

Forrest City School District No. 7

PARENT - STUDENT STATEMENT OF RESPONSIBILITY

Student Name

Date

The statement below must be signed and returned to the homeroom teacher within one (1) week after the student receives it.

I have received the Forrest City School District Student Handbook and although we may not agree with all the regulations, we understand that the students must follow them while they are at school, on the bus and at school sponsored activities. If we are not entirely certain of some aspect of school policy, we will contact the principal for clarification within one week after receiving the handbook.

Student Signature

Parent/Guardian Signature

Date

Arkansas State Law requires documentation of student and parent receipt of student discipline policies. This document will be included in the records packet for intra-district student transfers.

Welcome to the Forrest City School District!

FORREST CITY SCHOOL DISTRICT NO. 7
625 Irving
Forrest City, Arkansas 72335
Telephone (870) 633-1485

District Administrators

Tiffany Hardrick

Zarano Bowles

Sandra Mills

Lisa Birmingham

Chris Howard

Cynthia Gammon

Susan Lindsey

Willie Rhodes

Donnie Willis

Vivian Ryan

Kendall Owens

Superintendent

Deputy Superintendent

Federal Programs Supervisor

Special Education Supervisor

Technology Supervisor

Child Nutrition Supervisor

Gifted/Talented Supervisor

Asst. Supt. Maintenance/Operations

Athletic Director

Early Childhood (ABC) Director

Director, Public Relations

Central Elementary

801 Deadrick Road
Forrest City, AR 72335
Telephone: 870-633-2141

Sharon Council - Principal
DeAngela Graham - Assistant Principal

Central Elementary Handbook Committee

Sharon Council, Principal
DeAngela Graham, Assistant Principal
Gregory Harris - Community Member
Sandra Gray - Teacher
Kathy Rains - Teacher
Duncan White - Student
Jennifer Luker - Parent
Jade Fusilier - Student
June Jenkins - Teacher

Central Elementary Mission

Central Elementary K-2 offers the students an environment that is safe, respects each child as an individual person, and promotes social responsibility. We recognize that each child is culturally and intellectually unique. In response to this, our staff utilizes differentiated instruction to meet all of the students' needs. Through our efforts, children are motivated to explore, discover, and learn. We believe that the best education is a partnership shared by teachers, students, and parents.

Central Elementary Vision Statement

Central Elementary is a school where students, parents, and teachers work cooperatively and learn together. Central Elementary is a school which will prepare each student to be a productive, responsible conscientious member of our society.

Stewart Elementary

400 Dawson Road
Forrest City, AR 72335
Telephone: 870-633-3248
Hazel Wallace - Principal
Renata Bryant - Assistant Principal

Stewart Elementary Handbook Committee

Hazel Wallace- Principal
Renata Bryant- Assistant Principal
Coleman, Carreather - Music Teacher
Jeanette Lanos-Counselor
Hicks, Kylan - Student
Williams, Leomie-Parent
Kylan Hicks-Student
Sharon Pierce-Paraprofessional
Tonja Hardin-Parent
Jervoire Hardin-Parent
Elijah Wilkins-Student
Nanette Coats-SPED Teacher
Delona Barton-Parent
Allen Coleman-Student

Stewart Elementary Mission

Stewart Elementary School's Mission, in partnership with parents and community, will target and address the specific needs of all students to provide a secure and supportive educational environment that focuses on meeting the standards and expectations at a level of excellence in order to succeed in a global society.

Stewart Elementary Vision Statement

Stewart Elementary is committed to providing a safe and nurturing environment for learning. Research based instruction will be imbedded in a rigorous curriculum to meet all students' specific needs. These needs will be met through the use of technology, hands on learning, higher order thinking skills, and cooperative group projects. Friendliness, dedication, and commitment positively impact our community and enable all to become life-long learners in a culturally diverse society.

Lincoln Middle Academy of Excellence

1133 N. Division
Forrest City, AR 72335
Telephone: 870-633-1810
Jana Richey - Assistant Principal

Lincoln Middle Academy of Excellence Handbook Committee

Jana Richey, Assistant Principal
Chris Oswalt, Teacher
Shirley King, Teacher
Murline Byers, Paraprofessional
James Clanton, Sr., Parent
Angela Hicks, Parent
Katrina Wynne, Parent
Christopher Hicks, Student
Errington McRae, Student

Lincoln Middle Academy of Excellence Mission

Lincoln Middle Academy of Excellence will use research-based instructional strategies to provide opportunities for enrichment and accelerated achievement in literacy, mathematics, and science. We will strive to meet the needs of the whole child and maximize parental involvement and preparation for college and career readiness by providing a safe and orderly environment where students can achieve proficiency in these academic areas.

Lincoln Middle Academy of Excellence Vision Statement

Lincoln Middle Academy of Excellence will become an ideal school. It will be known for its highly qualified teachers, friendly staff, and enthusiastic students. Achievement scores will increase while discipline problems decrease. Lincoln Middle Academy of Excellence will strive to establish a partnership with parents and the community. Our outstanding Lincoln Middle Academy of Excellence administration, faculty, and staff will be recognized for their great strides in a quality education.

Forrest City Jr. High

1133 N. Division
Forrest City, AR 72335
Telephone: 870-633-3230
Carlos Fuller - Principal
Claire Dearing - Assistant Principal

Forrest City Jr. High Handbook Committee

Carlos Fuller, Administrator
Evelyn Turner, Teacher
Angela Beard, Teacher
Amber Main, Teacher
Stan Siler, Teacher

Forrest City Junior High Vision

Forrest City Junior High School's vision is for all students, regardless of economic status, race, or background to attend a safe, orderly classroom where they can do their best with the abilities they have been endowed. We strive to prepare all students for success at the high school level and to embrace life-long learning.

Forrest City Junior High Mission

Forrest City Junior High School's Mission is to combine continuous support of teachers, high student expectations, and a strong work ethic to promote safe and orderly classrooms for students. Our rigorous curriculum and partnerships with parents and community will allow for social and academic growth.

Forrest City High School

467 Victoria Street
Forrest City, AR 72335
Telephone: 870-633-1464

Osecola Hicks - Principal
Betty Selvy - Assistant Principal
Heather Allison - Assistant Principal

Forrest City High School Handbook Committee

Osceola Hicks, Principal
Donnie Willis, Dean of Students
Carla Hill, Parent
Lucille Polk, Teacher

Forrest City High School Vision

It is the vision of Forrest City High School to create a variety of learning opportunities that will equip our students to compete in a global community.

Forrest City High School Mission

The mission of Forrest City High School is to provide a rigorous curriculum in a safe environment that challenges students to develop their individual creativity and become respectful responsible citizens in an increasingly global society. FCHS is committed to building quality relationships among administration, staff, students, parents and the community so all students can reach their full potential.

Madison Alternative Learning Environment

106 North 5th Street
Madison, AR 72359
Telephone: 870-633-1081
Patti Long - Principal

Madison Alternative Learning Environment

Handbook Committee

Patti Long - Principal/Director
Candi Hatcher- Teacher
Ida Johnson, Foster Grandparent
Gabriel King, Jr. -Student
Priscilla Stokes - Parent

Madison Alternative Learning Environment

Mission

Madison ALE provides a safe, non-traditional educational environment with an academic curriculum and behavioral interventions to meet the diverse needs of at-risk children and families in the Forrest City School District

Madison Alternative Learning Environment Vision

Madison ALE vision is to promote positive behavioral interventions, social skills, and academic skills for a student to be successful in the traditional school setting and in the community.

Motto: "A Place to learn and achieve"

Lincoln Preparatory Academy
Principal: Katie Jones, Principal
149 Water Street
Forrest City, AR 72335
Telephone: 870-633-1810

**FORREST CITY SCHOOL DISTRICT
NONDISCRIMINATION STATEMENT
FORREST CITY SCHOOLS
DISTRICT NONDISCRIMINATION POLICY**

The Forrest City School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, sex, national origin, disability, sexual orientation and/or age in educational programs or activities that it operates or in employment decisions. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975, as amended, as well as Board policy not to discriminate in such a manner.

<p>EQUITY COORDINATOR Dr. Tiffany Hardrick 625 Irving Forrest City, AR 72335 870-633-1485</p>	<p>SECTION 504 DESIGNEE (Lincoln) Jana Richey 149 Water, Forrest City, AR 72335 870-261-1810</p>
<p>TITLE VI EQUITY COORDINATOR Dr. Tiffany Hardrick 625 Irving Forrest City, AR 72335 870-633-1485</p>	<p>SECTION 504 DESIGNEE (Stewart) 400 Dawson Rd, Forrest City, AR 72335 870-633-3248</p>
<p>TITLE IX EQUITY COORDINATOR 625 Irving Forrest City, AR 72335 870-633-1485</p>	<p>SECTION 504 DESIGNEE (Central) 801 Deadrick Rd, Forrest City, AR 72335 870-633-2141</p>
<p>ESL COORDINATOR Sandra Mills 625 Irving Forrest City, AR 72335 870-633-1485</p>	<p>SECTION 504 DESIGNEE (ABC) Vivian Ryan 1000 N Division, Forrest City, AR 72335 870-261-1807</p>
<p>SECTION 504 COORDINATOR Lisa Birmingham 625 Irving, Forrest City, AR 72335 870-633-1796</p>	<p>Questions or Concerns May be sent to the following address U.S. Department of Education 1999 Bryan Street, Suite 1620 Dallas, TX 75201-6810 Telephone: (214) 661-9600 Facsimile: (214) 661-9587 Email: OCR.Dallas@ed.gov</p>
<p>Building Level 504 Designees SECTION 504 DESIGNEE (High School) Osceola Hicks 467 Victoria, Forrest City, AR 72335 870-633-1464</p>	
<p>SECTION 504 DESIGNEE (Jr. High) Carlos Fuller 1133 N Division, Forrest City, AR 72335 870-633-3230</p>	

Forrest City School District 2017-2018 CALENDAR

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SECTION 1: GENERAL INFORMATION

PARKING FOR DISABLED PERSONS -

Each campus has designated disability parking spaces to accommodate parents, visitors and employees. Only vehicles with disabled/handicap stickers, certificates or tags should park in these spaces during and after school hours, including events. Do not block these spaces. Any violation should be reported to the building administration. Violators will be given a warning to either properly display their handicap permit or move their vehicle. Failure to do so will result in the violation being reported to local law enforcement and violators may be subject to possible penalties, including those under A.C.A 27-15-305. Any person having a question may direct those to the Building Principal, the 504 Equity Designee for the Building or the Equity Coordinator for the District, as set forth above.

ARRIVAL TIME -

Classes begin at 7:50 a.m.

MORNING ARRIVAL -

Students should not arrive to school before 7:30 a.m. Only students riding an early bus will be permitted to the cafeteria prior to 7:30. Car riders and walkers will not be permitted in the building prior to 7:30 a.m.

STUDENT CHECKOUT/EARLY DISMISSAL -

Students are in classes until 3:12 p.m. K-6th grade, and until 3:20 grades 7th - 12th. Please do not check students out unless it is an emergency. All students that leave early must be checked out in the office by a parent or an authorized adult. Parents must complete a student release form each year designating other adults for emergency release of a student.

EQUAL EDUCATION OPPORTUNITY - Policy 4.11

No student in the Forrest City School District shall, on the grounds of race, color, religion, national origin, sex, 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.

CLOSED CAMPUS - Policy 4.10

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day.

Students may be given permission to leave the campus by a school official and must sign out in the office upon their departure.

Parents/guardians must provide written permission before a student will be permitted to leave the school grounds with someone other than the parent/guardian.

STUDENT ORGANIZATIONS/EQUAL ACCESS - Policy 4.12

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. Nonschool persons may not direct, conduct, control, or regularly attend activities of student groups.

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

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

PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION- Policy 4.13

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.

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 Forrest City 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 exist 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, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall

clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

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

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

PERMANENT RECORDS - Policy 4.38

Permanent school records, as required by the Arkansas Department of Education, 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 is received.

STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE - Policy 4.14

A. Student Publications -

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and or administrator, grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise consistent with the shared values of a civilized social order, or to associate the school with any portion other than neutrality on matters of political controversy.
4. Prohibited publications include:
 - a. Those that are obscene to minors;
 - b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
 - c. Those that constitute an unwarranted invasion of privacy as defined by state law,
 - d. Publications that suggest or urge the commission of unlawful acts on the school premises;
 - e. Publications which suggest or urge the violation of lawful school regulations;
 - f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

B. Student Publications on School Web Pages -

Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall not contain any non-educational advertisements. Additionally, student web publications shall:

1. 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.

