

**Parent & Student Handbook
2015-16**



Woodlawn High School

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WOODLAWN HIGH SCHOOL MISSION STATEMENT

The staff of Woodlawn High School believes that all students can learn, and we accept the responsibility to teach all students the educational skills necessary to live a productive life in an ever-changing world.

SCHOOL COLORS

Black and white are the official school colors of Woodlawn High School. These colors are used on all letters and awards given by the school and on uniforms worn by academic and athletic teams and cheerleaders.

SCHOOL MASCOT

The “BEAR” is the mascot for Woodlawn High School. This name is applied to all academic and athletic teams and cheerleaders.

SCHOOL MOTTO

Knowledge is the Key

BOARD OF EDUCATION

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

ADMINISTRATION

Superintendent	Dudley Hume
Principal	Jeff Wylie
Counselor	Karen Talent
Athletic Director	Tommy Richardson

HANDBOOK COMMITTEE

Jeff Wylie	High School Principal
Austin Slater	Student Council President
Karen Talent	High School Counselor
Rebecca Richardson	Teacher
LaDonna Morrison	Parent

The Policies in this Handbook were approved by the Woodlawn School Board July 13, 2015.

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STUDENT MODEL POLICIES

3.30—PARENT-TEACHER COMMUNICATION

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.

4.1 - RESIDENCE REQUIREMENTS

Definitions:

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

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

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

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

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance.

However, a student previously enrolled in the district who is placed under the legal guardianship of 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 the 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 educational 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.

4.2 - ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy regarding RESIDENCE REQUIREMENTS, meet the criteria outlined in policy for HOMELESS STUDENTS or STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of the TRANSFER POLICY, 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 county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification;
 - g. Previous school records.

3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. **The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.**

4. 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 this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;

2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;

3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;

4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to 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.

4.3 - COMPULSORY ATTENDANCE REQUIREMENTS

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 (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 (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before September 15 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 wavier 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).

4.4 - STUDENT TRANSFERS

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

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

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

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

4.5—SCHOOL CHOICE

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).² 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.

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

Transfers out of, or within, the District

If a District school or the District has been classified by the ADE as being in academic distress the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as

practicable after the academic distress designation is made of all options available under Opportunity Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school or school district in academic distress.

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

4.6 - HOME SCHOOLING

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.
6. 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.

4.7 - ABSENCES

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

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

Students shall not be absent, as defined in this policy more than 8 days in a semester. **Woodlawn High School counts all absences (excused or unexcused) towards the maximum number (8) of days allowed.**

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 eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

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

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 (8) 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 (4) 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 (8) 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.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Unless a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.

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 code.

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.

4.8 - MAKE-UP WORK

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.

3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent
6. Make up work which is not turned in within the make-up schedule for that assignment 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.
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.

4.9 - TARDIES

A student shall be prompt in arriving at school and in class. Tardiness means loss of instruction time for the student and disruption of the learning process.

1. Students who are not in appropriate classroom when the tardy bell rings will be marked tardy.
2. Students detained by a staff member should have a note of verification from the staff member.
3. Three (3) un-excused tardies per class, per semester, are counted as equivalent to one (1) day un-excused absence.
4. Penalties for un-excused tardies will be:
 - 1st tardy - verbal warning.
 - 2nd tardy - One (1) day of detention and parent conference.
 - 3rd tardy - Two (2) days of detention.
 - 4th tardy - One (1) day of in-school suspension.

4.10 - CLOSED CAMPUS

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

4.11 - EQUAL EDUCATIONAL OPPORTUNITY EQUITY POLICY

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 on non-discrimination may be directed to Lori Green, who may be reached at 870 357-8171.

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.

4.12 - STUDENT ORGANIZATIONS/EQUAL ACCESS

Noncurriculum-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 non-instructional 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. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

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

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

4.13 - PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students'

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4.15 - CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or 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.

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 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 request 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.

4.16 - STUDENT VISITORS

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

4.17 - STUDENT DISCIPLINE

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

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

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

The District's personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Woodlawn School Board. The Board shall approve any 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.

4.18 - PROHIBITED CONDUCT

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;

8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device.

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

To maintain a learning atmosphere it may be necessary to discipline or remove students that exhibit disruptive or disturbing behavior. All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. A violation of the rule will occur whether the conduct is in any school vehicle or on the school grounds at any time, off the school grounds, at a school activity, functions or event or en route to and from school.

A teacher may dismiss for disciplinary reasons any student from class. The teacher shall, when feasible,

accompany the student to the office of the principal or designee and shall, as soon as practical, file with the principal a written statement of the reason or reasons for the student's dismissal from class. The principal or designee shall determine whether to reinstate the student in class, reassign him or her, or take other disciplinary action.

The following activities are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to suspension or expulsion from school and/or notification of law enforcement officials.

Rule 1. Disregard of Directions or Command (Insubordination)

A student shall comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, school drivers, or any other authorized personnel.

1. D-HALL 1-3 days according to severity
2. Three (3) days in-school suspension
3. Five (5) days in-school suspension

Rule 2. Truancy - (Act 1308 of 1997)

A student shall be considered truant if he/she is: absent without the permission of the parent/guardian and/or prior approval from the principal in which the student misses one or more of his/her classes. It is the policy of the Woodlawn Board of Education to have a closed campus. After arrival on the school campus, a student shall not leave the campus or designated area without permission from school authorities.

1. Leave school without checking out properly
2. Does not attend a class in which a student is assigned
3. Does not report to the office when instructed by a staff member to do so

Students found to be truant will receive an un-excused absence for the period(s) they were truant. Work missed in class skipped cannot be made up, and a zero (0) will be given for any work due or assigned.

1. In-school suspension one (1) day.
2. In-school suspension three (3) days-probation
3. Referral to the prosecuting attorney according to Act 876 of 1991, Five (5) days in-school suspension and may be denied credit in the course for the class(es) missed.

Rule 3. Physical Abuse, Assault, Harassment or Terroristic Threatening By A Student On A School Employee - (Act 1243 of 1997)

Any student involved in the harassment (written or verbal), assault, and/or the physical abuse of any faculty member or school district employee, on or off the school premises, at any time shall be subject to immediate and permanent dismissal. (Ark. Stat. 41-1601, 41-1604, 41-3104, 80-1905)

Rule 4. Fighting

When students fight, or incite a fight, it may be difficult to determine who is at fault. When a cooling off period is needed, both students may be immediately suspended until effort to determine fault is made. If a student is found to have not initiated the fight, he/she should not be suspended. Alternative punishment may apply with regard to actual involvement. (Ark. Stat. 41-2908) Consequences will be based on a school year not per semester.

1. Three (3) days suspension
2. Five (5) days suspension
3. Recommendation for expulsion

Rule 5. Indecent Exposure and/or Sexual Advances

A student shall not deliberately commit indecent exposure in school, at school sponsored activities on or off campus, nor shall a student make improper sexual advances toward another person. Students violating this rule shall be:

1. Suspension for (5) days
2. Recommended for expulsion

Rule 6. Theft and Extortion - (Act 1243 of 1997)

A student shall not cause or attempt to cause damage or steal or attempt to steal the property of another student or any other person, nor shall a student obtain or attempt to obtain something (of value) from another person by either physical force or threat (illegal acts.) (Ark. Stat. 41-2203)

1. Three (3) days suspension-probation
2. Recommendation for expulsion

Rule 7. Damage, Destruction, or Theft of School Property

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The Woodlawn School District will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of eighteen (18) will be liable for damages caused by said minor. (Ark. Stat. 50-109, 80-1903, 80-1904)

1. According to severity, punishment can range from "clean-up duty" to expulsion.
2. Five (5) days suspension and parent conference and held liable for damages. Proper authorities will be notified if necessary.

Rule 8. Disorderly and Repetitious Misconduct

A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected. (Examples: horseplay, pushing, or shoving.) (Ark. Stat. 41-2969)

1. D-HALL 1-3 days according to severity and parent conference
2. In-school suspension three (3) days
3. Five (5) days suspension

Rule 9. Profanity, Verbal Abuse, Obscene Gestures, Harassment

A student shall not use profane, violent, vulgar, abusive or insulting language at any time. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or gin an overt and immediate disruption of the educational process. This includes any pornographic or obscene materials such as magazines, videos, pictures, etc.. (Ark. Stat. 41-2908, 41-2910, 41-2922, 41-2923)

1. D-HALL 1-3 days according to severity and parent conference
2. In-school suspension three (3) days
3. Five (5) days suspension

Rule 10. Forgery of Passes and/or Falsification of General Information

A student shall not forge another person's name to any pass or student scheduling information, falsify telephone numbers and addresses on general information forms nor shall a student intentionally give false information of any type either verbally or written.

