school district’s support plan (SDSP), 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 SDSP.

The SNPAAC 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 SNPAAC 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 SNPAAC will meet at least quarterly. Meeting dates for the SNPAAC will be placed on the District’s calendar.

School Health Coordinator
To assist the SNPAAC 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 SNPAAC, 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. Enforce existing physical education requirements and 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;¹
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.¹ 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.¹ 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)¹ 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.¹

**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.¹ 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.

Community Engagement
The District will work with the SNPAAC to:
1. Encourage participation in extracurricular programs that support physical activity, such as walk-to-school programs, biking clubs, after-school walking etc.;
2. Encourage the implementation of developmentally appropriate physical activity in after-school childcare programs for participating children;
3. Promote the reduction of time youth spend engaged in sedentary activities such as watching television and playing video games; and
4. 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 SDSP;
- 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 SNPAAC, 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 ACSIP. 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 SNPAAC;
- Meeting dates for the SNPAAC;
- Information on how community members may get involved with the SNPAAC;
- A copy of this policy;
- A copy of the annual review of this policy based on modules 1, 2, 3, 4, 10 and 8 11 of the CDC’s School Health Index; and
- A copy of the most recent three (3) year12 assessment of this policy.

Notes: First and foremost, remember that this policy is to be developed with input from the Wellness Committee (SNPAAC). There are very specific powers, duties, and responsibilities given to the committee.

Additional information on requirements and suggestions for local wellness policies are available from the USDA at http://healthymeals.nal.usda.gov/school-wellness-resources. Commissioner’s Memos CNU-17-010, CNU-17-013, and CNU-17-016 have several additional resources.

8.01.2 of the DESE Rules Governing Nutrition and Physical Activity Standards And Body Mass Index allows a school to serve or provide to students during the school day, outside of the meal period, a serving of food and beverages that complies with the Federal Smart Snacks requirements as demonstrated by using the Alliance for a Healthier Generation Smart Snacks Calculator, including a copy of the Smart Snacks Calculator product compliance screen and a copy of the nutrition fact label of the product. This is a local control issue and does not have to be included in the policy, but you should be aware that it is an option and is on the DESE Wellness Policy Review Checklist.

As part of the Federal review, districts will be required to provide records demonstrating compliance with the regulations that include, but are not limited to:

- A copy of the wellness policy;
- Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public, which may include, but are not limited to: a copy of the district/school Web page where the local school wellness policy has been posted or a copy of the school newsletter/local newspaper;
- Documentation of the three (3) year assessment for each school; and
- Documentation to demonstrate compliance with the public notification requirements.

1 The Rules Governing Nutrition and Physical Activity allow three options for accomplishing this requirement:
1. Establish a School Nutrition and Physical Activity Advisory Committee at each school in addition to the district committee;
2. Establish subcommittees of the district Committee, representing the appropriate age and grade configurations for your district; or
3. Include representatives from each appropriate grade level group (elementary, middle, junior and senior high) on the membership of the district committee.
Select the option you will use and rewrite the sentence to reflect your choice.

The statutory powers are codified at A.C.A. § 20-17-135(e)(1) and repeated in the Rules starting at 6.01. The powers delegated solely through the Rules can be found starting at 6.06.

The Healthy, Hunger-Free Kids Act of 2010 requires the groups listed in this paragraph to be permitted to participate (rather than "must"). There is no mention in the Act of limitations to the numbers of individuals included in each category for the policy's oversight, but some limitation to the overall size of this review team may be necessary for efficiency purposes. As part of the review process, districts will be required to demonstrate attempts were made to recruit individuals even if no one in that particular group agrees to participate.

This paragraph is intended to meet the requirements of A.C.A. § 6-20-709 and the ADESE advises that WRITTEN documentation that this requirement has been met will be required during the administrative review of the child nutrition program.

While the new Federal terminology is "designated district official", the responsibilities remain the same; i.e. ensuring compliance with the Wellness Policy. Indistar refers to this position as “Wellness Chair”; we choose not to make the title of this individual the “Wellness Chair” because we believe that it should be up to the SNPAAC to select the member to be its chair rather than having it set in policy.

You are not required to appoint school level School Health Coordinators. If you choose not to appoint the school level school health coordinators, remove the sentence appointing them.