2. State that the views expressed are not necessarily those of the School Board or the employees of the district.

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

A student or group of students who distribute ten (10) or fewer copies of the same 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 or his designee, 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 and may not be designed to stifle expression;
2. Be uniformly applied to all forms of nonschool materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not Occur;
5. Not inhibit a person's right to accept or reject any literature distributed in Accordance with the regulations.

The Superintendent, along with the student publications 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.

CONTACT WITH STUDENTS WHILE AT SCHOOL - POLICY 4.15

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS -

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

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

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission

of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

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

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

STUDENT VISITORS - Policy 4.16 -

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

VISITORS TO THE SCHOOLS - Policy 6.5 -

- A. 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.
- B. 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.
- C. Parents wishing to speak to their children during the school day shall register first with the office.
- D. 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 voluntarily.

SEX OFFENDERS ON CAMPUS (MEGAN'S LAW) 6.10 -

The Forrest City School District shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of 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 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.

**FORREST CITY SCHOOL DISTRICT
TITLE I DISTRICT WIDE
2015-2016
PARENTAL INVOLVEMENT PLAN**

The school district will be governed by the following statutory definition of parental involvement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with the following definition and goals:

Parental involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities to insure -

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) the carrying out of other activities, such as those described in Section 1118 of ESEA.

Goal 1: The district will foster effective parental involvement strategies and support partnerships among schools, parents, and the community to improve student achievement by utilizing the six types of involvement (parenting, communication, volunteering, student learning, decision making, and community collaboration).

- Goal 2: The district will provide coordination, technical assistance, and other support necessary to assist participating Title I-Part A schools in planning and implementing effective parental involvement.
- Goal 3: The district will build the school's capacity for strong parental involvement.
- Goal 4: The district will conduct, with the involvement of parents, an ongoing evaluation of the content and effectiveness of the parental involvement policy as it relates to strategies for increasing parental participation and identifying barriers to greater parent participation.
- Goal 5: The district will involve parents in the joint development of the District Title I Application under the section 1112 (ACSIP).

See the Forrest City School District website for the complete Parental Involvement Plan.

5.19—EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS/4.56— EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS -

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.

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 exception). Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy. All students meeting this policy's criteria are eligible for extracurricular activities.

Definitions:

Extracurricular activities are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular classtime, 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, interscholastic athletics, cheerleading, band, choral, math, or science competitions, and club activities.

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 certification in the course, and has a course content guide which has been approved by the Arkansas Department of Education. Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by the Arkansas Department of Education. 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.

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

ACADEMIC REQUIREMENTS: Junior High -

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

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

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her 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 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 a supplemental instruction program 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 the Arkansas Activities Association (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.

EXTRACURRICULAR ACTIVITIES - ELEMENTARY - Policy 5.19.1

- A. 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 or other similar events excepted with approval of the principal). All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.
- B. For the purposes of 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, interscholastic athletics, cheerleading, band, choral, math, or science competitions, and club activities.

4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS -

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

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

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

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone² as permitted by this policy. Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination.

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

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one 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 home-schooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

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

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

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

WEB SITE PRIVACY POLICY - Policy 5.20.1 -

The Forrest City School District operates and maintains a web site for the purpose of informing the citizens of the district about its activities. The web site does not use "cookies" or ISP addresses to collect or retain personally identifying information about visitors to its web site nor is any such information given to "third parties." Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

The site serves no commercial purpose and does not collect any information from individuals for such purpose.

Photographs of students, when associated with the student's name, shall not be displayed on any page of the district's web site without the prior written consent of the parent (or the student if 18 or older). The site provides for email communication between the District and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students. The site may also provide for password protected communication between the District and its staff.

STUDENT PARTICIPATION IN SURVEYS- Policy 5.24 -

No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian. Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school. Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation

and standardized scholastic achievement tests) is administered to a student. A complete set of guidelines is available in the Forrest City Public School Policy Manual.

DISTRIBUTION OF PRINTED MATERIALS- Policy 6.8 -

- A. 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.
- B. 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.

PATRIOTIC AND RELIGIOUS EXERCISE - Policy 4.46 -

The Pledge of Allegiance shall be recited during each school day. Those students choosing to participate shall do so by facing the flag with their right hand over their heart, or in appropriate salute while in uniform, while reciting the Pledge. Students not choosing to participate shall be quiet while either standing or sitting at their desk. Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge shall not be subject to any comments, retaliation or disciplinary action.

There will be a moment of silence each day.

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.

"Highly Qualified Teacher" means a teacher who holds at least a Bachelor's Degree and has demonstrated subject area competence in each of the core academic subjects in which the teacher teaches. A highly qualified teacher that delivers digital learning courses under these rules is not required to be licensed as a teacher or administrator by the State Board of Education. This definition, however, does not override the fact that Federal laws or regulations may require teachers in certain subject areas to hold a teaching license (e.g., special education teachers who teach core academic subjects).

"Instructional Materials" means:

1. Traditional books, textbooks, and trade books in printed and bound form;
2. Activity-oriented programs that may include:
 - a. Manipulatives;
 - b. Hand-held calculators;
 - c. Other hands-on materials; and
3. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.

"Online Learning" is education in which instruction and content are delivered primarily over the Internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.

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 Arkansas Department of Education (ADE). The School Board shall determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of the course, have been approved by ADE.

District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in Policy 5.8-USE OF COPYRIGHTED MATERIALS as well as applicable statutory requirements.

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

Students must be physically present for each digital learning class he/she takes.

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

Regardless of any other provisions of this policy, the District may restrict a student's access to digital courses when the student's school 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 school 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.

SECTION 2: ATTENDANCE

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.

EXCUSED ABSENCES

Excused absences are those where the student was an 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.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of ten (10) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat

support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.

10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).

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

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

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with 10 unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

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

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

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special

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

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

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

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

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

ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9- 12- Policy 4.44

- A. Students in grades nine through twelve (9-12) are required to schedule and attend at least 360 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

- B. Students may be assigned to no more than one (1) class period each day for a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building.
- C. Students may be assigned to no more than one (1) class period each day for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes is defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.
- D. Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The district shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the district may grant a wavier for the student for the duration of the semester in which the placement is unable to be made.
- E. In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. For the purpose of this policy, proven financial hardships is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. The superintendent shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.

- F. In any instance where a provision of a student's Individual Education Plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail.

STAY IN SCHOOL PROGRAM

Students are expected to be in school every day. The Forrest City School District and the local law enforcement agencies are in agreement that law enforcement officers will attempt to locate school age children in the community who are off school premises during school hours without valid documentation excusing their absence. Students unable to produce documentation will be subject to penalties as defined by Arkansas law.

1. Any public school district may enter into a cooperative agreement with local law enforcement officials to implement within the district an "Operation Stay in School" Program.
2. Upon the request of the board of directors of the school district, the law enforcement agency shall stipulate with the administration of the school district, specific days and hours when law enforcement officers will attempt to locate school-age students in the community who are off school premises during school hours without valid documentation excusing their presence.
3. Any certified law enforcement officer may stop and detain any unsupervised school-age student located off school premises during school hours and request the production of documentation excusing his presence from school.
4. Upon the student's failure to produce sufficient documentation, the law enforcement officer may take the student into custody and return the student to his school, transport him to his parents, or transport him to the truancy reception center which shall not be a jail, juvenile detention center or police department and which has been designated by the school district.
5. Any school district adopting this program shall include in its attendance policy a notice to parents and students that it has entered into a cooperative agreement with law enforcement officials to implement an operation stay in school program and unsupervised students found off school premises during school hours shall be subject to questioning by a law enforcement office under the program. Any school district adopting this program shall include provisions for furnishing valid documentation for students in work-study programs or other authorized absences from school premises to assist law enforcement officers in determining the validity of documentation excusing the student's presence in school during school hours.

MAKE-UP WORK - Policy 4.8 -

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

1. Students or parents 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 or parent.
3. Students or parents are required to ask for their assignments within three days of returning to school.
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 three class days to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester **unless** the absences are part of a signed agreement as permitted by policy 4.7—ABSENCES.

EXEMPTION POLICY

Exemptions will only apply to all students in the 9th to 12th grades only in the SPRING semester with a grade of "B" in each 9-week terms and five or less absences, either excused or unexcused. Students must meet the grade, attendance, and discipline requirements in order to be exempt. Absences designated by the administration as education-related are not counted in the five absences.

Those who are exempt from ALL exams by meeting both grade and attendance requirements do not have to attend school during semester exam days.

Students who are NOT exempt from ALL exams MUST come to school and can NOT leave class without PRIOR written permission from the principal, assistant principal, or dean. They can NOT leave campus unless they bring permission to the principal, assistant principal, or dean from their parents as is normally done on all school days. Students who do not follow these procedures will be considered truant and disciplined accordingly. Any student who is not on the exempt list, but who brings parent permission to miss all or part of an exam day, will be counted as having an unexcused absence unless he/she has documentation of a reason listed in the student handbook as excused.

TARDIES - Policy 4.9 -

Promptness is an important character trait that District staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student.

Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

Arkansas Department of Education attendance guidelines require that students be present six (6) instructional hours per day.

SECTION 3: ACADEMICS

GRADING - Policy 5.15 -

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

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

The 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), International Baccalaureate (IB), and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 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 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 $.25 (83) + .75 (73) = 75.5\%$.

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2015, 2016, AND 2017 -

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

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

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

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

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

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

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core

curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

SMART CORE: Sixteen (16) units

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

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

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

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10
- A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.
- Algebra II
- Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses

(Comparable concurrent credit college courses may be substituted where applicable)

Natural Science: a total of three (3) units with lab experience chosen from One unit of Biology; and Two units chosen from the following three categories (there are acceptable options listed by the ADE for each)

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

Social Studies: three (3) units

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

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

- at least one (1) unit of biology or its equivalent

- one (1) unit of a physical science

Social Studies: three (3) units

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

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER -

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records.

This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

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

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

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's

annual professional development shall include the training required by this paragraph.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas

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.⁷ 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 (1/2) unit

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

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10

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

- Algebra II
- Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical

Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses
(Comparable concurrent credit college courses may be substituted where applicable)

Natural Science: a total of three (3) units with lab experience chosen from One unit of Biology; and Two (2) units chosen from the following three categories (there are acceptable options listed by the ADE for each)

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

Social Studies: three (3) units

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

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

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

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

Economics - one half ($\frac{1}{2}$) unit - dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁸

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

CAREER FOCUS: - Six (6) units

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

- at least one (1) unit of biology or its equivalent
- one (1) unit of a physical science

Social Studies: three (3) units

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

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

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

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

Economics - one half ($\frac{1}{2}$) unit - dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁸

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

CAREER FOCUS: - Six (6) units

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

4.55—STUDENT PROMOTION AND RETENTION -

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference between the building principal, the student's teacher(s), counselor, a 504/special education representative (if applicable), and the student's parents shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

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

- takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor

- does not take the State mandated assessment for the student's grade level or course within the timeframe specified by the State.

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

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

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

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her IAIP which may include additional opportunities to retake the measurement.

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

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

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a State assessment by failing to put forth a good faith effort on the assessment as

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

PROMOTION/RETENTION/COURSE CREDIT FOR K-6 SCHOOLS - POLICY - 5.12 -

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Each school in the Forrest City School District shall include in the student handbook, the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention shall be included with the student's grades sent home to each parent/guardian. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. 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, the final decision to promote or retain shall rest with the principal.

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

In addition to the Benchmark Exam requirements, students who take a course requiring a general end-of-course (EOC) assessment must receive a score of proficient on the initial assessment or successfully participate in an Individualized Academic Improvement Plan (IAIP) created for them to receive academic credit for the course and to be able to graduate. If the course is Algebra I, the student must take the high stakes EOC assessment and receive a score of passing on the original or subsequent assessment or receive a passing score on an alternative assessment as provided by law to be able to receive academic credit for the course and to be able to graduate.

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

PROMOTION/RETENTION/COURSE CREDIT FOR 7-12 SCHOOLS Policy 5.11 -

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. Each school in the Forrest City School District shall include in the student handbook, the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention shall be included with the student's grades sent home to each parent/guardian. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. 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, the final decision to promote or retain shall rest with the principal.

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

In addition to the Benchmark Exam requirements, students who take a course requiring a general end-of-course (EOC) assessment must receive a score of proficient on the initial assessment or successfully participate in an Individualized Academic Improvement Plan (IAIP) created for them to receive academic credit for the course and to be able to graduate. If the course is Algebra I, the student must take the high stakes EOC assessment and receive a score of passing on the original or subsequent assessment or receive a passing score on an alternative assessment as provided by law to be able to receive academic credit for the course and to be able to graduate.

