

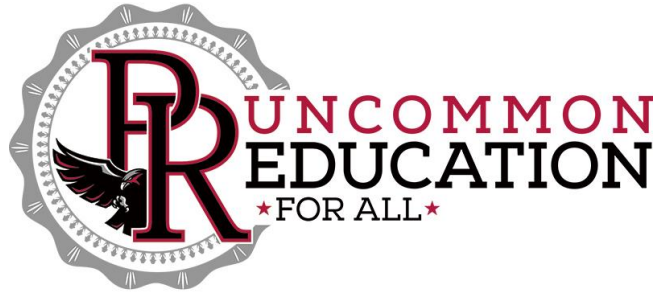
# ***PEA RIDGE MIDDLE SCHOOL***



## **STUDENT HANDBOOK 2018 - 2019**

**PEA RIDGE SCHOOLS  
979 WESTON ST.  
PEA RIDGE, AR, 72751**

*District Mission and Vision*



**SCHOOL CONTACT INFORMATION**

**PEA RIDGE HIGH SCHOOL**

781 W. Pickens St.  
Pea Ridge, AR 72751  
Phone: (800) 451-1343  
Fax: (479) 431-6093

THESE PEOPLE ARE HERE TO HELP YOU

Principal:	Charley Clark	cclark@pearidgek12.com
Asst. Principal:	James Rappe	jrappe@pearidgek12.com
Asst. Principal:	Dana Tabor	dtabor@pearidgek12.com
Registrar:	Paula Benson	pbenson@pearidgek12.com
Secretary:	Jen Spivey	jspivey@pearidgek12.com
Counselors' Secretary:	Brenda Fuller	bfuller@pearidgek12.com
Counselor:	Cathy Caudle	ccaudle@pearidgek12.com
Counselor:	Holly Dayberry	hdayberry@pearidgek12.com
Nurse:	LaRay Thetford	lthetford@pearidgek12.com

**PEA RIDGE MANUFACTURING & BUSINESS ACADEMY**

785 W. Pickens St.  
Pea Ridge, AR 72751  
Phone: (800) 451-1241  
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THESE PEOPLE ARE HERE TO HELP YOU

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Registrar:	Paula Benson	pbenson@pearidgek12.com
Secretary:	Jen Spivey	jspivey@pearidgek12.com

**PEA RIDGE ALTERNATIVE ACADEMY**

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Pea Ridge, AR 72751  
Phone: (800) 451-4573  
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THESE PEOPLE ARE HERE TO HELP YOU

Director:	James Rappe	jrappe@pearidgek12.com
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## **PEA RIDGE MIDDLE SCHOOL**

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## **PEA RIDGE INTERMEDIATE**

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Nurse:	Jeanine Dove	jdove@pearidgek12.com

## **PEA RIDGE SPECIAL EDUCATION DEPT.**

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### **THESE PEOPLE ARE HERE TO HELP YOU**

Director:	Sue Stacey	sstacey@pearidgek12.com
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## **PEA RIDGE TRANSPORTATION DEPT.**

1411 Weston St.  
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Phone: (800) 451-4188  
Fax: (479) 431-6209

### **THESE PEOPLE ARE HERE TO HELP YOU**

Director:

Cameron McNabb

cmcnabb@pearidgek12.com

## **ALMA MATER**

Hail, mighty Blackhawk  
Soar high above  
All the tree tops and the rivers  
Are forever yours to claim.  
Hail, Alma Mater  
Home, where we fly  
We will sing for Pea Ridge High School  
Our hearts full with pride.

## **Table of Contents**

Cover Page	1
Mission Statement	2
School Contact Information	2
Alma Mater and Table of Contents	4
Receipt of Handbook	7
School Building-Specific Information	8

### **General Information & District Policies**

General District Information	17
4.1 Residence Requirements	20
4.2 Entrance Requirements	21
4.3 Compulsory Attendance Requirements	23
Kindergarten Enrollment	23
4.4 Student Transfers	23
4.5 School Choice	24
4.6 Home Schooling	27
4.7 Absences (K – 8)	29
4.7a Absences (9 – 12)	31
4.44 Attendance Requirements for Students Grades 9 – 12	32
4.8 Make-Up Work	33
4.9 Tardies	33
4.10 Closed Campus	33
4.11 Equal Educational Opportunity	34
4.12 Student Organizations/Equal Access	34
6.6 Fundraising	35
4.13 Privacy of Students' Records/Directory Information	36
4.14 Student Publications and the Distribution of Literature	38

4.15 Contact with Students While at School	39
4.15a Parents Picking Up Students From School	40
4.16 Student Visitors	41
6.5 Visitors to School	41
6.10 Sex Offenders on Campus (Megan's Law)	41
4.40 Homeless Students	42
4.38 Permanent Records	44
4.42 Student Handbook	44
4.46 Pledge of Allegiance	45
4.50 School Meal Modifications	45
4.51 Food Service Prepayment	46
4.58 Food Sharing and Its Removal From Food Service Area	46
4.52 Students Who Are Foster Children	47
4.53 Placement of Multiple Birth Siblings	48
5.24 Student Surveys	48
6.4 Volunteers	49
6.11 Parent/Community Involvement – District	51
6.12 Parent/Community Involvement – School	52

#### Health & Safety

5.29 Wellness Policy	55
4.34 Communicable Diseases and Parasites	58
4.35 Student Medications	58
4.36 Student Illness/Accident	61
4.41 Physical Examinations or Screenings	61
4.57 Immunizations	62
4.37 Emergency Drills	64

#### Discipline

4.17 Student Discipline	66
4.18 Prohibited Conduct	66
4.20 Disruption of School	70
4.21 Student Assault or Battery	70
4.22 Weapons and Dangerous Instruments	70
4.23 Tobacco and Tobacco Products	71
4.24 Drugs and Alcohol	72
4.24a Drug Testing	72
4.25 Student Dress and Grooming	75
4.26 Gangs and Gang Activity	75
4.27 Student Sexual Harassment	76
4.43 Bullying	78
4.28 Laser Pointers	80
4.47 Possession of Cell Phones and Other Electronic Devices	80
4.30 Suspension From School	82
4.31 Expulsion	83
4.32 Search, Seizure, and Interrogations	84
4.48 Video Surveillance	85

## Transportation

4.19 Conduct To and From School and Transportation Eligibility	88
4.33 Student Vehicles	89

## Technology

4.29 Internet Safety and Electronic Device Use Policy	91
5.20.1 Website Privacy Policy	94

## Curriculum and Activities

4.45 Smart Core Curriculum & Graduation Requirements	96
5.11 Digital Learning Courses	102
5.12 Computer Science Internships and Independent Studies	103
5.16 Computer Science Course Prerequisites and Progression	104
4.49 Special Education	104
4.54 Student Acceleration	105
4.59 Academic Course Attendance by Private School and Home School Students	106
4.55 Student Promotion & Retention K – 12	107
5.12 Promotion/Retention/Course Credit K – 3	108
5.12.a Promotion/Retention/Course Credit Grades 4 – 8	109
5.14 Homework	109
5.14.1 Communication with Parents Concerning Student Progress	109
5.15 Grading	109
**Agency Grading Policy**	111
4.56 Extracurricular Activities – Secondary School	111
4.56.1 Extracurricular Activities- Elementary	114
4.56.2 Extracurricular Activity Eligibility for Home Schooled Students	115
5.21 Advanced Placement, International Baccalaureate and Honors Courses	116
5.22 Concurrent Credit	117
5.26 Alternative Learning Environment	118

## Forms

School Parent – Student Compact	120
4.5F School Choice Capacity Resolution	121
4.13F Objection to Publication of Directory Information	122
4.29F Student Electronic Device and Internet Use Agreement	123
Digital Resource Policy Use Agreement Form	127
5.20.F1 Permission to Display Photo of Student on Website	128
4.35F Medication Administration Consent Form	129
4.35F2 Medication Self-Administration Consent Form	130
4.35F3 Glucagon and/or Insulin Administration and Carry Consent Form	131
4.35F4 Epinephrine Emergency Administration Consent Form	132
4.141F Objection to Physical Examination or Screening	133
Drug Testing Parental Consent	134
4.56.2F Home Schooled Students' Letter of Intent for Extracurricular Activities	135
5.24.F1 Objection to Participate in Surveys, Analysis, or Evaluations	137
5.24.F2 Permission to Participate in Surveys, Analysis, or Evaluations	138

## **RECEIPT OF PEA RIDGE SCHOOL DISTRICT STUDENT HANDBOOK**

THIS FORM MUST BE COMPLETED AND RETURNED

I have received a copy of the Pea Ridge School District Student Handbook, either digitally or in a hard copy format, and I understand that the Handbook includes the school rules, discipline policies, bus rules and regulations, technology usage policies, and medication policies, among other important information.

Student: \_\_\_\_\_

School Building (High, Middle, Intermediate, Primary) \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please sign and return all appropriate enrollment and back-to-school forms to your child's teacher.\*

## GENERAL INFORMATION – Pea Ridge Middle School Policies

### Blackhawk Pride

Pea Ridge Middle School will implement a Blackhawk Pride program designed to recognize students for academic and social achievements. Pea Ridge Middle School believes it is vital to students' development to promote outstanding achievement, hard work, and good character. Students will receive recognition on a weekly basis as well as have opportunities to be recognized during quarterly assemblies.

### Advisory Program

Students in grades 6 - 8 will take part in a weekly advisory program designed to promote social awareness, self-respect, and civic responsibility. The advisory program will focus on social and emotional skills.

### Notes of Excuse for Absences

Whenever a student is absent, parents/guardians must call or send a note to the school office stating the reason for the absence.

### Lunch Detention

Lunch detention may be assigned to students for various behavioral and/or procedural infractions. Lunch detention begins at the start of the lunch period and ends at the end of the lunch period (30 minutes). A student assigned to lunch detention must attend detention on the day(s) the detention is assigned. If a student fails to attend lunch detention on the day(s) assigned, or if the student is excessively late, the student will be given one additional day of lunch detention. While serving lunch detention, students are expected to adhere to strict behavior regulations set by the school and detention proctor. Regulations include, but are not limited to, refraining from talking and using electronic devices. A student that violates these guidelines will be subject to more significant disciplinary consequences including In-School Suspension (ISS) or Out-of-School Suspension (OSS).

### ISS (In-School Suspension)

Students whose actions and/or behaviors are severe or chronic may be placed into In-School Suspension (ISS). ISS is designed to be a strict, regimented environment that sends a strong message to the student that their behavior and attitude are in serious need of improvement. Students in ISS will receive credit for the assignments they complete and turn in to the teacher following the completion of their time in ISS. A student serving ISS will report to the school office before the start of school. **While serving ISS, students will not be allowed to be in possession of electronic devices including cell phones, tablets, iPods, and other music players. Such items will be turned into the school office before the student reports to ISS, and the items will be returned to the student at the end of the school day.** Students that fail to comply with this regulation will face additional disciplinary consequences, including additional days in ISS or OSS (out-of-school suspension).

Students will be responsible for bringing necessary materials to ISS for completing assignments. Students will also be required to complete a self-reflection that will be evaluated by the principal or his designee using a standard rubric. The student must successfully complete the self-reflection to be released from ISS and placed back into the regular school environment. **Students in ISS shall not participate in or attend any extra-curricular activities on the day(s) for which ISS was assigned to the student.** Failure to comply with the rules and regulations of ISS, or failure to comply with the directives of the ISS teacher, will result in extra days of ISS, suspension from school, or expulsion.

If a student chooses to misbehave or not comply with the rules and regulations of ISS, the student will be suspended (OSS) for the remainder of the school day. The student will then return to school on the next school day and fulfill the assigned time in ISS.

\*All disciplinary consequences are at the discretion of the building principal or his/her designee.

### OSS (Out-of-School Suspension)

A student whose misbehavior is determined by school officials to be of such a serious nature as to endanger his/her personal welfare or the welfare of others, or whose misbehavior is chronic, insubordinate or grossly interfering with the learning process of others may be suspended from school for any time not exceeding 10 continuous days. Students in OSS will not receive credit for class assignments completed during the time of OSS unless the school administration makes an exception due to extenuating circumstances. **Students serving OSS shall not participate in or attend any extra-curricular activities on the day(s) for which OSS was assigned to the student.**



\*All disciplinary consequences are at the discretion of the building principal or his/her designee.

