

Woodlawn Elementary



Handbook
2015-2016

WOODLAWN ELEMENTARY SCHOOL

6760 Highway 63
Rison, AR 71665
870-357-2211
870-357-2180 - fax

School Motto:

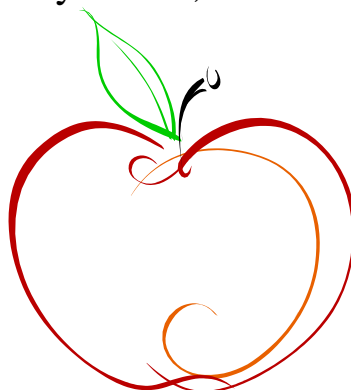
“KNOWLEDGE IS THE KEY”

Administration

| | |
|-----------------------------|--------------|
| Dudley Hume, Superintendent | 870-357-8108 |
| Genell Davis, Principal | 870-357-2211 |
| Lori Green, Counselor | 870-357-2211 |

Board of Education

Larry Reynolds, President
Aaron Tooke, Vice President
Jason Aud, Secretary
David Stover, Member
Ray Gavin, Member



Policies in this handbook were approved by the Woodlawn School Board on July 13, 2015

**Woodlawn Elementary School
Elementary Student Policy Handbook**

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WELCOME STUDENTS AND PARENTS!

This handbook contains basic information about school policies and procedures. These policies are the results of contributions made by the students, faculty, parents and administration. It was written in order to help you to understand the rules which Woodlawn Elementary students must follow and the punishment, which may be used to correct behavior. We urge you to read it carefully. It does not cover every possible situation that might occur, however, the information should be helpful in answering many of your questions. We hope you will find it useful.

Please take extra time to acquaint yourself with the key components of the items written on the following pages. Your cooperation is necessary for us to provide a safe and secure environment for your children.

The school district reserves the right to punish behavior, which is not conducive to good order or discipline in the schools, even though such behavior is not specified in this handbook.

STUDENT HANDBOOK (4.42)

It shall be the policy of the Woodlawn School district that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, and the student handbook is more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language. Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.

Revised: June 2012

RULES IN THIS BOOK APPLY TO:

- School activities on Woodlawn School property
- Travel on school buses
- School sponsored activities away from school
- Incidents which occur on the way to school or from school
- Criminal offenses away from school which may affect the school climate

MISSION STATEMENT

It is the mission of Woodlawn Elementary School to provide each student with opportunities and the guidance necessary to develop skills for consuming and producing information. We believe learning is a lifelong process in which students are expected to take personal responsibility for that learning. This learning must take place in a nurturing, safe environment that recognizes the diversity of individuals while assuring equity for all.

ITEMS OF CONCERN

- For a student to be excused from PE or recess, a parent or doctor's note is required.
- Since it is extremely important that the school is able to contact you, please notify the office any time you have a change of address or work or home telephone number.
- It is the student and parent's responsibility to know how many days of school the student has missed.

Please review this handbook carefully and discuss it with your child.

COMPLAINTS AND GRIEVANCES

The Board advises the public that the proper channeling of complaints involving instruction, discipline or learning materials is as follows:

- Step 1. Talk it over with your teacher, duty teacher, bus driver, or adult in charge.
- Step 2. Go talk with the principal
- Step 3. Ask for and have a conference with the Superintendent
- Step 4. Present your case to the School Board
- Step 5. Go outside the school system to the courts.

If a student and/or parent of a student involved in a disciplinary ruling wishes to contest a disciplinary ruling, they must state their complaint in writing using the approved Grievance Form. A copy of this form can be acquired in the principal's office.

Although no member of the Woodlawn School District shall be denied the right to petition the Board for redress of a grievance, the complaints will be referred back through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board members only.

Any complaints to be handled formally by the administration of Woodlawn School must be written and filed with the proper administration staff member within 5 days of the alleged event or events.

Any complaints about school personnel must be documented in writing by all parties- no rumors or phone calls- and investigated by the administration before consideration and action by the Board. The complaint must be signed, dated, and suggestive corrective actions listed on the form. If the complaint is false, the person making the complaints may be held liable for slander.

EQUAL EDUCATIONAL OPPORTUNITY Title IX (4.11)

No student in the Woodlawn 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. The

District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups. Inquiries concerning application of this policy may be referred to:

Lori Green
Equity Coordinator
Woodlawn School
6760 Highway 63
Rison, Arkansas 71665
Phone: 357-2211

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

Adopted: June 2005
Revised: July 2015

WOODLAWN ELEMENTARY SCHOOL

Rules and Procedures

GENERAL INFORMATION

SCHOOL HOURS

| | | | |
|------------------------|----------------------|------|--------------------------|
| 7:55 a.m. to 3:18 p.m. | | 3:05 | Car Rider Bell |
| 7:55 a.m. | 1 st bell | 3:08 | K-3 Bus Riders Dismissed |
| 8:00 a.m. | Tardy bell | 3:10 | 4-6 Bus Riders Dismissed |

MORNING ROUTINE

For the safety of your child, it is very important that students not be dropped off at school before 7:30. There will be no adult supervision before 7:30. **Students should be dropped off at the circle drive area only.** The school will not be responsible for non-bus transported students who arrive before 7:30 A.M. or any students who remain after school hours except for school functions.

Bus riders and car riders should enter the building, drop off their bags, and go to their designated area, which is outside the elementary building, immediately. They should not re-enter the building until the duty teacher dismisses them to class. If the temperature is below 40 degrees or it is raining, students will be allowed to enter the building and report to their designated area.

AFTERNOON ROUTINE

It is very important for the classroom teacher to know what your child's afternoon routine will be. If your child is leaving school a different way than the usual routine, the classroom teacher **MUST HAVE A NOTE SIGNED BY A PARENT/GUARDIAN.** If there is not communication from a parent/guardian, the student will be expected to leave the school in the regular way. This is for his/her protection, and your cooperation will be appreciated.

Car riders will be dismissed at the 3:05 bell. They will **only** be dismissed to the circle drive area. **You must pick your child up at this area.** Teacher's children are the last to be dismissed. Students who ride with high school students need to leave with the bus riders.

CLOSED CAMPUS (4.10)

Woodlawn Elementary School is closed from the time a student arrives in the morning until the completion of the school day. Students are not allowed to leave campus at any time after arriving on campus unless a parent/legal guardian checks him/her out through the office or they leave for a field trip. Students who choose to leave the campus at any time before or during the school day without checking out in this manner will be considered for disciplinary action.

RELEASE OF PUPILS

Definite procedures are followed to assure the safety of students who are released during the day.

1. Written parental permission should be sent to the teacher stating the requested time of release.
2. The parent (or named adult in the note) should come to the office and SIGN OUT FOR THE CHILD. ALL STUDENTS MUST BE SIGNED OUT IN THE OFFICE. The student will remain with the teacher until notified by the school secretary.
3. Please note the following:

If any person other than the parent or guardian is to pick up the child, the school must have a statement from the parent specifying the necessary information.

PROCEDURE FOR CHECKING IN AND OUT

Students check in and out through the office when arriving late or leaving early during the day. Parents, older brothers or sisters, relatives, and/or neighbors **must not** go to the classroom to get students. This stops instruction for all students. The school secretary will send for the student.

Students must be in school until 11:30 to be counted present one-half day and must be in school until 2:00 to be counted present all day. Those arriving after 9:00 will be counted absent one-half day. Parents are responsible for having students to school on time.

PARENTAL INVOLVEMENT ACT 603 of 2003 (House Bill 1387) Adopted December 15, 2003

Woodlawn Elementary along with each public school district and each public school in Arkansas, in collaboration with parents, shall establish a parental involvement plan including programs and practices that enhance parental involvement and reflect the specific needs of students and their families. The board of Education recognizes that the involvement of parents as partners in the education of their children is vital to the success of children and youth enrolled in the schools. It shall be the policy of the board to provide extensive activities that will encourage all parents to become involved as knowledgeable partners in the education of their children. The Arkansas General Assembly recognizes that 1) a child's education is a responsibility shared by school and family during the entire time the child spends in school. 2) to support the goal of the schools to educate all students effectively, the school and parents must work as knowledgeable partners. 3) although parents are diverse in culture, language, and needs, they are an integral component of a school's ability to provide for their children. 4) engaging parents is essential to improve student achievement, 5) schools should foster and support active parental involvement. Woodlawn Elementary will strive to follow Goal 8 of the National Education Goals: "Every school will promote partnerships that will increase parental involvement and participation in promoting the social, emotional, and academic growth of children."

- The Parent Involvement Facilitator for Woodlawn Elementary will be Lori Green. She can be reached at (870) 357-2211.
- The Parent Center will be located in the Woodlawn Elementary Counselor's Office.

VISITORS TO THE SCHOOLS (6.5)

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are

required to first report to the school's main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during classtime are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

Visitors, including parents wishing to speak with students during the school day shall register first with the office.

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

Date Adopted: July 2015

VISITORS

Parents are always welcome at our schools. We would like to have every parent visit their child's classroom at some time during the year. To do this, call ahead and set up a time with the classroom teacher. **ALL VISITORS ARE TO SIGN IN AT THE OFFICE AND OBTAIN A VISITOR'S PASS.**

After the first week of school, drop children off at the outside door. Do not bring them into the classroom. This interferes with the teacher beginning her morning schedule. Exceptions to this rule are to be arranged in advance with the principal.

For their own protection, students will not be dismissed to ANY adult. They must be checked out through the office, and then they will be called out of class.

CONTACT WITH STUDENTS WHILE AT SCHOOL (4.15)

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or 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. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

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

CONTACT BY PROFESSIONAL LICENSURE STANDARDS BOARD INVESTIGATORS

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

Adopted: July 2006

Revised: July 2015

STUDENT VISITORS (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.

Adopted: July 2006

PARENT-TEACHER CONFERENCE

If at any time you wish to discuss your child's progress or behavior, call the elementary office (357-2211) and schedule an appointment with the teacher(s). **You must give a 24 hour notice before a conference is expected and give your reason for requesting the conference.**

SCHOOL / BIRTHDAY PARTIES

- Grades K-4 may have a party on the following holidays: Halloween, Christmas, and Valentines.
- Grades 5-6 may have a Christmas Party and reward incentives (after being approved by the principal)
 - These parties will not interfere with the required 6 hours of instructional time.
 - Birthday parties for individual students in grades 3-6 are not allowed. In grades K-2 cupcakes can be sent to school to be passed out at last recess only.
 - Party Invitations **may not** be passed out at school unless there is an invitation for every student in the classroom. If a child passes out invitations at school, the teacher will collect all invitations, and put them in an envelope with a note referring parents to this page in the handbook.
 - **Balloons** are not allowed on buses due to blocking backward views of the bus drivers. (This is a State Transportation Law.).

TELEPHONE

Should your address or telephone number change, notify the elementary office immediately. Students will not be allowed to use the telephone unless deemed necessary by teacher or principal. Students may not be called out of class for personal phone calls.

GUIDANCE SERVICES

The purpose of guidance services is to help students in social, educational, family, and personal development. The counselor is in the guidance office from 8:00 a.m. until 3:00 p.m. each day. Students wishing to visit with the counselor should go to the counselor's office or leave their names with their teacher. The counselor will call for students as soon as there is time available. Students should not go to the counselor's office during class time unless they have been summoned.