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

PARTICIPATION IN GRADUATION CEREMONIES

Students not completing graduation requirements will not be allowed to participate in graduation ceremonies.

HONOR ROLL/HONOR GRADUATES- Policy 5.17 -

HONOR ROLL

Students in grades K-6 who maintain a 3.0 grade point average (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. Students in grades 7-12 who participate in the Smart Core Curriculum) and maintain a 3.0 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.

PRINCIPAL'S LIST

Students in grades K-6 who maintain a 4.0 grade point average (GPA) for the grading period will be recognized as principal's list students for that grading period. Semester grades will determine the principal's list at the end of each semester. Students in grades 7-12 who participate in the Smart Core Curriculum and maintain a 4.0 GPA for the grading period will be recognized as principal's list students for that grading period. Semester grades will determine the principal's list at the end of each semester.

HONOR GRADUATES

Students who have successfully completed the minimum core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education and have a cumulative GPA of 3.0 will be designated as honor students. The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12).

VALEDICTORIAN AND SALUTATORIAN

The honor student with the highest GPA and who has been enrolled in public school in grades 9 through 12 and in the Forrest City High School for his/her entire senior year shall serve as the valedictorian of his/her graduating class. Students who finished their 9th, 10th, or 11th grade year enrolled in a high school which has been closed due to consolidation/annexation with the Forrest City District shall be selected valedictorian on the basis of the criteria in existence in their high school at the time of the closure and their subsequent academic achievement in Forrest City High School. Their selection shall be separate from and in addition to selection of the valedictorian from nonconsolidated/annexed students enrolled in Forrest City High School .3 The honor student with the second highest GPA and who has been enrolled in public school in grades 9 through 12 and in Forrest City High School for his/her entire senior year shall serve as the salutatorian of his/her graduating class. Students who finished their 9th, 10th, or 11th grade year enrolled in a high school which has been closed due to consolidation/annexation with the Forrest City District shall be selected salutatorian on the basis of the criteria in existence in their high school at the time

of the closure and their subsequent academic achievement in Forrest City High School. Their selection shall be separate from and in addition to selection of the salutatorian from non-consolidated/annexed students enrolled in Forrest City High School. 1.3 Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student not be so identified.

5.21—ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, and HONORS COURSES -

Students in grades 7-12 who take advanced placement courses, International Baccalaureate courses, or honors or concurrent credit college courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule.

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

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

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 point
- F = 0 points

For a student to be eligible to receive weighted credit for an AP, or IB course, the student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan.

Additionally, for students taking AP or International Baccalaureate courses to receive weighted credit they must take the applicable AP or IB examination after completing the entire course . Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

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

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

PRE-ADVANCED PLACEMENT

Pre AP is offered to students beginning in the 7th grade for Language Arts, Mathematics, Science and Social Studies. It is recommended that students maintain a "C" average.

CONCURRENT CREDIT - Policy 5.22 -

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one 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.

A student who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of 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 District's student, and his or her parent(s) or guardian(s) if the public school student is under the age of eighteen (18);
- The District; and
- The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see Policy 4.44) are to be received by the school within 15 school days of the end of the semester in which the course is taken.¹ Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities or graduation

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

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

EAST ARKANSAS COMMUNITY COLLEGE HIGH SCHOOL STUDENT, CONCURRENT ENROLLMENT REQUIREMENT

1. Submit an application for admissions.
2. Submit a letter of recommendation from the principal of the high school in which student is enrolled.

3. Submit official test scores with scores achieved at the level required by the State placement law.
4. Have a high school grade point average of at least 3.0 on a 4 point scale.

The student must turn in a completed application for concurrent college/high school enrollment to the high school counselor's office. If application is approved, student will be given a letter of recommendation from the high school principal to take to East Arkansas Community College. Students must preregister at EACC and notify the high school registrar immediately of the time of day the EACC class will meet. The student is responsible for having EACC send a transcript of grades to the high school counselor.

STUDENT PROGRESS

- A. Students have the right to know what is expected of them in class in order to receive a specific grade, to be graded fairly, to be informed of satisfactory and unsatisfactory work, and to be provided suggestions for improvement.
- B. Students need writing utensils, paper, books, completed homework, and other appropriate materials to participate in class effectively. These items are considered to be aspects of the grading standards; however, habitually failing to bring required materials may result in a disciplinary action. If a student comes to class without appropriate materials, the teacher may assign a zero for daily work, refer the student for academic counseling, and/or contact the parent.
- C. Students and parents have the right and responsibility to initiate conferences with the teachers concerning student classroom performance. Parents have the responsibility to respond promptly to teacher notification of unsatisfactory conduct or academic performance on the part of the student.

HOMEBOUND INSTRUCTION - SPECIAL INSTRUCTIONAL PROGRAM

Homebound instruction is designed to provide continuity of educational services between the classroom or health care facility, for students whose medical needs, both physical and psychiatric, do not allow school attendance for a limited period of time. Homebound instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school

attendance (e.g., students receiving dialysis or radiation/chemotherapy; or students with other serious health conditions). Students must be enrolled in a public school in Arkansas in order to receive homebound instruction.

Homebound instruction is not intended to supplant school services and is by design temporary. While no specific number of days can be set due to many complex situations that arise for students, instruction should take place in the school setting to the fullest extent possible. The student's inability to attend school for medical reasons, both physical and psychiatric, must be certified by a licensed physician or licensed clinical psychologist.

A. ELIGIBILITY FOR HOMEBOUND SERVICES -

Eligibility for homebound instruction is determined on the basis of medical evidence submitted by the licensed physician or the licensed clinical psychologist. The 504 building coordinator and the Special Services Department reviews all requests for completeness of information and appropriateness of the request. Special Services will request that the parent/guardian sign a release of information form allowing the physician or licensed clinical psychologist to share information or clarify the information provided for approval of homebound instruction. Approval is determined by the Special Services Department on the basis of the student's documented need for service. School divisions will take into consideration a student's participation in extracurricular activities or employment when determining eligibility for homebound instruction.

The Individual Education Program (IEP) team must amend the IEP to meet the special education student's temporary instructional needs based on the approved certification of need for homebound instruction. Parental consent must be obtained to amend the IEP, prior to initiation of homebound services.

B. INSTRUCTIONS FOR MEDICAL HOMEBOUND -

Homebound Instruction is temporary. Requests for medical homebound will be honored for a period of no more than six weeks. Requests extending homebound services beyond 6 weeks will need to be documented by a statement from the attending physician.

C. GENERAL INFORMATION -

Homebound instruction is provided to eligible students whose medical needs (physical or psychiatric) prevent regular school attendance for an extended period of time,

usually greater than two weeks. Accommodations for absences of less than a two week duration are developed on an individual basis by the student's base school staff.

Homebound instruction is not a remediation program, but is designed to provide continuity of educational services and keep the student current while classroom instruction is being missed. Homebound instruction is considered temporary with a goal of facilitating the student's return to school within a specific period of time. Arkansas guide lines require homebound sessions to be 2 hours in length and 2 days a week. Students receiving homebound services cannot participate in or attend in school activities or working while on homebound.

D. MEDICAL

- 1) If a student cannot attend school for medical reasons, the treating physician may recommend homebound services by completing the Homebound Referral Form.
- 2) The completed form is returned to the 504 Designee at the student's school.
- 3) Approval for services is determined by school division personnel on the basis of the student's documented need for services.

E. PREGNANCY

- 1) Students remain in school for the duration of pregnancy unless there are documented medical complications which preclude school attendance.
- 2) The Homebound Referral Form must be filled out by the student's attending OB/GYN and returned to the Homebound Contact Person at the student's school.
- 3) Approval for services is determined by school division personnel on the basis of the student's documented need for services.
- 4) The student will be authorized 3 weeks of homebound following the delivery of her baby and then return to school. If there are medical complications with the student due to the delivery an additional 3 weeks may be authorized based on physician request for an extension.

F. PSYCHIATRIC/EMOTIONAL

- 1) The Homebound Referral Form is completed by the Psychiatrist or Clinical Psychologist. A letter outlining the student's treatment plan must be submitted

with the homebound form. This information must come from a Mental Health Specialist rather than a General Practitioner.

- 2) The completed form is return to the 504 designee at the student's school.
- 3) Approval for services is determined by services department on the basis of the student's documented need for services.

G. Homebound Referral Forms are available from the 504 designee at each building.

The student, parent(s) and/or guardian(s) are expected to work cooperatively with the assigned homebound teacher with regard to the following:

- Providing an environment conducive to learning.
- Ensuring that a responsible adult is present in the home when the homebound teacher is working with your child.
- Keeping all appointments with the homebound teacher as arranged. Excessively missed appointments may result in the student's inability to earn credits or be promoted and may result in termination of homebound services.
- Making every effort to keep up with assignments.

Advising the homebound teacher of any change in medical status, which would necessitate modification, or termination of Homebound services. If you have any questions, please call the Office of Special Services at (870)-633-1796.

H. INFORMATION FOR HOMEBOUND TEACHERS PROFESSIONAL QUALIFICATIONS OF THE HOMEBOUND TEACHER -

Any individual employed as a homebound teacher must hold an Arkansas teacher's license or be determined eligible for such by the Division of Teacher Education and Licensure of the Arkansas Department of Education. A homebound teacher should have a broad background of professional training and experience to adapt instruction to each student's needs. Teachers engaging in academic instruction in the home should also be able to adjust to a variety of home situations and be knowledgeable of cultural diversity.

I. RESPONSIBILITIES OF THE HOMEBOUND TEACHER

Persons serving as homebound teachers should:

1. Maintain close contact with the student's teachers and counselor to receive and implement appropriate educational programs.
2. Maintain and file with the designated school division representative an accurate record of the hours of instruction provided for each assigned student. Submit Homebound Time Sheet by the 1st and
3. 15th of each month to the Special Services Office.
4. Submit students' completed work to the designated school representative prior to the end of the grading period and maintain a written documentation of work completed with the homebound records.
5. Notify the 504 Designee and Special Education Office when the student completes homebound instruction and returns to school.
6. Keep a Log of Assignments received from the school and work returned along with dates and comments. This may be valuable if assignments received by the classroom teacher appear to be incomplete.
7. Generally work is submitted to the classroom teacher for grading. Please discuss this with the individual classroom teacher(s) for clarification.

J. LOCATION FOR HOMEBOUND INSTRUCTION -

Generally, homebound instruction takes place in the student's home. Occasionally, instruction occurs in an alternate setting, such as the Public Library. Please keep the Special Services Office informed of locations changes.

STUDENTS WHO ARE RECEIVING HOMEBOUND SERVICES MAY NOT ATTEND SCHOOL FUNCTIONS WITHOUT THE PERMISSION OF THE BUILDING PRINCIPAL

SPECIAL INSTRUCTIONAL PROGRAMS

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, 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 state and federal statutes which govern 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 handicapped students. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

Students with disabilities or suspected disabilities, who engage in misbehavior, are subject to normal school discipline rules and regulations, so long as the consequence does not result in a change of placement. A change of placement is indicated when a student has been out of school suspended for a total of more than 10 days in a school year or is recommended for expulsion.

Disabled/Suspected Disabled Students when consequences result in a change of placement must be reviewed by an IEP committee to determine if there is a specific relationship between the exhibited behavior and the disabling condition.

As a parent of a child with a disability or suspected disability you have a procedural right to an expedited due process hearing, if you disagree with a determination of the IEP committee. The school district may request a due process hearing to change your child's placement when the school maintains it is dangerous for your child or other children are in danger due to your child's behavior.

Federal IDEA regulations allow for an immediate 45 school day alternate placement, if your child is in possession of or is using illegal substances, is /has been or uses a weapon on school grounds or during school activities and if determined in accordance with federal guidelines your child has caused serious bodily harm to a staff member or student.

SECTION 504 of the Rehabilitation Act of 1973

1. The Forrest City School District does not discriminate against individuals on the basis of handicap. This nondiscriminatory obligation under §504 of the Rehabilitation Act applies to admission or access to, participation in, or treatment or employment in, its programs and activities.
2. As used in this policy and any implementing procedures, "an individual with handicaps" means a person who has, or had, or is regarded as having, a physical or mental impairment that substantially limits one or more of his/her major life activities. An individual with handicaps does not include an individual currently engaging in the illegal use of drugs when the district acts on the basis of such use; or any individual who is an alcoholic or who has a currently contagious disease or infection if current alcohol use or such disease and infection constitutes a direct threat to the property, health, or safety of others or results in the individual being unable to perform the duties of the job.
3. The Board will designate a §504 compliance officer to coordinate the District's efforts to comply with §504 and to investigate and attempt to resolve grievances regarding alleged violations of §504 and this policy. A copy of the Rehabilitation Act of 1973 and §504 implementing regulations may be obtained from the §504 compliance officer.