### **Dress Code**

Pea Ridge Middle School is a professional place of learning. Students and staff are expected to act and dress in a manner consistent with self-respect, modesty, and dignity. Therefore, Pea Ridge Middle School adheres to a dress code that promotes high standards of dress and self-respect and prepares students for the professional workplace.

Students at Pea Ridge Middle School have the choice to wear clothing that is appropriate for school. Clothing that is appropriate for school may be defined as clothing that does not distract from the mission or purpose of the school, does not disrupt learning as determined by school officials, or does not appear in any manner to be inappropriate, obscene, illegal, or lewd.

Pea Ridge Middle School enforces the following dress code regulations:

Students may not wear...

- Sagging or low-riding pants or shorts.
- Wallets with chains.
- Spiked jewelry or clothing.
- Muscle shirts or tank tops.
- Any shirts with straps/sleeves smaller than 2 inches in width.
- Pajama bottoms or lounge pants.
- House slippers.
- Any item of clothing with inappropriate language, logos, advertising, etc.
- Hats, bandannas, and any other head coverings not related to extenuating circumstances.
- Jeans, pants, or shorts with holes above the knees that show skin.
- Any item of clothing that shows undergarments, bare midriff, back area, etc.
- Skirts and shorts must come below the fingertips when the student is standing up straight, shoulders are relaxed, and arms are fully extended downward toward the knees.

*\*Dress Code applies to all school and extracurricular activities including sporting events, concerts, dances, field trips, and other school related events.*

Dress Code checks will be conducted as needed. Dress Code violations will result in wearing school issued clothing and other possible disciplinary measures. Parent contact will be made for dress code violations via written or verbal means of communication. Multiple violations of the dress code policy may result in disciplinary measures taken by school officials.

### **Physical Mischief (Horseplay)**

Early adolescence is a time of great social and emotional growth for students. During this time in students' development, many factors contribute to students' actions and behaviors as students attempt to learn and engage in the proper means of interacting with others. One common action that occurs among many middle school-aged students is physical mischief, or "horseplay." Physical mischief may be defined as rough, boisterous play (Merriam Webster, 2014). "Fooling around", "roughhousing", and "playing" are terms often used to describe such behavior. Physical mischief involves actions that include physical contact among students. This may include, but is not limited to, pushing, shoving, slapping, grabbing, holding, pinching, and a variety of other types of physical contact. While Pea Ridge Middle School recognizes the developmental stages of early adolescence, PRMS must also consider the safety of all students, while also enforcing Pea Ridge School District Policy 4.18 – Prohibited Conduct, which forbids physical contact among students.

If the school administrator, or his/her designee, determines an incident to be considered "physical mischief" in nature after an investigation, the incident will not be considered a physical altercation or fight. Students involved in physical mischief are subject to disciplinary consequences including detention, ISS, OSS, or possible expulsion.

***The school administrator or his/her designee is given full discretion to determine the nature and significance of any incident. His/her decision is final.***

### **Inappropriate or Obscene Language/Gestures**

Pea Ridge Middle School has a zero-tolerance policy for the use of inappropriate, obscene, or offensive language and gestures. Consequences for these actions will range from a minimum of two (2) days lunch detention to out-of-school suspension as determined by the building administrator or his/her designee.

***\*Severe inappropriate language/gestures, threatening language, or inappropriate language directed at a school official will be reported to a School Resource Officer or other law enforcement official, which may result in charges being filed in addition to school consequences.***

### **Cell Phones, Electronic Devices, Headphones, Ear buds, Etc.**

Pea Ridge Middle School embraces technology as an important learning resource for student in the 21<sup>st</sup> Century. PRMS also understands that many families enjoy the safety and security phones provide young students in today's world. PRMS believes it is our responsibility along with the parents/guardians to teach students proper technology etiquette in order to ensure that our students have effective and respectful communication skills. PRMS also believes it is important to partner with our parents/guardians to teach students how to be safe while using these devices in an appropriate manner. While attending Pea Ridge Middle School, here are the regulations students are expected to follow.

#### Devices in Hallways, Restrooms, Locker Rooms, and Other Common Areas:

During the regular school day, 7:50 AM to 3:20 PM, students may NOT use cell phones or other electronic devices in the hallways, restrooms, or locker rooms. Electronic devices may be used in the cafeteria and courtyard areas during breakfast and lunch.

*Video voyeurism of any kind is against the law and may result in criminal charges as well as school consequences.*

**Students' may not wear headphones or ear buds in the hallways or other common areas**, with the exception of the cafeteria and courtyard areas during breakfast and lunch. These devices hinder a person's ability to hear, and therefore, represent a serious safety issue. A student in violation of this policy will have the headphones or ear buds confiscated by school officials.

Students using cell phones inappropriately are subject to, but not limited to, the following consequences:

1 <sup>st</sup> Violation	Device confiscated by school official and held in the school office until the end of the school day. The student may pick up the device at the end of the school day. Parent/Legal guardian contacted by written or verbal means of communication.
2 <sup>nd</sup> Violation	Device confiscated by school official and held in the school office until the end of the school day. The student may pick up the device at the end of the school day. Parent/Legal guardian contacted by written or verbal means of communication.
3 <sup>rd</sup> Violation	Device is confiscated by school official and held in the school office until the parent/legal guardian retrieves the device from the school office. Parent/Legal guardian contacted by phone. Conference held with parent/guardian.
4 <sup>th</sup> Violation	Device confiscated. Parent contacted to pick up phone from the school office. The student is required to turn the device over to the school office upon arrival to school and is allowed to retrieve the device from the school office at the end of the school day for the remainder of the school year.

***\*Any student who refuses to turn the device over to school officials will be subject to immediate Out-of-School Suspension (OSS) for insubordination for a minimum of one school day.***

***Students assume sole responsibility for their electronic devices.***

#### Devices in the Classroom:

Devices may be used in the classroom according to the teacher's expectations. Please refer to the chart above for consequences. Please see policy **4.47 – Possession and use of cell phones and other electronic devices** for additional information.

***\*Any student who refuses to turn the device over to school officials will be subject to immediate Out-of-School Suspension (OSS) for insubordination for a minimum of one school day.***

### **Discipline for Students with Disabilities**

Students with disabilities who engage in misconduct are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education (FAPE). Explicit guidelines to be followed in the discipline of students with disabilities are clearly stated in the Arkansas Department of Education director's communication CUR 96-054 of Jan. 24, 1996. Copies are available to the public upon request.

### **Schools Hours and Supervision**

The supervised school day begins at 7:25 a.m. and ends at 3:35 p.m. There are no school staff members on duty before 7:25 a.m. and the school assumes no responsibility for students arriving before that time. On rainy or cold days, students will sit in the cafeteria or hallway. Students may not leave the school campus after arrival. On fair weather days, students may wait in designated outside areas.

Students are to leave campus as soon as school is dismissed for the day. The school assumes no responsibility for students on campus after 3:35 p.m. unless those students are with their club or activity sponsor. Ballplayers, cheerleaders, band members and students participating in any after-school activity that does not begin immediately after school should go home or stay in areas supervised by their coach/sponsor until scheduled to begin. ***After-school supervision is not provided for students who stay on campus to wait for school events to begin.*** The school is neither legally liable nor legally responsible for students en route to and from school if the students walk or provide their own transportation.

### **School Telephone Use**

Use of the office telephone by students is limited to emergency situations. Students and parents should plan ahead for after school activities. Students will not be allowed to use the school telephone to obtain permission to go home with a friend.

### **Textbooks**

Textbooks are furnished free of charge to all students. Students are responsible for taking good care of textbooks and returning them in good condition at the end of the year. Students that lose or damage textbooks will be expected to pay for replacements. A damage fee may be charged for books that are damaged, but still usable.

### **Chromebooks**

PRMS is fortunate to have 1:1 Chromebooks for our students. These devices are used by students daily to access assignments and resources and must be cared for in order to work properly. All students will receive training on the proper use and care of their device at the beginning of the year. Students will carry their Chromebook with them all day, but the devices may not be taken home. Students who lose or intentionally damage a Chromebook will be expected to pay for repairs or replacement as needed. Students who misuse their devices will be given additional training and opportunities to use the device for its intended purpose. Students who cannot use their Chromebook appropriately will have the privilege revoked.

### **Field Trips**

Students will be taken on educational and recreational field trips from time to time. Field trips taken outside the Pea Ridge city limits will require each child to bring home a permission slip from school indicating the destination, date, and time of the field trip. This form must be signed and returned to the teacher before a student will be allowed to go on the field trip. Permission slips for field trips taken within the city limits may not be required. Parents are encouraged to help chaperone field trips when possible. Due to the responsibility involved, parents are not permitted to bring pre-school children or children enrolled in other buildings on field trips, and students must be transported in school provided transportation. Chaperones must provide their own transportation and may not ride on school buses.

### **Early Check-Out Procedures**

Parents are encouraged to make dental and medical appointments after school hours whenever possible. If a student leaves during the school day, parents must check him/her out in the office. Parents are not to go directly to the classroom. Teachers have been instructed not to let students leave their classroom with a parent or any other person unless the office has notified the teacher. Students will only be released to parents or legal guardians if the school has been notified in writing or in person by that parent or guardian that permission has been granted for someone else to pick up the student.

**Students may leave campus ONLY after checking out through the school office.** The school office will confirm parental/guardian permission for the students to leave school. If a student becomes ill, he/she must check out through the school office via permission from a parent/guardian to leave school. Anyone who checks a student out of the building will be required to show a photo ID and must be on the approved check out list. ***Students who fail to check out of school properly are considered truant even if they have their parent's/guardian's permission because school personnel are responsible for students during the school day.***

### **School Check-In Procedures**

Upon students return to school from an absence, whether for one class period or for a full school day, students must check-in at the school office. Students may present documentation when they check-in. Students may also have their parents/guardians call the school office before they check-in. Students who do not have documentation and whose parents/guardians have not called will be given the opportunity to contact their parents/guardians when they check-in to school from an absence. Students who do not check-in upon their return to school from an absence will be subject to disciplinary action according to the student handbook.

### **Eating Lunch with Students**

Parents, guardians, grandparents and other significant family members are welcome to eat lunch with students in the cafeteria. Before a visitor is allowed to go into the cafeteria, the visitor must first check in with the school office. Failure to check in with the school office may result in denial of lunch privileges. Visitors may only bring in outside food/beverages for the student they are visiting (not friends).

### **Food and Beverages in the Classroom**

Students may only bring water in a clear, plastic container into a classroom. Food, soda, juice, coffee, energy drinks, etc. are not allowed in classrooms unless the classroom teacher has permitted students to have such items in the classroom for an approved activity or event. Exceptions will only be made for students with documented medical needs, and for food and beverages that are the result of a school meal program.

### **Counseling Program**

The counseling program at Pea Ridge Middle School is designed to assist students in their personal, social, and educational growth and development. Students, teachers, and parents have access to these counseling services. Students may request a private conference with the counselor by verbal request or by making a written request. Parents, teachers, or other staff members may also refer students for counseling. Parents may call the counselor to schedule a conference with the counselor. Conferences usually focus on normal development concerns of students in school. The following are frequent concerns: academic development, school work habits, getting along with others, improving behavior at school, adjustment to changes in home or school situations.

Counseling Staff:

Mrs. Tina Robinson

trobinson@pearidgek12.com

### **Dropping or Adding Classes**

Students will not be allowed to drop a course after the second week of the semester. He/she must remain in the class for the remainder of the semester. Students cannot drop or add a course without the written permission of the principal, counselor, the teacher involved, the student's advisor, and the student's parents.

If a student is permitted to drop or add a class to his/her schedule, the counselor's office will issue a drop/add form. The student will take this form to the teacher of the course being dropped for their signature, and then to the teacher of the course being added for their signature. At this point the student will return the drop/add form to the counselor and attend class in his/her new course.

Students are advised the granting of permission to add or drop a class is not automatic at their request. When a student initially registered for a class, the school purchased materials at great expense based upon the initial enrollment of a class. Classes may become full and are closed from further enrollment. Students will not be permitted to drop classes that are considered full year courses at semester.

Schedule changes will be permitted for the following reasons only:

- When a student completes a course during summer school or by independent study, which requires an adjustment of the original schedule.

- When a student fails a course prerequisite.
- When a change is required because of a clerical error.
- When a teacher recommends a change in the level of the course.
- When enrollment in a course is insufficient and the course will be dropped from the schedule, or when the course has an overload of students in accordance with the law and student number must be reduced.
- Extenuating circumstances under which the student would be better served by a schedule change.