When the school deems necessary, a referral to the Southeast Arkansas Behavioral Center will be made through the elementary guidance department.

FIELD TRIPS

As a field trip is part of the instructional day only Woodlawn students in the particular class will be allowed to participate. Students attending the field trip must ride the school vehicle. Students who leave field trips early must be checked out and will be counted tardy or absent a half day depending on the time at which they are checked out. Parents attending field trips are needed to supervise and assist the teacher. Parents cannot ride the school bus on school functions.

Students who have received In-School Suspension for four days, out-of-school suspension, corporal punishment four separate times, or any combination of the three will not be allowed to attend the end-of-the year class field trip.

EXTRACURRICULAR ACTIVITIES POLICY (K-6)

The Woodlawn School District recognizes that extracurricular activities when conducted in a safe environment enhances and broadens a student's overall school experience. Woodlawn Elementary (K-6) will allow all students the opportunity to participate in extracurricular activities provided the participation time will not interrupt with the student's regular classroom assignments or teacher/student contact time in the assigned classroom without the approval of the school principal and classroom teacher.

- Students who participate in extracurricular activities must have the written consent of the student's parent/guardian giving permission to stay after school.
- Students in the 6th grade who try out for Jr. High cheerleader must follow rules of the Jr. High cheerleading constitution.

FUND RAISING (6.6)

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

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.

Student participation in any fund raising activity shall:

1. Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and
2. Not influence or affect the student's grade.

For purposes of this policy, "Door-to-door sales" means the selling of merchandise outside of the child's home and off the school grounds.

Secondary Schools:

Fund raising in the secondary schools may only be done by officially sanctioned student clubs, spirit groups, school PTAs, or parent booster clubs. Student clubs and spirit groups must receive written approval from their sponsor and the school principal before submitting the fund raising proposal to the Superintendent.

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

Elementary Schools (K-6):

Fund raising in the elementary schools may only be done by the school or a school sponsored organization. Door to door fundraising activities are generally discouraged, but there shall be no more than one such activity per school per school year.

Schools must provide written notification of the following to parents or legal guardians of elementary students who participate in fund raising programs.

1. Student participation in fund raising programs is voluntary;
2. Students who do not participate will not forfeit any school privileges;
3. Students may not participate in fund raising programs without written parental permission

- returned to school authorities;
4. An elementary student who sells fund raising merchandise door to door must be accompanied by a parent or an adult; and
 5. Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

Date Adopted: July 2015

STUDENT ORGANIZATIONS/EQUAL ACCESS (4.12)

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

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

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

with initiation into or affiliation with any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

Revised: July 2015

LIBRARY

- Students may check out books during assigned library period.
- Students may check out only 1 book at a time. A book must be returned before another one is checked out.
- Books are checked out for one week.
- Students who have read their book before the end of the week may return to the library for another book with teacher's permission.
- If a book is lost or damaged to the extent that it cannot be used, the student will be required to pay for the book.
- Bar codes have been added to all books in the Library for convenience in checking in and out books. If the bar code is removed or damaged at the fault of the student, it will be the responsibility of the student to pay a replacement cost.
- Elementary students checking out high school books must have written permission from their parents.
- Students will not be allowed to go to the restroom from Library unless it is an absolute emergency. This is due to safety issues of crossing the road to get back and forth to the library.

TEXTBOOKS

All textbooks required will be furnished free of charge to students for their use during the school year. The student is responsible for these textbooks. Students who lose or damage textbooks will be charged a replacement fee.

CAFETERIA - BREAKFAST/ LUNCH PROGRAM

A lunch and breakfast program is maintained on a non-profit basis in the Woodlawn School District as a service to students who wish to take advantage of it. Nutritious meals are served each day.

The district cooperates with State and Federal Governments in making available to students free or reduced cost lunches and breakfast at any time during the school year. Application forms can be obtained from the principal.

Within 10 days of receiving your application, the school will let the parents know if you are eligible. If you are ineligible, your parents or guardians may wish to discuss the decision with the school.

All information on the application is confidential and will be used only for the purpose of determining your eligibility for free or reduced price lunches and breakfast.

The lunch menu is published in the county paper each week.

Cafeteria prices are:

| | | | |
|--------------------------|------------|----------------------|---------------|
| Breakfast | .75 | Student Lunch | \$1.50 |
| Reduced breakfast | .30 | Reduced lunch | .40 |

Lunch must be paid for on a weekly basis. Students are to pay on Monday for any day eating during the week to minimize handling money. Breakfast must be paid for in the cafeteria. Elementary students may charge lunches 10 days. If additional charges are needed, parents need to call the classroom teacher or the elementary office.

FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA (4.58)

Food Sharing Table:

The District has no food sharing system for food items. Students who do not intend to drink milk or juice received as part of a meal may place the milk/juice in a designated ice-filled cooler. Milk and Juice may not be placed in the cooler unless the carton is unopened.

At all times, the cooler will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item is to remain in the cooler for longer than four (4) hours.

Removing Food Items From the Food Service Area:

No student shall remove school provided food items from the food service area at the end of the meal period, especially milk, juice, and other items requiring temperature controlled environments.

Except for food service workers as required by their job duties, District employees may only remove school provided food items from the food service area when required by a 504 plan or a student's IEP.

Date Adopted: July 2015

PERSONAL PROPERTY

Students are strongly encouraged to write their names inside items of clothing. Students, not the school, are responsible for their personal property. No portable radios, CD players, or tape players are to be brought to school. No trading cards, video games, toys, footballs, baseballs, softballs, or hard balls of any kind are to be brought to school.

If toys are brought to school, they will be taken by the teacher or principal and kept the first time for a week. If they are taken a second time they, will be kept until the end of the semester.

EMERGENCY INFORMATION SHEET

The main purpose of the information sheet is to help us locate the parent in the event of illness or emergency involving your child. Hospitals and private doctors will not give emergency medication or treatment, or perform any kind of surgery except when the parent or guardian is present. It is very important that we be able to locate you at any time. Please list phone numbers of neighbors, who will know where you are for emergency calls and who may pick up your child when he/she feels ill and you are not at home. In special cases, you may wish to call and give the school secretary a number where you can be reached for the day. Also, please list any special arrangements you may have for another person to pick up your child regularly. **PLEASE COMPLETE THE INFORMATION SHEET AND RETURN IT TO THE SCHOOL IMMEDIATELY.**

WEATHER SCHEDULE CHANGES

Make advance plans with your children in the event of inclement weather schedule changes. Listen to the following Broadcast systems for decisions about school closings, delayed openings, or early dismissals due to inclement weather conditions.

KATV Channel 7

KWRF 105.5 FM Warren Radio

KARK Channel 4

KSSN 95.7 FM Pine Bluff Radio

THE PLEDGE OF ALLEGIANCE – Act 1333 of 2003

The State Board of Education shall adopt a policy to require that public school students in grades Kindergarten through twelve (K-12) participate in a daily recitation of the Pledge of Allegiance during the first class of each school day.

The Policy shall:

(1) Require that at the time designated for the recitation of the Pledge of Allegiance, students shall stand and recite the Pledge of Allegiance while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform;

(2)(A) Provide that no student shall be compelled to recite the Pledge of Allegiance if the student or the student's parent or legal guardian objects to the student's participating in the exercise on religious, philosophical, or other grounds.

(B) Students who are exempt from reciting the Pledge of Allegiance under subdivision (b)(2)(A) of this section, shall be required to remain quietly standing or sitting at their desks while others recite the Pledge of Allegiance;

(3)(A) Provide that teachers or other school staff who have religious, philosophical, or other grounds for objecting are exempt from leading or participating in the exercise.

(B) If a teacher chooses not to lead the Pledge of Allegiance, the policy shall require that another suitable person shall be designated either by the teacher or principal to lead the

class; and

(4) Require the school to provide appropriate accommodations for students, teachers, or other staff who are unable to comply with the procedures described in this section due to disability.

PLEDGE OF ALLEGIANCE (4.46)

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

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.

Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

SCHOOL AND EDUCATIONAL RECORDS

Woodlawn School shall maintain a permanent student record for each student.

The permanent record shall include all information concerning educational programming provided a student who fails to achieve mastery level performance on all administrations of the basic competency tests.

A copy of the permanent student record shall be provided to the receiving school district upon the transfer of a student to another district.

The school is responsible for the following records:

1. Student academic history (grades)
2. Student educational testing scores
3. Health and Immunization records
4. Student discipline records

School personnel who may have access to a student's records are as follows:

1. Superintendent
2. Principal
3. Counselor
4. Classroom Teacher
5. Office Secretary

Parents or students eighteen years of age or older may inspect records upon written request to the principal and challenge any records that may be misleading, inaccurate or otherwise inappropriate. If a student is eighteen years of age or older, only that student has the right to determine who, outside the school system has access to his records. Personally identifiable data will be released only after written permission from parents has been received, except in two specific instances in which written permission is not required.

These are:

1. Student records may be released to the State Department of Education and other governmental agencies only if the names, Social Security number and all other identifiable markings are removed to prevent identification of individuals.
2. Student records will be furnished in compliance with judicial orders, or pursuant to any lawfully subpoena if the parents, legal guardians and student are notified in advance in writing and a copy placed in the files.

All authorization for release of information will be filed in the student's cumulative folder.

PERMANENT RECORDS (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 graduates 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 upon the transfer of the student to another district.

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION (4.13)

Except when a court order regarding a student has been presented to the district to the contrary, all students' educational records are available for inspection and copying by the parents 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. 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 educational records to any agency or individual not authorized by law to receive and/or view the educational records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information ("PII") from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests.

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

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

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

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

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

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

When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District

determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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

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

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be subject to the procedure set out in federal law and/or regulation.

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, classes in which he/she is enrolled, 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 Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or instructional 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 (DOE) at

Family Policy Compliance Office
U.S. Department of Education

RESIDENCE REQUIREMENTS (4.1)

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 (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 and private school 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 count 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.

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

Uniformed Services Member's Children

For the purposes of this policy, "active duty members of the uniformed services" includes members of the National Guard and

Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;
“uniformed services” means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

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

“Eligible child” means the children of:

- 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 the 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 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.

Act 570 of 1999 with the following exceptions:

Any parent, guardian, or other person residing within the state and having custody or charge of a child or children may elect for the child or children not to attend Kindergarten if the child or children will not be age six (6) on August 1 of that particular school year. If such an election is made, the parent, guardian, or other person having custody or charge of the child must file a signed Kindergarten Waiver Form with the local district administration office. On filing the Kindergarten Waiver Form, the child or children shall not be required to attend Kindergarten in that school year.

Adopted: June 2005
Revised: July 2015

STUDENT ENROLLMENT

Students enrolling must provide the school with a birth certificate, social security card, and health records as required by Act 244 of 1967, Act 633 of 1973, and Act 363 of 1993. Students also need to provide information that they attended GT classes, Special Ed classes or that they qualified for 504 services.