Notice of Section 504 Due Process Rights

Section 504 of the Rehabilitation Act prohibits discrimination on the basis of a handicap in all programs and activities receiving federal financial aid. The statute defines a "handicapped person" as "any person who has a physical or mental impairment which substantially limits one or more major life activities." Major life activities include: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. If a student qualifies as a "handicapped person" under Section 504, preschools, school districts, colleges and universities must provide reasonable accommodations in order for the student to benefit equally from their education. When a student is referred for an evaluation because of suspected handicap, or when a student has been determined to need special instruction or

related services, the parent or guardian of that student has certain rights. The purpose of these rights is to help the parent/guardian be sure the student has been correctly identified as handicapped, and the instruction and services are appropriate to meet the student's educational needs.

NOTICE: You have the right to receive notice before the district:

Initiates an evaluation of your child; refuses to evaluate your child; makes a decision as to whether your child is handicapped; and makes a decision as to what reasonable accommodations are appropriate to meet your child's educational needs.

CONSENT: You have the right to: Agree or disagree to the proposed district action in evaluating, identifying your child as handicapped, and determining reasonable accommodations.

QUESTIONING THE DISTRICT'S DECISION: You have the right to:

- File a grievance over an alleged violation of Section 504 or the district's 504 Policy
- Request mediation or a due process hearing if you question the district's identification, evaluation, instruction and/or services for your child or provision of free appropriate public education.
- Have the hearing conducted by an impartial officer.
- Be accompanied to the hearing and advised by counsel and/or other individuals with special knowledge or training in problems of the handicapped.
- Have a record of the hearing.
- Obtain written findings of fact and a written decision.
- Appeal to the state education agency and receive a written decision from a state appointed review officer.
- Appeal a decision from the state education agency in court.
- Have your child receive his/her present instruction and/or services during the pendency of the administrative proceeding, unless you and the district agree otherwise.

If you require further information regarding Section 504, the grievance procedure, or if you wish to file a grievance, please contact Lisa Birmingham, LEA Supervisor 870-633-1796

HOMEWORK - Policy 5.14 -

- A. 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.
- B. 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.

5.26 ALTERNATIVE LEARNING ENVIRONMENTS -

- A. The district shall have an alternative learning environment (ALE) which shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems.
- B. The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. The team should consist of at least a school counselor, the ALE director or principal, a parent or legal guardian, and a regular classroom teacher.
- C. Students who are placed in the ALE shall generally exhibit at least two of the following characteristics:
 - 1. Disruptive behavior
 - 2. Drop out from school
 - 3. Personal or family problems or situations
 - 4. Recurring absenteeism
 - 5. Transition to or from residential programs
- D. 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:
 - 1. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
 - 2. Abuse: physical, mental, or sexual
 - 3. Frequent relocation of residency
 - 4. Homelessness

5. Inadequate emotional support
 5. Mental/physical health problem
 6. Pregnancy
 7. Single parenting
- E. The teachers and administrator of the ALE shall determine exit criteria for students assigned to the district's ALE on which to base the student's return to the regular school program of instruction.
- F. The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

SECTION 4: RESIDENCY/ENROLLMENT/RECORDS RESIDENCE REQUIREMENTS

4.1—RESIDENCE REQUIREMENTS

Definitions:

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

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

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21)

years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes. Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.

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

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

ENTRANCE REQUIREMENTS Policy 4.2 -

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.

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

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

Any child 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. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement.

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

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;

- b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health.⁴ To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

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

Uniformed Services Member's Children

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

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

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

This policy applies to children of: active duty members 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.

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.

COMPULSORY ATTENDANCE REQUIREMENTS - Policy 4.3 -

Every parent, guardian, or other person having custody or charge 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, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
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).

STUDENT TRANSFERS - Policy 4.4 -

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

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

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

Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.

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

SCHOOL CHOICE - Policy 4.5 -

Standard School Choice

Exemption

The Forrest City School District has declared an exemption from the provisions of the School Choice Act of 2013 (the Act) codified at A.C.A. § 6-18-1901 et seq.

Opportunity School Choice

Transfers Into or Within the District

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

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

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

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

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

A student's enrollment under Opportunity School Choice is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity 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 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 or the District has been classified by the ADE as being in academic distress the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress designation is made of all options available under Opportunity Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school or school district in academic distress.

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.

HOME SCHOOLING - Policy 4.6

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

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or

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

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

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

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 which might indicate the need for special education services.

HOMELESS STUDENTS - Policy 4.40 -

The Forrest City 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 liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

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. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.

To the extent feasible, the District shall do one of the following according to what is in the best interests of a homeless child. (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.)

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

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.

In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the Liaison), to and from the child's school 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; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (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 includes
- (d) are migratory children who are living in circumstances described in clauses (a) through (c).

SECTION 5: STUDENT BEHAVIOR

STUDENT DISCIPLINE - Policy 4.17 -

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

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

The District's licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Forrest City 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 shall sign and return to the school an acknowledgement form documenting that they have received the policies. 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.

Corporal Punishment Opt-Out Form is located at the back of the handbook.

CORPORAL PUNISHMENT PROCEDURES

Corporal punishment may be administered by any certified employee of the district to any pupil for disruptive or unmanageable conduct, insubordination, profane, violent, vulgar or insulting language or other conduct that would tend to disrupt the educational process. Except for those acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience, corporal punishment shall not be administered unless an attempt has been made to modify the pupil's behavior by some means other than corporal punishment and unless the pupil has been told that a continuation or repetition of his/her behavior may lead to corporal punishment. The Board directs that corporal (physical) punishment, when deemed necessary, will be administered according to the following requirements:

1. It will be administered in the presence of a school administrator or his/her designee who shall be advised in the presence of the student the reason for the punishment. The student shall have the opportunity to refute the reason. The administrator shall have the authority to make the final decision.
2. It will not be administered in the presence of other students, not in a spirit of malice or anger, nor will it be excessive.
3. It will be administered to the lower posterior only.
4. The principal will be notified when it is administered and a written report

signed by the employee administering the corporal punishment stating the reason for the punishment, the punishment and the name of the witness.

5. The parent shall be informed in writing of the reasons for punishment and the name of the witness.

REFUSAL TO TAKE ANY DISCIPLINE PROCEDURE: If a student refuses corporal punishment or refuses to submit to corporal punishment:

1. Parents will be notified by phone, text, letter or email.
2. The student will be suspended.
3. Upon returning to school, the student must be accompanied by a parent or guardian for a conference with the Principal.
4. No class work may be made up due to absences of this nature.
5. In the event a student decides to take suspension rather than accept a discipline procedure, the days missed will be added to the total days a student may miss during each semester.

Arkansas Codes: Offenses and Penalties

In accordance with Arkansas statutes, the following minimum and maximum penalties/consequences are prescribed for the indicated offenses:

Offense	Minimum Penalty	Maximum Penalty
Willfully and intentionally assaulting or threatening to assault or abuse any school employee; communicating a death threat to any student or school employee.	9-day suspension	Expulsion
Bullying (A.C.A 6-18-514)	Corporal Punishment or Warning depending age of student	Expulsion
Possession of any firearm or other weapon prohibited on school campuses by law or by policies adopted by the school board (A.C.A 6-18-502; A.C.A 5-73-119; A.C.A. 5-73-120)	Expulsion for remainder of calendar year except that the	Expulsion for 1 Calendar Year

Under the influence of, possessing, distributing, huffing, using, offering for sale, or selling, tobacco or tobacco products, beer, alcoholic beverages, or other illicit drugs or look-alike products or inhalants to produce euphoric effect. This includes the inappropriate use or sharing of prescription or over the counter drugs.	Expulsion for remainder of the school year.	Expulsion for 1 Calendar Year
Use of any electronic communication or entertainment device that impedes the educational process, unless such possession has been specifically approved by the principal for medical or other compelling reasons.	Warning	Expulsion
Willfully or intentionally damaging, destroying, or stealing school or private property	Warning & restitution	Expulsion

District Behavioral Standards: Offenses and Penalties: In addition to the offenses listed above, the school district authorizes minimum and maximum penalties for the major and minor violations of the Behavioral Standards as indicated below:

Offenses	Minimum	Maximum
Minor Offenses: Cheating/plagiarism (grades K-8 only), display of affection, dress code violations, falsify signatures or information on official school records, refusal to give identification or give false identification when a staff member requests, gambling, distribution of unapproved petitions or other printed matter, detention violations *computer use agreement violations, possession of any **laser device, ***truancy, violation of established school or classroom rules and regulations which may not be expressly listed in this policy, and other disruptive behavior	Warning *Possible loss of computer privileges **Laser pointers will be confiscated by school personnel ***truant students can not be given out of school suspension	Expulsion
Major Offenses: Arson, assault and/or battery of another student, bullying, threatening to assault or abuse another student, bomb threats/false alarms, terroristic threatening, cheating/plagiarism (grades 9-12 only), disrespect, extortion, false accusation of a district employee, fighting, fireworks, gang-related activities, harassment, hazing, indecent exposure, possession of any look-alike weapon, insubordination, chronic disruption of the educational process and repeated violations of school rules, mob action, profane or obscene language, gestures or behavior, vehicle violations, violation of any statutory or constitutional regulations, and other disruptive behavior	One-day suspension	Expulsion

PROHIBITED CONDUCT- Policy 4.18 -

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;

18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment; and
22. Bullying.

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.

WORDS AND TERMS TO KNOW.....

Parents are urged to read and discuss the following words and terms with their children before reading and discussing the Rules section of the Handbook. While every effort has been made to make the Handbook language simple, young students will need parental assistance in understanding the definitions and concepts used.

1. **PARENT:** The term parent refers to those persons who by blood relationship or through custody or guardianship proceedings have control or charge of any student in attendance in the Forrest City School District schools.
2. **INSUBORDINATION:** The term is used to describe a state of being disobedient, resistant to authority or unwilling to follow directions.
3. **SEARCH AND SEIZURE:** School personnel who have reason to believe that a search will produce evidence that a student has violated or is violating the law or school rules may conduct a search. Items taken will be forwarded to the appropriate authorities.
4. **REASONABLE FORCE:** School personnel may apply the amount of force necessary to stop or restrain a student from conducting himself in such a way that would result in his physical injury or injury to others.
5. **PROBATION:** School personnel may suspend punishment for a rule violation and notify parents and student in writing at the parent conference that the student must obey the rules for the remainder of the year under penalty of recommendation for expulsion.
6. **IN SCHOOL SUSPENSION:** Students who violate school rules may be assigned In School Suspension (ISS) held during school hours. When a

student is assigned ISS, they will be given appropriate work to do. Students may be prohibited from entering the school or school grounds (except for prearranged conference with an administrator) for a period of time set by the principal or the Superintendent.

7. **SUSPENSION:** Principals may prohibit a student from entering the school or school grounds (except for a prearranged conference with an administrator) for a period of time set by the principal or the Superintendent. Suspension from school automatically includes loss of academic credit for the time a student is on suspension. Makeup work will not be permitted.
8. **EXPULSION:** Principals may recommend to the Superintendent that a student be prohibited from entering the school or school grounds (except for a prearranged conference with an administrator) until the end of a semester, the end of a current school year or permanently, dependent upon the severity of the offense. Expulsion requires Board of Education approval and may include loss of academic credit. Expulsion means dismissal from school for a period of time that exceeds ten (10) days.
9. **CONTRABAND:** Any articles which are illegal or articles which a student possesses illegally.

STANDARDS OF CONDUCT

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

All students in the Forrest City School System are proud of their school and shall exhibit self discipline. A student who is well informed concerning his/her rights and responsibilities and conforms to the expected standards of behavior should not require disciplinary action.

A student may be suspended or expelled for immorality, refractory (resisting authority or stubborn) conduct, insubordination, infectious disease, habitual uncleanness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless or whether a specific

prohibition of the conduct is contained in this student handbook.

REMEMBER:

Obey the rules on the school grounds, off the school grounds at any school-sponsored activity, and on the way to and from school and on the bus.

WHO IS RESPONSIBLE FOR STUDENT CONDUCT?

Students: Students are responsible for pursuing their education in a manner that shows respect for other students, faculty members, parents, and other citizens. Students have a responsibility to cooperate with and assist the school staff in the orderly and efficient conduct of the schools by following rules and procedures established by the board of education and implemented by teachers and administrators. Students may be held responsible for conduct to and from school if such conduct affects school organization or morale. EACH STUDENT is responsible for his/her own conduct at all times.

Parents or Guardians: Parents or guardians are responsible for exercising the required controls so that their children's behavior at school is conducive to their own progress and not disruptive to the school's educational program. They are responsible for alerting school personnel when they believe that their children are having difficulties at school or at home so that by actively soliciting the help of the school, behavior standards may be maintained.