In these types of cases a conference with the student, his or her parents or guardians, the teacher and the counselor or principal is required before the schedule change is allowed.

### **Prescribed Academic Remediation/Intervention**

From time-to-time, students may be assigned to academic remediation by teachers in order to improve or supplement student learning and/or for the students to complete missing assignments. Students assigned to prescribed academic remediation by teachers are required to attend this remediation on the day(s) assigned. Academic remediation will take place within the school day.

### **Student Success Plans**

Beginning in the 2018-19 school year, all students will complete a Student Success Plan (SSP) before the conclusion of their 8<sup>th</sup> grade year. This document will assist students with academic and career planning before they enter high school. All students in grades 6-8 will begin creating their Student Success Plans this year, which they will maintain through middle school and high school.

### **Late/Missing Assignments**

Pea Ridge Middle School adheres to a "No Zeros Policy." This means that students are required to complete and turn in all assignments assigned within a course. Students are prohibited from simply not completing assignments and taking a zero (0) as a grade. For more information, please see Policy 5.12A – Promotion/Retention/Course Credit for Grades 6-8 on pages 85-86 of this handbook.

### **Parental Involvement (ACT 603, 2003)**

At Pea Ridge Middle School, parents are welcome and encouraged to be involved with their child's education. We believe it is very important for the school staff, parents and community to all be active participants to ensure our students receive a quality education. Parents are welcome at school. PRMS also schedules various parent involvement activities throughout the year such as open house, parent/teacher conferences, and other parent meetings designed to involve parents. Working together we can help students be more successful.

Parent Involvement Coordinator: Mrs. Kristi Turner

ktturner@pearidgek12.com

### **School Lunch Program**

Pea Ridge Schools have a breakfast and lunch program. Students wishing to put money on their account should bring their money to the cafeteria before 8:00 a.m. each Monday. Applications for free and reduced priced meals will be sent home with all students at the beginning of the year. If a child fails to bring the forms home, parents may request a form from the school office. Students who qualify for free or reduced price-lunches also qualify for free or reduced-price breakfasts. Reduced priced breakfasts are \$.30 and lunches are \$ .40 per day.

### **Snow and Severe Weather Policy**

The safety of all students is one of the school's greatest concerns. Regular storm and fire drills are conducted throughout the school year in order to teach students to respond calmly in the event of an emergency. In the event of threatening weather, the school listens to all weather bulletins on the radio and television. If warning conditions are announced, students will be accompanied by their teachers to the safest possible place. Under warning conditions, parents are encouraged to seek shelter themselves and not come to pick up their child at school.

Usually school will not be in session when the weather makes it dangerous for school buses to run. On doubtful mornings, the local radio stations and television stations will announce the decision as to the closing of school. If during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, each local radio and television station will be notified. If the procedures will be different than normal, parents need to discuss in advance with their children who will pick them up or what to do in case school is dismissed early.

***Please do not call the school inquiring about school dismissal.*** The radio and TV stations are notified at the same time individual schools are notified. The following stations will be notified of school closings:

RADIO STATIONS: KAMO - 94.3 FM, KIX-104 - 103.9 FM, KURM - 7.90 AM, KJEM - 1190 AM

TV STATIONS: KHOG 29-40, KFAA 51, KFSM 5

### **Transportation**

If a student's transportation home needs to change at any time from their usual way home, the school should receive a note or phone call before 1:30 indicating the change. If the student is riding a different bus, the bus driver needs to be notified of the street address where the child will be dropped off. Students who are riding the bus with a friend **MUST** have a bus note from the office. It is the responsibility of the parent to contact the office by phone or with a note before 1:30 pm on the day the student is riding the bus. The office will not allow students to call for last minute permission and will not accept text messages on a student's device as permission.

### **Emergency Numbers**

The school must always be informed as to a work telephone number or emergency number in the event your child becomes ill or is injured at school. **If there is any change in these numbers, please notify the school immediately.**

### **Nondiscrimination Policy**

The Pea Ridge School District is an equal employment opportunity agency dedicated to a policy of nondiscrimination in relation to age, race, creed, color, sex, religion, national origin, handicap, social or economic status, or marital status. This policy will prevail in all matters concerning employees, students, patrons and educational programs and services. Any student, or parent, who feels aggrieved under the above policy, may obtain information concerning the procedure for filing grievances from the principal of a school or from the office of the superintendent.

### **Right to Request Teacher Qualifications**

Our district received federal funds for Title I programs that are part of No Child Left Behind Act of 2001. Throughout the year we will continue to provide information about this law and your child's education. You have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a) if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing the instruction
- b) if the teacher is teaching under an emergency status for which state licensing requirements have been waived the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- c) If your child is receiving Title I services from paraprofessionals and, if so his/her qualifications

### **Returning to School from Mental Health Assessment Policy - Inpatient Care**

Students' social and emotional welfare is important for academic and social success. Mental health services promote psychological health, provide protective support to students at risk, and increase the knowledge and use of appropriate and helpful coping skills. Some students require intensive supports for mental health needs. It is important for students who demonstrate a need for more intensive services, such as inpatient care, are provided the maximum level of support upon discharging from such facilities and returning to the traditional school setting.

When parents or legal guardians consent for a student to be treated by a licensed mental health facility for inpatient care (acute, subacute, or therapeutic day treatment), the parent/guardian must contact the student's school as soon as possible to notify the school registrar of the upcoming anticipated absences. (When parents/guardians notify the school of the student's absence from school, the school should notify the social worker.)

Upon knowledge of an impending discharge from an inpatient care facility, the parents/guardians must contact the school's social worker to schedule a student re-entry meeting, prior to the student returning to school. Parents or legal guardians must bring medical documentation to show as evidence of an excused absence and to help review the student's needs for any follow up care or to establish supports the student may require in school. Re-entry meetings will include the creation or review of a student's supportive transition plan for assisting the student with returning to his/her school.

If a student is being discharged from an inpatient facility to a higher level of care, the parent/guardian is to notify the school's social worker to review a plan of action or any other supportive services that may be needed to support the student.

If a student attempts to return to school following a discharge from an inpatient facility without following the proper procedures as stated in this policy, the student will be held with a school administrator, school counselor, or school social worker while the parents/guardians are contacted to pick the student up from school. The student will not be allowed to return to school until a re-entry meeting has been held to determine the support system necessary to aid the student in a safe and successful return to school.

# **I. GENERAL INFORMATION**

## **DISTRICT POLICIES**



## **GENERAL INFORMATION**

### **NOTES OF EXCUSE**

Whenever a student is absent, parents should send a note to the school office the next day stating the reason for the absence. Notes of excuse will not be accepted after the fifth day following the absence.

### **IN-SCHOOL SUSPENSION (ISS)**

Students whose behavior is severe or chronic may be sent to ISS. ISS is designed to be strict and send a strong message that the student's behavior and attitude are in serious need of adjustment. Students in ISS will receive credit for the work they complete and turn in. Students must report to the ISS classroom by 8:00 a.m. Students will be responsible for bringing necessary materials for completing assignments. ISS students shall not participate in any extra-curricular activities on the day for which they are in ISS. Failure to comply with the rules and regulations of ISS, or failure to comply with the directives of the ISS teacher will result in extra days of ISS, or suspension from school, or expulsion.

### **OUT-OF-SCHOOL-SUSPENSION (OSS)**

A student whose misbehavior is judged to be of such a serious nature as to endanger his personal welfare or the welfare of others, or whose misbehavior is chronic, insubordinate, or grossly interfering with the learning process of others may be suspended from school for any time not exceeding 10 continuous days. Students in OSS will not receive credit for work they complete unless the school administration makes an exception due to extenuating circumstances. OSS students shall not participate in any extra-curricular activities on the days for which they are in OSS, nor will they be allowed to be on campus during the school day or for events taking place after school.

### **DRESS CODE**

Students will not wear sagging jeans or shorts; wallets with chains; spiked clothing or jewelry; tank tops or spaghetti straps; muscle shirts; lounge pants or pj bottoms; house slippers; shirts with inappropriate language, logos, or advertising; or hats in school buildings. Skirts, shorts, or dresses must not exceed a dollar bill's length above the knee. Belts are required when jeans or shorts will not stay at the waist. Visibility of undergarments and excessive exposure of skin (such as bare midriff, back area, etc.) will not be tolerated. Dress Code checks will be conducted as needed. Dress Code violations will result in wearing school-issued attire.

### **BOTTLES AND CUPS**

Students may only have drinks in the original bottle. (Gatorade, Coke, water, etc.) No unlabeled cups or bottles will be allowed.

### **DISCIPLINE FOR STUDENTS WITH DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA), PUBLIC LAW (PL) 94-142**

Students with disabilities who engage in misconduct are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education (FAPE). Explicit guidelines to be followed in the discipline of students with disabilities are clearly stated in the Arkansas Department of Education director's communication CUR 96-054 of Jan. 24, 1996. Copies are available to the public upon request.

### **TELEPHONE**

Use of school telephones by students is limited to emergency situations. Students and parents should plan ahead for after-school activities. Students will not be allowed to use the school phone to obtain permission to go home with a friend.

### **TRANSPORTATION**

If a student's transportation home needs to change at any time from their usual way home, the school should receive a note or phone call before 1:30 indicating the change. If the student is riding a different bus, the bus driver needs to be notified of the street address where the child will be dropped off.

### **TECHNOLOGY & SCHOOL EQUIPMENT**

While taking classes that involve the use of technology and school equipment, students are responsible for, and are expected to maintain proper care of, all equipment issued to them. Students are responsible for usage fees, where applicable, as well as payment for any items lost, stolen, or damaged. Each item not returned in the condition it was issued will be assessed at a rate comparable to the current replacement cost or repair. Report cards and/or diplomas may be held for those who do not return or pay for lost, stolen, or damaged equipment. This is not intended to discourage

students from taking such classes, but directs their attention and parent's attention to the responsibility and care of such equipment.

### BOOKS

Textbooks, library books, and other materials are furnished free. Students are responsible for taking good care of all books and returning them in good condition when due. Students that lose or damage textbooks will be expected to pay for replacements. A damage fee may be charged for books that are damaged but still usable.

### BOOK BAGS

Students may carry a book bag or backpack to school. The policy regarding backpacks and purses in the classroom will be determined on a teacher-by-teacher basis. Backpacks on rollers will not be allowed (exceptions may be allowed due to medical conditions).

### LOST AND FOUND

Students are encouraged to label coats, sweaters, jackets, and hats that are worn to school. Students who have lost clothing or other items may look in the "Lost and Found". Unlabeled or unclaimed property is disposed of during the summer each year.

### FIELD TRIPS

Students will be taken on educational and recreational field trips from time to time. Field trips taken outside the Pea Ridge city limits will require each child to bring home a permission slip from school indicating the destination, date, and time of the field trip. This form must be signed and returned to the teacher before a student will be allowed to go on the trip.

Permission slips for field trips taken within the city limits may not be required. Parents are encouraged to help chaperone field trips when possible. Due to the responsibility involved, parents are not permitted to bring pre-school children on field trips and students must be transported in school-provided transportation.

### EARLY CHECK-OUT PROCEDURES

Parents are encouraged to make dental and medical appointments after school hours whenever possible. If a student leaves during the school day, parents must check him/her out in the office. Parents are not to go directly to the classroom. Teachers have been instructed not to let students leave their classroom with a parent or any other person unless the office has notified the teacher. Students will only be released to parents or legal guardians unless the school has been notified in writing, in person, or on the phone by that parent or guardian that permission has been granted to someone else to pick up the student. If this permission is granted over the phone, the parent may be asked to prove identity and give the permission to a second person in the school office.

### COUNSELING PROGRAM

The counseling program in the Pea Ridge School District is designed to assist students in their personal, social, and educational growth and development. Students, teachers, and parents have access to these counseling services. Students may request a private conference with the counselor by verbal request or by making a written request. Parents, teachers, or other staff members may also refer students for counseling. Parents may call the counselor to schedule a conference with the counselor. Conferences usually focus on normal developmental concerns of students in school. The following are frequent concerns: academic development, school work habits, getting along with others, improving behavior at school, adjustment to changes in home or school situations, emotional issues.

### PARENTAL INVOLVEMENT (ACT 603, 2003)

At the Pea Ridge School District, parents are welcome and encouraged to be involved with their child's education. We believe it is very important for the school staff, parents, and community to all be active participants to ensure our students receive a quality education. Each school within the district schedules various parent involvement activities throughout the year including Open House, Parent/Teacher Conferences, and P.T.O. parent meetings designed to involve parents. Working together, we can help students be more successful.