PLACEMENT OF MULTIPLE BIRTH SIBLINGS (4.53)

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

- There have been a minimum of 30 instructional days since the start of the school year, and
 - After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
 - Detrimental to the educational achievement of one or more of the siblings;
 - Disruptive to the siblings' assigned classroom learning environment; or
 - Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

Adopted: June 2011

STUDENT TRANSFERS (4.4)

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

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

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

Students living outside of Woodlawn School District may apply to both schools involved, for a petition for transfer. 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.

Elementary: 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.

High School: Students coming from a non-accredited Arkansas school will be evaluated before class placement. ACTAAP testing, teacher evaluations or any other norm referenced test deemed appropriate by the school district may be used to determine class placement. (Parochial, private or home-schooled students)

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.

The Woodlawn School District will accept students on a legal transfer from another school district, but the Woodlawn District will grant a legal transfer at the discretion of the superintendent and the board. When transferring out of the school district, please contact the principal, at least three days in advance, in order to collect, "up-to-date" grades. On the day of transfer, pick up a transfer sheet in the principal's office.

Revised: July 2015

TRANSFER STUDENTS

All students transferring from another accredited school in Arkansas must register in the elementary office and be assigned a home room. Students will be placed in the same grade or placement they were in at the previous school.

Transfer students must present:

- A. One of the following documents indicating the child's age:
 1. A birth certificate
 2. Previous school records.
- B. Proof of present grade level
- C. Social Security Number or in the alternative, request that the school district assign the child a nine (9) digit number designated by the Department of Education.
- D. An up-to-date immunization record.

Previous school records will be requested electronically by the elementary office.

HOME SCHOOLING (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 (4.40)

The Woodlawn 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).

Adopted: June 2005

Revised: June 2012

STUDENTS WHO ARE FOSTER CHILDREN (4.52)

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

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

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

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

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

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic

credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

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

Adopted: June 2011
Revised: July 2015

SCHOOL CHOICE (4.5)

Standard School Choice

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

Definition: “sibling” means each of two (2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

Transfers Into the District

Capacity Determination and Public Pronouncement

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

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

Application Process

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

stamp.

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

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

Accepted Applications

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

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

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

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

Rejected Applications

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

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

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A

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

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

Transfers Out of the District

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 15 of the immediately preceding year. By December 15 of each year ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the three percent (3%) cap, siblings are counted as one student, and students are not counted if the student transfers from a school or district in:

- Academic Distress under either A.C.A. 6-15-430(c)(1) or A.C.A. 6-18-227; or
- Facilities Distress under A.C.A. 6-21-812.

If, prior to July 1, the District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the District received Standard School Choice applications from that it has tentatively reached the limitation cap.

The District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.

Facilities Distress School Choice Applications

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

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

Opportunity School Choice

Transfers Into or Within the District

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

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school classified by the ADE to be in academic distress 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 section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

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

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

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

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.

Date Adopted: July 2015

SEARCH, SEIZURE, AND INTERROGATIONS (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 and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal

effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

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

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

Adopted: July 2006
Revised: July 2015

FIRE, TORNADO, EARTHQUAKE AND EMERGENCY DRILLS (4.37)

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January and February. Students who ride school buses shall also participate in emergency evacuation drills at least twice each school year.

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

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

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

- A Fire Alarm Siren will indicate a fire drill (or fire).
- One long continuous bell will indicate a tornado drill (or tornado)
- Five short bells will indicate an earthquake drill (or earthquake)

Adopted: June 2005
Revised: July 2015

VIDEO SURVEILLANCE (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 exceptions 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 10 days 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.

Adopted: June 2007
Revised: July 2014

EMERGENCY EVACUATION PLAN AND TERRORIST ATTACK PLAN (Act 648 of 2003)

Should an event occur that necessitates evacuation of our school campus an evacuation plan is in place. Woodlawn School is working with the Cleveland County Department of Emergency

Management, (C.S.E.P.P.) to insure the safety of all students and faculty. Possible scenarios which might require evacuation are (1) An incident occurs at The Pine Bluff Arsenal which results in a significant release of toxic materials into the atmosphere, or Terrorist Attack at The Arsenal or any accidents that occurs at The Arsenal. (2) A Chemical Spill from a transportation accident on Highway 63 close to Woodlawn School. And (3) Any other situations that would require an evacuation. In this event this evacuation plan is implemented all students from Woodlawn School would be transported to the Culture Center in Warren, Arkansas. The Culture Center is adjacent to the Warren High School. A traffic control point will already be set up to give specific directions for designated pick up sites for parents and guardians.

HEALTH SERVICES

The purpose of the nurse in the school is to provide nursing intervention to improve student health and impact achievement and success. A nurse is present in the district from 7:50 to 3:25.

The school nurse will provide a variety of services. She will monitor immunization records, maintain health files, perform health screenings, and administer medications, provide nursing care for treatment of acute and chronic illnesses, basic first aid and emergency medical services, referrals and health education.

The school nurse will perform screening as mandated by state law. Vision and Hearing, BMI, and Scoliosis screenings will be performed on students. If there is an objection to this, you must send in the objection form in this handbook.

DISPENSING OF TYLENOL

Tylenol will not be given to students on a regular basis. If a student needs Tylenol very often, there is an underlying problem and the child will need to be seen by a physician in order to receive Tylenol at school with permission from that doctor. A form from the doctor is needed giving Woodlawn permission to give Tylenol if your child needs Tylenol more than ever so often. A form to administer Tylenol to your child at school is also needed. These forms can be found at the back of the handbook. If you need more forms contact the school nurse.

MEDICAL DIAGNOSIS INFORMATION

The school nurse will need information on each child who has a medical diagnosis, (e.g. ADD,ADHD, Asthma, etc.). A form can be found at the back of the handbook. This is VERY important for the nurse to be able to monitor for side effects of medication taken at home or outside of school.

COMMUNICABLE DISEASES AND PARASITES (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 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 A, B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

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.

It is a good practice to check your child's hair periodically and especially if he complains of itching. You should look on the hair shafts for very small white or grayish particles which stick to the shaft of hair. They resemble dandruff but do not fall off when touched.

Adopted: June 2005
Revised: July 2013

HEAD LICE SCHOOL REGULATIONS

- The parent will need to treat their child a second time in 7 to 10 days after the first treatment and send proof of the second treatment to school.
- Chronic violations of this policy will be subject to specification of nits being less than ¼ inch from the scalp is considered viable. Chronic violators are repeat offenders of this policy.
- Remind your children to never use or wear other children's comb, brush, personal articles, and clothing.
- Parents must send a receipt and the box top from the medication to show evidence of treatment.
- The parent will need to treat their child a second time in 7 to 10 days after the first treatment and send proof of the second treatment to school.
- When a child is found to have head lice the 2nd time the parents will be told verbally and by letter that the Health Department or Social Services will be called if the child is found with head lice the 3rd time in one school year.

STUDENT MEDICATIONS (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 and type 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 and type of the medication(s). Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

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

1. Self-administer either a rescue inhaler or auto-injectable epinephrine;
2. Perform his/her own blood glucose checks;
3. Administer insulin through the insulin delivery system the student uses;
4. Possess on his or her person;
 - a) A rescue inhaler or auto-injectable epinephrine; or
 - b) The necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

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

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

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

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

1. an IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outline in the student's IHP.

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP 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 students is either not self-carrying his/her/epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained 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.

Adopted: June 2005
Revised: July 2015

MEDICATION THAT IS TO BE REFRIGERATED AND/OR GIVEN 3 TIMES A DAY SHOULD BE GIVEN AT HOME:

- 1st dose given before coming to school in the morning
- 2nd dose given when the child returns home in the afternoon
- 3rd dose given at bedtime

Teachers and secretaries will observe the student taking his/her own medication but will not actually administer it.

STUDENT ILLNESS/ACCIDENT (4.36)

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

Adopted: June 2005

IMMUNIZATION (4.57)

Definitions:

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

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

General Requirements:

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

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

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

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

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. Official record from another educational institution in Arkansas.

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

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

1. Proof of immunization showing the student to be fully age appropriately vaccinated;
2. Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the

- student's next immunization;
3. A copy of a letter from ADH indicating immunity based on serologic testing; and/or
 4. A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

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

Temporary Admittance:

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

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

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

Exclusion From School:

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

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

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school 's calendar week for the upcoming week until the student returns to school.

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

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

Date Adopted: July 2015

KINDERGARTEN PHYSICAL SCREENING

Arkansas Codes Ann 6-15-202 (1987) and 8-18-701 (1987) requires that all enrolling kindergarten students have a comprehensive preschool examination.

This examination must be administered by a licensed physician or a registered nurse qualified to conduct examinations. All enrolling kindergarten students shall be evaluated with the Early, Periodic, Screening, Diagnosis and Treatment (EPSDT) or its equivalent.

The EPSDT or its equivalent shall occur either within two years prior to or within 90 days after the student’s initial enrollment in kindergarten.

If a child does not attend kindergarten, the EPSDT or its equivalent shall occur either within two years prior to or within 90 days after the student’s initial enrollment in first grade.

Any pupil may be excused from the examination on presentation of a certificate from a reputable physician that he has recently examined the pupil or on presentation of a written statement of the pupil’s parent or guardian that he objects to the examination of his child or ward, but this provision shall not be applicable in case of a pupil suspected of having a contagious or infectious disease. (Ark. Code Ann. 6-18-701)

PHYSICAL EXAMINATIONS OR SCREENINGS (4.41)

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

High School – The Woodlawn 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. 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.

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.

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 in the back of the handbook or by providing certification from a physician that he/she has recently examined the student. 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.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

Adopted: July 2006

Revised: July 2014

ILLNESS AT SCHOOL

Parents must keep their children home if they have fever (above 98.6), vomiting or any other symptoms of contagious disease.

Children must be free of fever 24 hours before returning to school, WITHOUT THE AID OF FEVER REDUCING MEDICATION SUCH AS TYLENOL.

It is important that working parents provide the school with telephone number of places of employment in case their children become ill at school. If a parent cannot be reached and the child needs emergency medical attention, he/she will be transported to the family doctor or Jefferson Regional Emergency Room. The parents will be expected to pay transportation expense incurred by Woodlawn School. First Aid for minor injuries will be administered in the school nurse's office.

EYE AND VISION SCREENING (Act 1438 of 2005)

All students in Pre-Kindergarten (pre-K), grades one (1), two (2), four (4), six (6), and eight (8), and all transfer students shall receive an eye and vision screening. Voluntary screening of any educational grade or the referral of any student from any grade whom the teacher or school nurse feels should be screened will be administered. A student who fails any eye and vision screening shall be rescreened within one (1) month of the initial screening. An eye and vision screening report shall be sent or given to each parent or guardian of each student that has FAILED the vision screening test. A student who does not pass the eye and vision screening test shall be required to have an eye exam conducted by an optometrist within sixty (60) days of receipt of the vision screening report identifying the need for the examination. The parent or guardian shall be responsible for ensuring that the student receives the examination. The results of the examination will need to be sent to the school and placed on record.

ATTENDANCE

School will be in session 178 days. According to the Woodlawn School District's policy, a student can be denied promotion if absences exceed ten (10) days each semester. Parents are liable for students being absent from school.

COMPULSORY ATTENDANCE REQUIREMENTS (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).

ABSENCES (4.7)

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family,
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; 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 even (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

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

When a student has five 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.