1. D-HALL 1-3 days according to severity and parent conference
2. Three (3) days suspension
3. Five (5) days suspension

Rule 11. Loitering by Suspended Students

A student is provided written notification that because of an act of misbehavior he/she is prohibited from being in a school building or on a school campus for a specified period of time, shall not enter any school building or be present on any school grounds. (Ark. Stat. 41-2914, 80-1906, 80-1915)

1. Students shall be arrested and charged in accordance Arkansas Law-Probation
2. Recommendation for expulsion

Rule 12. Walkouts and Boycotts

A student shall not participate in a school walkout or boycott.

1. Recommendation for expulsion

Rule 13. Public Display of Affection

Public display of affection to include, but not limited to: hand holding, fondling, kissing, hugging or sitting on laps, is not appropriate behavior at any time at school or at any school function. Failure to comply with reasonable expectation of school staff will lead to disciplinary action.

1. D-HALL 1-3 days according to severity and parent conference.
2. In-school suspension three (3) days-probation
3. Suspension/administrative decision

Rule 14. Gambling

A student shall not engage in any game of chance on school premises at any time. (Ark. 41-3261, 41-3262)

1. D-HALL 1-3 days according to severity and parent conference
2. In-school suspension three (3) days
3. Three (3) days suspension-probation
4. Recommendation for expulsion

Rule 15. Discipline of Handicapped Students

Discipline procedures for students with identified disabilities in the Woodlawn School District will be in compliance with the Individuals with Disabilities Education Act (IDEA, Public Law 94-142) which will meet the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Other specific clarifications follow:

1. Students with disabilities who engage in misconduct are subject to normal school disciplinary rules and procedures so long as such treatment does abridge the right to a free appropriate public education (FAPE).
2. Where in-school discipline or short-term suspension (10 school days or less) is involved, a student with disabilities for a disciplinary infraction without it being considered a change of placement and IDEA's parent notification provisions would not apply. Also, there is no requirement for a prior determination of whether the student's misconduct was a manifestation of the student's disability. Schools may remove any student with disabilities for a disciplinary infraction for up to 10 school days per offense. During a period of short-term exclusion, schools are not required to provide any educational services to the student.
3. For a student with disabilities, an exclusion from school for more than 10 consecutive school days (long-term exclusion) constitutes a change in placement and is subject to procedural safeguards. IDEA requires, among other things, that parents be given written notice before a change in placement can be implemented.
4. For a student with disabilities, a suspension or other disciplinary removal for consecutive school days may not be considered without the school district first determining whether the student's misconduct was a manifestation of the student's disability or due to an inappropriate placement. This determination must be made by a group of persons knowledgeable about the student (such as his/her IEP committee).
5. When a student with a disability under IDEA is suspended, written notice shall be sent to the office of the Special Education Supervisor.
6. The Woodlawn School District designates the HS counselor as grievance officer for 7-12 students who

qualify under section 504 of the Rehabilitation Act.

Rule 16. Wearing a Hat or Sunglasses in the Building

Students will be allowed to wear hats or caps on campus of Woodlawn High School during school hours. All caps, hats, toboggans, and sunglasses must be removed when entering any school building.

- A. D-HALL (no warnings) and confiscated for semester.
- B. Three (3) days D-Hall and confiscated for remainder of school year.

Rule 17. Littering on Campus

Littering the campus shows lack of respect for your school. Continuation of littering will lead to privileges taken away in the future.

- One (1) day D-Hall, campus clean-up duty

Rule 18. Other Electronic Devices

Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;

1. One (1) day D-hall, device will be taken up and kept until the end of the semester.
2. 2nd Offense - In-School Suspension (3-5 days)

Rule 19. Cheating, copying, or claiming another person's work to be his/her own.

1st offense- "0" for the assignment and call parents

2nd offense- D-HALL and "0"

3rd offense- (3) days In-school suspension and "0"

4th offense- Suspension and "0"

Rule 20. Food and Beverage

No opened food or beverages (other than water) will be brought into the main building or classrooms. Students are allowed to carry and consume water throughout the day under the following guidelines; water must not be flavored and must be in a clear sealable container. No glass containers are allowed.

1. One (1) day D-Hall and the drink is confiscated
2. Two (2) days D-Hall and the drink is confiscated.
3. Three (3) days D-Hall and the drink is confiscated.

Rule 21. Persistent Disregard for School Rules

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

Rule 22. Behavior Not Covered Above

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

1. Principal may apply discipline according to the severity of offense.
2. Recommendation for expulsion.

IN-SCHOOL SUSPENSION

A student may be assigned to in-school suspension only **three (3) times during any single semester and only four (4) times during the ENTIRE school year**. In-School assignments will be issued due to the seriousness of the violation according to the rules in the handbook. Any student qualifying for in-school four (4) times during any single semester or five (5) times during the school year will be recommended for expulsion.

Each classroom assignment is done in TRIPLICATE. In the event all work is not completed on time, or behavior warrants, additional days in-school may be assigned.

During the period of their suspension, students serving in-school suspension shall not participate or attend any school activities involving Woodlawn Schools at home or away. This will include after school practices.

A copy of rules of operation will be given to the student the first day of the in-school assignment. Refusal to comply with these rules will result in extra days added to the original assignment.

Any student assigned to in-school suspension will lose all exemption privileges for the semester.

REFUSAL TO TAKE ANY DISCIPLINE PROCEDURE

Refusal to take any discipline procedure will result in the following:

1. Parents will be notified.
 2. In the event a student decides to go home rather than accept a discipline procedure, the days missed will be added to the total of eight days a student may miss during each semester.
 3. The student will be allowed to return to school anytime he/she decides to receive discipline procedure as it was originally stated. Upon return to school, the student must be accompanied by a parent or guardian.
 4. If a parent or legal guardian disagrees with the consequences he/she may contact the principal's office to make an appointment for the following school day.
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DETENTION

When a detention hall slip is issued by a teacher or administrator, the student and parent must sign as proof of receipt. A signature does not mean an admission of guilt. If a student refuses to sign a detention hall slip he/she will be assigned in-school suspension. Detention hall must be served the first day after assignment, if absent the student must serve detention hall the first day he/she returns to school. If a student is unable to serve morning detention it is the student's responsibility to report to the office and be placed on the Wednesday afternoon detention hall list or additional days will be assigned.

Structure

Daily 7:30 – 7:55 AM

Wednesday 3:20 – 3:50 PM

Arrival

Students shall report to the Study Hall room and turn in their signed (by student and parent) d-hall slip. Students must be in their seat by 7:30/3:20.

Rules for students in detention hall

Students must bring materials to study.

No talking

No sleeping

No disruptive behavior

Be on time

No food or drinks allowed in detention.

Consequences for breaking rules in detention

One day of detention added

Consequences for missing detention or excessive detentions:

- A. One day missed = one extra day of detention
 - B. Two days missed = two days of In-School suspension and parent conference
 - C. Five detention visits = 3 days of In-School suspension
 - D. Ten detention visits = 5 days of In-School suspension
 - E. Fifteen detention visits = 10 days of In-School suspension or possible expulsion
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DEFINITIONS

Certified Employee-An individual employed by the school district who holds a certificate to teach issued by the Arkansas Department of Education which term includes, but is not limited to teacher, counselors, coaches, and administrators.

Parent-The term parent shall include every parent, guardian, or person in parental relation having control or charge of any student in attendance in schools of this district

Student-Any properly enrolled person of Woodlawn School participating in a school activity.

Dismiss-Removal of a student from a specific classroom by certified employee for that class period only.

Suspension-Prohibition of a student from entering the school or school ground (except for prearranged conference with an administrator) for a period of time set by the principal of the school or the superintendent.

Expulsion-Prohibition of a student from entering the school or school grounds (except for prearranged conference with an administrator) either until the end of the semester, the end of the current school year or permanently, depending upon the severity of the offense, with loss of academic credit which action must be taken by the Board of Education only.

Reasonable Force-The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an unlawful manner or in a manner which could cause physical injury to an individual.

4.19 - CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

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

SCHOOL BUS

All school buses are owned and operated by the school district. Bus services are provided for students who live at least two miles from school. Students are under the supervision of the bus drivers for their conduct. Students are to behave in a quiet, orderly manner while on the bus. Any student whose behavior distracts the driver will be subject to disciplinary action **by the administration to include removal of riding privileges**. 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 students. 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 its established route except on instruction from the superintendent of the school.

SCHOOL BUS RULES:

1. Obey the bus driver.
2. Stay seated when bus is moving.
3. No fighting, refer to handbook rule on fighting.
4. No talking ugly, swearing, name calling or shouting.
5. Keep hands, feet, and objects to yourself/no throwing objects and keep feet out of aisles.
6. No eating, drinking, or use of tobacco products on the bus.
7. Student must have a note from the parent when riding a different bus.
8. Whoever uses the bus cleans the bus.