Teachers: All teachers are responsible for the supervision of all students in the school. This includes not only the students who are regularly assigned to the teacher but also all other students with whom the teacher comes in contact. Each teacher is expected to maintain the kind of atmosphere which will promote learning and to use sound, appropriate techniques including conferences with students and parents, referral to school counselors, or referral to caseworkers and educational examiners.

Principals: The principal of each school is to give to each student the rules and procedures currently in effect for that school. Each principal or designee is authorized to take appropriate action as outlined in the student handbook. He/she will inform the parents or guardians of any student whose behavior is in serious conflict with established laws, rules, or procedures.

Superintendent: The superintendent is responsible for exercising leadership in establishing all necessary procedures and rules to implement the board of education policies concerning standards of student behavior.

Board of Education: The board of education, acting through the superintendent, holds all school employees responsible for the supervision of student behavior while the students are legally under the supervision of the school. The board expects all employees to be concerned with student conduct and to take appropriate action when and where unacceptable behavior occurs.

INFRACTIONS TO AVOID

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

Consequences from warning to recommendation for expulsion may be administered by the principal.

- 1. Insubordination** - Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
- 2. Disorderly Conduct** - Disruptive behavior that interferes with orderly school operations;
- 3. Physical Abuse, Threat or Assault on a Student** - Willfully and intentionally assaulting or threatening to assault or physically abusing any student;
- 4. Verbal Abuse of a School Employee** - Harassing, threatening or inappropriate behavior directed toward any school employee;
- 5. Physical Abuse, Threat or Assault on a School Employee** - Willfully and intentionally assaulting or threatening to assault or physically abusing any school employee;
- 6. Weapons** - Possession of any weapon or object that can reasonably be considered capable of causing bodily harm to another individual;
Recommended Expulsion - See Policy 4.22
- 7. Tobacco** - Possession or use of tobacco or any tobacco related paraphernalia in any form on any property owned or leased by any public school;
- 8. Vandalism/Theft** - Willfully or intentionally damaging, destroying, or stealing school property;

9. **Electronic Communication Devices** - Use of any cell phone, paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices on the school campus during normal school hours;
10. **Drug/Alcohol** - 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;
11. **Public Display or Affection** - Inappropriate public displays of affection;
12. **Cheating** - Cheating, copying, forging, or claiming another person's work to be his/her own;
13. **Gambling** - Participation in any game of chance;
14. **Dress Code** - Inappropriate student dress;
15. **Profanity** - Use of vulgar, profane, or obscene language or gestures;
16. **Truancy** - Absence from school or a class without parent and/or school authorities' prior knowledge or consent;
17. **Tardiness** - Excessive tardiness;
18. **Discrimination** - Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
19. **Hazing** - Hazing, or aiding in the hazing of another student;
20. **Gangs or Gang-Related Activities**- Activities including belonging to secret societies of any kind are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. **Sexual Activity** - Sexual harassment or other sexual activity;
22. **Harassment or Bullying** - Harassing, verbally assaulting or inappropriately threatening another student;
23. **Disrupting the Learning Environment** - Any behavior that disrupts or threatens the learning environment including bomb threats, false alarms, inciting a riot, etc.
24. **Loitering** - Inappropriate entry or assembly on a school campus;
25. **THREATENING MESSAGES INCLUDING BOMB THREATS**- A student who calls in a bomb threat and/or any other threat to the health and safety of students and employees will be suspended immediately, recommended for expulsion and referred to legal authorities.

- 26. FORGERY AND/OR FALSIFICATION OF GENERAL INFORMATION-A** student may not sign another person's name to a school information form, a note from a parent to a teacher, a note from a teacher to a parent, change a grade for himself or another person or provide false telephone numbers and addresses
- 27.** Behavior that is subversive to good order and discipline even though such behavior is not explicitly listed in the above rules.
- 28.** Possess, view, distribute or electrically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form.
- 29. LOITERING ON AN UNASSIGNED CAMPUS-** A student may not be present on another school campus during school hours unless the/she has permission by school authorities. These students will be referred to their appropriate buildings for disciplinary action or to legal authorities.
- 30. PROHIBITED ITEMS** - Students are not to bring to school such items as radios, tape players, cards, cameras, electronic games, CD players, personal laptop computers, stuffed animals, etc., that may detract from the learning environment unless specifically needed for a class assignment. Teachers and administrators have the authority to confiscate such items and return them at the end of the day or on the last day of school. Students will not be allowed to pick up radios at the end of the day. All such items must be picked up by the parents. Due care will be exercised, but neither the teacher, the administrator, nor the school is responsible for items damaged, lost, or stolen.
- 31. TEXTBOOKS AND MATERIALS REQUIRED FOR THE CLASSROOM -** Students are responsible for bringing textbooks, workbooks, paper, pencils and all other necessary supplies and materials to class as required by the classroom teacher. Lost textbooks are the responsibility of the student. Failure to fulfill the student's responsibility of classroom requirements will result in referral to the Intervention team. The classroom teacher has the primary responsibility to address this problem.
- 32. STEALING** - No student should take the belongings of other students or of faculty/staff members without permission.
- 33. POSSESSION of MONEY** - Students are not allowed to have more than \$20.00 in their possession unless they are bringing money to pay for a school related activity.

34. CONTRIBUTING TO A CHAOTIC SITUATION OR AN UNSAFE ENVIRONMENT

Students shall not contribute to a situation that may be considered a disturbance or an endangerment to student safety. This will include, but not be limited to fights, disturbances, or acts of disorderly conduct. Passing written or oral messages, "Boosting a fight," active observation and failure to disburse will be considered contributing to the situation. School officials may involve the police during such situations.

A student should not behave in a manner that makes for an unsafe environment, thereby endangering other students. The actions include tampering with sprinklers and/or sprinkler systems, pulling fire alarms, or purposeful blocking of entrances or exits. Penalties may include arrest and/or recommendation for expulsion.

35. BEHAVIOR NOT COVERED ABOVE -

Forrest City School District No. 7 reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

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 Forrest City School District reserves the right to pursue disciplinary, legal action or contact juvenile authorities for behaviors that justify such actions. In extreme circumstances where law enforcement must be contacted immediately, every effort will be made to contact parents before students are removed from the campus by authorities.

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.

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 take photographs in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Consequences from warning, to recommendation for expulsion, may be administered by the principal.

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

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

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

Students who use a 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.**

DISRUPTION OF SCHOOL - Policy 4.20 -

- A. No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

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

BULLYING - Policy 4.43 -

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

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

Definitions:

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

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

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

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

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

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

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

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

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

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

- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

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

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Copies of this policy shall be available upon request.

STUDENT ASSAULT OR BATTERY - Policy 4.21 -

- A. 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.
- B. 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 understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

LASER POINTERS - Policy 4.28 -

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.

WEAPONS AND DANGEROUS INSTRUMENTS Policy 4.22 -

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are accepted.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.

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

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

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

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm visibly stored inside a locked vehicle on school property nor to 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.

A firearm brought inadvertently to school by a student shall be grounds for disciplinary action against the student, but the School Board of Directors may consider the "inadvertent circumstances" of the incident in determining the student's discipline.

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.

TOBACCO AND TOBACCO PRODUCTS - Policy 4.23

All students shall possess the knowledge and skills necessary to avoid all tobacco use, and school leaders shall actively discourage all use of tobacco products by students, staff, and visitors. To achieve these ends, the Forrest City School District leaders shall prepare, adopt, and implement a comprehensive plan to prevent tobacco use that includes:

- A sequential educational program to prevent tobacco use that is integrated

within the school health education curriculum; that is aimed at influencing students' attitudes, skills and behaviors; and that is taught by well-prepared and well-supported staff.

- Establishment and strict enforcement of completely tobacco-free school environments at all times.
- Prohibition of tobacco advertising.
- Appropriate counseling services and/or referrals for students and staff to help them overcome tobacco addictions.
- Cooperation with community-wide efforts to prevent tobacco use; and
- Strategies to involve family members in program development and implementation.

Tobacco use is considered the chief preventable cause of premature disease and death in the United States. Forrest City School District accepts that they have a responsibility to help prevent tobacco use for the sake of students' and staff members' health and well being of their families. Research conclusively proves that

- Regular use of tobacco is ultimately harmful to every user's health, directly causing cancer, respiratory and cardiovascular diseases, adverse pregnancy outcomes and premature death;
- Second hand smoke is a threat to the personal health of everyone, especially persons with asthma and other respiratory problems;
- Nicotine is a powerfully addictive substance
- Tobacco use most often begins during childhood or adolescence
- The younger a person starts using tobacco, the more likely he or she will be a heavy user as an adult; and
- Many young tobacco users will die an early preventable death because of their decision to use tobacco;
- The purchase and possession of tobacco products is illegal for persons under age 18;
- Use of tobacco interferes with students; attendance and learning;
- Smoking is a fire safety issue for schools; and
- Use of smokeless tobacco is a health and sanitation issue

For the purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette, ecigarettes, cigar, pipe, bidi, clove cigarette and any other smoking product, and spit or smokeless tobacco, also known as dip, chew, and snuff in any form.

TOBACCO USE PROHIBITED

Tobacco promotional items, including clothing, bags, lighters and other personal articles are not permitted on school grounds, in school vehicles, or at school sponsored events. Tobacco advertising is prohibited in all school sponsored publications and at all school sponsored events.

CLOSED CAMPUS

No student may leave the school campus during breaks in the school day to use a tobacco product. Signs to this effect will be posted at appropriate locations. School authorities shall consult with local law enforcement agencies to enforce laws that prohibit the possession of tobacco by minors within the immediate proximity of school grounds

NOTICE

The superintendent/principal/ other administrative staff shall notify students, families, education personnel, and school visitors of the tobacco free policy in handbooks and newsletters, on posted notices or signs at every school entrance and other appropriate locations, and by other efficient means. To the extent possible, schools and districts will make use of local media to publicize the policies and help influence community norms about tobacco use.

INSTRUCTIONAL PROGRAM DESIGN

Tobacco use prevention education shall be integrated within the health education program and be taught at every grade level, prekindergarten through grade twelve. The educational program shall be based on theories and methods that have been proven effective by published research and consistent with the state's/district's/school's health education standards/guidelines/framework. The program shall be designed to:

- Instruct about immediate and long-term undesirable physiologic, cosmetic, and social consequences of tobacco use;
- Decrease the social acceptability of tobacco use;
- Address new reasons why young people smoke;

- Teach how to recognize and refute advertising and other social influences that promote tobacco use;
- Develop students' skills for resisting social influences that promote tobacco use; and
- Develop necessary assertiveness, communication, goal setting and problem-solving skills that may enable students to avoid tobacco use and other health-risk behaviors.

Instruction shall be most sensitive in grades six through eight and shall be reinforced in all later grades. Instructional activities shall be participatory and developmentally appropriate. The program shall engage families as partners in their children's education.

STAFF PREPARATION

Staff responsible for teaching tobacco use prevention shall have adequate-pre-service training and participate in ongoing professional development activities to effectively deliver the education program as planned. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use combined with skill practices in effective instructional techniques and strategies and program specific activities

EDUCATION REINFORCEMENT

Tobacco use prevention education shall be closely coordinated with other components of the school health program. Tobacco use prevention concepts shall also be integrated into the instruction of the other subject areas to the greatest extent possible.

To send consistent messages to students and their families, school instructional staff shall collaborate with agencies and groups that conduct tobacco, use prevention education in the community. Guest speakers invited to address students shall receive appropriate orientation to the relevant policies of the school/district. School staff shall also help interested student become involved with agencies and other organizations in the community that are working to prevent tobacco use.

PROGRAM AVAILABILITY

The school health program shall include referrals to community resources and

programs to help students and staff overcome tobacco addiction. School counselors or community agencies are encouraged to establish voluntary tobacco use cessation programs at school.

PROGRAM ATTENDANCE

Attendance or completion of a tobacco use cessation program shall not be mandatory for anyone or used as a penalty. Attendance or completion of tobacco use cessation program is allowed as a voluntary substitute to suspension for possession or use of tobacco.

DRUGS AND ALCOHOL - Policy 4.24

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 Forrest City 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.

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

STUDENT DRESS AND GROOMING - Policy 4.25 -

Forrest City School District Uniform Dress Code Policy 2017-2018

Clothing should be clean and neat, and the students should be dressed in a manner suitable to an educational setting. If the principal, or designee, determines that a student's dress or grooming is unacceptable, the student will be disciplined accordingly. All clothing must be properly worn. (Snaps snapped, buckles buckled, buttons buttoned, zippers zipped, etc.)