### RETENTION FOR FAILURE TO PARTICIPATE IN ACADEMIC IMPROVEMENT PLANS

The school district shall notify parents, guardians, or caregivers of remediation requirements and retention consequences for failure to participate in the required remediation at the beginning of the school year. Students identified for an AIP who do not participate in the remediation program shall be retained. The school district will determine the extent of the required participation in remediation as set forth in the student Academic Improvement Plan.

### SCHOOL LUNCH PROGRAM

Pea Ridge Schools have a breakfast and lunch program. Students wishing to put money on their account should bring their money to the cafeteria before 8:00 a.m. each Monday.

Applications for free and reduced priced meals will be sent home with all students at the beginning of the year. If a child fails to bring the forms home, parents may request a form from the school office. Students who qualify for free or reduced price-lunches also qualify for free or reduced-price breakfasts.

### SNOW AND SEVERE WEATHER POLICY

The safety of all students is one of the school's greatest concerns. Regular storm and fire drills are conducted throughout the school year in order to teach students to respond calmly in the event of an emergency. In the event of threatening weather, the school listens to all weather bulletins on the radio and television. If warning conditions are announced, students will be accompanied by their teachers to the safest possible place. Under warning conditions, parents are encouraged to seek shelter themselves and not come to pick up their child at school.

Usually school will not be in session when the weather makes it dangerous for school buses to run. On doubtful mornings, the local radio stations and television stations will announce the decision as to the closing of school. If during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, each local radio and television station will be notified. If the procedures will be different than normal, parents need to discuss in advance with their children who will pick them up or what to do in case school is dismissed early.

Parents should also sign up for BC Alert notifications for weather-related school closures and other school events. The district's webpage has information on how to sign up for these text and email alerts.

Please do not call the school inquiring about school dismissal. The radio and TV stations are notified at the same time individual schools are notified. The following stations will be notified of school closings:

RADIO STATIONS: KAMO - 94.3 FM, KIX-104 - 103.9 FM, KURM - 7.90 AM, KJEM - 1190 AM

TV STATIONS: KHOG 29-40, KFAA 51, KFSN 5

### EMERGENCY NUMBERS

The school must always be informed as to a work telephone number or emergency number in the event your child becomes ill or is injured at school. If there is any change in these numbers, please notify the school immediately.

### SCHOOL SUPPLIES

A supply list for each grade level is available in the school office and on the school's webpage. Each student should come to school with the necessary school supplies. Some teachers use supplemental magazines in their classes. The school does not furnish these. Parents are requested to pay a modest fee that is indicated on the supply list to cover the cost of these materials for their children.

### NONDISCRIMINATION POLICY

The Pea Ridge School District is an equal employment opportunity agency dedicated to a policy of nondiscrimination in relation to age, race, creed, color, sex, religion, national origin, handicap, social or economic status, or marital status. This policy will prevail in all matters concerning employees, students, patrons, and educational programs and services.

Any student or parent who feels aggrieved under the above policy may obtain information concerning the procedure for filing grievances from the principal of a school or from the office of the superintendent.

### RIGHT TO REQUEST TEACHER QUALIFICATIONS:

Our district receives federal funds for Title I programs. Throughout the year we will continue to provide information about this law and your child's education. You have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. whether the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing the instruction
- b. whether the teacher is teaching under an emergency status for which state licensing requirements have been waived
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate

d. whether your child is receiving Title I services from paraprofessionals, and if so, his/her qualifications.

If you would like to request this information, please contact the office of your child's school.

## **4.1—RESIDENCE REQUIREMENTS**

Definitions:

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

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

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

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

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

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

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

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

Cross Reference: Policy 4.40—HOMELESS STUDENTS  
Policy 4.52-- STUDENTS WHO ARE FOSTER CHILDREN

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

Date Adopted: June 13, 2011  
Last Revised: May 23,, 2017

## 4.2—ENTRANCE REQUIREMENTS

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

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. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOME SCHOOLING.

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

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. 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 the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

Cross References: 4.1—RESIDENCE REQUIREMENTS  
4.4—STUDENT TRANSFERS  
4.5—SCHOOL CHOICE  
4.6—HOME SCHOOLING  
4.34—COMMUNICABLE DISEASES AND PARASITES  
4.40—HOMELESS STUDENTS

Legal References: A.C.A. § 6-4-302  
A.C.A. § 6-18-201 (c)

A.C.A. § 6-18-207

A.C.A. § 6-18-208  
A.C.A. § 6-18-510  
A.C.A. § 6-18-702  
A.C.A. § 6-15-504 (f)  
A.C.A. § 9-28-113  
Plyler v Doe 457 US 202,221 (1982)

Date Adopted: June 8, 2015  
Last Revised: May 23, 2017

### **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 (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

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

Legal Reference: A.C.A. § 6-18-201  
A.C.A. § 6-18-20

Date Adopted: May 17, 2004  
Last Revised: June 13, 2011

### **KINDERGARTEN ENROLLMENT-PEA RIDGE PRIMARY**

Arkansas Code 6-18-207(a), concerning the minimum age for enrollment in public school, has been amended to read as follows:

For the 2011-2012 school year and afterwards, students may enter kindergarten in the public schools of this state if they will attain the age of 5 on or before August 1 of the year in which they are seeking enrollment.

Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least 60 days, who will become 5 years old during the year in which he is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the school district.

### **4.4—STUDENT TRANSFERS**

The Pea Ridge 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.<sup>1</sup>

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.<sup>2</sup> The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

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

Any student transferring from 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. A student transferring from home school will be placed in accordance with Policy 4.6—HOME SCHOOLING.

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,<sup>3</sup> 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.

Cross Reference: 4.6—HOME SCHOOLING

Legal References: A.C.A. § 6-15-504  
A.C.A. § 6-18-316  
A.C.A. § 6-18-317  
A.C.A. § 6-18-510  
A.C.A. § 9-28-113(b)(4)  
A.C.A. § 9-28-205

Date Adopted: June 12, 2017  
Last Revised: June 22, 2018

## **4.5—SCHOOL CHOICE**

### **Standard School Choice**

#### **Definition**

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

#### **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.<sup>5</sup>

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.<sup>6</sup>

#### **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 within ten (10) days of the District receiving the application.<sup>7</sup> 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.<sup>8</sup>

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; who chooses to return to his/her resident district; or who enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

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

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

### **Rejected Applications**

The District may reject an application for a transfer into the District under Standard School Choice due to a lack of capacity. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.<sup>9</sup>

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. Students are not counted for the purpose of determining the three percent (3%) cap if the student transfers from a school or district in:

- Academic Distress or classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
- Facilities Distress under A.C.A. § 6-21-812; or
- Foster Child School Choice under A.C.A. § 6-18-233.

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.<sup>10</sup>

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

### **Facilities Distress School Choice Applications**

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

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student's resident district remains in 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<sup>11</sup>**

For the purposes of this section of the policy, a "lack of capacity"<sup>12</sup> 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<sup>12</sup> 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 or in a district classified by ADE as in need of Level 5 Intensive Support is eligible to transfer to the school closest to the student's legal residence that is not in academic distress or in a district classified as in need of Level 5 Intensive Support. 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.<sup>13</sup> 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 School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

The District may, but is not obligated to provide transportation to and from the transferring district.<sup>14</sup>

### **Transfers out of, or within, the District<sup>11</sup>**

If a District school has been classified by the ADE as being in academic distress or the District has been classified by ADE as in need of Level 5 Intensive Support, 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 or in need of Level 5 Intensive Support designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school in academic distress or school district in need of Level 5 Intensive Support.

Additionally, the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.<sup>15</sup>

### **Unsafe School Choice Program**

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

Legal References:	A.C.A. § 6-1-106
	A.C.A. § 6-13-113
	A.C.A. § 6-15-2915
	A.C.A. § 6-18-227
	A.C.A. § 6-18-233
	A.C.A. § 6-18-320
	A.C.A. § 6-18-510
	A.C.A. § 6-18-1901 et seq.
	A.C.A. § 6-21-812
	ADE Rules Governing the Guidelines, Procedures and Enforcement of the Arkansas Opportunity Public School Choice Act

Date Adopted:	June 8, 2015
Last Revised:	June 22, 2018

## **4.6—HOME SCHOOLING**

### **Enrollment in Home School**

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

1. At the beginning of each school year, but no later than August 15;
2. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

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

- Electronically, including without limitation by email;
- By mail; or
- In person.

The notice shall include:

- a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
- b. The mailing address and telephone number of the home school;
- c. The name of the parent or legal guardian providing the home school;
- d. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
- e. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
- f. A statement if the home-school student plans to seek a driver's license during the current school year;
- g. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to home school; and
- h. A signature of the parent or legal guardian, which must be notarized if the home-schooled student plans to seek a driver's license during the school year.

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

#### Enrollment or Re-Enrollment in Public School

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

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

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

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

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

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

- a. Award of course credits earned in the home school;
- b. Placement in the proper grade level and promotion to the next grade level;
- c. Participation in any academic or extracurricular activity;
- d. Membership in school-sponsored clubs, associations, or organizations;

- e. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
- f. Scholarships.

Legal References: A.C.A. § 6-15-503  
A.C.A. § 6-15-504  
A.C.A. § 6-41-103

Date Adopted: June 12, 2017  
Last Revised: May 23, 2017

## 4.7—ABSENCES

**\*\*When a student exceeds 10 absences during a semester, the student is subject to denial of course credit. It is imperative that students do not miss more than 10 days of school per semester unless there are extreme extenuating circumstances approved by the Principal or his/her designee.\*\***

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

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

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

### EXCUSED ABSENCES

Excused absences are those where the student was absent 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. A maximum of four (4) parental excused absences are allowed per semester.

1. The student's illness or when attendance could jeopardize the health of other students.
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.

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

## UNEXCUSED ABSENCES

*Vacations and family trips are not considered an excused absence.*

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 four (4) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has two (2) 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 four (4) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

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

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

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

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

Cross References:	4.8—MAKE-UP WORK
	4.57—IMMUNIZATIONS
	5.11—DIGITAL LEARNING COURSES
Legal References:	A.C.A. § 6-4-302
	A.C.A. § 6-18-209
	A.C.A. § 6-18-220
	A.C.A. § 6-18-222
	A.C.A. § 6-18-229
	A.C.A. § 6-18-231
	A.C.A. § 6-18-507(g)
	A.C.A. § 6-18-702
	A.C.A. § 7-4-116
	A.C.A. § 9-28-113(f)
	A.C.A. § 27-16-701

Date Adopted: May 9, 2016

Last Revised: May 9, 2016

## 4.7a—ABSENCES (9 – 12)

**\*\*When a student exceeds 10 absences during a semester, the student is subject to denial of course credit. It is imperative that students do not miss more than 10 days of school per semester unless of extreme extenuating circumstances approved by the Principal or his/her designee.\*\***

Good attendance is critical to success both in school and in the workplace. It is not optional. The following pages detail what you and your parents need to do in the event that you are ill or cannot come to school for excused reasons. The Pea Ridge School District recognizes that consistent regular school attendance is necessary to meet the educational needs of its students. Students shall be expected to be in attendance every day scheduled by the School Board. Students who miss more than 10 minutes of a class period will be considered absent or truant from that class.

### ATTENDANCE POLICY

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.

State Law (A.C.A. 6-18-209) requires school districts to establish attendance policies that include a certain number of excessive absences. The Pea Ridge School Districts provides for the following:

Parent Contact Absences (PC) Parents will be able to excuse up to four (4) absences per class period per semester. These absences will be labeled “Parent Contact Absences” (PC). Parents must notify the attendance office in writing or by phone in order to excuse an absence. Parents are encouraged to use the automated answering system to notify the office about absences within 24 hours of an absence.

Excessive Parent Contact Absences/Unexcused Absences (U) Absences with “Parent Contact” (PC) only (note or phone call from parent) in excess of four (4) days will be considered and labeled “Unexcused Absences” (U). Absences for which there is no documentation or parent contact will be labeled “Unexcused Absences” (U). Students who accumulate four (4) or more “Unexcused Absences” during one semester in any course will be denied credit for the course.

Documented Absences (DOC) In order to have other absences excused, students must provide some form of written documentation from an official agency. Documentation can be a note from a professional appointment (doctor, dentist, counselor, etc.), notification to appear in court, or other compelling reason for missing class time. These absences will be labeled “Documentation Absences” (DOC). There is no limit to the number of documented absences a student may accumulate. Parents should call within 24 hours of an absence.