1st offense-Sent to principal's office

2nd offense-Confer with parent, may be done by phone

3rd offense-(3) days suspension from school bus

4th offense-Suspension for the remainder of the semester from school bus

5th offense-Permanent suspension from school bus

Same rules to be posted on each bus.

4.20 - DISRUPTION OF SCHOOL

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

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

No student shall:

1. 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.
2. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
3. Prevent or attempt to prevent the convening or continued functioning of any school class, activity or lawful meeting or assembly on the school campus.
4. Prevent students from attending a class or school activity.
5. Block normal pedestrian or vehicular traffic on the school campus or adjacent ground unless under the direction of school administrator.
6. In any manner by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption of obstruction of any such lawful process or function.
7. Encourage other students to violate any rule or school board policy.

Failure to comply will result in the following:

- A. Three (3) days suspension
- B. Five (5) days suspension
- C. Recommendation for expulsion

4.21 - STUDENT ASSAULT OR BATTERY

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

1. Three (3) days suspension
2. Five (5) days suspension
3. Recommendation for expulsion

4.22 - WEAPONS AND DANGEROUS INSTRUMENTS

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 firearm; knife; razor; ice pick; dirk; box cutter; numchucks; pepper spray, mace, or other noxious spray; explosive; Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm. 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 this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.¹ Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. 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.

- A. A student shall not possess, handle or transmit a knife, razor, ice pick, fireworks, and billfold chains on the campus of Woodlawn School or at any school sanctioned activity be it on or off campus.
 - 1. Five (5) days suspension-probation
 - 2. Recommendation for expulsion
- B. Any student found having or having had possession of a firearm, ammunition, or explosives on the campus of Woodlawn School or at any school sanctioned activity be in on or off campus, will be subject to immediate expulsion and a Class D felony.

4.23 - TOBACCO AND TOBACCO PRODUCTS

A student may not possess tobacco products, substitutes or paraphernalia of any form, at any time upon the Woodlawn campus and any school sponsored activities.

Smoking or use of tobacco 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-pips, or under any other name or descriptor.

- 1. Three (3) days of in-school suspension
- 2. Five (5) days of suspension
- 3. Law enforcement officials will be contacted, and charges filed.

4.24 - DRUGS AND ALCOHOL

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

Therefore, no student in the Woodlawn School District shall 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, 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," lookalike 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.

Violations of any part of this policy may result in disciplinary action, including suspension and expulsion. Also, all available information resulting from a violation of this policy will be communicated to the proper law enforcement agency or agencies.

1. Ten (10) days suspension-Probation
2. Recommendation for expulsion

ACTIVITY STUDENT DRUG TESTING POLICY

All students participating in Woodlawn High School extracurricular activities and/or who wish to obtain a parking permit will receive a copy of the Activity Student Drug Testing Policy. The Student Drug Testing Consent Form must be signed and dated by student and parent or custodial guardian by September 12th in order to be eligible for the 2014-15 school year.

Students are encouraged to seek treatment and/or counseling for drug problems. The Woodlawn School District will not assume any expenses incurred in counseling or attendance in a drug/alcohol program. However, a request for assistance by a student after violation of this regulation will not affect the imposition of disciplinary action.

4.25 - STUDENT DRESS AND GROOMING

Students are prohibited from wearing, while on the school grounds during the school day and at school sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

H3/16/11-House Bill 1936 Approved 3/30/2011

When dress and grooming disrupt the learning process for the individual student, other students or the learning climate of the school, it becomes a matter subject to disciplinary action. Student dress, grooming and appearance should be the responsibility of the individual and the parents under the following guidelines:

1. Dress and grooming should be clean and in keeping with health and sanitary practices.
2. Students may not wear clothing that can be hazardous to them in their educational activities such as P.E., home economics, etc.
3. Any student wearing apparel that is disruptive to the educational process will be disciplined. This would

include halters, tight fitting clothes, miniskirts, shirts or blouses with profanity or obscene gestures including beer advertisements and demonic pictures. The length of skirts must be no more than 3 inches above the top of the knee cap even if leggings are worn under the skirt. Walking shorts will be allowed, however, they will be no shorter than 4 inches above the top of the knee cap. No spandex shorts will be allowed except under other shorts. Pants/slacks with no holes, slits, tears above the knees and "NO SAGGING". Sagging is defined as wearing the waistband of slacks, pants, shorts or skirts below the natural waistline.

4. Loose fitting warm-ups will be allowed. No tank tops or muscle shirts unless worn with a T-shirt. Anything less than a sleeveless shirt (covering the entire top of shoulder) is unacceptable. No off the shoulder clothing. Shirts must be buttoned within second button from collar. No cleavage. All shirts or tops worn untucked must be (3) inches below waistline of jeans, slacks, pants, shorts and skirts in length. No mesh shirts. No under garment shall be visible.
5. No pajama bottoms or house shoes permitted
6. A student shall not wear or use emblems, insignias, badges, or other symbols which cause substantial disruption or interference with the operation of the school.
7. Students shall not attend academic classes in clothing from athletic participation.
8. No chains will be allowed.

Teachers will determine if clothing is in question.

Student will be sent home to change if clothing is determined to be improper.

Students who refuse to abide by reasonable guidelines will be subject to disciplinary action by the principal.

1. One (1) D-HALL and change clothes
2. Three (3) days D-Hall and change clothes
3. Sent home - un-excused absence, loss of exemption privileges

4.26 - GANGS AND GANG ACTIVITY

The wearing of gang related clothing or articles at Woodlawn High School or at school sponsored activities will not be allowed. This includes but not limited to hats or clothing being worn in any fashion other than norm, certain clothing articles, jewelry, insignias.

Any student of Woodlawn who engages in any gang activity of any form including but not limited to: intimidation, grouping, fighting, loitering, signing, recruiting or engaging in any misbehavior will be subject to disciplinary action up to and including expulsion.

4.27- STUDENT SEXUAL HARASSMENT

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 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.

4.28- LASER POINTERS

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

4.29 - INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY

Definition

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

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

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

Technology Protection Measures

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

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

Internet Use and Safety

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

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

Misuse of Internet

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

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

DISTRICT NETWORK POLICY

The Woodlawn School District recognizes that new technologies alter the ways that information may be accessed, communicated and transferred, and that those changes may also alter instruction and student learning. We support access by students to a variety of information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

The Woodlawn Network is a service provided to the Woodlawn School District. Additional support is provided by Arkansas Public School Computer Network (APSCN). The system administrators of the network reserve the right to monitor all activity on the network. There are currently no charges to members for system usage. Because of the complex association between government agencies and networks, the user must adhere to strict guidelines. These guidelines are provided to members and parents of members under the age of 18 to make them aware of the responsibilities of being a member of this network. The signatures on the Application for Membership are legally binding and indicate that parties who signed have read the Network Guidelines carefully and understand their significance. Independent student use of electronic information resources will be permitted upon submission of the application form that shows agreement by parents (for students under the age of 18) to use these resources.

NETWORK GUIDELINES

The access of electronic information sources can significantly alter the information available to schools by opening classrooms to a broad array of resources and connection to other computer systems around the world. Therefore, students and parents of students under the age of 18 should be aware that the Woodlawn School District does not have control of the content of information residing on these other systems. Be advised that some systems may contain defamatory, inaccurate, offensive or illegal material. The Woodlawn School District does not condone the use of such materials and does not permit usage of such materials in the school environment. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the individual school building and the Woodlawn School District, and such activities may also result in termination of their account on the network.

Any action by a member that is determined by a system administrator to constitute an inappropriate use of the network may result in termination of the offending member's account.

NETWORK AND INTERNET RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research on pre-approved topics. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network administrators may review files to maintain system integrity and insure that users are using the system responsibly.

Members shall not publish on or over the System any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive. Neither shall information contain advertising or solicitation or any business activities.

Any attempt to bypass network security measures will be considered an act of vandalism and discipline will be handled the same as vandalism of any school property. Violators may also be held accountable for any expenses incurred for repair and/or replacement of hardware, software or services.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another member, or any of the other agencies or networks that we have access to. This includes, but is not limited to the uploading or creation of computer viruses.

The network administrators may suspend or terminate member's access upon any suspected breach of the Guidelines. The member will be notified of the suspension or termination and be given a chance for explanation. After a review, access may be restored.

Priority use of the computer is given as follows: (students must have a staff member to supervise)
Research, assigned computer work for a class, productive work, and all other uses.

You may not use any login name other than your own. If you use another person's ID it will cause removal of your account and the member's account who did not protect his/her account.

Unacceptable use of your account as described in the Guidelines will not be permitted nor tolerated and will be considered under discipline policies on a case by case basis.

If you find a problem with the system, security or software advise the network administrator.