If the absence is unexcused, the student will not be allowed to make up the work. In cases of excessive absences a review will be conducted to aid in the determination of denial of promotion.

Adopted: July 2015

MAKE-UP WORK (4.8)

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

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

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

Work may not be made up for credit for unexcused absences **unless** the unexcused absences are part of a signed agreement as permitted by policy 4.7 – ABSENCES. Out-of-school suspensions are unexcused absences.

Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

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

Adopted: July 2006
Revised: July 2015

PROCEDURE FOR GETTING WORK DUE TO ABSENCES

1. Call the elementary office early in the morning or send a note to the office requesting the assignments and give approximate time the assignments will be picked up.
2. The teacher will compile the homework and send it to the office before the end of the day.
3. Assignments may be picked up at the elementary office at indicated time or after 2:00 P.M. (Students must not go to a classroom to get work for a brother, sister, etc.)

TARDIES (4.9)

Promptness is an important character trait that District staff are 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.

Tardiness interrupts your child's instructional time. The school day begins at 7:55 A.M. and all students are expected to be on time.

- The tardy bell rings at 8:00 A.M. The day ends at 3:18 P.M.
- Students checked out before 3:18 P.M. will be counted tardy.
- Students who receive more than 12 tardies in a semester will receive two days absent.

6 unexcused tardies in a semester: 1 unexcused absence; note to parent
12 unexcused tardies in a semester: 2 unexcused absences; conference

Checking in after 8:00 or checking out before 3:18 will keep a student from receiving perfect attendance.

Adopted: June 2005
Revised: July 2014

DISCIPLINE

STUDENT DISCIPLINE (4.17)

The Woodlawn 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. Disciplinary consequences at Woodlawn Elementary School will range from a minimum offense – verbal warning to a maximum offense – expulsion. 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 Woodlawn 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.

Adopted: July 2006
Revised: June 2012

DISCIPLINE FOR HANDICAPPED

Handicapped students who engage in misbehavior will receive normal disciplinary rules and procedures except when, within the normal IEP process, a plan is established for the discipline of

a specific behavior in order to reach behavior goals.

Handicapped students will be excluded from school (short-term suspension) only in emergencies and only for the duration of that handicapped student, the student's IEP team will meet to review the IEP, determine if alternate educational programming is needed. The elementary principal will act as Grievance Officer for Act 504.

SCHOOL SPRINT TEAM

The school **SPRINT TEAM** is responsible for the development and implementation of the problem-solving and intervention process that addresses the academic and /or behavior needs of students, and for the organization and implementation of special education services as needed.

Students' academic and/or behavioral difficulties that are not resolved through classroom teacher or grade-level problem solving and interventions will be referred to the **SPRINT TEAM**. When this occurs, or when a problem is severe, the **SPRINT TEAM** is used to provide more intensive and comprehensive multidisciplinary team problem-solving leading to additional interventions. This committee also tracks the academic and /or behavioral needs and progress of all students, including those qualifying for special education services, such as those preventative programs that can be developed to increased students' success over time.

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. **The school reserves the right to punish behavior which is not conducive to good order and discipline in the school, even though such behavior is not specified in the following written rules.**

GRADE LEVEL BEHAVIOR MATRIX

Grades K-1 Behavior Matrix

Inappropriate Classroom/Hallway Behaviors

| <i>Level I</i> | <i>Consequences</i> |
|--|---|
| Playing in the bathroom | 1 st Offense- Verbal warning |
| Teasing | 2 nd Offense- Yellow light/Name on the Board |
| Lying | 3 rd Offense- Miss Physical Activity Time |
| Not listening/not paying attention | 4 th Offense- Note or Phone Call Home |
| Mildly offensive language | 5 th Offense- Office Referral |
| Running in class | |
| Disruptive noises in class | |
| Rocking, tilting, falling out of seat | |
| Inappropriate hallway behavior | |
| Touching things that don't belong to the student | |

Talking out/using inappropriate tone or volume

Pushing/Poking- Hands inappropriately on another student

Level II

Consequences

*Chronic level I behavior

Miss Physical Activity Time

Disrespectful /talking back

Phone call to parents

Poor attitude/rudeness

Note home/teacher conference

Chronic socializing

Move student/note home

Horseplay/rough play

Miss Physical Activity Time

Moderate offensive language

Principal conference/note home

Stealing (pencil, paper, minor things)

Replace/pay for item and call parent

Not completing class work/homework
Classroom

Complete during Physical Activity Time in the
Classroom

Cheating

Take up work and do over/move child

(*Chronic level II behavior is defined as behavior that results in a student reaching the 5th level of consequences 3 times in a 9-week period.)

- **Assignment of detention will be turned into the office and entered into the computer. Detention assigned seven times in a 9 week period, for classroom or hallway behavior, will result in ISS.**

Level III

Consequences

*Chronic Level II behavior
Bullying
(pg. 44)

Office referral/parent conference

Office referral/note home; see handbook policy

Severe offensive language

In-school suspension/call parents

Touching or showing private parts

In-school suspension/corporal punishment

Insubordination

In-school or corporal punishment/parent
conference

Fighting

See handbook policy on fighting (pg. 38)

(*Chronic level III behavior is defined as repeating the same behavior 3 or more times per week.)

- **Office Referrals:
1st visit – Warning from principal
2nd visit – 1 lick or 1 day ISS
3rd visit – 2 licks or 2 days ISS**

4th visit – 3 licks or 3 days ISS

5th visit – OSS

- After 2-4 consequences of Level III, students will be referred to the SPRINT TEAM. (See the definition of the SPRINT TEAM on page 25 in your handbook.)

Level IV

Consequences

| | |
|--------------------------------------|--|
| *Chronic level III behaviors | In-school suspension or corporal punishment |
| Verbal or physical abuse of teachers | Out of school suspension |
| Weapons at school | Out of school suspension |
| Theft of property (major items) | Replace or pay for item and In-school suspension |

(*Chronic level IV behavior is defined as repeating the same behavior 3 or more times in a 9-week period.)

- Any out of school suspension requires a student to bring a parent to school for a parent/principal/student conference before the student is allowed to re-enter the school.

Appropriate/Expected Classroom Behaviors

Students will keep hands, feet, and objects to themselves.

Students will use appropriate language.

Students will walk in the building at all times.
Students will be respectful to teachers and all other adults.

Students will stay on task.

Students will line up in correct order at all times and walk accordingly.

Students will be good listeners when teacher/adult is talking.

Students will use inside voices inside buildings.

Students will be quiet in hallways and bathrooms.

Students will be kind to their peers.

Incentives

- Verbal praise
- Stickers
- Trip to the treasure chest
- Notes/phone calls home
- Public recognition
- Preferred activities

Grades 2-3 Behavioral Matrix

Any behavior not listed can result in consequences at the teacher's discretion.

Inappropriate Classroom/Hallway/Bathroom Behaviors

| Level 1 | Consequences |
|--|--|
| Leaving Seat during instruction | <u>Assertive Discipline Plan:</u> |
| Talking out/Blurting out answers | 1 st Offense- Name on board (warning) |
| Non-speech noises which disrupt the class (PAT) | 2 nd Offense- 1 Check (Miss 5 minutes of PAT) |
| Disruptive noises in class | 3 rd Offense- 2 Checks (Miss all of PAT) |
| Inappropriate hall behavior | 4 th Offense- 3 Checks (Office Referral with Discipline Report) |
| Touching things that don't belong to the student | |
| Playing in the bathroom | * PAT means Physical Activity Time |
| Running in class | |
| Not following directions | |
| Pushing/poking- Hands inappropriately on another student | |

(Level I, separate consequences)

| | |
|---|------------------------------------|
| Rocking, tilting, or falling out of seat | Warning/Stand for a period of time |
| Mildly offensive language (referring to parents, "Shut up", etc.) | Apology/ call home |

- **For any offense in the 2nd and 3rd grade matrix the students name will be put on the board and the consequences listed will occur.**

| Level II | Consequences |
|-----------------------------|------------------------------------|
| *Chronic level 1 behaviors | Principal Conference |
| Talking back | Miss PAT |
| Chronic socializing | Miss PAT |
| Horseplay/rough play | Miss PAT |
| Teasing and Name calling | Apologize and make amends |
| Moderate offensive language | Miss PAT with a written assignment |
| | Teacher Conference/note home |

| | |
|--------------|---|
| Cheating | 1 st time – Teacher conference |
| | 2 nd time - Receive a zero/note home |
| Shouting out | Move child/take away privileges |

| | |
|--|--------------------------------------|
| Not completing assignments (homework/ zero Class work) | Complete in Study Hall and receive a |
|--|--------------------------------------|

(*Chronic level II behavior is defined as behavior that results in a students name on the board 3 different days per week.)

- **Assignment of detention will be turned into the office and entered into the computer. Detention assigned five times in a 9-week period, for classroom or hallway behavior, will result in ISS or Corporal Punishment.**

Level III

Consequences

*Chronic level II behavior
office

All Level III behaviors will result in an
referral and parent notification with the
consequences of either ISS, Corporal
ment, or OSS

possible

Lying
Punish-

Refusing to accept responsibility

Severe offensive language

Touching or showing private parts

Destroying school property

Insubordination

Stealing (pencil, paper, minor things)

Bullying

See handbook

Fighting

See handbook policy on fighting

(*Chronic level III behavior is defined as repeating the same behavior 3 or more times per week.)

- **Office Referrals:**
 1st visit – Warning from Principal
 2nd visit – 1 lick or 1 day ISS
 3rd visit – 2 licks or 2 days ISS
 4th visit – 3 licks or 3 days ISS
 5th visit – OSS
- **After 2-4 consequences of Level III, students will be referred to the SPRINT TEAM.**

(See the definition of the SPRINT TEAM on page 25 in your handbook.)

| <u>Level IV</u> | Consequences |
|--|---|
| Chronic level III behavior | In-school suspension/corporal punishment |
| Verbal or physical abuse of a teacher | Out of school suspension/report to police |
| Weapons at school | Out of school suspension/report to police |
| Refusal of a person to identify himself upon request | In-school suspension/corporal punishment |
| Theft of property | Replace/pay for property and In-school suspension |

(*Chronic level IV behavior is defined as repeating the same behavior 3 or more times per week.)

- Any out of school suspension requires a student to bring a parent to school for a parent/principal/student conference before the student is allowed to re-enter the school.

Appropriate/Expected Classroom Behaviors

Students will remain seated during instruction.

Students will keep all four legs of chair on the floor.

Students will quietly raise their hand and wait to be called on.

Students will not make inappropriate noises.

Students will use friendly/appropriate language (no swearing, name-calling).

Students will be truthful and honest.

Students will complete in-class and homework assignments on time.

Students will follow directions.

Students will speak respectfully to teachers/adults.

Students will refrain from socializing during work and instructional times.

Students will respect other people's property.

Students will not play in the bathroom.

Students will have books, materials, and homework ready each day.

Incentives

Verbal praise
Public recognition
Notes/phone calls home
Preferred Activity Time
Stickers

- Any infraction that we consider severe and is not listed in the handbook, will automatically result in more severe consequences.
- (Examples: In-School Suspension, Out of School Suspension, Corporal Punishment)

Grade 4th, 5th, and 6th Behavior Matrix

Any unsafe, inappropriate or disruptive behavior that interferes with the educational process not listed can result in consequences at teachers discretion. Consequences will be determined based on severity of the offence.