Notification to Parents: Parents will be notified by letter when a student accumulates four (4) Parent Contact (PC) absences, and/or two (2) Unexcused (U) absences, and/or four (4) Unexcused (U) absences.

### Denial of Credit:

Students who accumulate 4 or more “Unexcused Absences” during one semester in any course will be denied credit for the course. A letter will be sent to parents when a student has been denied credit. \*\*Students will be allowed to appeal through an appeal process. Attendance committee will determine and evaluate whether credit will be accepted.

### Parents/Students Absence Procedures:

Parents must verify each absence. To verify an absence on the day of that absence, parents must call the Attendance Office using the following phone number: 800-451-1343. You can talk to someone at this number between 7:30am and 3:00pm regarding absences for that day, or leave a message on voice mail 24 hours a day. The Attendance Office records all absences as unexcused until a parent calls the PRHS Attendance Office. Calls should be made within 24 hours of an absence. To excuse an absence in advance, parents may call 800-451-1343. If a parent/guardian fails to make arrangements with the Attendance Office, the student will then be considered unexcused and will be subject to the consequences set forth in state and local laws, rules, and regulations.

The final decision to excuse an absence rests with an administrator. Absences for unspecified reasons, questionable reasons, or ‘skip days’ will not be excused.

The Attendance Office routinely calls parents to verify phone calls.

Cross References: 4.8—MAKE-UP WORK  
4.57—IMMUNIZATIONS

Legal References: A.C.A. § 6-4-302  
A.C.A. § 6-18-209  
A.C.A. § 6-18-220  
A.C.A. § 6-18-222  
A.C.A. § 6-18-229  
A.C.A. § 6-18-231  
A.C.A. § 6-18-507(g)  
A.C.A. § 6-18-702  
A.C.A. § 7-4-116  
A.C.A. § 9-28-113(f)  
A.C.A. § 27-16-701

Date Adopted: June 8, 2015  
Last Revised: June 8, 2015

## **4.44— ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9 - 12**

Students in grades nine through twelve (9-12) are required to schedule and attend at least 350 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

### **STUDY HALLS**

Students may be assigned to no more than one (1) class period each day for a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building.

### **EXTRACURRICULAR CLASSES**

Students may be assigned to no more than one (1) class period each day for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes is defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

### **COURSE ENROLLMENT OUTSIDE OF DISTRICT**

Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The district shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the district may grant a waiver for the student for the duration of the semester in which the placement is unable to be made.

In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. For the purpose of this policy, proven financial hardships is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. The superintendent shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.

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



Legal References: A.C.A. § 6-18-210, 211  
Arkansas Department of Education Rules Governing the Mandatory Attendance Requirements  
for Students in Grades Nine through Twelve

Date Adopted:  
Last Revised: May 2007

## 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 whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

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

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

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

Cross References: 4.7—ABSENCES  
4.57—IMMUNIZATIONS

Date Adopted: June 8, 2015  
Last Revised: June 8, 2015

## 4.9—TARDIES

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

Date Adopted: May 17, 2004  
Last Revised: May 2007

## 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.

Date Adopted: May 7, 2012  
Last Revised: May 7, 2012

## 4.11—EQUAL EDUCATIONAL OPPORTUNITY

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

Inquiries on non-discrimination may be directed to the Assistant Superintendent, who may be reached at (800) 451-0032.

For further information on notice of non-discrimination or to file a complaint, visit

<http://wdcrobcopl01.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.

Legal References:	A.C.A. § 6-10-132
	A.C.A. § 6-18-514
	28 C.F.R. § 35.106
	34 C.F.R. § 100.6
	34 C.F.R. § 104.8
	34 C.F.R. § 106.9
	34 C.F.R. § 108.9
	34 C.F.R. § 110.25

Date Adopted:	May 9, 2016
Last Revised:	June 22, 2018

## 4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS

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

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

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

Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.<sup>1</sup>

Note: <sup>1</sup> A.C.A. § 6-5-202 requires the automatic expulsion of a student who is convicted of hazing.

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

## **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.

### Elementary Schools (K-6)

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

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

Student participation in fund raising programs is voluntary;

- 1) Students who do not participate will not forfeit any school privileges;
- 3) Students may not participate in fund raising programs without written parental permission returned to school authorities;
- 4) An elementary student who sells fund raising merchandise door to door must be accompanied by a parent or an adult; and
- 5) Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

### Online Fund Raisers

All school-affiliated online fund raisers must be approved by the superintendent, or the superintendent's designee. The superintendent, or the superintendent's designee, shall act as the point of contact for all school-affiliated online fund raisers. An employee may be disciplined, up to and including termination, if the employee establishes:

- a. A school-affiliated online fund raiser without the permission of the superintendent, or the superintendent's designee; or
- b. The employee as the point of contact for a school-affiliated fund raiser instead of the superintendent, or the superintendent's designee.

For purposes of this policy, a "school-affiliated online fund raiser" includes, but is not limited to, a fund raiser intended to raise funds for a particular teacher's classroom, grade, student club or organization, or athletic team.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The right to opt out of the disclosure of directory information under 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 2020

Cross References: Policy 4.34—Communicable Diseases and Parasites  
Policy 5.20—District Web Site

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

Date Adopted: May 9, 2016  
Last Revised: May 9, 2016

## **4.14—STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE**

### **STUDENT PUBLICATIONS**

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

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

### **STUDENT PUBLICATIONS ON SCHOOL WEB PAGES**

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

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

### **STUDENT DISTRIBUTION OF NON-SCHOOL LITERATURE, PUBLICATIONS, AND MATERIALS**

A student or group of students who distribute 10 (ten) or fewer copies of the same non-school literature, publications, or materials (hereinafter "non-school materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school materials at least three (3) school

days in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than seven (7) days.

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

Legal References: A.C.A. § 6-18-1202, 1203, & 1204  
*Tinker v. Des Moines ISD*, 393 U.S. 503 (1969)  
*Bethel School District No. 403 v. Fraser*, 478 U.S. 675 (1986)  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)

Date Adopted: May 17, 2004  
Last Revised: April 13, 2009

## **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. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

Arkansas law provides that, In order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

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

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

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

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

## 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.

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

Date Adopted: May 9, 2016  
Last Revised: January 9, 2017

## **4.15a -- PARENTS PICKING UP STUDENTS FROM SCHOOL**

Parents, guardians or persons listed on the student pick up list must verify identity by showing valid identification (driver's license, state issued ID) with the building office staff prior to removing a student. Students must be signed out with the time and date of departure from the school. Students leaving on school buses may only be removed prior to the bus leaving the student's building. Students from middle school and high school may not be picked up from the bus at the elementary campus.

Students being removed from the bus prior to departure from their campus will be escorted by school personnel to the building office where proper ID must be shown by the parent, guardian or person listed in the student file wanting to remove the student from school property. Once a bus has departed school property, students may only exit at their designated bus stop.

Date Adopted: November 10, 2008  
Last Revised: November 10, 2008



## 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.

Cross References: For adult visits see Policy 4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL  
and Policy 6.5—VISITORS TO THE SCHOOLS

Date Adopted: May 17, 2004  
Last Revised: May 2007

## 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 to their children during the school day shall register first with the office.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so. (Visitors who are disruptive become "trespassers" as defined in A.C.A. § 6-21-606. As such, they lose their right to be on campus.)

Cross References: For non-adult visitors see Policy 4.16—STUDENT VISITORS  
For Level 3 and Level 4 sex offenders see Policy 6.10—SEX OFFENDERS ON CAMPUS (MEGAN'S LAW)

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

Date Adopted: June 8, 2015  
Last Revised: June 8, 2015

## 6.10—SEX OFFENDERS ON CAMPUS (MEGAN'S LAW)

The Pea Ridge School District shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals to provide information concerning registered sex offenders. The decision regarding the school principals to be notified rests solely with law enforcement officials; law enforcement officials use a rating system to determine who needs to be notified, which is according to the sex offender's dangerousness to the community.

In turn, building principals should notify any employee who is regularly in a position to observe unauthorized persons on or near the school's property in the ordinary course of their employment. Employees notified could include any of the following: aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teachers' assistants, and teachers.

It is important that school personnel who receive sex offender notifications understand that they are receiving the sex offender notifications in their official capacity and are **not** to disseminate information about an offender to anyone outside

the school. If school personnel are asked about notification information by an organization using school facilities, the organization should be referred to the area law enforcement agency that issued the notice.

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

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

Level 3 and Level 4 sex offenders may only enter the school campus in the following instances:

1. The offender is a student attending school in the district;
2. To attend a graduation or baccalaureate ceremony;
3. It is a non-student contact day according to the school calendar or no school-sponsored event is taking place on campus;
4. The offender is a parent or guardian of a student enrolled in the district and goes directly to the school office to have school personnel deliver medicine, food, or personal items for the student;
5. The offender is a parent or guardian of a student and enters the school campus where the student is enrolled to attend a scheduled parent-teacher conference **and** the offender is escorted to and from the conference by a designated school official or employee.

A Level 3, but not a Level 4, sex offender may attend a school sponsored event for which an admission fee is charged or tickets are sold or distributed if the sex offender:

- Is the parent or guardian of or is related by blood or marriage within the fourth (4th) degree of consanguinity<sup>1</sup> to a student enrolled in the public school;<sup>2</sup> and
- Notifies the administration of the school in writing at least twenty-four (24) hours before the start of the event that he or she will be attending the event.

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

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

Legal References: Arkansas Department of Education Guidelines for "Megan's Law"  
A.C.A. § 5-14132  
A.C.A. § 12-12-913 (g)(3)  
A.C.A. § 28-9-212

Date Adopted: June 12, 2017

Last Revised: June 22, 2018

## **4.40—HOMELESS STUDENTS**

The Pea Ridge School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- Coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- Ensure that school personnel receive Professional development and other support regarding their duties and responsibilities for homeless youths;

- Ensure that unaccompanied homeless youths:
  - Are enrolled in school;
  - Have opportunities to meet the same challenging State academic standards as other children and youths; and
  - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;
- Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.<sup>1</sup>

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute, including all appeals. It is the responsibility of the District's LEA liaison for homeless children and youth to carry out the dispute resolution process.

For the purposes of this policy "school of origin" means:

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
- The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.

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

- Continue the child's or youth's education in the school of origin for the duration of homelessness:
  - In any case in which a family becomes homeless between academic years or during an academic year; and
  - For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
- Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

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

- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA Liaison), to and from the child's school of origin.<sup>2</sup>

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

- A. Are:
- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
  - Living in emergency or transitional shelters;
  - Abandoned in hospitals;
2. 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;
  3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  4. Are migratory children who are living in circumstances described in clauses (a) through (c).

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

Legal References: 42 U.S.C. § 11431 et seq.  
42 U.S.C. § 11431 (2)  
42 U.S.C. § 11432(g)(1)(H)(I)  
42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II)  
42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii)  
42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii)  
42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii)  
42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii)  
42 U.S.C. § 11432 (g)(3)(G)  
42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E)  
42 U.S.C. § 11434a

Date Adopted: June 13, 2016  
Last Revised: June 22, 2018

## **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 receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

Legal References: A.C.A. § 6-18-901  
ADE Rule Student Permanent Records

Date Adopted: May 17, 2004  
Last Revised: April 13, 2009

## **4.42—STUDENT HANDBOOK**

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

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

Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current 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.

Date Adopted: June 10, 2013  
Last Revised: June 10, 2013

#### **4.46—PLEDGE OF ALLEGIANCE**

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

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

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

Legal Reference: A.C.A. § 6-16-108

Date Adopted:  
Last Revised: May 2007

#### **4.50—SCHOOL MEAL MODIFICATIONS**

The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition<sup>1</sup> a medical statement completed by a State licensed healthcare professional, which includes:

- Physicians, including those licensed by:
  - The Arkansas State Medical Board;
  - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
  - The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists.

The medical statement should include:

1. A description of the student's disability that is sufficient to understand how the disability restricts the student's diet;
2. An explanation of what must be done to accommodate the disability, which may include:
  - a. Food(s) to avoid or restrict;
  - b. Food(s) to substitute;
  - c. Caloric modifications; or
  - d. The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Director of Child Nutrition<sup>1</sup> shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District's 504 Coordinator, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

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

Legal References: Commissioner's Memo FIN-09-044  
Commissioner's Memo FIN-15-122  
Commissioner's Memo CNU-17-051  
7 CFR 210.10(g)

Date Adopted: May 9, 2016  
Last Revised: June 22, 2018

## **4.51---FOOD SERVICE PREPAYMENT**

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

- Submitting cash or check payment at the food service office at each school cafeteria
- Depositing funds through the District's online service @mypaymentsplus.com

A student's parents will be contacted by authorized District personnel regarding a student's prepaid account balance.