Do not tamper with the equipment. This could quickly result in termination of your computer privileges.

Remember to logout of the system. If you do not, the next person can erase, read and send messages using your name.

Network users are not allowed to install software on district or network equipment.

The user will not violate the integrity of a network or computer system, change its performance or intentionally make it malfunction or add or delete programs or information resources unless acting upon approved authorization from the System Administrator.

VIOLATIONS OF GUIDELINES

1. Violations **WILL** result in a loss of access and one (1) day D-Hall.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language.
3. When applicable, law enforcement agencies may be involved.

4.29F—STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

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 _____

4.30 - SUSPENSION FROM SCHOOL

MISCONDUCT THAT COULD RESULT IN SUSPENSION

Insubordination, disruptive conduct to students or school officials, excessive truancy, habitual uncleanliness, or dress and appearance that would present health and safety hazards or cause disruption of the educational process, refusal of a person to identify himself upon request by school personnel, participation in demonstrations which interfere with the operation of any school or classroom, distribution of material which interferes with or disrupts the educational process, publishing libelous and/or obscene matter, unauthorized commercial solicitation, participation in criminal acts at school or school functions, sale, use, misuse, or possession of alcoholic beverages or illegal drugs, disturbing the peace, use of profane, violent, vulgar or insulting language, immorality, disregard of directions or commands, possession of, or handling of fireworks, gambling. Any suspension requires a student to bring a parent to school for a Parent/Principal/Student conference before the student will be allowed to re-enter the school.

The principal or any school designee is authorized to suspend students from school for disciplinary reasons up to ten days, including the day upon which the suspension was initially imposed. Prior to such suspension, the principal or designee shall inform the student whether orally or in writing what the student is accused of doing and what the basis of the accusation is. If the student denies the charges or accusation against him/her the principal shall explain to him/her the evidence which forms a basis of the charges and shall permit the student to present his/her side of the story. If the principal considers that a suspension is proper, he/she shall send the student home with a suspension notice requesting a student/parent/principal conference within twenty-four hours, if possible. Additionally, the parent will be mailed a copy of the suspension notice which shall include the reason for the suspension, its duration, the manner in which the student may be readmitted to school, and the procedure in which the suspension can be reviewed. Such notices will be mailed, on the date the suspension is imposed, to the parent at the address reflected on the records of the school district. The principal or designee may require the attendance of the student involved at said conference as a condition for considering reinstatement. 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.

Any student suspended from classes at SEACBEC shall also be suspended from classes at Woodlawn Schools for the same time period. Any student suspended from Woodlawn Schools shall also be suspended from SEACBEC for the same time period.

In-school suspension initiated by the building principal shall be final and will not be subject to appeal to the Superintendent or the school Board of Education. In-school suspension, in which a student attends school, but outside of his or her usual assigned setting, shall be treated as if the student was present at school but does not afford the student's right to due process as in an out of school suspension, since the student is still attending school. Students shall not attend or participate in any school sponsored activities (including away games) during the imposed in-school suspension. Failure to attend school on a day assigned to in-school suspension without an acceptable excuse (see excused absences) will result in out-of-school suspension which shall be treated as an unexcused absence (s) with no credit for his/her class work for the days assigned. Students who miss a day of assigned in-school suspension due to an excused absence will not be permitted to return to the regular school setting until all days assigned to in-school suspension have been satisfied.

1. Out-of-school suspensions initiated by the building principal may be appealed to the Superintendent whose decision shall be final, but are not subject to appeal to the Board of Education.

2. Out-of-school suspensions initiated by the Superintendent may be appealed to the Board of Education.

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 undergoing 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.

4.31 – EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, 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 days¹ 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.² 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.

4.32 - SEARCH, SEIZURE, AND INTERROGATIONS

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

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

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

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

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

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

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

4.33 - STUDENT'S VEHICLES

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

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

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

All automobiles and motorcycles will be properly registered by the principal of the school to provide identification of the vehicle. A parking identification card will be issued annually to all students who desire to park an automobile or motorcycle on the school campus. This identification card will be prominently displayed. A \$5.00 fee will be assessed for each identification card. These fees will be used for parking expansion and upkeep. There will be an additional \$5 charge for each replacement card in the event the original card is lost.

Failure to comply with automobile rules will result in the following:

1. Principal/Student/Parent conference and one (1) week loss of driving privilege.
2. Loss of driving privileges on school property at anytime for one (1) semester-Probation)
3. Permanent loss of driving privileges.

4.34 - COMMUNICABLE DISEASE AND PARASITES

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

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any 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 school. 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.

4.35 - STUDENT MEDICATIONS

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.

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

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

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

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been 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 student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

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

The school shall not keep outdated medications or any medications past the end of the school year. By this policy, parents are notified that ten (10) days after the last day of school, all medications will be disposed of that are left at the school. 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.

4.36 - STUDENT ILLNESS/ACCIDENT

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

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

4.37—EMERGENCY DRILLS

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

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

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

4.38 - PERMANENT RECORDS

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.

4.39 - CORPORAL PUNISHMENT

The Board of Directors recognizes the need for firmness in dispensing with problems calling for disciplinary action in any school building, or 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:

1. It will be administered for cause only.
2. It may be used after other means to modify the student's behavior have failed, if the student is warned that the misbehavior will not be tolerated.
3. Only licensed personnel may administer it.
4. If used it will be administered in the presence of an administrator.
5. 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 witness. If the student claims innocence, the certified employee will permit the student to state formal hearings prior to corporal punishment.
6. The student must not be paddled in the presence of other students.
7. School personnel using corporal punishment must not do so in anger, or on impulse or excessively.
8. Refusal to take corporal punishment will result in suspension or other disciplinary measures. 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.
9. Corporal punishment option (see form in back of handbook).
10. In the case of an administrator using corporal punishment, he/she will be witnessed by another licensed employee of the District.

4.40 - HOMELESS STUDENTS

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.

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).

4.41 - PHYSICAL EXAMINATIONS OR SCREENINGS

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 4.41 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.

4.42 - STUDENT HANDBOOK

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, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

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

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

4.43 - BULLYING

Woodlawn High School has a free, anonymous, and safe reporting service for bullying, harassment, or any other types of suspicious or illegal activities available for students or parents/guardians to report to school administrators in a confidential manner.

Follow These Easy Steps

- 1. Go to AnonymousTips.com,**
- 2. Click the “Send Tips” Link,**
- 3. Create Your Tip and Submit**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student

learning, and will not be tolerated by the Woodlawn School Board. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; or going to or from school or a school activity in a school vehicle or school bus; or at a designated school bus stop.

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 conditions, 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 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 students 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 communication device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

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

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

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

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

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

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

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

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

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, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying to the principal. The principal shall be responsible for investigating the incident(s) to determine disciplinary action is warranted.

The person or persons who file a complaint will 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 Districts 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.

Consequences of Bullying

1. First offense will result in a three day suspension with a zero on all assigned work this includes no extracurricular activities or practices.
2. Second offense will result in a five day suspension.
3. Third offense will result in recommendation for expulsion.

The Act permits different consequences depending on the age or grade of the bullying student. **Example:** A student might be disciplined both for bullying and sexual harassment, in an appropriate situation, or bullying and assault. Legal Reference: A.C.A. 6-18-514

Students who knowingly fabricate allegations and falsely accuse a student of being a bully, will be subject to disciplinary action. In School Suspension one (1) day.

4.44 - ATTENDANCE REQUIREMENTS FOR STUDENTS

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 a proven financial hardship if required to attend a full day of school. For the purpose of this policy, “proven financial hardship” 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 hardship.

4.45 - SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

FOR THE CLASSES OF 2015, 2016, AND 2017

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

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing 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 year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their

employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

SMART CORE: Sixteen (16) units

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

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

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

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

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

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

4.45.1 - SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

FOR THE CLASS OF 2018 AND THEREAFTER

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

required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing 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 year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

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

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Digital Learning Courses

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

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (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
 - 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 (Comparable concurrent credit college courses may be substituted where applicable); 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.

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

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

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

4.46 - PLEDGE OF ALLEGIANCE

Act 1333 of 2003 states that the State Board of Education shall adopt a policy to require that public school students in grades K-12 participate in a daily recitation of the Pledge of Allegiance during the 1st class period of each day.

- (1) 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) 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.
- (3) Students who are exempt from reciting the Pledge of Allegiance under subdivision of this section shall be required to remain quietly standing or sitting at their desks while others recite the Pledge of Allegiance.

4.47 - POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

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

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.

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. Students are responsible for conducting themselves in a manner that respects the rights of others.

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

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

Woodlawn High School students may use their cell phones outside in designated areas during their scheduled lunch periods.

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.

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.