The goals included in this policy are those specifically required by rule. Additional goals should be listed upon the advice of the SNPAAC and the consent of the Board. The USDA requires that the final policy include specific measurable goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. When setting the goals, districts are required to review and consider evidence-based strategies. At a minimum, districts are expected to review the “Smarter Lunchroom” tools and strategies; a copy may be found at http://www.fns.usda.gov/healthierschoolday/tools-schools under the “School Nutrition Improvement” heading.

The DESE uses Commissioner's Memos to inform districts of many wellness policy issues concerning nutrition in general, serving portion sizes, drinking water availability, etc. The SNPAAC should be kept abreast of such applicable Memos. You have the choice to exceed the state or federal requirements. If you choose to meet and not exceed those mandated by government, you should delete “or exceed” at the start of the sentence. Currently, some of the state’s requirements are more stringent than the federal requirements, but this could change.
By mentioning both governments in the policy, you’ll still be covered. If you do choose to exceed existing requirements you will need to specify what they are in this policy.

* The Rules require all staff to receive professional development, but, at this time, there is no provision for how much or what it is to consist of. ADESE is currently in the process of creating professional development covering several nutrition and physical education areas that will be accessible through Arkansas IDEAS.

* Foods and beverages sold or provided outside of the food service areas being required to meet the Federal Smart Snacks Standards is the minimum required by law. If you choose to exceed the minimum, you will need to include the standards that must be met in the policy.

  "Nine (9) is simply the maximum allowed by rule. You may insert a lower number if you choose.

"This language is the minimum required by law. You have the option to be more restrictive on what level of nutritional value food and beverage advertisements must meet to be on school property. If you choose to be more restrictive, keep in mind that the First Amendment requires that the exceptions for educational uses; clothing, apparel, and other personal items; and packaging brought from home still be included.

* The USDA refers to this as the “Triennial Assessment" and requires that the district’s wellness policy be assessed in depth at least once every three (3) years to determine the district’s progress on reaching the goals set in the policy. If you wish to assess the policy more regularly, replace this language with your desired timeline.

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.

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.

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.

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

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

1) Proof of immunization showing the student to be fully age appropriately vaccinated;

2) Written documentation by a public health nurse or private physician of proof the student is in 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.

**All immunization records must be up to date no later than October 1st.** Students who do not meet these immunization requirements will not be allowed to attend classes. Absences due to failure to meet immunization requirements will not be considered “excused” by the school.

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 twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student’s teacher(s) shall place in the principal’s office a copy of the student’s assignments:
for the remainder of the week by the end of the initial school day of the student’s exclusion; and
by the end of each school's calendar week for the upcoming week until the student returns to school.

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

Students excluded from school shall have one (1) class day to make up their work for each class day they are absent. 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.

Make-up work which is not turned in within the make-up schedule for that assignment will have points deducted. Make-up work that is not turned in within three days of the make-up scheduled date will receive a zero. Students who have two zeroes in a class will be required to take the semester test for that class.

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; and
The percentage of a population that must receive an immunization for herd immunity to exist.

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 (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any bloodborne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).
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 and/or unhatched nits 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 and/or unhatched nits that are transmittable in a school environment. The first time a student is found to have head lice, the parent will be notified to pick the child up at school and the student will be excluded from school attendance until he/she has been treated for head lice. The resulting absence(s) will be excused by the school nurse, up to 1 day for the initial required treatment. Upon returning to school, an adult will need to bring the child and let the school nurse or other school official determine that the child is clear of head lice. Proof of treatment will be necessary and the hair should show evidence of treatment.

Upon the second and subsequent occurrence of head lice after the initial identification, the student will be excluded from school attendance until he/she has been treated for head lice. Any resulting absence(s) after the initial identification will NOT be excused by the school for treatment (i.e. A maximum of 1 day will be excused for each initial identification of head lice.) Ongoing occurrences may result in referral to social services.

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

(4.34L) NOTE: *All immunization records must be up to date no later than October 1st.* Students who do not meet these immunization requirements will not be allowed to attend classes. Absences due to failure to meet immunization requirements will not be considered “excused” by the school.
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

1
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).¹

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.² 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.³

Option Two

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)¹ shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence³ 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.² 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.⁴

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

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

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

Students may 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 who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

**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:

1. The time scheduled for a dose of insulin in the student’s IHP; and
2. Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student’s IHP.

**Emergency Administration of Epinephrine**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP that provides for the administration of an epinephrine auto-injector in emergency situations.