The dress code will be enforced at all times, including special school activities.

1. Students are not allowed to wear clothing that is indecent, disrespectful provocative or revealing. No articles of clothing will be permitted that displays profanity, nudity, suggestive comments or those that advertise or support drugs, alcohol or tobacco.
2. Any accessory or manner of wearing clothing that is deemed related to gangs, sororities, fraternities, secret societies, or other inappropriate symbols will not be allowed. This includes gang signs or graffiti, wearing of gang colors, clothing, and jewelry.
3. **Shirts or tops** should not expose cleavage and must be long enough to completely cover the midriff when arms are raised above the head. Strapless, tank and sheer shirts are not allowed. Tops should not extend past the wrist when the arms are hanging loosely at the sides.
4. Inappropriate **head coverings** such as bandanas, scarves, sweatbands, caps, do-rags, sunglasses, combs, picks, towels, headwraps or hairnets are not to be worn at school. Head coverings that relate to a student's religion or for documented health reasons will be allowed. Hats and hoods are not to be worn inside the building at any time.
5. **Bottoms: Skirts, shorts and dresses** should come within 3 inches of the knee and skirts should be without slits. Khaki and jeans (non stretch) material are permitted Leggings and pajama pants are not permitted. Holes in pants are not permitted.
6. **Pants** must be worn at the waist. No **SAGGING**. Clothing must be sized appropriately as oversized clothing will not be allowed. Garments should not

be visible if worn under pants.

7. **Shoes with a back enclosure must be worn at all times.**

Slippers, slide-ins and house shoes are not permitted.

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Minimum Penalty: Principal Conference

Classes missed waiting on clothes or the time it takes to change clothes will count as an absence and against exemptions for semester exams.

Maximum Penalty: Expulsion

GANGS AND GANG ACTIVITY - Policy 4.26 -

- A. 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.
- B. The following actions are prohibited by students on school property or at school functions:
 - 1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
 - 2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
 - 3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
 - 4. Extorting payment from any individual in return for protection from harm from any gang.
- C. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.
- D. 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.

STUDENT SEXUAL HARASSMENT - Policy 4.27 -

The Forrest City School District is committed to having an academic environment in which all students are treated 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.

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
3. 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 which 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.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in 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.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

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.

VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING - Policy 4.48 -

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

cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 1 day after they were created.

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

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

INTERROGATION AND/OR REMOVAL FROM SCHOOL BY LEGAL AUTHORITIES

A. Students have the right to be advised of their rights, to know why they are being questioned, to remain silent, to know that anything they say may be held against them in court, to be interrogated in the presence of an official school representative, and

not to be removed from school unless they have been observed violating a law by a law enforcement officer and/or unless the official school representative is presented a warrant or other valid order for arrest.

B. School administrators have the responsibility to notify parents of pending or past interrogation, to be present in the absence of parents during an interrogation, to assure that the student is aware of his/her rights, and to notify parents immediately if the student is removed from the school by legal authority. School administrators have the responsibility to initiate proceedings for removing students from the school by legal authority when the student becomes uncontrollable and/or disruptive.

SEARCH, SEIZURE, AND INTERROGATIONS - Policy 4.32 -

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

School property shall include, but not 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 Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold " without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

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

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-5hours telephone number.

**CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY -
Policy 4.19 -**

- A. Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.
- B. The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problem related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.
- C. Students are eligible to receive district bus transportation if they meet the following requirement: students living 2 or more miles from school are eligible to ride the school bus.

School buses are operated by the Forrest City School District as an accommodation to students and parents. Riding a bus is a privilege that must not be abused. Bus regulations, if broken, may lead to suspension from riding the bus, suspension from school, or to expulsion.

Students and parents have the responsibility for knowing and agreeing to abide by bus riding regulations. Bus drivers have the responsibility for obeying all traffic laws and safety procedures for supervising the behavior of students assigned to them and for reporting to the school principal those acts of student conduct which are contrary to law, school regulations, or jeopardize the health and safety of persons riding the bus. Parents have the responsibility for providing student transportation to and from school when the suspension of bus riding privileges becomes necessary. Each parent of bus students will receive a complete list of bus rules and regulations that must be signed and returned to the transportation department.

In case of inclement weather, a decision will be made on whether or not to hold classes. All parents are advised to listen to KXJK radio, which will broadcast the decision by 7:00 a.m.

SCHOOL BUS POLICIES

Buses shall be routed to provide the best service for the greatest number of students; however, routes shall be planned to provide the most economical operation of buses with distance and road conditions being the major criteria for economical routing. Bus routes shall be planned to get within one mile of the home location of each student if other factors permit.

1. All school bus stops shall be a least one-fourth mile apart except that in the case of routes on the principal highways, the Supervisor of Transportation is authorized to suspend this policy if, in his judgment, the safety factor indicates additional stops. In case of inclement weather, additional stops will be made to pick up and discharge a child at a point on the route nearest his home.
2. The Supervisor of Transportation is authorized to plan bus routes within the policies of the Board on transportation and to change routes at any time when in his judgment better service can be provided for a greater number of students by such change.
3. The driver is charged with the responsibility of maintaining order on the bus at all times. The driver has the same authority as a teacher in disciplining children while they ride the bus and also has the authority to temporarily suspend a student's privilege to ride the bus in case of misconduct. (**Note:** Temporarily suspend is defined in this case as the driver having the authority to suspend a student from riding the bus until the student and his/her parent or parents have a conference with the Supervisor of Transportation.

CONDUCT OF BUS STUDENTS

BUS LINE CONDUCT

Students who ride buses should proceed immediately to their bus line upon exiting the building in the afternoon and should stay in the bus line until the bus arrives.

Students in the bus lines should conduct themselves appropriately without horseplay or excessive noise. Misbehavior in the bus line may lead to suspension of bus privileges

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road.
2. While waiting for the bus, pupils must remain in a safe place away from traffic. If you miss the bus, do not attempt to hitchhike a ride or walk to or from school.
3. While loading or unloading, enter or leave the bus in order and quickly.
4. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. The driver has the authority to temporarily suspend a student.
5. Students are expected to conduct themselves in a manner such that they will not distract the attention of their driver or disturb other riders on the bus (which includes keeping your hands to yourself; attending to your own matters; letting other pupils alone, and being reasonably quiet.)
6. No knives or sharp objects of any kind, firearms, pets, nor other living animals, etc. are allowed.
7. If there is no seat available, stand in the aisle of the bus facing the front and hold to a seat rail.
8. You are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc.
9. Pupils must keep seated while the bus is in motion and must not even move while it is stopped except as the driver directs.
10. Pupils are not to put their hands, arms, heads, or bodies out of the window. Do not yell at anyone outside the bus.
11. Students are not to deface the bus or any school property. Do not write on the bus or damage seats, etc. Do not throw paper, food or other objects on the floor of the bus. Do not eat on the bus. No smoking while riding a school bus is allowed. Keep aisle of the bus clear from books, lunches, coats, etc. Do not put feet in aisle.
12. Do not ask the driver to let you off the bus uptown, at the store, to get mail out of the box, or any place except at your regular stop.

13. If you must cross the road or highway to enter the bus, try always to be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus. (Unless the driver directs you differently.)

SUSPENSION FROM SCHOOL - Policy 4.30 -

A. Students 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; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

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

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

1. The student shall be given written notice or advised orally of the charges against him or 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;
3. If the principal finds the student guilty of the misconduct, he/she may be Suspended;

- B. When possible, notice of the suspension, its duration, and any stipulations for the student's readmittance to class will be given to the parent's), legal guardians) prior to the suspension. Such notice shall be handed to the parent's), legal guardian's) or mailed to the last address reflected in the records of the school district.
- C. 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.
- D. Out-of-school suspensions shall be treated as unexcused absences and during the period of suspension students shall not be permitted on campus except to attend a student/parent/administrator conference.
- E. In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.
- F. 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.

PROGRAM FOR SUSPENDED STUDENTS

I. PURPOSE:

All students suspended from K-12th grade will be assigned to the in-school suspension room, with the exception of students who fight, during the period of their suspensions. Attendance at the suspension school will be mandatory and no students will be readmitted to their regular classes until they have attended suspension school for at least the minimum number of days specified by the principal or his/her designee.

II. OBJECTIVES:

1. To provide a place within the school system for the supervision of suspended students.

2. To maintain the educational continuity while a student is suspended from his regular classes. The in-school suspension program will provide individual instruction in the student's regular course work and instruction in other areas of the student's interest.
3. To return the student to his regular classes with appropriate behavior changes.
4. To seek appropriate guidance and psychological or corrective help for students before returning them to regular classes.
5. To gather data on suspended students in an attempt to learn why certain students become "discipline problems", with the ultimate aim of being able to identify and work with potential dropouts.

III. PROCEDURES:

1. Each student admitted to the suspension program will be treated as an individual, unique case. A completely individual program will be designed for each student as he/she arrives.
2. New data will be gathered. The student will be interviewed extensively, further tests may be administered, and conferences will be held with parents, teacher and principals.
3. Close contact will be maintained with various county and state agencies such as the welfare department, the county health department, the juvenile court, and local law enforcement agencies. When it is necessary, the student may be referred to one of these or other outside agencies if it is determined that he needs help beyond the scope of the school system.
4. Reports will be made by the Supervisor of the in-school suspension program to the principal of the school where the student attends. These reports will contain summaries of date regarding attendance and the success or failure of methodology used.
5. If the student's behavior becomes unacceptable while in suspension school, the student may be sent home.
6. Parents will receive a written notice when their child is assigned to the In-School Suspension (ISS).
7. Only the principal or his designee (certified staff) may add additional days as deemed necessary for unacceptable disruptive behavior in the in-school suspension classroom.
8. When a student is suspended either (ISS or OSS) he/she may not attend any school functions.
9. Students' parents must attend conference when a student is suspended.

EXPULSION: BOARD POLICY – Policy 4.31 –

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

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

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

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

Except as permitted by policy 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 of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

COMPLAINTS AND GRIEVANCES - Policy 6.7

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

COMPUTER USE POLICY - Policy 4.29 -

Forrest City Public School District Computer and Network Use Policy

Technology users' responsibilities go beyond general care of computers and the computer room. The Forrest City School District's policy addresses the acceptable use of technology hardware, software, networks, and the Internet.

District Responsibility Regarding the Computing Network

A. The Forrest City Public School District is responsible for:

1. Management of the network--the wires and devices (e.g., servers, routers, switches) that comprise the Network.
2. Setting standards for the hardware and software that can be used in the network.
3. Maintaining and repairing equipment purchased by the district for use in the network.
4. Providing training to users in the use of all district-supported hardware and software
5. Assigning and revoking privileges regarding use of the network
6. Defining the rights and responsibilities of users and enforcing acceptable use standards

B. The Forrest City School District will provide users with hardware, software, and electronic resources that support the mission of the school district. However, computing resources all come at a cost. The district will provide services at a level that the School Board determines meets the mission of the district to the best of its ability within the constraints of financial resources.

Unless otherwise specified, the following regulations will apply equally to students, employees, volunteers, and contractors employed by the Forrest City School District. Employees, volunteers, and contractors may have additional obligations owing to the nature of their positions and/or access privileges.

All individuals with access to Forrest City School District technology and computer networks will:

1. Respect the rights and property of others and will properly access files, data, or information of others.
2. Observe Forrest City School District standards of conduct as stated in the handbook.
3. Utilize the computers, network, Internet, and other technologies only for purposes in support of the district's stated education goals or for legitimate school district business.
4. Be responsible for taking precautions to prevent loss or damage to equipment and data.
5. Install and use software on the district's computers only in accordance with Software Policy and Procedures.

Interpretation, application, and modification of this use policy are within the sole discretion of the Forrest City School District. Any questions or issues regarding this policy should be directed to the building or district administration, or the network administrator(s).

Software Policy and Procedures

Purpose: The Forrest City School District licenses the use of computer software from a variety of third parties. The software developer normally copyrights such software. Unless expressly authorized to do so,

the Forrest City School District has no right to make copies of the software except for backup or archival purposes. The purpose of this policy is to prevent copyright infringement and to protect the integrity of the Forrest City School District's computer environment from viruses and similar threats.

Policy and Procedures Guidelines: It is the policy of Forrest City School District to respect all computer software copyrights and to adhere to the terms of all software licenses to which the district is a party. The Director of Technology is charged with the responsibility of monitoring these guidelines and assuring compliance. Forrest City School District employees may not duplicate any licensed software or related documentation for use either on school premises or elsewhere unless the Forrest City School District is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject employees, students, and/or the district to both civil and criminal penalties under the United States Copyright Act. Employees may not give standalone software to any other employee or any software to non-employees including parents, contractors, students, and others. Forrest City School District employees and students may use software on local area networks or on multiple machines only in accordance with applicable license agreements.