Levels determine the severity of the action. This will be at the teachers' discretion.

Inappropriate Classroom / Hallway Behavior

| Level I | Consequences |
|---|---|
| Off- task behavior | 1 st Offense- Warning written on card/Strike |
| Out of seat during instruction | 2 nd Offense- Warning written on card/Strike |
| Talking out/blurting out answers | 3 rd Offense- Pull card/Strike/Note sent home |
| Running in the classroom | 4 th Offense- Detention |
| Chewing Gum | (Each offense after the 4 th one will result in detention. A total of 5 detentions that have accumulated over the 9 week period will then result in In-school suspension.) |
| Not following directions | |
| Poor attitude/rudeness | |
| Non-speech noises that disrupts the class | |
| Not being in designated area | |
| Rocking, tilting, falling out of seat | |
| Touching things that do not belong to you | |
| Pushing/poking/hands inappropriate on another student | |
| Inappropriate hallway restroom behavior | |
| Mildly offensive language (shut-up, stupid, etc.) | |
| Not having needed materials ready for class | |
| Talking during instruction | |

Playing in the restroom/class/hall/activity

Level II

Consequences

*Chronic level I behavior

Conference call with parent, OR

Arguing back with teacher/talking back

Detention and Parent notification, OR

Chronic socializing with peers

Office Referral

Inappropriate hand gestures

Office Referral:

Not completing assignments

1st visit: 1 lick or 1 day ISS

Physical contact with out harm
(Pushing, hitting, etc.)

2nd visit: 2 licks or 2 days ISS

3rd visit: 3 licks or 3 days ISS

Lying

4th visit: OSS & parent/teacher/principal

conference

Spitting

Horseplay/play fighting

Teasing/Name calling

Stealing (minor things)

Inappropriate minor language/comment/hand gestures written or verbal (racial, sexual, swearing, etc.)

Not serving detention

Distracting others

Level 2

Consequences

Cheating

Receive zero/note sent home (cheating on AR will result in no AR rewards)

(*Chronic level II behavior is defined as repeating the same behavior over and over with no change in the behavior. It will remain a level II behavior for the remainder of the year.)

Assignment of detention will be turned into the office and entered into the computer. Detention assigned five times in a 9 week period, For inappropriate behavior, will result in ISS.

Level III

Consequences

*Chronic level II behavior

Corporal Punishment (3 licks) OR,

Stealing

In-school suspension OR,

Any student displaying behavior that is interfering with the learning environment of others will be sent to a designated area, as predetermined by the principal.

Appropriate/ Expected Classroom Behaviors

Students will remain seated during instruction.

Students will participate in classroom activities and use time wisely.

Students will quietly raise their hand and wait to be called on.

Students will refrain from making inappropriate noises.

Students will complete in class work on time.

Students will keep all four legs of the chair on the floor.

Students will speak respectfully to others.

Students will refrain from horseplay/ play fighting.

Students will refrain from socializing during instructional and work time.

Students will refrain from playing in the restroom.

Students will use friendly and appropriate language.

Students will be truthful and honest.

Students will follow directions.

Students will respect other students' property.

Students will have books, materials, and work ready for each day.

Incentives

Verbal praise

Public recognition

Notes/phone calls home

Free time

Extra recess

FIGHTING

This is assault or any threatening behavior to be perceived as wanting to cause harm. A student shall not cause or attempt to cause physical injury or behave in such a way, as could **reasonably cause physical injury to a fellow student or any other individual.**

Violence **will not** be tolerated. This will start over at semester.

- All students involved will receive disciplinary action.
 - 1st Offense In-School Suspension (3 days) or Corporal Punishment

- (3 Licks)
 - 2nd Offense Out of School Suspension (1 Day)
Parent must come to school for conference when student returns and write up a behavior plan
 - 3rd Offense Long Term Suspension or Expulsion
- When a student has been in a volatile situation, they should have a set amount of time before coming back onto the playground or returning to the site of the altercation. This set amount of time will be determined by the administration. In an event of clear-cut self-defense, only the aggressor may be subject to corporal punishment.
- An unprovoked attack by another student will be grounds for suspension up to 10 days and possible recommendation for expulsion.
- A Behavior Contract will be developed for all students who are chronic violators. The administrator, student and parents will sign this contract. The Behavior Contract will state the reason for the Behavior Contract and the consequences of failure to abide by the contract.
- **Students fighting at a school activity will receive corporal punishment or suspension from all school activities for a minimum of two weeks.**

CRIMINAL ACTS

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. The following activities are among those defined as “criminal” under the laws of the State of Arkansas; however, criminal activities considered under this regulation are not limited to this list.

The following are considered Level 3 or 4 Behaviors and will subject the student to disciplinary action as outlined in the grade level Behavior Matrix. Disciplinary action may include suspension, expulsion, alternative learning environment, or referral to legal authorities.

- Theft: stealing of school or personal property
- Possession of explosives—firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks
- Extortion, blackmail, or coercion—obtaining money or property by violence or threat of violence or forcing someone to act against his/her will by force or threat of force
- Robbery—taking property from an individual by force or threat of force
- Assault and Abuse, Act 207 of 1997
 - By violent, abusive, obscene, or profane language addressed to a teacher or student
 - By threatening to fight, challenging to fight, or fighting a teacher or student

INSULT OR ABUSE OF TEACHERS 6-17-106

Any person who shall abuse or insult a public school teacher while that teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100.00) nor more than one thousand five hundred dollars (\$1,500.00).

Each school district shall report to the Department of Education any prosecutions within the school district under this section.

A student who commits assault and/or battery upon a member of the faculty or staff of the Woodlawn School District shall be expelled from the school.

PROHIBITED CONDUCT (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. Discipline actions for not following prohibited conduct rules will be decided by the principal. 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

- 1st Offence 1 day In School Suspension
- 2nd Offence 2 days In School Suspension
- 3rd Offence 3 days In School Suspension
- 4th Offence Out of School Suspension

DISRUPTION OF SCHOOL (4.20)

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

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

No student shall:

- Occupy any school building or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use.
- Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
- Block normal pedestrian or vehicular traffic on the school campus or adjacent ground.
- In any manner by the use of violence, force, noise, threat, coercion, intimidation, harassment, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function.
- Refuse to identify himself/herself on request of any teacher, principal, superintendent, school bus driver, or other school personnel.
- Encourage other students to violate any rules of school board policy.
- Block the doorway or corridor of any school building or property so as to deprive others of access thereto
- Prevent students from attending a class or school activity.
- Continuously and intentionally make noise or act in any manner so as to interfere seriously with the teacher's ability to conduct the class or any school activity.
- Display public affection flagrantly.

3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee (4.21)

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

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his/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 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.

4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual (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 exempted.

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

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

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

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the

district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before – or after – school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity. The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

Revised: July 2015

5. Possession, selling, distributing, use of tobacco products, or being under the influence of an alcoholic beverage, any illegal drug, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug

Students shall not possess, use, be under the influence of, sell or distribute tobacco or tobacco products, alcohol, illegal drugs or drug devices on school property, on school transportation, within 500 feet of school property, or at school sponsored functions. Drug devices shall include, but are not limited to pipes, tubes, clips, spoons or vials. Prohibited substances shall include, but not be limited to: alcohol or any alcoholic beverage; marijuana, any narcotic drug; any hallucinogen; any stimulant; any depressant; any other controlled (illegal) substance; any substance, legal or illegal, that alters the student's ability to act, think, or respond; any other substance that the student represents or believes to be any substance prohibited by this policy; or any substance manufactured to look like a substance prohibited by this policy. Controlled substances used by a student who has a prescription for the substance must be checked in the school office.

Possession or use of tobacco products on campus will not be allowed. Woodlawn School District is a smoke free environment. Smoking or use of tobacco or products containing tobacco in any form in or on any property owned or leased by a public school district, including school buses, is PROHIBITED, Act 1555 of 1999. Students are not allowed to use tobacco products at school and school activities.

1st Offense – In-school suspension

2nd Offense – Suspension

TOBACCO AND TOBACCO PRODUCTS (4.23)

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses, owned or leased by the District is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

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

Last Revised: July 2013

DRUGS AND ALCOHOL (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 Woodlawn 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.

6. Willfully or intentionally damaging, destroying, or stealing of private, public, or school property

A student shall not cause or attempt to cause damage or steal or attempt to steal school or private property, the school will recover damages from the student. Parents of any minor student under the age of 18 living with the parents will be liable for damages caused by said minor in an amount not in excess of \$5,000.00

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

Possession and Use of Cell Phones and Other Electronic Devices (4.47)

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

To protect the security of state originated test that are administered as part of the Arkansas Comprehensive Testing, Assessment and Accountability Program (ACTAAP), no electronic device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

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

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

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

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

During normal school hours, possession of electronic devices is prohibited 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.

Students using cell phones or other electronic communication devices on the school campus shall have them confiscated. This includes all cell phone components. Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office by the student's parents or guardians.

1st offense – Verbal warning and an adult can pick up the cell phone

2nd offense – Detention Hall and an adult can pick up the cell phone after one week

3rd offense – Detention Hall and an adult can pick up the cell phone after 30 calendar days

Prohibition of paging devices - (Act 146)

Act 146 prohibits possession of paging devices and electronic communication devices on school campuses. Violation is a class C misdemeanor. (Effective 2/21/89)

Cell phones must be kept in backpack or turned into the teacher and stored in a locked cabinet (if available) in the room. The students can not keep their cell phone on their person during the school day. Parents do not need to be texting or calling their child/children during the school day.

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. (This includes the entire phone SIM card, and battery included) Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

A refusal to hand over a cell phone to a school employee will constitute insubordination and will result in a suspension from school.

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

To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing, Assessment and Accountability Program (ACTAAP), no electronic device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

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.

Last Revised: July 2015

- 3rd offense - parent conference - nurse/principal
 - 4th offense - Child sent or taken home
 - 5th offense - Social Services will be called
2. Shorts, dresses, and skirts should be no shorter than the ends of the fingertips.
 3. Jogging suits should be loose fitting.
 4. Tight fitting shorts and leggings must have a loose-fitting top that comes down over the hips - at least to mid thigh.
 5. Clothing, hairstyles and fads should not be hazardous to students in their education activities such as P.E., etc.
 6. Hats/caps and sunglasses can be worn to and from school. They must be kept in their backpacks and can not be worn during the school day. Hats/caps and sunglasses are not allowed in any school building (boys and girls). Failure to follow this rule will result in confiscation of hat/cap and /or sunglasses, which will be taken to the office.
 - First Offense – Hat/cap or sunglasses will be kept by the principal for one week.
 - Second Offense – Hat/cap or sunglasses will be kept by the principal for the remainder of the semester involved.
 7. Students should not wear:
 - Halter tops, fishnet shirts without an undershirt, or clothing, buttons, or any other displays with logo or symbolism pertaining to sex, drugs, use or advertisement of alcoholic beverages or any other immoral implications.
 - Rubber or metal cleats inside the buildings.
 - Tank tops, spaghetti strap tops, or crop tops can not be worn with out a tank top or top over them.
 - Shirts that are not at least 3 inches below the waistband of pants and skirts.
 - Tight-fitting clothing that is revealing
 8. Skate Shoes are not allowed at school.
 9. Shoes must be worn at all times.
 10. Shirts and blouses cannot hang loosely under the arms, they must not reveal undergarments.