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

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

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained\(^4\) and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

**Emergency Administration of Albuterol**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained\(^4\) and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student’s school nurse authorizing the nurse or other school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained\(^4\) and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

**Emergency Administration of Anti-opioid**

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, other school employee, 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.
**5.28—ENHANCED STUDENT ACHIEVEMENT ACT 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 ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

The district shall at least annually evaluate programs supported by NSLA funds to determine the effectiveness of the programs and to ensure they are providing intervention/prevention services designed to increase student achievement which are in alignment with the district’s ACSIP.

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 Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

The district shall at least annually evaluate programs supported by Enhanced Student Achievement funds to determine the effectiveness of the programs and to ensure they are providing intervention/prevention services designed to increase student achievement that are in alignment with the district’s school district support plan.

**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. The district is not responsible for accidents and injuries that may occur during practices/games or any extra-curricular activity. The parent/guardian assumes all responsibility and payment for such injuries.

**HEALTH CARE POLICY FOR CHILDREN WITH SPECIAL CARE NEEDS**

Ouachita Board of Education Policy #704.0 identifies the procedures Ouachita School District will follow regarding students who have special health care needs. The policy can be found in the Board Policy Manuals in the Principals’ offices, Superintendent’s Office, or on the school district website. Persons with questions or comments about the policy should contact the building Principal, the Superintendent, or the Hot Spring County Special Education Supervisor.

**4.41 – PHYSICAL EXAMINATIONS OR SCREENINGS**
The Ouachita School 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

5.10—RELIGION IN THE SCHOOLS
The First Amendment of the Constitution states that “Congress shall make no law respecting the establishment of religion, or prohibiting the free exercise thereof…” As the Supreme Court has stated (Abington School District v, Schempp, 374 U.S. 203) the Amendment thus, “embraces two concepts—freedom to believe and freedom to act. The first is absolute but, in the nature of things, the second cannot be.” Therefore, it is the Board’s policy that the school system, as an agency of the government, shall be neutral in matters regarding religion and will not engage in any activity that either advocates or disparages religion. The District shall assume no role or responsibility for the religious training of any student.

The need for neutrality does not diminish our school system’s educational responsibility to address the historical role of religion in the development of our culture. Since we live in a diverse society, the District’s goal shall be to address the subject of religion objectively in such a way that it promotes an understanding of, and tolerance for, each other’s religious or non-religious views.

Discussions concerning religious concepts, practices, or disciplines are permissible when presented in a secular context in their relation to an inclusive study of religion or to the study of a particular region or country. The discussions shall be such that they are objective and academically informational and do not advocate nor denigrate any particular form of religious practice. 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 Framework material than if the material is required by the Frameworks.

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 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.

The teacher in charge of each classroom may, at the opening of school each day, conduct a brief period of silence with the participation of all students in the classroom who desire to participate. Students and employees may engage in personal religious practices, such as prayer, at any time, and shall do so in a manner and at a time so that the educational process is not disrupted.

6.7—COMPLAINTS

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

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

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

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

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

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

1. The complaint shall be referred to the federal programs director, who shall assemble a team of at least two (2) people to investigate the complaint.
2. Throughout the investigation, sufficient notes and records will be taken and maintained to substantiate the position of the findings of the investigation.
3. The team will interview the complainant and others as necessary to enable the team to make a determination of the validity of the complaint. The team may consult with individuals with knowledge or expertise in the matter which is the subject of the complaint, including legal counsel.
4. The investigation of complaints referred by the DESE shall be completed within thirty (30) calendar days of receipt of the complaint, unless a longer time period has been approved by the ADESE.³
5. The investigation of complaints made directly to the district shall be completed within forty (40) calendar days unless there are extenuating circumstances; in such a case, a preliminary report shall be made within forty (40) calendar days of receipt of the complaint, which shall include an explanation of the unusual circumstances requiring additional time to complete the investigation.⁴
6. The report of the conclusions of the investigation shall be given to the complainant. It shall contain
   a. A summary of the allegations of the complaint;
   b. A summary of the investigative actions taken by the team;
   c. A summary of the findings concerning each alleged violation or implied violation; and
   d. A statement of corrective actions needed to resolve the issues involved in each allegation and finding of the complaint.
STATEMENT OF RESPONSIBILITY
This handbook contains policies for students at Ouachita High School including discipline, homework and attendance policies. Also included is a summary of our district parental involvement plan. These policies will be enforced. Parents and/or students should read them carefully. Please contact the building principal if clarification is needed. **By our signatures below, we signify that we have online access to a copy of the High School Student-Parent/Guardian Handbook.** We understand that these policies will be enforced. We also understand a paper copy of these policies will be made available upon request to the principal’s office.