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

1. 1st offense - One (1) day D-Hall, and student can pick up after 10 calendar days.
2. 2nd offense - One (1) day ISS, and parent/guardian can pick up after 30 calendar days.
3. 3rd offense – ISS (3-5) days and parent can pick up at end of semester.

4.48 - VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

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

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any

violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

The district shall retain copies of video recordings until they are erased ^{which} may be accomplished by either deletion or copying over with a new recording.

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.

4.52—STUDENTS WHO ARE FOSTER CHILDREN

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services (“DHS”), the 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 of residency.

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

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

If a foster child was enrolled in a District school immediately prior to completing 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.

4.55 - STUDENT PROMOTION AND RETENTION

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

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.

7th and 8th grade students must obtain a yearly passing average in a minimum of three (3) of the core subjects (Math, English, Social Studies, or Science) to be promoted to the next grade level.

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

- a) The building principal or designee;
- b) The student's teacher(s);
- c) School counselor
- d) A 504/special education representative (if applicable); and
- e) The student's parents.

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 applicable 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 State assessments shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

All students must successfully pass all end-of-course (EOC) assessments they are required to take unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her transcript in a course requiring a student to take a EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her individualized Academic Improvement Plan (AIP), 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 AIP which may include additional opportunities to retake the measurement. Such remediation shall not require the student to pass a subsequent college and career readiness measurement in order to graduate from high school.

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

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

4.56 - EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Definitions:

“Academic Courses” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/interscholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.¹

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

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

Extracurricular activities that provide group activities which are in conformance with the educational goals of the school system are to be encouraged to the extent that they contribute to the development of the students.

Extracurricular Eligibility

Persons *participating in extracurricular activities* after school, including practices, will be required to be *present for five (5) periods of that school day.*

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

Any student who refuses to sit for a State assessment or attempts 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 administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following 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.

Interscholastic Activities

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

ACADEMIC REQUIREMENTS: Junior High

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

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

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

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

ACADEMIC REQUIREMENTS: Senior High

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

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

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

ARKANSAS ACTIVITIES ASSOCIATION

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

Intrascholastic Activities

AAA Governed Activities

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

Non-AAA Governed Activities

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

4.56.2 - EXTRACURRICULAR ACTIVITY ELIGIBILITY

FOR HOME SCHOOLED STUDENTS

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

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

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

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

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

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to

register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.

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

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

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

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

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

4.57—IMMUNIZATIONS

Definitions

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

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

General Requirements

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

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;

- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

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

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

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

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

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

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

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

Temporary Admittance

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

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

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

Exclusion From School

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for 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.

4.58—FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA

Food Sharing Table

Option 1: In an effort to reduce wasted food and to provide students access to healthy foods when possible, the District shall have in the district cafeteria a food sharing table located at the end of the service line. Prior to leaving the service line, students may place on or retrieve items from the table, at no additional charge, any of the following:

- Raw whole fruit traditionally eaten without the peel (e.g. bananas and oranges);
- Raw whole fruit traditionally eaten with the peel provided the fruit is wrapped to prevent contamination (e.g. apples and grapes);
- Raw whole vegetables provided the vegetable is wrapped to prevent contamination (e.g. carrot sticks);
- Milk; and
- Juice.

Fruit and vegetables to be shared are to be placed into a designated container on the table. Milk and juice to be shared are to be placed in an ice-filled cooler. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the table to place an item for sharing after the student has left the service line.

At all times, the sharing table 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 may remain on the table for longer than four (4) hours.

5.11 - DIGITAL LEARNING COURSES

Definitions

For the purposes of this policy

“Blended Learning” is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.

“Digital Learning” means a digital technology or internet-based educational delivery model that does not rely exclusively on compressed interactive video (CIV). Digital learning includes online and blended learning.

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

"Instructional Materials" means:

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

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

Digital Course Offerings

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format and shall be tailored to meet the needs of each student.

All digitally offered courses shall meet or exceed the State Board of Education's curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the District shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.

As an approved digital learning provider, the District shall annually determine what District created digital learning courses it will provide to our students. The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved by the Arkansas Department of Education (ADE). The School Board shall determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of the course, have been approved by ADE.

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

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

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

Regardless of any other provisions of this policy, the District may restrict a student's access to digital courses when the student's school principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses. Furthermore, the student's school principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course.

5.26 - ALTERNATIVE LEARNING ENVIRONMENTS

The District shall provide an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a District school. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in an ALE shall not be punitive in nature.

The superintendent or designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.

The team is to be comprised of the following:

- a school counselor from the referring school;
- the ALE administrator and/or ALE teacher;
- the building principal or assistant principal from the referring school;
- a parent or legal guardian (if they choose to participate);

- The District shall document its efforts to contact the student's parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian's convenience, and maintain such documentation in the student's Student Action Plan (SAP).
- LEA special education/504 representative (if applicable);
- at least one (1) of the student's regular classroom teacher(s); and
- if the District so chooses, the student.

Students who are placed in the ALE shall exhibit at least two of the following characteristics a through l:

- a. Disruptive behavior;
- b. Dropping out from school;
- c. Personal or family problems or situations;
- d. Recurring absenteeism;

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

- a. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- b. Abuse: physical, mental, or sexual;
- c. Frequent relocation of residency;
- d. Homelessness;
- e. Inadequate emotional support;
- f. Mental/physical health problems;
- g. Pregnancy; or
- h. Single parenting.

No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE, the parent or legal guardian (if they choose to participate), and the student, outlining the responsibility of the ALE, parent or legal guardian, and the student to provide assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student's current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention services to be provided to the student that is in compliance with the Arkansas Department of Education (ADE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student's return to the regular educational environment.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules.

5.8 - USE OF COPYRIGHTED MATERIALS

Use of Copyrighted Work in Face-to-Face Classroom

The Board of Education encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted materials, the Superintendent, or

designee, will provide district personnel with information regarding the “fair use” doctrine of the U.S. Copyright Code as detailed in the “Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals” and “Guidelines for Educational Uses of Music.”

Use of Copyrighted Works in Digital Transmissions

Definitions

“Class session” means the length of time provided for students to access the materials necessary for the completion of course assignments and tests. Depending on the copyrighted work's overall importance to the course, which can vary from a single assignment to an entire course focusing on the copyrighted work, the class session will end on:

- The date set by the teacher for an assignment to be submitted; or
- The date on the school calendar for the end of classes.

“Course packs” are premade compilations of book excerpts; newspaper, magazine, and journal articles; and instructor-authored materials.

“Mediated Instructional activities” includes textbooks, workbooks, and course packs.

“Transmission” is the remote accessing, whether on or off campus, by students of a copyrighted work by means of a closed circuit television, an educational television channel, or in a digital format on a password protected secure webpage.

The District recognizes that advances in technology have resulted in the need for guidelines for the use of copyrighted materials that are transmitted to students through a digital network. While the requirements to use a copyrighted work in a digital transmission have many similarities to those required to use a copyrighted work in a face-to-face classroom, Federal law places several additional requirements on the District’s teachers, IT staff, and librarians for the use of a digitally transmitted copyrighted work. The District is dedicated to providing the tools necessary for teachers, IT staff, and librarians to meet these additional Federal requirements.

The District shall make sure the server where materials are stored is secured, whether the server is located locally or remotely.

The District’s Informational Technologies staff shall develop the proper protocols and train teachers on their use in order to ensure:

1. The transmission of the copyrighted work is limited to only the students enrolled in the course;
 - Each student shall have a unique ID and password for accessing digital courses/materials; or
 - Each course shall have a unique password to access course materials; and
 - The password to access the course materials shall be changed immediately following the close of the course.
2. To prevent students from retaining or further disseminating the copyrighted work for more than one class session;
 - The print function will be disabled;
 - A transparency shall be placed over any literary work, sheet music, or photograph;
 - Audio and video transmissions will be set to be streamed; and
 - The link to the webpage with a copyrighted work shall be deactivated at the end of the applicable class session.

Teachers who wish to provide copyrighted works to students through a digital transmission as part of a digital course as well as teachers wishing to supplement a face-to-face classroom course with a digital transmission must meet applicable copyright statutes and policy 5.11—DIGITAL LEARNING COURSES as well as the following requirements in order to use a copyrighted work:

- A. The use of the copyrighted work(s), whether in whole or in part, must be a part of regular classroom instruction and must be directly related and of material assistance to the course content;
- B. The extent of a copyrighted work that is used must comply with one or more of the following criteria:
 - The entirety of a non-dramatic literary or musical work may be used. A non-dramatic literary work includes poems and short stories. A non-dramatic musical work covers all music that is not part of an opera or musical and does not cover the use of the music video format of a song.
 - Dramatic literary and musical works as well as videos may only be used in limited portions. Dramatic literary and musical works may only be used in the same amount as set forth in the requirements for a face-to-face classroom while videos, including music videos, may only have the portion used that is directly related to the subject of the class session and may not be transmitted in their entirety.
 - Still images or slides that a teacher would have used in the ordinary course of a face-to-face classroom session on a projector or a transparency may be used in a transmission.
 - Works primarily produced or marketed for use in the digital education market may not be transmitted.
 - Works the teacher had knowledge or reasonably believes to be unlawfully made or acquired may not be used.
 - Mediated Instructional activities may not be transmitted.
- C. A statement that works may be subject to copyright shall be placed in at least one of the following areas to provide notice to students of copyright status:
 - Course syllabus;
 - Home webpage for the course;
 - Webpage for the particular class session; and/or
 - Webpage with the copyrighted work.