Violations of the dress code will be handled with in the following manner:

- Replace the non-compliant clothing with appropriate clothing
- Wait in the school office until the parents bring appropriate clothing
- Those who do not change will be sent home from school and suspended for the remainder of the school day.

K-2 students should wear comfortable and appropriate clothes. If a dress or skirt is worn it must be no more than 4 inches above the knee. The teacher will use discretion.

Woodlawn Elementary reserves the right to amend the dress code if a new style should become fashionable.

14. Use of vulgar, profane, or obscene language or gestures.

15. Truancy

16. Excessive tardiness

17. Engaging in behavior designed to bully, 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 hazing 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; Refer to Section 4.26

GANGS AND GANG ACTIVITY (4.26)

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

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

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.

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

Revised: July 2014

21. Sexual Harassment; and
(ACT 1108 OF 1997)

STUDENT SEXUAL HARASSMENT (4.27)

The Woodlawn 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
4. 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.

Sexual harassment is unwelcome or unwanted or uninvited sexually oriented words or actions that make a student feel uncomfortable, unsafe, hurt and /or humiliated. Sexual harassment, as defined above, may include but is not limited to the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Inappropriate patting or pinching
5. Intentional brushing against a person's body
6. Any sexually motivated unwelcome touch

Sexual harassment will not be tolerated and disciplinary action will be taken with those students who sexually harass others. Upon the receipt of a report, the building principal or guidance counselor will immediately authorize an investigation, which may be conducted by school officials. Consequences will be at the discretion of the administration and will be handled on an individual basis according to severity.

22. Bullying; and

BULLYING POLICY (4.43 – ACA 6-18-514)

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their 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 it occurs on the school equipment or property; off school property at a school sponsored or approved function, activity, 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:

- Building a fake profile or website of the employee;

- Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- Posting an original or edited image of the school employee on the Internet;
- 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;
- Making, or causing to be made, and dissemination 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;
- Signing up a school employee for a pornographic Internet site: or
- 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:

- Sarcastic comments “compliments” about another student’s personal appearance or actual or perceived attributes ,
- Pointed questions intended to embarrass or humiliate,
- Mocking, taunting or belittling,
- Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
- Demeaning humor relating to a student’s race, gender, ethnicity, actual or perceived attributes,
- Blackmail, extortion, demands for protection money or other involuntary donations or loans,
- Blocking access to school property or facilities,
- Deliberate physical contact or injury to person or property,
- Stealing or hiding books or belongings,
- Threats of harm to student(s), possessions, or others.
- Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
- 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.

CONDUCT TO AND FROM SCHOOL (4.19)

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.

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 problems 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 transportation privileges shall become the responsibility of the student's parent or legal guardian.

Adopted: July 2006

SCHOOL BUS

All school buses are owned and operated by the school district. Transportation is a student privilege, not a district responsibility.

Bus services are provided for students who live at least two miles from the school. If students choose to ride the bus they must follow the bus rules. Students are under the supervision of the bus driver and are responsible to the driver for their conduct.

Students are to behave in a quiet, orderly manner while on the bus. Safety is the main goal! Bus drivers are to use bus conduct forms to report student disrespect or misbehavior to the principal. Any student whose behavior distracts the driver will be subject to disciplinary action. Frequent misconduct will result in the student's loss of the privilege to ride the bus.

Buses will run as nearly on schedule as possible. Students are urged to be ready on time. Buses will be routed to provide services for the greatest number of student. Bus routes are planned to get to within 1/4 mile of the home location of each student if other factors permit. No school bus shall deviate from established route except on instruction from the superintendent of the school.

SCHOOL BUS RULES

1. Obey bus driver
2. Stay seated when bus is moving
3. No fighting
4. No talking ugly, swearing, name-calling or inappropriate hand gestures
5. Keep hands, feet and objects to yourself/ No throwing objects in or out of the bus
6. No eating, drinking, or use of tobacco products on the bus
7. Balloons are not allowed on buses due to blocking backward views of the bus drivers. (This is a State Transportation Law.)
8. No vandalism or damage to buses

ALL BUS DRIVERS WILL FOLLOW THESE RULES AS WRITTEN

SCHOOL BUS DISCIPLINE

Discipline for grades K-6

- 1st offense Warning/transportation report sent to parents to be returned

- 2nd offense to principal
Sent to principal/ In School Suspension
- 3rd offense Sent to principal/ suspended from bus for 3 days
- 4th offense Sent to principal/ Suspended from bus for 5 days
- 5th offense Sent to principal/ suspended from bus for 10 days
- 6th offense Sent to principal/suspended from bus for 20 days
- 7th offense Sent to principal/suspended from the bus for the remainder of the semester

Students may be suspended at the discretion of the principal or the transportation director.

FIGHTING ON THE BUS (See consequences for fighting)

WOODLAWN ELEMENTARY PLAYGROUND RULES

- Swing correctly
 - Pushing swings is not permitted.
 - Be careful and not walk in front of swings.
 - Jumping out of swings is not permitted.
 - Swing straight (no twisting).
 - Swinging double is not permitted.
- No throwing rocks or sticks or other objects that may cause bodily harm.
- Dragging feet or jumping off the merry go round while it is going is not allowed. Play on grade designated merry go round only.
- Balls are only allowed on basketball court and grassy areas.
- Balls should not be brought from home.
- Footballs are not allowed and no tackle football.
- The sides of the playground equipment should not be climbed on, sat on, or jumped over. No stopping or pushing on the playground equipment.
- Going outside the fence is not allowed without permission.
- Line up quietly in number order, with no playing in the line, as soon as you hear the whistle blow.
- Students must have permission from the duty teacher to enter the building at recess to go to the bathroom or get water.
- Rough playing, pushing, fighting, play fighting, and wrestling are not allowed.
- Absolutely NO tolerance for fighting.
- Obscene language or gestures prohibited.
- Fair sportsmanship is expected at all time.
- No littering
- No dodgeball is allowed.
- Slide the correct way.
 - Slide on your bottom
 - Pushing students down the slide is not allowed.
 - Climbing on the outside of the large slide is not allowed.
 - Running up the slides is not allowed.

CONSEQUENCES FOR BREAKING PLAYGROUND RULES

Discipline will be handled by the person on duty: teacher or paraprofessional.

- Sit out for a recess; or

- Write rule violation 25 times during the next recess in which violation occurred, since there is no detention in K-3; or
 - Write rule violation 50 times in detention or
 - Office Referral
- Consequences will depend on the offense.

- For fighting follow the handbook on page 38.

CHRONIC MISBEHAVIOR OR ANY UNSAFE BEHAVIOR NOT LISTED IN HANDBOOK FOR STUDENTS IN GRADES K-6 OF PLAYGROUND RULES WILL RESULT IN MORE SEVERE CONSEQUENCES.

SEVERE CONSEQUENCES FOR UNACCEPTABLE PLAYGROUND BEHAVIOR TO A DUTY TEACHER

(Disrespect, arguing, being defiant, and verbal abuse of duty person)

- **1st Offense-** Corporal Punishment (1 lick)/ In-School Suspension (1day)
- **2nd Offense-** Corporal Punishment (3 licks)/ In- School Suspension (3 days)
- **3rd Offense-** Three severe punishments and students will be sent home for 1 day and parents and students must attend a conference when they return to school and write a behavior contract with administration.

WOODLAWN ELEMENTARY MORNING RULES

- Sit down in designated areas.
- Running around is not permitted.
- Fighting will not be tolerated.
- No throwing rocks or other objects
- Line up in number order when the bell rings.
- Enter the building quietly and in an orderly manner.

CONSEQUENCES FOR BREAKING MORNING RULES

- Warning
- Assigned a particular area
- Detention

WOODLAWN ELEMENTARY CAFETORIUM RULES

- Enter the cafetorium in number order.
- Enter in a quiet and orderly manner
- The stage is off limits along with the steps to the stage.
- Sharing food is not allowed.
- Cokes are not allowed on trays (only lunch boxes).
- Walk, do not run, on the sidewalk to and from lunch.
- Must have a note from the doctor if allergic to milk (put on file in the cafetorium).
- Lunch box students must sit with their class.
- The class sits together in the same place each day.
- Talk with a **quiet** inside voice.
- Watch for quiet down signals.
- Keep your space clean.

CAFETORIUM DISCIPLINE

- 1st Offense Warning
- 2nd Offense Moved to isolation area in the cafeteria
- 3rd Offense Detention (Office Referral)

ELEMENTARY MUSIC RULES

Students in the music classroom are expected to behave just as they would in the regular classroom. Students must follow these rules:

- Follow the teacher's directions.
- Participate in planned class activities.
- Be polite to classmates.

Students in 6th grade will receive a grade for Music class.

MUSIC CLASSROOM CONSEQUENCES

- 1st Offense Warning
- 2nd Offense Loss of activity time or special treats
- Severe Behavior will result in removal from the music classroom and conference with principal or parent.

CAR DROP-OFF AND PICKUP ZONE RULES

- Sit down in designated areas in hallway
- Running around is not permitted
- No eating or drinking in the hallway
- Talk with a quiet inside voice
- Do not leave pickup area unless released by the duty teacher

DROP-OFF AND PICKUP DISCIPLINE

- Verbal warning
- Assigned a particular area
- Detention

Parents picking up students in pickup zone must remain in their vehicles. Parents must be in line to pick up children. Do not walk up to get your child unless you are checking them out from the office. No parking by the baseball field, across the road, or any undesignated area. Please adhere to these requests.

METHODS OF DISCIPLINE

DETENTION:

Defined as the assignment of a student to a specific area during the recess period or at a time other than regular school hours. It is held in an assigned classroom. Detention can be assigned by the teacher or parapro and maybe served on the same day as the student receives notice.

CORPORAL PUNISHMENT (4.39)

The Woodlawn 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.

The Board recognizes the need for firmness in dispensing with problems calling for disciplinary action in any school building, on any school property, or at any school sponsored event. The board further recognizes that the principal and faculty of each school must always be in a position to take disciplinary action if the atmosphere for learning is to be maintained. All disciplinary action should contribute to the general welfare of the school or class as a whole and should be directed toward the positive improvement of citizenship of the group or individual involved. Woodlawn School District Policy states that Corporal Punishment may be used under the following conditions:

- It may be used after other means to modify the student's behavior have failed.
- Only certified personnel may administer it. If used it will be administered in the presence of another certified staff member.
- If used by a parent it will be administered in the presence of an administrator or the parent may witness it by an administrator.
- Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student is being punished in the presence of the witness. If the student claims innocence, the certified employee will permit the student to state his/her position. School officials are not required to conduct formal hearings prior to corporal punishment.
- The student must not be paddled in the presence of other students.
- School personnel using corporal punishment must not do so in anger, on impulse or excessively.
- Refusal to take corporal punishment may result in in-school suspension, suspension or other disciplinary measures.
- A Behavior Contract will be developed for all students who are chronic violators. This contract will be signed by the administrator, student, and parents. The Behavior Contract will state the reason for the Behavior Contract and the consequences of failure to abide by the contract.