Acquisition of Stand-Alone Software: To purchase and utilize software within the Forrest City School District, employees must obtain the approval of their supervisor or Director of Technology. All software utilized by employees of the Forrest City School District must be registered with the Director of Technology. Software acquisition channels are restricted to ensure that the Forrest City School District has a complete record of all software that has been purchased for district computers and can register, support, track, and upgrade such software accordingly. All software will be subject to review and approval by the Technology Department.

Acquisition of District-Wide Software: In order to facilitate the selection and implementation of software for use district-wide, a committee of district staff will be utilized to analyze and evaluate software packages. The committee participants will include staff members from each affected location and be lead by the Director of Technology, as to ensure that the selection best meets the needs of the district. At all stages, factors such as user reaction, effect on workload and efficiency for users and support personnel, and resources required should be considered.

Registration of Software: The district will register every software package. When a staff member acquires new software for use on district computers, he/she must inform the school media specialist. The staff member should provide a copy of the registration to the school media specialists. Software must be registered in the name of the district and department/school in which it will be used. Because of personnel turnover, software should never be registered in the name of the individual user. The school media specialist shall maintain a register of all of the district's software and shall keep a library of software licenses. The register will contain:

- the title and publisher of all software;
- the date and source of software acquisition;
- the location of each installation;
- the name of the authorized user;
- the existence and location of media ;
- the software product's serial number.

Storage and Security: The school media specialist shall be in charge of storing all school software in secured storage areas, if feasible. The Technology Department is in charge of all District Software. By ensuring secure storage of original media, the risk of software theft and unauthorized duplication of

software is minimized.

Installation of Software: After the registration requirements above have been met, the software may either be installed by the Technology Department or qualified individuals with the Technology Department's permission. No software shall be installed on district computers without approval of the Director of Technology. Teachers who bring in data media from home are responsible to ensure that his or her media are free from viruses. District virus protection software should be used to examine these media before they are used in a district computer. These standards are to ensure that the district does not violate copyright laws or infect computer systems with viruses. A student shall not install computer software or tamper in any way with district software at any time. No student shall bring in media from home, unless under direct supervision of the teacher for which the contents of the media are intended and only with approved software. It is the responsibility of teachers and other faculty members to constantly monitor student use of computers and review all policies and procedures with the students regarding the acceptable use of technology.

Documentation: Original manuals, tutorials, and other user-oriented documentation will be made available, whenever possible, to assist the software users. The district's trainers will also continue to provide in-service for teachers in the use of appropriate computer software.

Home Computers: The Forrest City School District's computers are district assets and must be kept both software legal and virus free. Only software purchased through the procedures outlined above may be used on district machines. Generally, district owned software cannot be taken home and loaded on an employee's computer if it also resides on the district's computer. However, some software companies provide in their license agreements that home use is permitted under certain circumstances. Before taking any software home, please check with the Director of Technology and follow the sign-out and sign-in procedures.

Software Audits: The Director of Technology will conduct random audits of all district PCs to ensure that the district is in compliance with all software licenses. During these random audits the district will search for inappropriate software and eliminate any that is found.

Software Log: A software log will be maintained of all software owned or used by the district. After the audit has been completed, the software log will be used to list all old and newly acquired software.

Penalties and Reprimands: Anyone who violates this policy will be referred to district administration for possible disciplinary action.

Hardware Policy and Procedures

Property Rights: The Forrest City School District has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased or received by way of grant by a school or the district will be the property of the district. The district or school will determine the use. In accordance with grant specifications, neither employees, volunteers, nor students in the school have ownership rights to any equipment loaned to them by the school. Use of school equipment and software for private or personal business is strictly prohibited and will subject the violator to disciplinary action.

No person will have exclusive use of school equipment unless authorized by district administration.

Acquisition: Any new acquisition of hardware is the responsibility of the Technology Department. Any staff who wishes to supplement hardware with additional hardware must receive written permission from the

Director of Technology. Any installation of hardware must be done by the Technology Department or its designee.

Network Attached Devices: Use of network attached devices, including, but not limited to, computers, printers, and handheld devices, must be approved by the Technology Department to ensure the compatibility, stability, and security of the district network.

Wireless Devices: Use of wireless equipment must be approved by the Technology Department to ensure the compatibility, stability, and security of the district network. To ensure that security standards are met, wireless devices will not be used until configured appropriately by district technology personnel. Any wireless device deemed to be a security liability will not be allowed. Random scans for rogue wireless devices may be performed by district technology personnel.

Enforcement: The District and all schools in the district will rigorously uphold laws pertaining to the use of technology equipment and the information contained in them and/or generated by its use. Anyone found to be violating such laws would be subject to suit for civil damages as well as prosecution by the school to the full extent of the law.

Electronic Network Use Rules: Every user (which includes, but is not limited to students, employees, volunteers, and contractors employed by the district) has the responsibility to respect and protect the rights of every user in our community and on the Internet. School district account holders are expected to act in a responsible, ethical, and legal manner, in accordance with the missions and purposes of the networks they use, and the laws of the state and the United States. Students will be provided with a school atmosphere and procedures of student control/discipline that will assure a suitable learning environment, and students will learn to act as responsible and productive citizens with respect for civil rights and the role of the individual in a democracy.

Computer Use Rules

- Food and drink are not allowed in any computer area.
- No software is to be downloaded, stored, or installed on any computer or in any computer account without approval from the Technology Department.
- Pirated software (warez) and MP3s are not to be downloaded or stored on any computer or in any user's account.
- Modification or removal of computer files that are not your own is not allowed.
- All copyright laws are to be observed. Copyrighted material is not to be placed in the system without the author's permission (Copyright Law of 1994; Digital Millennium Act of 1998).

You are not to move or disconnect any computer or peripheral device or piece/part of any equipment.

- Contact a supervisor or teacher concerning problems with any of the equipment. Appropriate behavior and common courtesy are expected at all times. You should not send anything to a printer unless you absolutely need a hard copy of the information; do not print web sites without knowing exactly how many pages will be printed; do not print multiple copies of any document without specific permission. Do not read other users' electronic mail or files, nor attempt to delete, copy, modify, or forge others' files or e-mail.
- Do not interfere with others' ability to send or receive e-mail. Do not disseminate personal identification information about yourself or others, including personal

address, social security number, and phone number.

- Do not use the network in such a way that you would disrupt the use of the network by other users.
- * Do not use the system to encourage the use of drugs, alcohol, tobacco, or any illegal/inappropriate activities.

Passwords must be strong, kept confidential and not shared with anyone else. A strong password is at least 8 characters in length with a mix of lower case (abc...z) and upper case (ABC...Z) letters, symbols (#&@...) and numerals (1234...)

- Users should not allow any other person access to any device logged in under their own account.
- * Only Teacher approved downloads such as elements to be used in presentations are allowed. Media must be available within the scope of copyright laws and checked for viruses prior to any use, using the district's antivirus supervised by the teacher.
- Do not leave portable devices unattended to prevent theft.
- * All videos must be approved for viewing by the building administrator. Any video checked out of the library is pre-approved.
- Network printers should be used responsibly to prevent waste and abuse.

Using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct. Unacceptable conduct includes, but is not limited to, the following:

Using the network for any illegal activity, including violation of copyright or other contract

- Using the network for financial or commercial gain.
- Using the network while access privileges are revoked or suspended.
- Degrading or disrupting equipment or system performance.
- Vandalizing the data of another user.
- Theft or plagiarism of data.
- Wastefully using finite resources.
- Unauthorized downloading of software.
- Gaining unauthorized access to resources or entities.
- Willfully and knowingly accessing or attempting to access pornographic or other inappropriate sites.
 - Invading the privacy of individuals.
 - Using an account owned by another user without authorization.
 - Posting personal communications without the author's consent.
 - Posting anonymous messages.
 - Placing of unlawful or unlicensed information on a system.
 - Using abusive or otherwise objectionable language in either public or private message.
 - Sending of messages that are likely to result in the loss of work or systems.
Sending of chain letters or broadcast messages to lists or individuals, or any other type of use that would cause congestion of the networks or otherwise interfere with the work of others.
 - Playing games on the internet that are not designated and approved, with lesson plans and educational goals to support their use. Student use of a teacher computer, unless correctly logged in and supervised by the teacher.
 - Using the computer, projector, and smartboard to show any movies that do not have an educational purpose supported by lesson plans and identified standards and benchmarks.

Network Etiquette

- Be polite. Do not get abusive in your messages to others.
- Do not use the network in such a way that you would disrupt the use of the network Of others.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are Prohibited on the network.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Exercise caution with personally identifiable information.
- Do not reveal personal information of others. Any student receiving unsolicited requests for personal information will immediately report that to the supervising teacher. The teacher will report this incident to appropriate authorities.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Information accessible via the network and Internet should be assumed to be private property and possibly copyrighted.
- Do not take part in any form of chain letters, mass mailings, or pyramid schemes that ask for forwarding a message to others. Many people find these very disconcerting and intrusive.

Acceptable Posting: The Forrest City School District provides a public Internet presence to share information with the community. Staff members are allowed to use these district provided resources and are responsible for monitoring and reviewing all content created by students. Students are not allowed to directly publish information to the public Internet via the school district network. Staff members agree not to publicly publish through the school district site any information that 1) violates copyright laws or property rights, 2) discloses student personal information other than names, 3) discloses student names with photographic depictions, 4) contains deliberately false or misleading statements regarding the school district, 5) are illegal, 6) are deliberately offensive, threatening, or libelous, or 7) are pornographic or otherwise obscene.

False Entry/Alterations: No student, volunteer, or school/district employee will make any false entry or alteration of any document, (either paper or electronic) used or intended to be used in connection with the operation of the Forrest City School District nor any school in the district, nor will any student open or alter official school documents or private documents, either paper or electronic.

Data Security: The District assumes no responsibility or liability if documents stored on school equipment are lost or damaged, nor will the district be responsible for security violations beyond the appropriate punishment of those persons involved in such violations.

Controlled Access to the Internet: Internet access is provided strictly for use consistent with the district's educational and business goals. It is the practice of the Forrest City School District to protect staff and students from obscene, pornographic, and other inappropriate material available on the Internet by monitoring Internet access and by using mechanisms such as content filters and firewalls in accordance with the Children's Internet Protection Act. Students are not allowed to access the

Internet without staff supervision and are required to connect to the web through a content filter. Attempts to access inappropriate material are logged. Deliberate attempts to access obscene or inappropriate materials by any user will result in disciplinary action by school district administration. The school district may provide direct communication systems such as e-mail or chat rooms for student use, which will be either filtered for content, closed (in-district only), or both. To provide student safety and security, the use of Internet direct communication systems is allowed only under direct staff supervision. Web-based direct communication systems pass through a content filter..

Unlawful and Unauthorized Activities: The Forrest City School District does not tolerate the use of the network for illegal activity, including electronic crimes such as unauthorized access, deliberate use of malicious code such as viruses, and deliberate attacks on systems ("hacking"). Cyber-bullying will not be tolerated by the Forrest City School District. These activities will result in disciplinary action by school district administration. In addition, if requested by any law enforcement agency, the technology department will cooperate completely to identify those who carry out illegal activities, document proof of such activities, and testify in court.

Vandalism - Vandalism will result in cancellation of privileges as well as other sanctions or disciplinary action. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, data of another user, Internet, or any of the other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Enforcement

Violation of the rules set forth by school district policy may result in disciplinary action by school district administration. The Director of Technology is empowered to suspend some or all privileges associated with computer use in cases of misuse or threat to the integrity of information technology resources. Disciplinary action for misuse by students may include, but is not limited to, suspension from school, removal from classes requiring computer use, loss of computer use privileges, and, if deemed appropriate, criminal prosecution. Disciplinary action for misuse by employees and other users may include, but is not limited to, formal reprimand, probation, termination, and, if deemed appropriate, criminal prosecution. School district administration and the technology department will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final. Before any permanent action is taken against a user, the user will be advised of the basis for the proposed action and given an opportunity to respond. The specific disciplinary action for each case will be at the sole discretion of school district administration and may vary depending on the severity of the infraction.

Security

Security on any computer is a high priority. Do not use another individual's account. Attempts to log onto the network with another person's identification without permission may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and network. If you feel you can identify a security problem on the network, you must notify an administrator.

Policy Agreement

The Forrest City School District will uphold laws pertaining to the use of information technology equipment and the information contained therein and/or generated by its use. Anyone found to be violating such laws would be subject to suit for civil damages as well as prosecution to the full extent of the law.