Student’s Signature______________________________ Date________________

Parent’s Signature______________________________ Date________________

To access a copy of the high school handbook online visit: [www.ouachitasd.org](http://www.ouachitasd.org). Then select the High School tab at the top of the page and High School Handbook 19-20 along the left side of the page.

SMART CORE INFORMED CONSENT FORM
Name of Student: _____________________________________________________________________

Name of Parent/Guardian: _____________________________________________________________

Name of District: Ouachita School District  Name of School: Ouachita High School

Smart Core is Arkansas’s college- and career-ready curriculum for high school students.

College- and career-readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core is the foundation for college- and career-readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

 Parents or guardians may waive the right for a student to participate in Smart Core and to instead participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

**SMART CORE CURRICULUM**

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
1) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
2) Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;
*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.
3) Algebra II; and
4) The fourth unit may be either:
   • A math unit approved by ADE beyond Algebra II or
   • A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: a total of three (3) units with lab experience chosen from
One unit of Biology; and either:
Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):


Physical Science;
· Chemistry;
· Physics or
One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units
· Civics – one-half (½) unit
· World History - one 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: - Eight (8) units**
All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

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

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

**(Comparable concurrent credit may be substituted where applicable.)**

“By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core curriculum and am choosing the Smart Core curriculum for my child.”
To:       Parents/Guardians
From:    Ouachita School District

Please read the information contained in the Student Handbook.

We also ask that you sign and return this form to school. Your signature indicates you have received a copy of the Student Handbook and are aware of what is expected of your child. The handbook also contains penalties your child will be subject to should he/she not conform, as it relates to the code of conduct for all students.

If you have suggestions and/or comments, please feel free to call or write the school.
Parent/Guardian Signature   Date

“I have received the information contained in this Student handbook. I am aware of what is expected of my child and of what penalties my child will be subject to should he/she not conform as it relates to the code of conduct for all students.”

Parent/Guardian Signature   Date

“I have received a copy of the Ouachita School District Student Handbook. I am aware of what is expected of me and the penalties I will be subject to should I not conform, as it relates to the conduct of all students.”

Student’s Signature   Date

STUDENT/PARENT TECHNOLOGY AGREEMENT

“Having received a copy of the Ouachita Student Handbook, I have also received a copy of the network and Internet procedures, and I am aware of what is expected of each student concerning the use of these systems. I realize that the use of e-mail and the Internet is a privilege and with it comes responsibilities to myself, school, and others. I agree to follow these guidelines anytime I use the system. I also realize that any violation, whether it be intentional or accidental, may be grounds for disciplinary action, the least of which may be temporary or permanent revocation of my access to the system. I also understand that inappropriate use of the system may be grounds for suspension and/or expulsion from school for up to 178 school days from the date the incident occurred.”

Parent/Guardian Signature   Date

Student’s Signature   Date

“I have received a brochure concerning the voluntarily student insurance program.” (If you did not receive a brochure, please contact the Principal’s Office and request a copy be sent to you.)

Parent/Guardian Signature   Date

“I will allow my child’s picture and/or name to be utilized in the newspaper and/or other public relations material concerning Ouachita School District, as well as for educational practices/purposes at OSD.”

Parent/Guardian Signature   Date

Parental Involvement Plan

The goal of Ouachita Schools is to educate all students effectively. To enable the school to reach this goal, parental involvement is necessary. The school seeks parent involvement in the following ways:

- The school recognizes parents as knowledgeable partners in a student’s education.
- Parents are encouraged to communicate with teachers regularly such as at parent/teacher conferences or at other times as needed.
- Parents are invited to serve on committees.
· Parents are encouraged to become involved in school events.
· Parents are urged to use materials from the parent centers.
· Parents are encouraged to use on-line resources available through the school website.
  www.ouachita.dsc.k12.ar.us

“I have received the synopsis outlining Ouachita School’s Parental Involvement Plan as an addition to the Student Handbook.”