The teacher and the District librarian shall work together when making digital copies of copyrighted work from physical or analog versions and shall fulfill the following requirements:

- I. The amount converted is only the amount allowed by law; **and**
- II. The District has no digital copy of the copyrighted work available; **or**
- III. The District's digital copy of the copyrighted work that is available has technological protections that prevent the use of the copyrighted work in the manner prescribed by law.

The District will not be responsible for any employee violations of the use of copyrighted materials.

6.5—VISITORS TO THE SCHOOLS

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance.

Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

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

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

6.6—FUND RAISING

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 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.

GENERAL INFORMATION

SCHOOL AND EDUCATIONAL RECORDS

The school is responsible for having the following records on file.

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 student's record are as follows:

1. Superintendent
2. Principal
3. Counselor
4. Classroom teacher
5. Office secretary

OFFICIAL TRANSCRIPTS

There will be a charge of \$1.00 per official transcript after the first transcript has been issued. There will be no charge for copies of other educational records issued.

SCHOOL HOURS

School is in session from 7:55 A.M. to 3:15 P.M., Monday-Friday. Students are not to be on the school grounds before 7:40 A.M. The school will not be responsible for students who arrive before this time or remain after hours except for school functions.

INTERRUPTION OF INSTRUCTION

Interruption of instructional activities due to school announcements or visitors on campus or other activities shall occur only during those rare instances deemed necessary by the school's administration.

CHECK OUT PROCEDURE

Students checking out during regular school time must sign the check-out sheet in the office. Students who miss more than 10 minutes of a class period will be counted absent for that period. The office must receive permission by written documentation, in person, or by telephone, by an individual listed on the student's registration form before the student will be allowed to check out. Parents must notify the office of any changes in custody. Students may check out and in (on the same day) when taking a driving test or for a doctor/dentist appointment or for a funeral. Students **MUST** present proof appointment upon their return that day.

CHECK IN PROCEDURE

Any student absent for all or part of a day must obtain an admittance slip from the office documenting their absence before returning to class. The admit slip must be turned into the students 8th period teacher at the end of the day.

SCHOOL CLOSING BROADCASTS DUE TO INCLEMENT WEATHER

Students and/or parents should listen to the KATV Channel 7 for school closings during inclement weather conditions. Parents will also be notified with the Alert Now Emergency Call System. Inclement weather may dictate that school begins later than 8:00 A.M.

SCHEDULING OF ACTIVITIES

Activity events involving two or more schools shall be scheduled on weekends or holidays or after 3:30 P.M. on school days. Any interscholastic event scheduled shall require AAA sanction and written approval from the school principal. Extracurricular activities shall be avoided when possible on the evenings prior to or during periods of standardized state competency testing or semester tests.

FIELD TRIP POLICY

All field trips must be approved and placed on the school calendar. Any student who does not return a completed permission slip **will not be allowed to attend** the field trip. Verbal permission will not be allowed. The administration reserves the right to deny student participation if the student is in danger of failing. All students/chaperones must abide by the rules set forth by the administration/sponsor. No students while on field trips may be signed out without a pre-approved note on file in the High School office. Parents of Student-Athletes must check-out with their respective coaches before leaving any out-of-town event.

TEXTBOOKS

Students are issued books at the beginning of the school year. If the books are lost or destroyed, students will be assessed whatever the cost is to replace the text. Students should first check with the lost and found in the high school office for their book(s). A fee of \$5.00 will be assessed for return of each book.

CURRICULUM

In keeping with the philosophy and general objectives of the school, the following aims are set forth as guides for the elementary school and for a comprehensive program in the junior and senior high school. Students shall have an opportunity to follow preparatory, vocational, and terminal type of education. Any activities under the auspices of the school and approved by the Board of Education which contributes to over-all development of the child will be considered a part of the curriculum. The curriculum shall be flexible and the process of revision improvement continuous.

Woodlawn High School recognizes the following organizations as school sponsored: Beta Club, Student Council, Chess Club, Spanish Club, Quiz Bowl, FCCLA, FCA, FBLA, and Cheerleaders. Membership requirements will be determined by the organizations by-laws and sponsors. Students are encouraged to join and participate in the approved clubs and organizations on campus regardless of race, creed, color, or sex.

GIFTED AND TALENTED PROGRAM

One of the goals of the Woodlawn High School is to provide educational programs for the gifted and talented. Selection of students for this program is based on Act 106 passed by the General Assembly of Arkansas and Public Law 91-230 and generated the following definition:

Gifted and talented students are those of high potential or ability whose learning characteristics require qualitatively differentiated educational experience. Possession of those talents will be evidenced through an interaction of above average intellectual ability, task commitment and creative ability. Students may be nominated for this program by teachers/parents, or peers.

GUIDELINES FOR REMOVAL FROM G/T

Every attempt will be made to place 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:

A. If a parent/guardian request in writing that a student be removed from the G/T program, a conference with that parent/guardian will be requested before the student is removed. The conference will consist of the G/T teacher/coordinator, administrator, counselor, parent/guardian and student. If, after the conference, the parent/guardian feels the program cannot meet the needs of the student he/she will be removed immediately from the program.

B. If a G/T teacher/coordinator request 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 G/T program, (2) the student be removed from the program, (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 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.

C. If a student request in writing to be removed from the program a conference will be held with the student, parent/guardian, G/T 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/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.

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 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.

LIBRARY RULES

1. Students will be allowed to check out books during study hall and/or with teacher's permission. An entire class may use the library with the supervising teacher present.
2. Books are checked out for one week.
3. Books are due one week from check out. If you do not have a library period, return books during break or between classes. **BOOKS NOT RETURNED WILL BE OVERDUE.**
4. If you are absent on the date the book is due, return the book to the librarian on the day you return to school.
5. High School teachers will come to the library with students when sent for group projects or class sent for book checkout.
6. Students are not allowed to check out a book for another student.
7. All reference materials (encyclopedias, periodicals, newspapers, atlases, etc.) must be used in the library.
8. The computers in the library will be governed by the same rules of the school district concerning Internet, etc. Students may be limited to length of use if deemed necessary by the library media specialist.
8. No food, drink or gum chewing will be allowed in the library media center.

SEACBEC STUDENTS

Those attending SEACBEC must adhere to all policies stated in the SEACBEC handbook.

Any appeals concerning a misconduct decision must follow a definite chain of command. It is as follows: SEACBEC Director, Woodlawn High School Principal, Woodlawn High School Superintendent, and Woodlawn School Board. Each student is expected to adhere to the handbook policies and conduct themselves in an orderly manner.

All students must catch the SEACBEC bus on the school campus or at a designated area with signed parental permission. All SEACBEC students will return to school campus on the bus. If an emergency exists and the student cannot catch the bus on campus, he/she must contact the principal for approval on driving a vehicle to SEACBEC the same day the emergency exists. If the student does not follow policy, disciplinary action will be taken by the principal.

TITLE IX

No Woodlawn student shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity. The grievance officer or Title IX coordinator is the superintendent of Woodlawn School District.

PROM ATTENDANCE

All students must be 16 years of age or in the 10th grade or above up to age 23, in order to attend the Jr./Sr. Prom. Dates other than Woodlawn students must be approved by the principal one (1) week in advance of the prom. For non-students, a picture ID with proof of age must be presented upon entering the Prom. Failure to do so will result in non-admittance and no refund will be issued.

SCHOOL NEWSPAPER AND OFFICIAL PUBLICATION

The school newspaper and other official school publications are sponsored by the Woodlawn School District and the principal and sponsor have all editorial privileges. All publications should be free from obscenities, libelous statements, and personal attacks. Final copy for print will be in the principal's office for approval 72 hours before printing for distribution.

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 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 sheets 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.

REPORTING TO PARENTS

1. WHS will have Parent-Teacher conferences twice a year. Parents are asked to make every effort to attend and visit with each teacher.
2. Report cards will be sent home by students (or mailed) after each nine week period.
3. Progress reports will be sent home at midterm each nine week.
4. Eschool grade updates will be available after the first Parent-Teacher conference of the year.