There is a need for full disclosure and understanding for the partnership between parents, children, and the school district in regard to technology and its use. A Computer and Network Use Agreement has been created to inform and provide knowledge, ensuring that all parties understand the areas of responsibility identified. Each child will need to have an agreement form signed and on file before the student will be allowed to use the computers.

Warranties/Indemnification

The District believes that the benefits to educators and students from access to the Internet (in the form of information resources and opportunities for collaboration) far exceed any disadvantages of access. Ultimately, parent(s) and guardian(s) of minors are responsible for their child's behavior, and this includes use of the Internet.

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet.

The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.

Forrest City School District Computer and Network Use Agreement

School district computer users are expected to act in a responsible, ethical, and legal manner, in accordance with the missions and purposes of the networks they use, and the laws of the state and the United States.

The computers and network are provided for furthering the District's stated educational goals only, and they are to be used by authorized individuals only. Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring.

It is possible for all users of the Internet, including your child, to access information that is intended for adults. Although the District has taken reasonable steps to ensure that the Internet connection is used only for purposes consistent with the curriculum and that inappropriate sites (as defined by the Children's Internet Protection Act) are filtered, the district or school cannot entirely prevent the availability of inappropriate material elsewhere on the Internet.

It is possible that a determined user may make use of computer resources for inappropriate purposes. Deliberate misuse of the computer network or the Internet may result in disciplinary action as outlined in the Computer and Network Use Policy.

I have read the Computer and Network Use Policy, understand it, and agree to adhere to the principles and procedures detailed within. We understand and accept the conditions stated above and release from any liability the Forrest City School, its subcontractors, and employees.

I understand that my child is expected to use good judgment and follow the guidelines of the Computer and Network Use Policy. Furthermore, I have discussed the information contained in the Computer and Network Use Policy with my child. Should my child breach the policy guidelines, I understand that my child may lose privileges on the Forrest City School District computer network and/or be subject to other disciplinary action.

STUDENTS' VEHICLES - Policy 4.33 -

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

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

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

BICYCLE POLICY - A student attending a school which permits bicycle use for transportation to and from school will obey the rules of his assigned school

SECTION 6: STUDENT HEALTH AND RELATED SERVICES

HEALTH SERVICES IN THE FORREST CITY SCHOOL DISTRICT

Immunizations - Our district follows the immunization guidelines as set forth by the Arkansas Department of Education, with recommendations from the Arkansas Department of Health. All students attending school in our district will have on file an immunization record that the nurses will review and notify the parents of any needed immunizations. No student will be allowed to attend our school without the required immunizations or be in the process of obtaining the required immunizations.

Communicable Diseases- The Board reserves the right to remove or exclude any student whose physical condition interferes with his/her ability to learn or expose other students to communicable diseases. The Arkansas Department of Education in cooperation with the Arkansas Department of Health have developed guidelines concerning communicable disease control procedures regarding removal from school and re-admission our district will follow the guidelines set forth by these agencies. For diseases not referred to in the Guide and in cases where proof of treatment cannot be clearly verified, the Board reserves the right to require a physician's statement for re-admission to school.

Head Lice - When a student is found to have lice/nits, the child's parent or guardian will be contacted to come for the child. The parents will be given a note that will define the problem, outline the methods of treatment and disinfection, and requested to have all members of the household (including parents) examined for head lice and treated simultaneously if found to be infected. The student can return to school 24 hours after treatment, but they must bring proof of treatment to the school nurse before being allowed to return to their class. Proof can consist of a note from their physician, or the empty bottle of medicated shampoo that is specifically designed for treatment of head lice. If the treatment was not satisfactory the child will not be readmitted to school, until further treatment is done and it is found to be effective. All initially infested persons will need to be retreated in 7-10 days. The child will be rechecked at that time. This action is necessary to protect the other students. If this becomes a chronic problem for individual students it may become necessary for the parents to see a physician and bring written documentation from the physician to the school nurse. If the student does not return to school within 2 days, (satisfactorily treated) the matter will be referred to the school truant officer.

Administration of Medication at School - It is the policy of the Board that medication shall be administered by school personnel only on written prescription and

direction of a physician. No over the counter medications will be supplied by the school, if the child has a chronic or frequent problem that would require over the counter medication for treatment during the school day, the parent/guardian will bring the medication in the original container. Medication prescribed by a physician must also be provided in the prescription bottle and must have the child's name on the label. When the need to administer medication has been established, school personnel will:

1. Require that the Authorization to Administer Medication form be completed and signed by the parent/guardian. The form will specify the name of the student, name of the medication, name of the physician if the medication is prescriptive and a statement releasing the school from responsibility should undesirable reactions occur.
2. If the student is prescribed an asthma inhaler or auto injectable epinephrine the parent will have a conference with the principal and the nurse for that campus and during this conference it will be decided where these items will be stored. Some students will be mature enough to carry their inhalers without the fear of losing them or wasting them, while another parent may wish for the nurse to keep possession of the inhaler. This is decided on a case by case basis. Injectable medication will always be kept secured in the nurse's office.
3. Students requiring medication at school will *COME* to the nurse's office to receive the medication. *NO* medication will be taken to the classroom, cafeteria, etc for administration.

PHYSICAL EXAMINATIONS OR SCREENINGS - Policy 4.41 -

- A. The Forrest City School District may provide from time to time for the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential.
- B. The district shall notify parents, at least annually, of the specific or approximate dates of any non-emergency, invasive physical examination or screening that is:
 1. required as a condition of attendance;
 2. administered by the school and scheduled by the school in advance; and
 3. Not necessary to protect the immediate health and safety of the student, or of other students.

- C. For the purposes of this policy, "Invasive Physical Examination" is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- D. Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.
- E. A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.
- F. The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

COMMUNICABLE DISEASES AND PARASITES - Policy 4.34 -

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 ~~s~~ 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: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis 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 blood borne, food borne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other

potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

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

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

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

Each school may conduct screenings 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.

STUDENT MEDICATIONS - Policy 4.35

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

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity 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-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. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

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

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

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

taking Schedule II medications, other than those specifically authorized in this policy, shall **not** be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

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

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

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

Emergency Administration of Epinephrine

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

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided

by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

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

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained¹ and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

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

STUDENT ILLNESS/ACCIDENT - Policy 4.36 -

- A. 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.

- B. 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.

SERVICE ANIMALS IN DISTRICT FACILITIES - Policy 7.19

In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained miniature horses (hereinafter referred to as *service animals*) are permitted for use by individuals with disabilities on district property and in district facilities provided the individuals and their animals meet the requirements and responsibilities covered in this policy.

When an individual with a disability seeks to bring a service animal into a district facility, the district is entitled to ask the individual if the animal is required because of a disability and what work or task the animal has been trained to perform. The district is not entitled to ask for documentation that the animal has been properly trained, but the individual bringing the animal into a district facility will be held accountable for the animal's behavior.

Any service animal brought into a district facility by an individual with a disability must have been trained to do work or perform tasks for the individual. The work or tasks performed by the service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do **not** constitute work or tasks for the purposes of this policy.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control by means of voice control, signals, or other effective means.

District staff may ask an individual with a disability to remove a service animal from the premises if:

- (1) The animal is out of control and the animal's handler does not take effective action to control it; or
- (2) The animal is not housebroken.

If the district excludes a service animal due to the reasons listed above, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

The District and its staff are not responsible for the care or supervision of a service animal brought onto district property or into district facilities by an individual with a disability.

The District shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets.

**The following forms
must be read,
signed and returned
to the school if you
are in agreement.**

**Forrest City School District #7
Library Media Center User Policy**

It is the policy of the Forrest City School District to provide a library media program in each of its schools. The program should provide a wide range of learning resources that supports its educational process. It is the function of the media center to provide both print and non print materials and current technology necessary to the fulfillment of the total curriculum and the independent study and recreational reading of the students. The program ensures equitable access to information while upholding the laws relating to copyright, fair use, censorship and information security and confidentiality.

Terms and Conditions:

The library media center is for finding information, checking out books, reading, studying, or for using the computers for class related research. The Forrest City School District's library media centers are guided by the Forrest City School District Electronic Information Policy in regard to internet and on-line services.

Students must return a library use form with the signature of a parent/guardian before they will be allowed to check out library books.

Application information:

I apply for the right to use the Forrest City School District's library media centers and promise to obey all its rules, to take good care of all materials I borrow, and to pay all fines or damages charged to me.

Patron's Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

School: _____ Grade: _____

Parent Signature: _____

Library use:

() Place an "X" here for library privileges noting the student's responsibility for books and materials checked out.

**MEDIATION SELF-ADMINISTRATION
Consent Form**

Student's Name:

(Please Print)

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

- a written medical statement from a health-care provider who has prescriptive privileges that he/she has prescribed the asthma inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific medications prescribed for the student;
- * an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by 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 to the nurse.

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

Medications for self-medication shall be supplied by the student's parent or guardian and be in the original container labeled with the student's name. The parent or guardian may choose to provide the school with additional appropriate medication (use form 4.35F) for the school to have available to deal with an asthma or anaphylaxis emergency.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury

resulting from the self-administration of medications by the student named above.

Parent or legal guardian signature _____

Date _____

Teachers Name _____

**OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION - 4.13F -
(Not to be filed if the parent/student has no objection)**

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Forrest City 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, Mustang 17 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, Mustang 17 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)

EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM- Policy 4.35 F4

Student's Name (Please Print)

This form is good for school year 2014-2015. 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 developed under Section 504 of the Rehabilitation Act of 1973 which 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 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: _____

CORPORAL PUNISHMENT - Policy 4.39 -

The Forrest City School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment.

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

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

Legal Reference: A.C.A. § 6-18-503 (b)
A.C.A. § 6-18-505 (c) (1)

Date Adopted: June 4, 2012

HONOR ROLL AND GRADUATE OPT OUT FORM - Policy 5.17 F

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to having the student named below publicly identified as an honor roll or honor graduate student.

Name of student (Printed)

Signature of parent or student if 18 or older)

Date form was filed (To be filled in by office)

Forrest City School District Computer and Network Use Agreement

625 Irving St.
Forrest City, AR
Telephone: 870-633-1485
Fax: 870-633-1415

School district computer users are expected to act in a responsible, ethical, and legal manner, in accordance with the missions and purposes of the networks they use, and the laws of the state and the United States.

The computers and network are provided for furthering the District's stated educational goals only, and they are to be used by authorized individuals only. Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring.

It is possible for all users of the Internet, including your child, to access information that is intended for adults. Although the District has taken reasonable steps to ensure that the Internet connection is used only for purposes consistent with the curriculum and that inappropriate sites (as defined by the Children's Internet Protection Act) are filtered, the district or school cannot entirely prevent the availability of inappropriate material elsewhere on the Internet.

It is possible that a determined user may make use of computer resources for inappropriate purposes. Deliberate misuse of the computer network or the Internet may result in disciplinary action as outlined in the Computer and Network Use Policy.

I, _____ and _____
Parent Name (please print) Student Name (please print)

have read the Computer and Network Use Policy, understand it, and agree to adhere to the principles and procedures detailed within. We understand and accept the conditions stated above and release from any liability the Forrest City School, its subcontractors, and employees.

I understand that my child is expected to use good judgment and follow the guidelines of the Computer and Network Use Policy. Furthermore, I have discussed the information contained in the Computer and Network Use Policy

with my child. Should my child breach the policy guidelines, I understand that my child may lose privileges on the Forrest City School District computer network and/or be subject to other disciplinary action.

Parent Signature

Student Signature

Date

4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print)

This form is good for school year 2014-2015. 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 statement from licensed a 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.

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: _____

4.35F—MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print)

This form is good for school year 2014-2015. 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.

Parent or legal guardian

signature: _____

Date _____

**Family Education Rights & Privacy Act
Educational Records Release Form for Hearing/Vision Screening**

The FCS District performs vision and hearing screenings on Kg, 1st, 2nd, 4th, 6th, 8th grades, transfer students and students being referred or reevaluated for

IDEA or 504 purposes each year as required by Arkansas law. You are notified if your child does not pass the screening. By providing the requested information below, the District may be reimbursed by Medicaid/AR Kids. Your consideration and response is appreciated. Please return the completed form to your child's school.

In compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

I, _____ (Parent/Guardian Name), give permission for my child,

_____ 's (First and Last Name) printed personally identifiable

information/student education record/vision and hearing screening results to be disclosed to a

third party for the purpose of billing /auditing Medicaid/AR Kids for reimbursement for vision and hearing screening.

Name of Parent/Guardian:

Parent/Guardian Signature: _____

Date: _____

Child's Full Name _____

Grade _____

School _____

Office Use Only

Schools please return this form to the Special Education Office