A written report signed by the person administering the punishment and the witness shall be filed in the principal's office immediately following the punishment. The principal will notify the parents that corporal punishment was administered, by whom and why.

Adopted: July 2006
Revised: June 2012

SUSPENSION FROM SCHOOL (4.30)

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/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.

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

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

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

- A primary call number
The contact may be by voice, voice mail, or text message.
- An email address
- A regular first class letter to the last known mailing address.

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

During the period of their suspension, students serving out-of-school suspensions shall not be permitted on campus except to attend a student/parent/administrator conference.

During the period of their suspension, students serving in-school suspension shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

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.

** The ten school days are on a traditional school calendar. If your district uses a 4x4 block schedule, the number of days of suspension will need to be modified accordingly.*

LONG-TERM SUSPENSION

Suspension, not amounting to an expulsion for the remainder of the semester but more than ten days, is authorized. This long-term suspension, however, shall come only after the student has been afforded notice, opportunity for a hearing and the same procedural rights as for expulsion.

EMERGENCY SUSPENSION

Notwithstanding the policy concerning suspension and expulsion procedure, students may be suspended indefinitely without notice, hearing, and the other rights provided herein being first given where the school is under going a violent upheaval or where orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances such as when riots are taking place and where emergency circumstances make it unreasonable for the administration and board to consider the case under their usual time. In all such cases, notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date that the restoration of order permits.

IN-SCHOOL SUSPENSION

In-School Suspension is an alternative method to retain students in an educational situation after their conduct or in-completion of assignments has caused a need to remove them from the normal classroom. There are three basic purposes: (A) eliminate or cut down on suspension; (B) an alternative to corporal punishment; (C) allow students to maintain grades. To deter intentional violations, there is an atmosphere of isolation, quiet, no free time and more work.

- Each classroom assignment is done in duplicate.
- In the event all work is not completed on time, or behavior warrants, additional days in the In-School may be assigned.
- Students who refuse to complete their work in ISS will be assigned out of school suspension. These students must have work completed when they return to school.

In-School Suspension can only be appealed to the building principal.

EXPULSION (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.

** The ten school days are on a traditional school calendar. If your district uses a 4x4 block schedule, the number of days of suspension will need to be modified accordingly.*

Adopted: July 2006

GROUP HEARINGS FOR SUSPENSION OR EXPULSION

When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the president of the board believes the following conditions exist:

1. A single hearing will not result in confusion.
2. No student will have his/her interest substantially prejudiced by a group hearing.

ACADEMICS

REPORTING TO PARENTS

Each teacher shall communicate personally with the parent(s) or guardian(s) of each student twice during the school year to discuss the student's academic progress. Parent (s) or guardian(s) must come to school during the first nine weeks and third nine weeks, to pick up the child's progress report. If the parent's schedule conflicts with this date, they must make arrangements with the principal to pick up the report card after this date. Elementary school teachers shall meet with the parent(s) or guardian(s) of each student at least once a semester through a parent-teacher conference, telephone conferences, or a home visit.

The report card will be sent home by the student following the 1st nine weeks. Progress reports will be sent to the parents every 4 1/2 weeks. Progress reports shall be returned to the school,

signed by the parents or guardians. Parents are invited to visit the school to confer with the teacher and principal relative to the instruction of their children. **Except for emergencies, parents will be expected to arrange such conferences by appointment in advance.**

PARENT-TEACHER COMMUNICATION (3.30)

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent/teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s), legal guardian(s), or care-giving adult or adults in a student's home to discuss the student's academic progress unless the student has been placed in the custody of the Department of Human Services and the school has received a court order prohibiting parent or legal guardian participation in parent/teacher conferences. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s) /legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level, or denied course credit, notice of, and the reasons for retention shall be communicated promptly in a personal conference.

Adopted: June 2010

Revised: July 2015

GRADING POLICY

Grading (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 parent/guardians informed of their student's progress.

The evaluation of each student's performance on a regular basis serves to give the parent/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.

Grades K-6

The following grading scale is to be used for everything except Handwriting.

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

Benchmark Scoring
Advanced = Above grade level
Proficient = On grade level
Basic = Below grade level
Below Basic = Below grade level

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 points
F=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.

The purposes for grading are:

- To give information for pupil guidance and counseling
- To show the achievement of pupil in relation to others
- To assist in grouping, promotion, retention, transfer, and grade placement.
- To keep parents informed

Grades assigned to students for performance in a course shall reflect the extent to which a student has achieved the objectives of the course.

RETENTION POLICY

Students who are unable to meet grade level standards for promotion may be recommended for retention at the end of the school year. The following factors will be among those considered for retention:

- Academic Achievement (*Teacher Observations and **Cumulative Subject Grades***)
- Criteria Reference Test (**ACTAAP Benchmark Exam** (Grades 4-6) Previous Year)
- Norm Reference Test (**Iowa Test of Basic Skills** (Grades 4-6) Previous Year)
- Qualls and Iowa Early Learning Test (*Kindergarten*)
- Report Card Skills List (*Kindergarten*)
- Physical Maturity and Age as compared to others in the grade
- School Attendance
- Star and/or Accelerated Reading Level

In addition to the above, students that do not pass two core subjects will be retained in grades 4, 5, and 6. (Math, Reading, Language, Science, or Social Studies)

If a child is weak in fundamentals, he/she should be required to repeat Grades 1, 2, or 3 rather than waiting until he/she is in upper grades. The child must get the help he/she needs in lower grades.

If it appears, at any time during the school year, that a student may need to repeat the grade, a retention letter will be given to parents at the third nine weeks parent/teacher conference. The retention committee which will be made up of classroom teachers, principal, school counselor,

and math coach will meet at the end of the school year to determine if a student will qualify for retention. **The decision made by this committee is the final decision and cannot be appealed.**

In accordance with Arkansas State Act 35, students in grades 1-6 identified for an academic improvement plan who do not participate in the plan shall be retained.

PROMOTION/RETENTION/COURSE CREDIT FOR K-6 SCHOOLS (5.12) **STUDENT PROMOTION AND RETENTION (4.55)**

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 Woodlawn 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 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:

- does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
- takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

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 students 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 wave this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

Adopted: June 2010
Revised: July 2014

REMEDIATION PROGRAM

Students in grades K-6 who perform below grade level throughout the regular school year will be given an opportunity to improve through an alternative program implemented by the school.

HOMEWORK AND INDEPENDENT STUDY SKILLS

Homework is a flexible and individual responsibility of the individual teacher in the Woodlawn system. Purposeful homework varies from day to day with each pupil, depending upon his capacity, potential, and need. Whenever homework exists in the school system it should supplement, compliment and reinforce classroom teaching and learning.

The main purpose of homework is to reinforce previous learning; therefore, students shall be responsible for reviewing recent class work on a daily basis at home. Additional homework or excessive homework should never be assigned as punishment.

HOMEWORK POLICY

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.

Homework is a flexible and individual responsibility of the individual teacher in the Woodlawn system. Purposeful homework varies from day to day with each student, depending upon his/her capacity, potential, and need. Whenever homework exists in the school system it should supplement, complement and reinforce classroom teaching and learning.

The main purpose of homework is to reinforce previous learning; therefore, students shall be responsible for reviewing recent class work on a daily basis at home.

When students are absent from school, each student will be responsible for getting his/her homework assignment for short term illness. Arrangement for long term illness and homework assignment sheet should be made through the principal's office. School sponsored activities do not constitute an absence; therefore, students are responsible for obtaining assignments and due dates from their teachers.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Parents shall be notified of this policy at the beginning of each school year.

Failure to meet homework requirements will result in consequences for that student.

See grade level behavior matrix for homework consequences.

GIFTED AND TALENTED PROGRAM

The Gifted and Talented class is a program that offers additional challenges to students who have been identified as gifted and/or talented.

Identification Procedure

The identification process will be implemented as follows:

A screening committee appointed from teachers and administrative personnel will select the students for the G/T program from those who have been nominated and tested. Records must include or students must be administered the following test/s:

The following criteria will be reviewed by the committee:

- Torrence's Test of Creativity
- IOWA TEST OF BASIC SKILLS and Benchmark exams
- Renzulli-Hartmen Behavioral Rating Test
- Standard Progressive Matrices (Raven's Test)
- Slosson's I Q Test or Otis Lennon

In borderline cases, final decisions for placement may be made by the screening committee by requesting information from the following sources.

- Professional judgments
- Student projects
- Student auditions
- Student interviews
- Parent interviews
- Case studies

GUIDELINES FOR REMOVAL FROM G/T

Every attempt will be made to place those students whose special needs can be met by the Gifted and Talented program. However, if it becomes necessary to remove a student from the Gifted and Talented program, the following procedure will be used.

- If a parent/guardian requests in writing that a student be removed from the GT program, a conference with that parent or guardian will be requested before the student is removed. The conference will consist of the GT teacher/coordinator, administrator, counselor, parent or guardian and student. If, after the conference, the parent or guardian feels that

program cannot meet the needs of the student he/she will be removed from the program.

- If a G/T teacher/coordinator requests a student be removed he/she must present the reason, in writing, to the screening committee. The committee will review all data related to the student and recommend that 1). The student remain in the Gifted and Talented program; 2). The student be removed from the program; or 3). The student remain and receive special provisions such as counseling for a specific length of time, after which the committee will conduct a second review to make a decision concerning removal. When the committee decision is made, a meeting will be held with the parent/guardian. If the student is to be removed, the parent will be informed of the reasons for removal and his/her right to appeal the decision.
- If a student requests, in writing to be removed from the program, a conference will be held with the student, parent/guardian, GT teacher/coordinator, administrator, and counselor to discuss the reasons for the request. At this time, decisions will be made as to adjustments or special provisions so that the student may continue in the program. The student and parent or guardian will make the final decision; however, if the decision for removal is made the parent, student, GT teacher/coordinator, administrator, and counselor will sign a student removal request and the student will be removed from the program.

Probation is omitted.

APPEAL PROCEDURE

Students and parents have the right to appeal a decision regarding entrance, re-entrance or exit procedures. The following procedures will be followed regarding an appeal.

- The parent or student must give an explanation of the grievance, in writing, to the G/T teacher or coordinator. The explanation should include data supporting why they feel the decision that was made is not appropriate for the student.
- The G/T teacher/coordinator will arrange a meeting of an appeals committee consisting of 5 professional educators, including administrators, teachers, and/or counselors, chaired by the GT coordinator.
- The committee will meet to review the appeal within 21 school days. A written report will be provided to the parent or guardian within 30 days after the committee meeting date.

SPECIAL EDUCATION (4.49)

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.

A resource room with a fully certified special education teacher is provided for students who require special education services.

Federal law and School District policy provide safeguards to ensure that students who need special education services are appropriately placed. Parents are involved in all phases of the process. The district encourages full parent participation at all conferences in which the educational needs of the student are being considered.

Date Adopted: July 2014

TITLE ONE

A federally funded program, which provides extra help for students in grades 1-4.