Parents are invited to visit schedule a conference to confer with staff, teachers, coaches, counselor, or principal relative to the instruction of their children. The conference will be scheduled during the staff/teacher preparation time in order to limit class interruptions. Except for emergencies, parents will be expected to arrange such conferences at least 24 hours in advance.

GRADING POLICY

The grading scale is as follows: (Act 576 of 1993)

90-100	A /Outstanding
80-89	B /Above Average
70-79	C /Average
60-69	D /Below Average
Below 60	F /Failing

The purposes for grading are:

1. To give information for student guidance and counseling.
2. To show the achievement of student in relation to others.
3. To assist in grouping, retention, transfer, and grade placement.
4. To inform parents of the progress of their children.
5. To help administrators evaluate the effectiveness of the school's program. The A, B, C, D, F marking system will be employed.

Grades assigned to students for performance in a course shall reflect the extent to which a student has achieved the objective of the course. All assignments given by the teachers are subject to being graded for credit.

SEMESTER GRADES

EXEMPTIONS

Exemptions from semester exams are granted for each semester under one of the following conditions:

- 1. Grade of A or B**
No more than **6** absences for the semester per class
- 2. Grade of C**
Zero (0) absences per class for spring semester, seniors only

Also, the following criteria will apply in granting exemptions:

1. Attendance will be counted to the day exams begin.
2. Attendance for exemptions will be based on the teacher's records.
3. Students who have been assigned In-School Suspension or who have been suspended from school during the semester are not eligible for exemption.

Semester exams will count 1/5 of grade.

CREDITS FOR CLASS QUALIFICATION

Sophomore = at least five credits
Junior = at least ten credits
Senior = at least fifteen credits

Grade point system used by Woodlawn School:

1. A-4, B-3, C-2, D-1, F-0
2. Weighted Grading Scale
A-5, B-4, C-3, D-2, F-0.

To receive weighted credit in AP Classes a student must:

- (1) Students must successfully complete the class.
- (2) Students must take the appropriate AP test.
- (3) AP teachers must be appropriately trained.

Failure to take the required Advanced Placement Exam will result in non-weighted course credit and a reimbursement of the exam fee (Currently \$87.00) by the parent/guardian to the Woodlawn School District no later than (10) days after the date of the exam administration.

- A. The following subjects are considered "honors courses": Chemistry, Trigonometry, Physics, Spanish I, II, III, Pre-AP English I, II, Pre AP Biology, Pre-AP World History, AP Language, AP Literature, AP Calculus, AP American History, AP Environmental Science, College Algebra, Algebra III, AP Psychology, Comp I/II and any AP Course or Arkansas Early College to High School course.

Honor Student Requirements

Students with honor student requirements transferring from a school accredited by the Department of Education must attend one year prior to their senior year to be eligible as valedictorian or salutatorian. Transfer students will not receive a higher ranking due solely to transferring a greater number of AP courses than is available at Woodlawn High School. Honor graduates will be required to take **7** honors courses, and to qualify as valedictorian or salutatorian a students must take **10** honors courses. **STUDENTS WHO HAVE TAKEN EQUIVALENT COURSE WORK WILL NOT BE PENALIZED FOR GREATER NUMBER OF COURSES TAKEN.** Students must have a 3.50 GPA in order to be an Honor Graduate.

- B. Seniors - Seniors must be eligible at the beginning of the school year to be classified as a senior, and to have

senior privileges. Seniors are required to take a minimum of five (5) units per semester. Seniors will be excused for two (2) Senior Days. (With prior approval)

- C. Add/Drop class-Students will have a maximum of three (3) school days after beginning of classes in the fall semester to drop or add a class. All schedule changes for the spring semester are due before Christmas break. All students will be required to take a minimum of five (5) units per semester.
- D. Correspondence courses or summer school courses cannot be taken to meet core courses of Honors Graduate requirements. Extenuating circumstances may arise which will be examined by the principal and a committee on an individual basis. These courses will be used in calculating grade point.
- E. Students may repeat courses only if they have received a (D) or an (F). Grades earned in courses that are repeated will replace the previous grade earned. An exception may occur under extreme circumstances. This will require teacher/principal approval.
- F. Students are not allowed more than one (1) study hall period.
- G. **Math and Science School Seniors Act 1326 of 1997** Students who attend Woodlawn High School prior to acceptance to Arkansas School for Mathematics and Sciences may elect to participate in graduation activities the year they graduate including class composite picture, prom and graduation exercises.

Students who attend ASMS will be sent a questionnaire at the beginning of their fourth year of high school in which they will indicate activities they plan to attend. The questionnaire will be sent to the last address of record in the school district records. Failure to return the form by October 1 will constitute a waiver of the election to participate. Students who will graduate early and who intend to participate in any activities must notify the high school principal in writing by October 1, that they will graduate early and plan to participate in graduation activities.

ASMS students will be responsible for the costs of these activities to the same extent as Woodlawn High School students, and agree by participating to abide by the provisions of the Student Handbook at these functions. ASMS students who violate provisions of the handbook at senior activities may be barred from attending future events upon recommendation of the high school principal, subject to appeal to the superintendent, whose decision shall be final. ASMS students who participate in graduation exercises will not be eligible to be recognized as valedictorian or salutatorian, but upon presentation of an official transcript from ASMS by April 15 will be recognized as an honor graduate if appropriate and based on criteria of the Woodlawn School District for honor graduates.

ASMS students who choose to participate in graduation ceremonies will not receive diplomas by the Woodlawn School District, but instead will be presented with certificates of recognition.

EARLY GRADUATION

- Any student intending to graduate early must schedule a meeting with the principal, counselor and parent(s) on or before the beginning of the school year in which the student is requesting graduation and sign an early graduation intent form.
- In order to be considered a senior and granted all senior privileges including senior pictures, senior college days, etc., a student must have accumulated 15 credits.
- An early graduate shall be subject to the same student handbook rules and regulations as regular graduates.
- An early graduate may be granted honor graduate status as long as they meet handbook requirements,

currently seven (7) honors courses taken in grades 9-12 with a cumulative GPA of 3.5 or higher.

- Woodlawn High School reserves the right to grant or deny credit for course work taken outside the regular curriculum.

Concurrent Credit Act 1097 of 1991

Three semester hours of college credit taken by a student in grades 9-12 at a publicly supported community college, technical college or four-year college or university shall be the equivalent of one unit of high school credit.

Unconditional Admission to an Arkansas Public College or University ACT 520 of 1999 Students who graduate from high school after 2004 must complete the following course work for unconditional admission to an Arkansas public college or university:

- 4 units of English
- 3 units of Natural Science
- 4 units of Mathematics
- 3 units of Social Studies

Arkansas Academic Challenge Lottery Scholarship

Basic Eligibility Criteria:

An applicant must:

- Be an Arkansas resident (at least 12 months prior to enrollment) and US citizen/lawful permanent resident
- Be accepted for admission at an approved institution of higher education in a program of study that leads to a baccalaureate degree, associate degree, qualified certificate or a nursing school diploma
- Not have earned a baccalaureate degree
- Complete the Free Application for Federal Student Aid (FAFSA) (although there is no maximum income)
- Not owe a refund on a federal or state student financial aid grant for higher education
- Not be in default on a federal or state student financial aid loan for higher education
- Not borrowed in excess of annual federal loan limits
- Not be incarcerated at the time of application for or during the time the applicant receives the scholarship
- Complied with the United States Selective Service System requirements for registration
- Certify to be drug free

Additional Eligibility Criteria for the Traditional Student:

- Graduate from high school after December 31, 2009 (begins with the 2010 high school graduating class)
- Enroll full-time each semester (Fall and Spring) - 12 hours the fall semester immediately following high school graduation and 15 hours each semester thereafter

- Meet one of the following criteria:
 1. Graduate from an Arkansas public high school and achieve a minimum composite score of nineteen (19) on the ACT.
 2. Graduate from a private or out-of-state or home school high school and achieve a minimum composite score of nineteen (19) on the ACT.

Financial aid: Academic Challenge. SB5 ([Act 1105](#)) makes several changes to the Arkansas Academic Challenge Scholarship Program, also known the lottery scholarships, in an effort to keep the program solvent. The new law keeps the requirement for an ACT composite score of 19 but deletes the criteria for Smart Core curriculum completion and grade point average. Act 1105 also changes the scholarship amounts to \$1,000 for freshmen; \$4,000 for sophomores and juniors; and \$5,000 for seniors.

HB1779 ([Act1250](#)) provides that lottery scholarship recipients who enter college with 27 or more hours of concurrent credit can receive the scholarship amount awarded to sophomores.

How to Apply

Students may apply online with the YOUniversal scholarship application at www.adhe.edu beginning in January of their senior year of high school.