____________________________________________________  ________________
Parent/guardian Signature                    Date

4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION(Not to be filled if the parent/student has no objection)
I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Ouachita School District of directory information, as defined in Policy No. 4.13 (Privacy of Students’ Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

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

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

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

- Deny disclosure to military recruiters
- Deny disclosure to Institutions of postsecondary education
- Deny disclosure to Potential employers
- Deny disclosure to all public and school sources

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

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

________________________________________
Name of student (Printed)

________________________________________
Signature of parent (or student, if 18 or older)
Date form was filed (To be filled in by office personnel)

4.29F—STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

Student’s Name (Please Print)_________________________ Grade
Level__________
The Ouachita School District agrees to allow the student identified above ("Student") to use the district’s technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. **Conditional Privilege:** The Student’s use of the district’s access to the Internet is a privilege conditioned on the Student’s abiding to this agreement. No student may use the district’s access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.

2. **Acceptable Use:** The Student agrees that he/she will use the District’s Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations and any State laws and rules. The Student also agrees to abide by any Internet use rules instituted at the Student’s school or class, whether those rules are written or oral.

3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. [Note: A.C.A. § 6-21-107 requires the district to have “…provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district’s written student discipline policy.” You may choose to tailor your punishments to be appropriate to the school’s grade levels.]

4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:
   1. Using the Internet for other than educational purposes;
   2. Gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law;
   3. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
   4. Making unauthorized copies of computer software;
   5. Accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
   6. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
   7. Posting anonymous messages on the system;
   8. Using encryption software;
   9. Wasteful use of limited resources provided by the school including paper;
   10. Causing congestion of the network through lengthy downloads of files;
   11. Vandalizing data of another user;
   12. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
13. Gaining or attempting to gain unauthorized access to resources or files;
14. Identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
15. Invading the privacy of individuals;
16. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
17. Using the network for financial or commercial gain without district permission;
18. Theft or vandalism of data, equipment, or intellectual property;
19. Attempting to gain access or gaining access to student records, grades, or files;
20. Introducing a virus to, or otherwise improperly tampering with the system;
21. Degrading or disrupting equipment or system performance;
22. Creating a web page or associating a web page with the school or school district without proper authorization;
23. Providing access to the District’s Internet Access to unauthorized individuals;
24. Failing to obey school or classroom Internet use rules; or
25. Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools; or
26. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student’s use of the computers or access to the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District’s access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student’s use of the District’s Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student’s parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student’s Signature: ___________________________ Date ______

Parent/Legal Guardian Signature: ___________________________ Date__________

CORPORAL PUNISHMENT STATEMENT
FILL OUT THIS FORM ONLY IF YOU DO NOT WANT YOUR CHILD TO RECEIVE CORPORAL PUNISHMENT.

I DO NOT WISH FOR CORPORAL PUNISHMENT TO BE ADMINISTERED TO MY CHILD.

______________________________
CHILDS NAME

______________________________  ________________
PARENT/GUARDIAN SIGNATURE       DATE
4.35F – MEDICATION ADMINISTRATION CONSENT FORM

Student’s Name (Please Print) __________________________ Grade____

Parent/Guardian’s name___________________ Phone_____________

This form is good for school year 2019-2020. This consent form must be updated anytime the student’s medication order changes and renewed each year and/or anytime a student changes schools.

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.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) ____________________________________________________________

Name of physician or dentist (if applicable) ______________________________________________

Dosage ____________________________________________________________

Instructions for administering the medication ____________________________________________

___________________________________________________________

Other instructions _______________________________________________

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

I authorize the school nurse to take a photograph of my student to be used to verify my student’s identification before the school nurse or an authorized individual administers medications to my student.¹

Parent or legal guardian signature ___________________________ Date ________
4·35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student’s Name (Please Print)

This form is good for school year 2019-2020. This consent form must be updated anytime the student’s medication order changes and renewed each year and/or anytime a student changes schools.

The following must be provided for the student to be eligible to self-administer rescue inhalers and/or auto-injectable epinephrine. Eligibility is only valid for this school for the current academic year.

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

- the specific medications prescribed for the student;

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

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

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

Rescue inhalers and/or auto-injectable epinephrine for a student's self-administration shall be supplied by the student’s parent or guardian and be in the original container 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. Students who self-carry a rescue inhaler or an epinephrine auto-injector shall also provide the school nurse with a rescue inhaler or an epinephrine auto-injector to be used in emergency situations.
Students who self-carry a rescue inhaler or an epinephrine auto-injector shall also provide the school nurse with a rescue inhaler or an epinephrine auto-injector to be used in emergency situations.