This program is for students who are in a regular classroom, but need additional help or more individual attention in math. These students receive 15-30 minutes of extra help each day by a Title I teacher or aide. A student may be recommended for this program by his/her parents or the classroom teacher.

SMART CORE CURRICULUM POLICY (ACC-04-073)

Sixth Grade Requirement: In order to ensure that every child has access to a rigorous curriculum, beginning with the Seventh Grade class of 2004-2005 academic year, the Smart Core curriculum and Common Core curriculum will be a standard component of the required course of study to graduate from Arkansas public schools. All students will participate in the Smart Core curriculum unless the parent or guardian waives a student's right to participate. In the case of a waiver, the student will be required to participate in Common Core. The parents and students in Sixth Grade will receive information about Smart Core and Common Core when the Sixth Grade students receive their Seventh Grade course options and registration in the spring of each academic school year. Then a public meeting will be conducted informing the parents about Smart Core and Common Core. A Smart Core Informed Consent Form will be provided, which they must sign and return. The Smart Core Informed Consent Form will be attached to each student's permanent record.

STUDENT ACCELERATION (4.54)

The Board believes that acceleration is an effective and research-based intervention for the academic growth of students who are ready for an advanced or faster-paced curriculum. It can allow a student to move through the traditional educational setting more rapidly, based on assessed readiness, capability and motivation. At the same time, the Board understands that acceleration is not a replacement for gifted education services or programs.

Generally, acceleration can occur through one of two board categories; content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school Gifted and Talented Program Coordinator who shall convene the individuals necessary to make an informed decision which shall include the student's parents or guardians.

While the needs of the student should dictate when acceleration decisions are considered, the Board believes the optimal time for referrals is in the spring which gives adequate time for working through the determination process and for preparing those concerned for a smooth transition to the acceleration beginning in the following school-year.

The District's Gifted and Talented Program Coordinator will create a written format to govern the referral and determination process which shall be made available to any parent or staff member upon request.

The parents/guardians of any student whose request for acceleration has been denied may appeal the decision in writing to the District's GT Coordinator. The District's GT Coordinator and the Acceleration Placement Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the Committee will either request additional new testing be conducted to help the Committee make its determination or it will uphold the initial decision. The Committee's decision may not be further appealed.

Date Adopted: July 2013

TECHNOLOGY

DISTRICT WEBSITE

Student names shall not be posted on the web site unless prior written permission from the parent/ guardian or 18 year old student is received. Photo captions may include the individual's first name only. Identifying information such as address, home phone number, and parent's name shall not be posted on web pages.

STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE (4.14)

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
2. for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
3. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
4. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
5. Prohibited publications include:
 - a. Those that are obscene as 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.

Student Publications on School Web Pages

Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall

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

Student Distribution of Nonschool Literature, Publications, and Materials

A student or group of students who distribute ten (10) or fewer copies of the same nonschool literature, publications, or materials (hereinafter "nonschool materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of nonschool materials shall have school authorities review

their nonschool materials at least three (3) school days in advance of their desired time of dissemination. School authorities* shall review the nonschool materials prior to their distribution and will bar from distribution

those nonschool materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast

that a substantial disruption of the orderly operation of the school or educational environment will likely result

from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
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; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than three days.

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.

INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY (4.29)

Definition

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

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

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

Technology Protection Measures

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with

Internet filtering software that is designed to prevent students from accessing such materials; For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

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

Internet Use and Safety

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

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

Misuse of Internet

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

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data with authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of

- another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement..

Adopted: June 2005
Revised: July 2014

Other District Model Policies

STUDENTS' VEHICLES (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.

Revised: June 2012

ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9 – 12 (4.44)

Students in grades nine through twelve (9-12) are required to schedule and attend at least 350 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.

Study Halls

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.

Extracurricular Classes

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.

Course Enrollment Outside of District

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 waiver for the student for the duration of the semester in which the placement is unable to be made.

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.

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.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS (4.45)

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 an *Smart Core Waiver Form* to not participate¹. 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. The signed *Informed Consent Form* shall be attached to the student's permanent transcript. *Informed Consent Forms* are required to be signed prior to registering for seventh grade classes,

or if enrolling in the district for seventh through twelfth grade classes.² 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.³ Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year⁴ 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.⁵

- Inclusion in the student handbook⁶ 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.

The first year of this policy's implementation all employees required to be licensed as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, 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.⁷

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 units⁸ is required for graduation for student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

SMART CORE: 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.)

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

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

- 3. Algebra II and
- 4. The fourth unit may be either:
 - A math unit beyond Algebra II: this can include, Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses
 - Or
 - One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

(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 either

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: or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (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 (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 – at least two of the Career Focus units must be of the same foreign language.⁹

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.

The Smart Core and career focus units must total at least twenty-two (22) units⁸ to graduate. Additionally, the district requires __ units for a total of __ units to graduate which may be taken from any electives offered by the district.

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)
- One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

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

Science: three (3) units

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

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

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 (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. The Core and career focus units must total at least twenty-two (22) units⁸ to graduate. Additionally, the district requires ___ units for a total of ___ units to graduate which may be taken from any electives offered by the district.

Last Revised: July 2015

APPENDIX
Woodlawn Elementary School
Receipt of Student Policy Handbook

The Woodlawn School District, in compliance with state guidelines, has prepared this student policy handbook for you. A statement from parents acknowledging receipt of these policies is required. The signed statement will be on file in the respective school. Students and parents are to sign the form in the appropriate place and return it to the school office in the building in which the student is enrolled. Your signature indicates that you have received a copy of the policies.

I have been given a copy of the Woodlawn Elementary School Student Policy Handbook.

Student Name (Please Print) _____

Student Signature _____

Parent/Guardian Signature _____

Grade _____ Date _____

WOODLAWN ELEMENTARY SCHOOL
FIELD TRIP PERMISSION SLIP

I hereby give my child permission to attend school-sponsored activities and go on field trips during the current school year. I understand that my child will be under the supervision of school personnel at all times. I also understand that neither the school district nor those in charge shall be held responsible in case of accidents not due to the negligence of school personnel.

Name of child _____

Teacher _____ Grade _____

Parent/Guardian Signature _____

Date _____

STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT (4.29F)

Please return this form to your child's teacher

Student's Name (Please Print) _____ Grade Level _____

School _____ Date _____

The Woodlawn School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data:

1. **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet Whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. **[Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]**
4. **"Misuse of the District's access to the Internet" includes, but is not limited to, the following:**
 - a. using the Internet for other than educational purposes;
 - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. making unauthorized copies of computer software;
 - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. posting anonymous messages on the system;
 - h. using encryption software;
 - i. wasteful use of limited resources provided by the school including paper;
 - j. causing congestion of the network through lengthy downloads of files;

- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- q. using the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____
 _____ Date _____

**Woodlawn Elementary School
2014-2015
Corporal Punishment Request**

Student
Name: _____ Grade _____

Parent
Signature: _____

Date: _____

_____ I request my child **receive no** corporal punishment. I am aware that in lieu of corporal punishment, my child could be suspended for a period of time deemed appropriate by the principal or superintendent of school. If you, the parent, choose suspension rather than corporal punishment, you will be called to come to school to pick your child up. Your child will be counted absent and may not make up work missed.

_____ I will **allow** Woodlawn Schools to use corporal punishment on my child if it is deemed necessary.

Home/School Contract

Woodlawn Elementary School

Student: _____

Teacher: _____ Grade: _____

Parent Pledge:

I understand that I am my child's first and most important teacher. To encourage my child's learning and success in school, I will:

1. Read with my child 3 to 4 times a week.
2. Make sure my child arrives at school on time and stays the full day.
3. Attend conferences concerning my child.
4. Support the teacher's efforts to help my child succeed at school.
5. Encourage my child to understand and follow school rules.
6. Always have a current emergency phone number and mailing address for school use.
7. Be sure my child has a backpack and check it every day.
8. Encourage my child to successfully complete and return all assigned work.

Parent's Signature: _____ Date: _____

Student Pledge:

1. I will take responsibility for learning in the classroom.
2. I will obey all school rules.
3. I will respect and cooperate with other students and teachers.
4. I will do a good job on all of my work.
5. I will turn in all of my work.

Child's Signature: _____ Date: _____

Teacher Pledge:

I understand the importance of a positive school experience for every student and my duty to be a positive role model. I agree to carry out the following responsibilities to the best of my ability:

1. Provide motivating learning experiences for my students.
2. Meet the individual needs of each student.
3. Treat all students with respect and dignity.
4. Work with parents to ensure each child's success at school.

Teacher's Signature: _____ Date: _____

GRIEVANCE FORM

DATE: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

NATURE OF YOUR GRIEVANCE: _____

SUGGESTIVE CORRECTIVE ACTION: _____

Date: _____

Signature of person receiving grievance

Date: _____

Signature of person replying to grievance

OUTCOME OR COMMENTS ON GRIEVANCE: _____

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 Woodlawn School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, *etc.*, is not within the control of the District.

I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year or the date the student is enrolled for school in order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

I object and wish to deny the disclosure or publication of directory information as follows:

Deny disclosure to military recruiters _____

Deny disclosure to Institutions of postsecondary education _____

Deny disclosure to Potential employers _____

Deny disclosure to all public and school sources _____

Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), **AND** result in the student's directory information **not** being included in the school's yearbook and other school publications.

Deny disclosure to all public sources _____

Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information **to be included** in the school's yearbook and other school publications.

Name of student (Printed)

Signature of parent (or student, if 18 or older)

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

Medication Administration Consent Form (4.35F)

Student's Name (Please Print) _____

This form is good for school year 2015-2016. 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_____

Date Adopted: July 2013

MEDICATION SELF-ADMINISTRATION CONSENT FORM (4.35F2)

Student's Name (Please Print) _____

This form is good for school year 2015-2016. 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 a licensed health-care provider who has prescriptive privileges that he/she has prescribed the rescue inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- The specific medications prescribed for the student;
- An individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
- A statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

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

Rescue inhalers and/or auto-injectable epinephrine for a student's self-administration shall be supplied by the student's parent or guardian and be in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who self-carry a rescue inhaler or an epinephrine auto-injector shall also provide the school nurse with a rescue inhaler or an epinephrine auto-injector to be used in emergency situations.

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 _____

Date Adopted: July 2013

Sign Only If Applies

Glucagon And/Or Insulin Administration Consent Form (4.35F3)

Student's Name (Please Print) _____

This form is good for school year 2015-2016. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from diabetes. The IHP authorizes the school nurse to administer Glucagon or insulin to my child in an emergency situation to my child.

In the absence of the nurse, trained volunteer district personnel may administer to my child in an emergency situation:

Glucagon _____

Insulin _____

I hereby authorize the school nurse to administer Glucagon and insulin to my child, or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer the medication(s) I selected above to my child in an emergency situation. I will supply the medication(s) I selected above to the school nurse in the original container, properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including time). 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 acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon or insulin in accordance with this consent form and the IHP.

Parent or legal guardian signature _____

Date _____

Adopted: June 2012
Last Revised: July 2015

Sign Only If Applies:

EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM (4.35F4)

Student's Name (Please Print) _____

This form is good for school year 2015-2016. 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 guard signature _____

Date _____

Date Adopted: July 2013