RULES AND REGULATIONS FOR GRADUATION CEREMONY

General Instructions

1. Students will not receive their diploma until all financial obligations and accounts are satisfactorily settled.
2. Unsatisfactory conduct as determined by the school may deprive any student from receiving a diploma. Examples: participating in activities that are unlawful, causing damage to school buildings or school property, or causing loss of instruction time.
3. Students who meet the requirements for graduation from Woodlawn School will meet the entrance requirement for most colleges. However, many colleges have their own particular entrance requirements. Therefore, it is the responsibility of the individual students to find out the entrance requirements of the college he/she plans to attend and plan his/her high school courses accordingly. Entrance requirements for college can be found in catalogues in the counselor's office. Students who do not plan to go to college should take courses that will prepare them for the occupations they plan to follow.
4. Students must have the Graduation Participation Requirements form signed by their parents, and complete the Final Senior Checkout Sheet in order to participate in graduation ceremonies.

Clothing for Graduation Ceremony

Boys wear dark slacks, light colored shirt, and dark tie. Dress shoes or dress boots will be worn.

Girls wear white or light colored dress- NO shorts-white dress shoes. No long earrings. Mortarboard is worn parallel to the ground (not tilted forward or backwards.)

If pictures are wanted, please see the sponsor as soon as possible.

All fines MUST be paid. You will not be allowed to march at graduation if you have not paid your fines.

Make a list of the school or Vo-Tech you plan to attend and turn in to the office.

DISTRIBUTION OF LITERATURE

- A. Students are entitled to express in writing their personal opinions. The distribution of handwritten, duplicated, or printed material on school premises must be approved by the principal and may not interfere with or disrupt the educational process. A student who desires to distribute written material on school premises must present such material to the principal in the form in which it is to be distributed prior to planned distribution
- B. Students who edit, publish, or distribute handwritten, printed or duplicated matter among their fellow students, within the school must assume responsibility for the content of such publications. Students who author such material should be aware that they are subject to lawsuits for libelous or slanderous material which are published and distributed.
- C. Libelous and obscene matter is prohibited in all publications.
- D. Unauthorized commercial solicitation will not be allowed on school property at any time.
- E. All petitions shall be free of obscenities, libelous statements and personal attack and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration.

CONSEQUENCES FOR EDITING, PUBLISHING, DISTRIBUTING OR POSSESSING OBSCENE MATERIAL ARE:

- 1. First Offense - One (1) day in-school assignment and parent conference
- 2. Second Offense - Three (3) days in-school assignment and parent conference
- 3. Third Offense - Five (5) days suspension

GRIEVANCE PROCEDURE

PUBLIC COMPLAINTS

A. GENERAL

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 a solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board members only.

C. PROPER CHANNEL

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

TEACHER- PRINCIPAL - SUPERVISOR OR COORDINATOR -***SUPERINTENDENT- SCHOOL BOARD***

D. PROCEDURE

Any complaints to be handled formally by the administration of Woodlawn School must be written and filed with the proper administrative staff member within 5 days after the alleged event or events. Any complaint 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 complaint may be held liable for slander.

EMERGENCY EVACUATION/TERRORISM PLAN OF ACT 648 OF 2003

It is very important for schools to be as prepared as possible to deal with unexpected events and/or emergencies. Should an event occur that necessitates evacuation of our school campus a preplanned procedure has been put into place and distributed to all faculty members and school employees. Two possible scenarios which might require evacuation are: (1) An incident occurs at the Pine Bluff Arsenal which results in a significant release of toxic material into the atmosphere, or Terrorist Attack at the Arsenal, or any accidents that occur at the Arsenal. (2) A chemical spill from a transportation accident on Highway 63 close to Woodlawn School. Should either of these situations occur, students, faculty, and employees will follow the procedures set forth in the Emergency Evacuation Plan, and be transported to the Warren Cultural Center. A traffic control point officer will already be set up to give specific directions for designated pick up sites for parents and guardians

PARENTAL INVOLVEMENT PLAN

The Woodlawn High recognizes the importance of parents in the education of students and wishes to encourage the role of parents as teachers, supporters, advocates, and decision makers for their children. We will address the needs of parents as well as utilize parents as resources within the school setting. Our goal shall be to educate all students while incorporating basic values which will lead students to become successful community citizens. Woodlawn High encourages parental involvement through the following methods:

Standard I: Communication

Woodlawn High encourages regular, two-way communication between the school and parents by seeking to improve existing means of communication and to create new, diverse methods of communication. Following are examples of that communication:

- Parent / Teacher Conferences (2)
- Meet the Teacher before School Starts
- Translator Available on site for Spanish speaking parents
- Electronic Communication (school website, emailing between parents and teachers)
- 7th Grade Orientation
- Outreach Liaisons (Counselor and Homeless Liaison)
- Open House
- Assemblies
- Services provided for families in need (Cleveland County Care Fund)
- Extra-Curricular Activities
- School Sign
- School wide community service projects
- Twitter
- Remind 101

Standard II: Parenting

Parenting skills are promoted and supported through the following activities:

- Handouts, books, videos on parenting
- Parent Tips (newsletter)
- Information in Spanish
- Counselor Interventions
- Orientations

Standard III: Student Learning

Parents play an integral role in assisting student learning through and have access to the following:

- Homework Tips
- Tips for Studying
- Refrigerator Curriculum Guidelines

- Educational software and books available for parents
- Research finding on parent involvement with student success
- USA Test Prep
- Plato Software
- Tassel time

Standard IV: Volunteering

Parents are welcome in the school and their support and assistance are sought through the following means:

- Parent Survey for interests, talents, preferences, etc.
- Volunteer Tags so educators are aware of parent volunteers
- Parents assist with reading to students, book fairs, fundraisers, etc.
- Volunteer Coordinator
- Sub-Teacher Training
- Fieldtrip assistance

Standard V: Advocacy

Parents as partners in decisions that affect their children and families:

- Parents participate in developing parent involvement plan
- Parents participate in developing the Arkansas Comprehensive School Improvement Plan
- Parents are provided with strategies to improve their students' performance on standardized testing
- Communicate and educate especially on educational jargon such as IEP, 504 Plan, ACSIP, LEA

Standard VI: Collaboration with the Community

Community organizations and parents are encouraged to partner with the school in the education our children. Such organizations include:

- Cooperative Extension Services
- Farm Bureau
- Cleveland County CARE Fund
- Cleveland County Herald

Cleveland/Dallas County Retired Teachers Association

SIGNATURES NEEDED

Woodlawn High School

Directory Information

2015-16

I do not wish for my child's directory information which includes, but not limited to, the following: name, address, telephone number, email address, photograph, date and place of birth, dates of attendance, honor listings, and extracurricular participation, to be released to the following outlets:

Check off the area(s) you do not wish for your child's directory information to be forwarded to:

Military Recruiters

Post Secondary Institutions (Colleges, Trade Schools, etc...)

Prospective Employers

Lifetouch (Yearbook Photos)

Herff Jones (Graduation Supplies)

Balfour (Class Rings)

News Media (Newspapers/Television)

Student: _____ **Grade:** _____

Parent/Guardian: _____ **Date:** _____

4.35F - MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year 2015-16. 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 _____

4.35F2 - MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year 2015-16. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The following must be provided for the student to be eligible to self-administer rescue inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year.

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

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

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

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

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent or legal guardian signature _____

Date _____

4.35F3—GLUCAGON AND/OR INSULIN ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year 2015-16. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

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

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

Glucagon _____

Insulin _____

I hereby authorize the school nurse to administer Glucagon and insulin to my child, or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer the medication(s) I selected above to my child in an emergency situation. I will supply the medication(s) I selected above to the school nurse in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon or insulin in accordance with this consent form and the IHP.

Parent or legal guardian signature _____

Date _____

4.35F4 - EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year 2015-16. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

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

Date of physician's order _____

Circumstances under which Epinephrine may be administered _____

Other instructions _____

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of auto-injector epinephrine in accordance with this consent form, District policy, and Arkansas law.

Parent or legal guardian signature _____

Date _____

WOODLAWN HIGH SCHOOL

PARENT-STUDENT

STATEMENT OF RESPONSIBILITY

The statement below must be signed and returned to the high school office within one (1) week after the student receives it. After one (1) week, if the student has not returned the form, he/she will not be permitted to attend class until the completed form is returned.

The Woodlawn High School Handbook is available electronically on the school website and may be accessed at <http://bears.k12.ar.us>. I acknowledge, by signing below, that I have access to the Woodlawn High School Handbook. Although I may not agree with all the regulations, I understand that the student must adhere to them while he/she is at school or in attendance at any school sponsored activities. In the event of uncertainty about some aspect of the school policy, I will contact the principal for clarification.

Student Signature: _____ Grade: _____ Date: _____

Parent Signature: _____ Date: _____