The District provides alternative meals at no cost to students whose accounts do not have enough funds to purchase a meal. Alternative meals are available during lunch and breakfast. The alternative meals provided to students are available as a sack lunch (sandwich and milk). Students who have submitted proper documentation to receive a meal modification in accordance with Policy 4.50—SCHOOL MEAL MODIFICATIONS shall receive the same type of modification for an alternative meal.

Legal References: Commissioner's Memo CNU-17-003  
Commissioner's Memo CNU-17-024

Date Adopted: August 10, 2009  
Last Revised: January 9, 2017

## **4.58—FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA**

The District has no food sharing system for food items other than milk and juice. Students who do not intend to drink milk or juice received as part of a meal may place the milk/juice in a designated ice-filled cooler located at the end of the service line where another student may retrieve it at no charge. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the cooler to place for sharing or retrieve an item after the student has left the service line.

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

### **Removing Food Items from the Food Service Area**

At the end of the meal period, a student may leave the cafeteria with up to two (2) school-provided whole fruit or whole vegetable food items. Students may not remove from the cafeteria milk, juice, or any other item requiring a temperature controlled environment.

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

## **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 the foster child is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

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

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

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.

### **Foster Child School Choice**

If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by ADE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester at another school in the District or in the District.

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

The District shall only reject a Foster Child School Choice application if:

The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, rules for standards of accreditation, or other applicable rule or regulation; or

Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

A foster child whose application is rejected by the District may submit a written request within ten (10) days following the receipt of the rejection letter from the superintendent to the State Board of Education for the State Board to reconsider the transfer.

A Foster Child School Choice transfer shall remain in effect until the foster child:

- Graduates from high school; or
- Transfers to another school or school district under:
  - The Foster Child School Choice Act;
  - Opportunity Public School Choice Act of 2004;
  - The Public School Choice Act of 2015; or
  - Any other law that allows a transfer.

The District shall accept credits toward graduation that were awarded by another public school district.

When a foster child transfers from the foster child's school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child's transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into a written agreement for the District to provide the transportation to and from the school the foster child transferred to.

Cross References: 4.1—RESIDENCE REQUIREMENTS  
 4.2—ENTRANCE REQUIREMENTS  
 4.5—SCHOOL CHOICE  
 4.7—ABSENCES

Legal Reference: A.C.A. § 6-18-233  
 A.C.A. § 9-28-113

Date Adopted: June 8, 2015  
 Last Revised: May 23, 2017

## 4.53— PLACEMENT OF MULTIPLE BIRTH SIBLINGS

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

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

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

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

Legal Reference: A.C.A. § 6-18-106

Date Adopted: June 13, 2011  
 Last Revised: June 13, 2011

## 5.24—STUDENT PARTICIPATION IN SURVEYS

Section One: No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his family;



3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section Two: No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Section Three: Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10)\* days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Section Four: Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following;

1. A student's name;
2. The name of the student's parent or member of the student's family;
3. The address, telephone number, or email address of a student or a member of a student's family;
4. A personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;
5. Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

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

## **6.4—VOLUNTEERS**

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

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

All volunteers who intend to act as head coaches or assistant coaches must:

1. Be at least twenty-two (22) years of age; and
2. Meet the requirements adopted by the Arkansas Activities Association (AAA) to volunteer for any athletics program for grades seven (7) through twelve (12).

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

A volunteer may act as a head coach in all varsity junior and senior high sports administered by the AAA except in the following sports:

- Football;
- Basketball; and
- Track and field.

### **Background Checks for Volunteers**

For the purposes of this policy, "clear background check" means that:

- A background check was performed on the potential school volunteer in accordance with A.C.A. §§ 12-12-1601 et seq.;
- The potential school volunteer has not committed any of the crimes or offenses contained in A.C.A. §§ 6-17-410, 6-17-411 or 6-17-414 according to both the National and Arkansas background checks;
- The potential school volunteer's name was not found on the Child Abuse Central Registry; and
- The Arkansas Educator Licensure System does not indicate the potential volunteer to:
  - Have a currently suspended or revoked educator's license; or
  - Be the recipient of a current Level 3 or Level 4 public notification of ethics violation.

A person wishing to volunteer in a capacity that requires a background check may not perform volunteer services requiring a background check until a clear background check is received by the District. Once received, a clear background check is good for 5 years; a background check renewal must be applied for and a clear background check received prior to the time of renewal or an interruption of permitted volunteer service could occur. A clear background check will be accepted of any individual wishing to volunteer provided it was conducted within the timeframe provided for in this policy.

The Application for an initial background check may be made through the District administrative office. The District will incur the fee charged by the State of Arkansas for performing the initial check and any renewal checks.

A person who failed a previous background check may petition the Board for a waiver from this policy's requirement. The petition shall be accompanied by a signed authorization for disclosure of his or her entire criminal and child abuse registry history. In deciding whether to grant a waiver, the board may take into consideration: the circumstance or circumstances surrounding the act or omission that lead to the conviction, Child Abuse Registry true finding, or the receipt of the Level 3 or Level 4 Public Notification of Ethics Violation; the age of the person at the time of the act or omission; the length of time that has passed without reoffending; and other relevant circumstances. If the Superintendent recommends a waiver be granted, the Board may adopt a resolution by majority vote providing an exception to this policy's requirement for a time period not to exceed five (5) years. The board must consider this matter in open session, and may not confer or deliberate in closed or executive session.

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

Clear background checks for school volunteers are required for those individuals who are required to be or who seek to become Registered Volunteers, as defined in A.C.A. § 6-22-102 et seq. In addition to volunteers wishing to participate in the registered volunteers program, clear background checks are required for:

No information relating to the application for or receipt of a criminal background check, including that a background check has or has not been applied for, shall be subject to disclosure under the Arkansas Freedom of Information Act, as

provided by A.C.A. §§ 12-12-1601 et seq. Requests for background checks and reports on background checks obtained under this policy shall be retained by the district for a minimum of three (3) years.

The District shall maintain the following information on volunteers:

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

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

Legal References:	A.C.A. §§ 6-17-301
	A.C.A. § 6-17-410
	A.C.A. § 6-17-411
	A.C.A. 6-17-414
	A.C.A. § 6-17-428
	A.C.A. § 6-22-101 et seq.
	A.C.A. §§ 12-12-1601 et seq.
	A.C.A. § 12-18-402
	A.C.A. § 12-18-909(g)(21)
	A.C.A. § 21-13-101 et seq.
	Arkansas Department of Education Rules Governing Background Checks
	Arkansas Department of Education Rules Governing the Code of Ethics for Arkansas Educators

Date Adopted: May 9, 2016  
Last Revised: June 22, 2018

## **6.11—PARENT, FAMILY, AND COMMUNITY ENGAGEMENT - DISTRICT**

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

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

9. Find and modify other successful parent, family, and community engagement programs to suit the needs of our district;
10. Train parents, families, and the community to enhance and promote the involvement of other parents, families, and members of the community;
11. Provide reasonable support for other parent, family, and community engagement activities as parents, families, and the community may reasonably request.

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

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

Legal References: 20 U.S.C. § 6318

A.C.A. § 6-15-1702

A.C.A. § 6-15-1703

A.C.A. § 6-15-1704

Arkansas Department of Education Rules Governing Parental Involvement Plans and Family and Community Engagement

Date Adopted: May 12, 2017

Last Revised: June 22, 2018

## **6.12—PARENT, FAMILY, AND COMMUNITY ENGAGEMENT - SCHOOL**

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

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

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

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

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

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

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

Legal References: 20 U.S.C. § 6318

A.C.A. § 6-15-1702

A.C.A. § 6-15-1703

A.C.A. § 6-15-1704

Arkansas Department of Education Rules Governing Parental Involvement Plans and Family and Community Engagement

Date Adopted: June 22, 2018

Last Revised: June 22, 2018

## **II. HEALTH & SAFETY**

## **5.29—WELLNESS POLICY**

The health and physical well-being of students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the Board of Directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

The problem of obesity and inactivity is a public health issue. The Board of Directors is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Arkansas Department of Education (ADE), but with the community and its residents, organizations and agencies. Therefore, the District shall enlist the support of the larger community to find solutions that improve the health and physical activity of our students.

### **Wellness Committee**

To enhance the district's efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way to ensure age-appropriate recommendations are made that correlate to the District's grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule and are incorporated into this policy by reference. The overarching goal of the committee shall be to promote student wellness by monitoring how well the District is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, and 8 of the Centers For Disease Control (CDC) School Health Index as a basis for annually assessing each school's progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in each school's ACSIP, provided to each school's principal, and reported to the board. Goals and objectives for nutrition and physical activity shall also be included in the ACSIP.

The SNPAAC shall be made up of Individuals from the following groups to the extent interested persons from each group desire to be included in the development, implementation, and periodic review of the District's wellness policy:

- Members of the District's Board of Directors;
- School administrators;
- School nutrition personnel;
- Teacher organizations;
- Teachers of physical education;
- Parents;
- Students;
- Professional groups (such as nurses);
- School health professionals (such as school nurses, school counselors, and social workers); and
- Community members.

The SNPAAC shall provide written recommendations to the District's Child Nutrition Director concerning menus and other foods sold in the school cafeteria. Such recommendations shall be based, at least in part, on the information the Committee receives from the District on the requirements and standards of the National School Lunch Program and from menus for the National School Lunch Program and other food sold in the school cafeteria on a quarterly basis.

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

### **School Health Coordinator**

To assist the SNPAAC in ensuring that the District fulfills the requirements of this policy, a District level School Health Coordinator (Designated District Official) shall be appointed. In addition, a school level School Health Coordinator shall be

appointed who shall be responsible for assisting the District level School Health Coordinator in ensuring that each school fulfills the requirements of this policy.

### **Goals**

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the District will adhere to the ADE Rules Governing Nutrition and Physical Activity Standards and Body Mass Index For Age Assessment Protocols. To promote nutrition, physical activity, and other school based activities that will improve student wellness, the District, working with the SNPAAC, has established the following goals:

1. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
2. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
3. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
4. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
5. Not use food or beverages as rewards for academic, classroom, or sports performances;
6. Establish class schedules and bus routes that do not directly or indirectly restrict meal access;
7. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
8. Abide by the current allowable food and beverage portion standards;
9. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's (USDA) Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;
10. Restrict access to competitive foods as required by law and Rule;
11. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of competitive foods.
12. Provide professional development to all district staff on the topics of nutrition and/or physical activity;
13. Utilize the School Health Index available from the CDC to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students.

### **Food and Beverages Outside of the District's Food Service Programs**

The District will insure that drinking water is available without charge to all students throughout the school including, but not limited to, in the District's food service areas.

All food and beverages sold to or provided to students on school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.); students or student groups; parents or parent groups; or another person, company, or organization associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum. These restrictions include, but are not limited to, food and beverages sold in vending venues (machines, ice chests, cabinets) in school stores or as part of school fundraisers.

Up to a maximum of nine (9) times per school year, school administration may schedule school wide events where food and beverages provided to students are not required to meet the Federal Smart Snacks standards during the scheduled time. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar.

Food and beverages outside of the District's food service programs may not be sold, served, or provided to students in the District's food service areas during meal times.

Elementary students shall not have in-school access to vending machines.

The District does not place nutrition restrictions on food or beverages brought from home that are intended for personal consumption only.



## **Advertising**

In accordance with the USDA regulations, oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product that are made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product shall only be permitted on school campus during the school day if they meet or exceed the Federal Smart Snacks standards. This restriction does not apply to:

- Materials used for educational purposes in the classroom, including, but not limited to:
  - The use of advertisements as a media education tool; or
  - Designing and implementing the health or nutrition curriculum;
- Clothing, apparel, or other personal items used by students and staff;
- The packaging of products brought from home for personal consumption; and
- Currently existing advertisements on school property, including but not limited to, the exterior of vending machines, posters, menu boards, coolers, trash cans, cups used for beverage dispensing, and other food service equipment; however, all future contracts and replacement items shall meet the Federal Smart Snacks standards.