I understand this form authorizes my student to possess and use the medication(s) included on this form while on school grounds and at school sponsored events but that distribution of the medication(s) included on this form to other students may lead to disciplinary action against my student.

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

Parent or legal guardian signature ________________________________

Date____________________
4-35F3—Glucagon AND/OR INSULIN ADMINISTRATION CONSENT FORM

Student’s Name (Please Print)
__________________________________________________________

This form is good for school year 2019-2020. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from diabetes. The IHP authorizes the school nurse to administer Glucagon or insulin to my child in an emergency situation.

In the absence of the nurse, trained volunteer district personnel may administer to my child in an emergency situation:

Glucagon _______

Insulin _______

I hereby authorize the school nurse to administer Glucagon and insulin to my child, or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer the medication(s) I selected above to my child in an emergency situation. I will supply the medication(s) I selected above to the school nurse in the original container 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, possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon or insulin in accordance with this consent form and the IHP.
Parent or legal guardian signature
____________________________________________________

Date ______________________________

4.35F4—EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM
Student’s Name (Please Print)
____________________________________________________

This form is good for school year 2019-2020. This consent form must be updated anytime the student’s medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP that provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

The medication must be in the original container and be properly labeled with the student’s name, the ordering provider’s name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). 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.

Date of physician's order ________________________________________________

Circumstances under which Epinephrine may be administered
____________________________________________________

Other instructions
_________________________________________________________________
_________________________________________________________________

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of auto-injector epinephrine in accordance with this consent form, District policy, and Arkansas law.
Parent or legal guardian signature
___________________________________________________
Date ____________________

4.35F5—ALBUTEROL EMERGENCY ADMINISTRATION CONSENT FORM

Student’s Name (Please Print)
_______________________________________________________

This form is good for school year __________. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP that provides for the administration of albuterol in emergency situations. I hereby authorize the school nurse or other school employee certified to administer albuterol to administer albuterol in emergency situations when he/she believes my child is in perceived respiratory distress.

The medication must be in the original container and be properly labeled with the student’s name, the ordering provider’s name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). 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.

Date of physician’s order ____________________________

Circumstances under which albuterol may be administered
_____________________________________________________

_____________________________________________________

Other instructions
_____________________________________________________

_____________________________________________________

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of albuterol in accordance with this consent form, District policy, and Arkansas law.

Parent or legal guardian signature
___________________________________________________
Date _________________

4.56.2.F – HOME SCHOoled STUDENTS’ LETTER OF INTENT TO PARTICIPATE IN EXTRACURRICULAR ACTIVITY AT RESIDENT DISTRICT

Student’s Name (Please Print)
_______________________________________________________

Parent or Guardian’s Resident Address

Street ________________________________________________ Apartment _____________

City _________________________________________ State _____ Zip Code___________

Student’s date of birth ___/___/___ Last grade level the student completed _____________

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education.___________

Name of test, Date taken, and score achieved____________________________________________________

Extracurricular activity(ies) the student requests to participate in

____________________________________________________

Course(s) the student requests to take at the school

____________________________________________________

Proof of identity ____

Date Submitted __/__/__

Parent’s Signature ____________________________________________

Date Adopted: 8-21-16
Last Revised: 8-08-17
4.56.2F2— HOME SCHOoled STUDENTS’ LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY AT NON-RESIDENT DISTRICT
Student’s Name (Please Print)_______________________________________________________

Parent or Guardian’s Resident Address

Street ________________________________________________ Apartment _____________

City _________________________________________ State _____ Zip Code___________

Student’s date of birth __/__/__ Last grade level the student completed ____________

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of
the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series,
Tenth Edition, or another nationally recognized norm-referenced test approved by the State
Board of Education.__________

Name of test, Date taken, and score achieved____________________________________________________

Extracurricular activity(ies) the student requests to participate in

________________________________________

Course(s) the student requests to take at the school

____________________________________

Proof of identity ____

Date Submitted __/__/__

Parent’s Signature _____________________________________________________________

As the superintendent of the above student’s resident district, I agree that the above student may
participate in extracurricular activities at _____________ School District.

Resident Superintendent’s Signature: _________________

As the superintendent of the _____________ School district, where the above student desires to
participate in extracurricular activities, I agree to allow the student to participate in
extracurricular activities at _____________ School District.

Non-resident Superintendent’s Signature: _________________