## **Community Engagement**

The District will work with the SNPAAC to:

- a. Encourage participation in extracurricular programs that support physical activity, such as walk-to-school programs, biking clubs, after-school walking etc.;
- b. Encourage the implementation of developmentally appropriate physical activity in after-school childcare programs for participating children;
- c. Promote the reduction of time youth spend engaged in sedentary activities such as watching television and playing video games; and
- d. Encourage the development of and participation in family-oriented community-based physical activity programs.

The District will annually inform the public:

- Of the web address where the policy is located;
- Of any changes made to this policy since the previous year;
- Of the health and wellness priority goals in the District's ACSIP;
- That a printed copy of the policy may be picked up at the District's central office; and
- The amounts and specific sources of funds received and expenditures made from competitive food and beverage contracts.

Legal References: Richard B. Russell National School Lunch Act 42 U.S.C. § 1751 et seq. as amended by  
PL 111-296 (Section 204) of 2010. (Section 204 is codified at 42 U.S.C. § 1758(b))  
Child Nutrition Act of 1966 42 U.S.C. § 1771 et seq.  
7 C.F.R. § 210.18  
7 C.F.R. § 210.31  
A.C.A. § 6-20-709  
A.C.A. §§ 20-7-133, 134, and 135  
ADE Rules Governing Nutrition and Physical Activity Standards And Body Mass Index For Age Assessment Protocols  
Allowable Competitive Foods/Beverages - Maximum Portion Size List for Middle, Junior High, and High School  
Commissioner's Memo CNU-17-010  
Commissioner's Memo CNU-17-013  
Commissioner's Memo CNU-17-016  
Nutrition Standards for Arkansas Public Schools

Date Adopted: June 12, 2017

Last Revised: January 9, 2017

## 4.34—COMMUNICABLE DISEASES AND PARASITES

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

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

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

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

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

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

Cross References:      4.2—ENTRANCE REQUIREMENTS  
                              4.7--ABSENCES  
                              4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION  
                              4.57--IMMUNIZATIONS

Legal References:      A.C.A. § 6-18-702  
                              Arkansas State Board of Health Rules and Regulations Pertaining To Immunization Requirements  
                              Arkansas Department of Education Rules Governing Kindergarten through 12<sup>th</sup> Grade Immunization Requirements

Date Adopted: May 9, 2016  
Last Revised: May 9, 2016

## 4.35—STUDENT MEDICATIONS

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug

Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student, the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

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

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

### **Option One**

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

### **Option Two**

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

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

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

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

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

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

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

- At an off-site school sponsored activity.

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

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

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

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

- A. The time scheduled for a dose of insulin in the student's IHP; and
- B. Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

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

### Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained<sup>1</sup> 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 a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained<sup>1</sup> and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

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

### Legal References:

Ark. State Board of Nursing: School Nurse Roles and Responsibilities  
Arkansas Department of Education and Arkansas State Board of Nursing Rules Governing the Administration of Insulin and Glucagon to Arkansas Public School Students with Diabetes  
A.C.A. § 6-18-707  
A.C.A. § 6-18-711  
A.C.A. § 6-18-1005(a)(6)

Date Adopted: June 13, 2016  
Last Revised: June 22, 2018

## **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.

Students who are ill (flu, fever, vomiting, etc.) or who have contagious conditions (pink eye, measles, mumps, chicken pox, etc.) should not come to school and expose others to their illness. When a student becomes ill at school, the school nurse will determine if he/she should go home, in which case the parents will be called and asked to come pick up the sick child.

In cases of accident and injury, first aid will be given. Any further treatment is the responsibility of the student's parents. The injured student's parent and principal will be notified of accidents and injuries when the nurse feels it is warranted. First aid treatment will only be given for those injuries that have occurred during school hours on school premises.

Except in cases of emergency, no students will be admitted to the Nurse's Office without a pass signed by his/her teacher or by the school office. The school nurse is permitted to neither diagnose illnesses nor prescribe medications.

Parents, with the cooperation of physicians, are requested to give medications to children at home if possible. If it is necessary for a student to take any form of medication at school, the following guidelines will need to be followed:

1. Medication given 3 times a day or less should be given at home.
2. All medication must be sent to and given by the nurse or office staff. This includes over-the-counter medications.
3. It must be in the original container with a current date and label clearly stating for whom the drug is intended, dosage required, and frequency with which it is to be administered.
4. A note from a parent/legal guardian accompanying the medication authorizing to be given, giving the child's name, dosage amounts, specific dosage times, and other appropriate instructions.
5. If there is a need for medication to be given for more than a two-week period a doctor's statement is required.

### **EXCLUSIONS/READMISSION REQUIREMENTS**

Students with temperature of 37.7 degrees C (100 degrees F) or above may be dismissed from school.

1. Students may be readmitted to school if there has been no fever (un-medicated) in the preceding 24 hours.
2. Students sent home due to fever will miss the next day of school, before being readmitted.

Date Adopted: May 17, 2004  
Last Revised: May 2007

## **4.41—PHYSICAL EXAMINATIONS OR SCREENINGS**

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

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

Expect in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

Students who participate as athletes in the Arkansas Special Olympics programs should be aware that the student's physical examination for participation in the program must be signed by either an advanced practice nurse or a licensed physician. Many of the participating students often have multiple health challenges, which can sometimes be deadly in the right circumstances. As a result, it is important that the Special Olympics athlete medical form be completed by the parent and the qualified health care provider.

Legal References: A.C.A. § 6-18-701 (b), (c), (f)

Date Adopted: May 9, 2016

Last Revised: May 9, 2016

## **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 1<sup>st</sup> 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.

Cross References: 4.2—ENTRANCE REQUIREMENTS  
4.7—ABSENCES  
4.8—MAKE-UP WORK

Legal References: A.C.A. § 6-18-702  
ADE Rules Governing Kindergarten -12<sup>th</sup> Grade Immunization Requirements In Arkansas Public Schools  
ADH Rules and Regulations Pertaining to Immunization Requirements

Date Adopted: June 8, 2015  
Last Revised: June 8, 2015

## 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.

A.C.A. § 6-15-1302 requires that the district's Panic Button Alert System meet the following requirements:

- a) Connect the caller with 911 while simultaneously notifying designated on-site personnel;
- b) Directly integrate into the existing statewide Smart911 system.
- c) Be available for use as a smartphone application and have a mechanism for panic notifications to be triggered by non-smartphone wireless callers and landline callers; and
- d) Be limited to users designated, approved, and confirmed by school administrators.

Smart911 is required to provide a way for schools to geo-fence the school campus and provide and manage floor plans and other documents to assist emergency responders when they automatically display during a 911 call. Districts are responsible for keeping the floor plans and pertinent emergency contact information for the statewide Smart 911 system up to date.

Legal References: A.C.A. § 12-13-109  
A.C.A. § 6-10-110  
A.C.A. § 6-10-121  
A.C.A. § 6-15-1302  
A.C.A. § 6-15-1303  
Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.03.1

Date Adopted: May 9, 2016  
Last Revised: May 9, 2016



### **III. DISCIPLINE**

## **4.17—STUDENT DISCIPLINE**

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

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

The District's licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Pea Ridge School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

The minimum penalty for student misconduct will be a verbal warning and the maximum penalty will be expulsion by the Board and/or legal action dependent upon the severity and frequency of the misconduct.

Any student who gives false information or wrongfully accuses another student or staff member may be subject to disciplinary action.

Legal Reference: A.C.A. § 6-18-502  
A.C.A. § 6-17-113

Date Adopted: June 10, 2013  
Last Revised: June 10, 2013

## **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; Operating a vehicle on school grounds while using a wireless communication device-; and
23. Theft of another individual's personal property.

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

Cross References: Prohibited Conduct #1—Policy # 3.17  
 Prohibited Conduct #2— Policy # 4.20  
 Prohibited Conduct #3— Policy # 4.21, 4.26  
 Prohibited Conduct #4— Policy # 4.22  
 Prohibited Conduct #5— Policy # 4.23  
 Prohibited Conduct #7—Policy 4.47  
 Prohibited Conduct #8— Policy # 4.24  
 Prohibited Conduct # 13— Policy # 4.25  
 Prohibited Conduct # 14— Policy # 4.21  
 Prohibited Conduct # 15— Policy # 4.7  
 Prohibited Conduct # 16 — Policy # 4.9  
 Prohibited Conduct # 17— Policy # 4.43  
 Prohibited Conduct # 20— Policy # 4.26  
 Prohibited Conduct # 21—Policy # 4.27  
 Prohibited Conduct # 22— Policy # 4.43  
 Prohibited Conduct # 23— Policy # 4.47

Legal References: A.C.A. § 6-5-201  
 A.C.A. § 6-15-1005  
 A.C.A. § 6-18-222  
 A.C.A. § 6-18-502  
 A.C.A. § 6-18-506  
 A.C.A. § 6-18-514  
 A.C.A. § 6-18-707  
 A.C.A. § 6-21-609  
 A.C.A. § 27-51-1602  
 A.C.A. § 27-51-1603  
 A.C.A. § 27-51-1609

## PEA RIDGE SCHOOL DISTRICT CLASSROOM PROCEDURE-DISCIPLINE HANDLED WITH IN THE CLASSROOM

We believe that the purpose of discipline is to foster responsibility, independence, positive attitudes, and self-discipline. The best discipline is self-control. Consistently enforcing clear expectation teaches students an internal sense of what is right and what is wrong so they can learn. Pea Ridge Schools have the following expectations: A) be prompt and prepared, B) respect authority, C) respect the rights of others, D) respect property, E) display a concern for learning, F) display appropriate social skills, and G) display appropriate character.

The Pea Ridge Schools' Code of Student Conduct describes the district's expectations for student conduct and the categories of disciplinary action which will be used to encourage students to become responsible and self-disciplined. Disciplinary actions are determined by the severity and/or the frequency of the misconduct.

The Board of Education believes that penalties for violations of the Behavioral Standards should be fairly administered and appropriate to the particular violation (or cumulative violations, in the case of a student who repeatedly misbehaves). The follow interventions are available to the school personnel; however, nothing in the policy is intended to require that a less severe intervention be used prior to the use of any other intervention. School personnel are expected to choose the particular intervention which they believe to be most appropriate for a specific student who has committed a specific offense. While the following corrective measures are approved by the Board, staff members are expected to treat all students with courtesy and respect, to reward good behavior, and to maintain positive approaches in helping students develop acceptable patterns of behavior.

- Warning (minimum)
- Classroom consequences
- Conference between the teacher, the student, and or parent
- Loss of privileges
- Referral to a building administrator
- Referral to other school personnel (counselor, nurse, etc.)
- Referral to out of school personnel
- Other Alternative placement
- Suspension (either ISS or OSS)
- Expulsion (maximum)

All consequences are at the discretion of the building administrator.

DISCIPLINE POLICY:	CATEGORIES OF DISCIPLINARY ACTION
	NOTE: Disciplinary actions may include, but are not limited to, the consequences listed below. These consequences are grouped into categories, but are not necessarily listed in sequential order.
Minimum: Step 1	Warning by teacher or other authorized school personnel.
Step 2	Teacher-Student conference, parent notification, classroom consequences(s), loss of privilege(s), teacher-parent-student conference, referral to counselor, nurse, etc.
Step 3	Referral to principal, loss of privilege(s), detention hour(s), extra supervised campus service.
Step 4	In-school suspension (Maximum 10 Days), emergency removal by parent for remainder of day, corporal punishment.
Step 5	Out-of-school suspension (Maximum 10 Days), referral to juvenile authorities.
Maximum: Step 6	Expulsion by School Board

## BEHAVIOR STANDARDS

All students of Pea Ridge Schools shall comply with the rules and regulations, pursue the required courses, and submit to the reasonable directions or commands of all school personnel. Students are expected to conduct themselves at all times (at school, at school activities and events, and traveling to and from school) in a manner that will promote the best interest of the school system and will not infringe on the rights of others. Students should behave in a manner that brings credit to their community, their school, their family, and to themselves.

## CODE OF STUDENT CONDUCT

### READY TO LEARN

1. Students will be in their seat when the tardy bell rings.
2. Students will bring textbooks, paper, pencil, etc. to class each day.
3. Students will turn in all homework, classroom assignments, and projects when assigned.
4. Students will be alert and attentive in class.
5. Students will not be truant.
6. Students will make up all assignments after being absent.
7. Students will not be insubordinate. They will follow all reasonable directives by authorized school personnel.
8. Students will identify themselves when requested by school personnel.
9. Students will conduct themselves in an orderly manner and not disrupt the learning of others.
10. Students will use hairbrushes, hairspray, and other toiletries in the restrooms only.
11. Students will not leave or enter campus without signing in/out in the office.
12. Students will show a hall pass whenever they are out of class.
13. Students will not eat food or drink in classroom, chew gum, or eat candy without teacher permission.
14. Students will deliver all medications to the nurse or office.
15. Students will be honest. They will not steal, attempt to steal, lie, or cheat.
16. Students will behave decently and morally at school and at school events.
17. Students will not wager or gamble.
18. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to, exposed undergarments, sagging pants, excessively short or tight garments, bare midriff shirts, strapless shirts, attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors, head covering of any kind, see-through clothing, attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified.
19. Students will not distribute petitions or printed matter without prior approval from the principal.
20. Students will follow vehicle safety rules on school property and at school events.
21. Students will not participate in any school event or activity on the day(s) of In-school or Out-of-school suspension.
22. Students will not make any public displays of affection (PDA).
23. Students will not possess, use, sell, distribute, or be under the influence of tobacco, tobacco products, alcohol, illegal drugs, look-alike drugs, or drug devices.
24. Students will not sell any item at school, school events or activities without prior approval from the principal.
25. Students will not deface, vandalize, or damage school property.
26. Students will not possess, use, or bring these items to school: firearm, knife, laser pointers, club, fireworks, paging device, glass container, matches, toy or real weapon, ammunition, any tape player, compact disk player, radio, or hand-held electronic game. Cell phones are not to be used during the day.
27. Students will not participate or appear to participate in a gang or a secret society or organization or show gang symbols, clothing, or gestures.
28. Students will not use or threaten to use a bomb.
29. Students will not start or attempt to start a fire.
30. Students will not put their hands, feet, body, or objects on anyone.
31. Students will not assault (in any manner), attempt to assault or verbally threaten another person. Students will not individually, or within a group, make threatening remarks or gestures against anyone with the likelihood of provoking a fight.
32. Students will not verbally, physically, or sexually harass another person.
33. Students will not call others names, use profanity, obscene gestures, or make indecent proposals or indecent exposure.
34. Students will not use/display any cell phone, paging device, beeper, or similar communication devices, cameras, MP3 players,

iPods, and other portable music devices on school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons.

35. Students will not cheat, copy, or claim another person's work to be his/her own.
36. Students will not engage in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability.

## **REMOVAL FROM CLASS**

Act 1281 of 1999 authorizes teachers to remove students from class in order to maintain effective discipline after the teacher has documented that a student has repeatedly interfered with the teacher's ability to teach or the other student's ability to learn. If a teacher removes a student from class twice during any nine-week grading period, the students may not return to class unless a conference is held.

## **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.

Legal Reference: A.C.A. § 6-18-511

Date Adopted: May 17, 2004  
Last Revised: May 2007

## **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.

Legal Reference: A.C.A. § 6-17-106 (a)

Date Adopted: May 17, 2004  
Last Revised: May 2007

## **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, nunchucks, pepper spray, mace, or other noxious spray, explosive, Taser or other instrument that uses electrical current to cause neuromuscular incapacitation, or any other instrument or substance capable of causing bodily harm. 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. 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.

Cross Reference: Policy 4.31—EXPULSION

Legal References: A.C.A. § 6-18-502 (c) (2) (A) (B)  
A.C.A. § 6-18-507 (e) (1) (2)  
A.C.A. § 6-21-608  
A.C.A. § 5-4-201  
A.C.A. § 5-4-401  
A.C.A. § 5-27-210  
A.C.A. § 5-73-119(b) (e) (8) (9) (10)  
A.C.A. 5-73-133  
20 USC § 7151

Date Adopted: May 9, 2016  
Last Revised: May 9, 2016

## **4.23—TOBACCO AND TOBACCO PRODUCTS**

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

Legal Reference: A.C.A. § 6-21-609

Date Adopted: June 13, 2011

Last Revised: July 18, 2013

## **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 Pea Ridge School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, any alcoholic beverage, inhalants or any ingestible matter that alters a student's ability to act, think or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs or any controlled substance.

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

### First Violation:

- A student who violated the school district's Alcohol and Drug Policy for the first time shall be immediately suspended from school for ten days. This suspension may be reduced to five days if the student completes an evaluation and the school has been provided a copy of the evaluation by a school approved agency.
- The principal or designee will immediately contact the student's parent or guardian.
- Any violation of state or local laws will be reported to the proper authorities.
- The student, parent or guardian, and the principal or designee shall sign a non-use contract for re-entry into school
- The student may be referred to the school's resource officer or counselor.

### Second or Subsequent Violations:

- A student who violates the school district's Alcohol and Drug Policy for a second or subsequent time will be immediately suspended from school for ten days and recommended for expulsion.
- The principal will immediately contact the student's parent or guardian.
- Any violation of state or local laws will be reported to the proper authorities.
- A non-use contract shall be signed by the student, parent or guardian, and the principal for re-entry. The student may be placed in the ALE program upon re-entry.
- The student may be referred to the school's resource officer or counselor.

Date Adopted: May 7, 2012

Last Revised: May 7, 2012

## **4.24a – DRUG TESTING**

### STATEMENT OF PURPOSE:

Whereas, significant information exists to the ever-increasing incidence of drug use and addiction among our youth in society, the Pea Ridge Board of Education has determined that it has a compelling interest in the protection and safety of



its students who are involved in interscholastic activities and students that operate a motor vehicle. The Board of Education recognizes that adolescence is a time when physical harm or injury of a student or others engaged in interscholastic activities and operate a motor vehicle is prevalent. The Board further acknowledges that interscholastic activities play an important part in the lives of many students and are significant events in creating the culture and climate of the District. The positive lessons learned in the participation of interscholastic activities are beneficial to students, not only during their formative years, but also long after they leave school.

Interscholastic activities provide students with special opportunities to develop skills and attitudes and to be recognized for their accomplishments. Participants in interscholastic activities are considered to be role models by their peers and younger students of the community.

Whereas, participation in interscholastic activities and operating a motor vehicle are elective opportunities, and because of the potential risk of physical and psychological harm to students engaged in drug use, and whereas those who choose to become involved in interscholastic activities are visible representatives of the District, as well as role models, the Pea Ridge Board of Education adopts this resolution as a statement of purpose concerning the drug testing of students who park a motor vehicle on campus or engage in interscholastic activities and as a statement of support for such testing.

#### MISSION STATEMENT:

The Pea Ridge Public School District recognizes that drug abuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Pea Ridge School District is determined to undermine the effects of peer pressure by providing a legitimate reason for students involved in interscholastic activities or operate a motor vehicle to refuse the use of illegal drugs and alcohol; and to be proactive in encouraging students who use drugs to participate in drug treatment programs.

#### DEFINITIONS:

- A. DRUGS — any substance considered illegal by Arkansas Statutes or that is controlled by the Food and Drug Administration unless prescribed by a licensed physician or medical practitioner.
- B. INTERSCHOLASTIC ACTIVITIES — Any Interscholastic activity program in grades 7-12 sponsored by the Arkansas Activities Association and Pea Ridge Public Schools.
- C. SCHOOL YEAR — from the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which event from the first day of practice or organized activity through the last day of classes in the spring.
- D. ALCOHOL — any substance containing ethyl alcohol.
- E. MOTOR VEHICLE OPERATOR — any student who obtains a parking sticker and is assigned a parking place or area.

#### POLICY STATEMENT:

Pea Ridge Public School District ("the district") is conducting a mandatory drug testing program for students. Its purpose is:

- a. To provide for the health and safety of students participating in Interscholastic Activities and operating a motor vehicle grades 7-12;
- b. To promote and insure the safety and well-being of motor vehicle operators and their passengers;
- c. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and alcohol;
- d. And to encourage students who use drugs to participate in drug treatment programs.

#### PROCEDURES FOR STUDENTS:

##### CONSENT:

Any student wishing to participate in an Interscholastic activity program or park a motor vehicle on school grounds and the student's custodial parent/legal guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as FORM A. No student shall be allowed to participate in any activity program or park a motor vehicle on campus absent such consent.

##### STUDENT SELECTION:

At the option of the district, all students in interscholastic activities or motor vehicle operators may be drug tested at the beginning of the school year or at the beginning of the interscholastic activity season. In addition, random testing may be

conducted weekly, biweekly, monthly or quarterly during the school year. Selection for random testing will be by lottery drawing from a "pool" of all students who operate a motor vehicle or participate in interscholastic activity programs in the district at the time of the drawing. A single test from a student can be required by a principal for reasonable suspicion. Any parent may request his/her child's placement in the lottery regardless of motor vehicle operation or interscholastic activity participation. The superintendent shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process, including assuring that the names of all participating students are in the pool, assuring that the person drawing the names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process, and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

#### SAMPLE COLLECTION:

Samples will be collected at a mutually convenient time on the same day the student is selected for testing or if the student is absent on that day, on the day of the student's return to school. If a student is unable to produce a sample at any particular time, the student will remain with testing personnel until sample is collected. All students providing samples will have the option of doing so alone in an individual stall with the door closed. Refusal by the student to comply with request for sample will be deemed as non-compliant and, therefore, student will not be allowed to continue to participate in their activities. At that point, parent contact will be made to notify them of the student's non-compliance.

#### TESTING AGENCY:

The district will choose a qualified agency (if necessary) for the purpose of processing sample results and maintaining privacy with respect to test results and related matters.

#### PRESCRIPTION MEDICATION:

Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to school personnel at the time a sample is collected, or within five (5) business days of notification of a positive result. That envelope will be forwarded unopened to a designated Medical Review Officer (MRO) with the sample, with instructions for the MRO to consider the student's use of such medication to assure the accuracy of the result. Such information provided by the student will not be disclosed to any school official. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests."

#### SCOPE OF TESTS:

The testing lab will be instructed to test for one or more illegal drugs. The District shall decide which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence any physical condition other than drug intoxication.

#### LIMITED ACCESS TO RESULTS:

Only the superintendent or his designee will be notified when double confirmation of a positive test is received.

#### PROCEDURE IN THE EVENT OF A POSITIVE TEST:

Whenever a student's test result indicates the presence of illegal drugs ("positive test"), the following will occur:

- a. A split sample of the original sample provided by the student will be forwarded to a referral laboratory other than the initial sample testing agent and the results of the split sample test will be forwarded to a designated MRO for confirmation.
- b. If the split sample of tests negative, the student will be notified and no further action will be taken. If the split sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent or his/her designee, the student, the custodial parent or legal guardian, and the student's building principal if the principal is available.

#### FIRST POSITIVE RESULT:

For a positive result, the student will be placed on probation and not allowed to park a motor vehicle on school grounds or participate in competitions, presentations, and activities of Pea Ridge Public Schools for a period of thirty (30) calendar days. The student will be required to attend drug/alcohol counseling, and, if any charge is incurred, it will be the responsibility of the parents/guardian.

On day thirty-one (31), in order to regain eligibility, the student will be required to be retested (at the expense of the parent/guardian), and show proof of counseling attendance. If the test results are found to be negative, the student will again become eligible for interscholastic activities of Pea Ridge Public School and operate a motor vehicle on Pea Ridge Public School grounds. However, the student must submit to a mandatory drug screen or lab test on a monthly basis at

the expense of the parent or guardian. The screening must be conducted by a reputable agency or facility capable of screening for the same substances being screened for by the district. The duration of the screening should be determined by the intervention program and will not exceed a maximum of six months.

#### **SECOND POSITIVE RESULT:**

For the second positive test in the same year, the student will be suspended from parking on campus and interscholastic activities relating to Pea Ridge Public Schools for a calendar year. The student will not be able to participate until after the probation period has ended and has provided a negative or clear test.

#### **THIRD POSITIVE RESULT:**

For the third positive test in two consecutive calendar years, the student will be suspended from participating in interscholastic activities and lose parking privileges on Pea Ridge Public School grounds for the remainder of his/her enrollment in the district (may be appealed to the board).

#### **NON-PUNITIVE NATURE OF POLICY:**

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid and binding subpoena or other legal process, the student and the student's custodial parent/legal guardian will be notified as soon as possible by the district.

#### **OTHER DISCIPLINARY MEASURES:**

The district, by accepting this policy, is not precluded from utilizing other disciplinary measures set forth in the Student Discipline Policy, and this policy does not preclude the district from taking disciplinary action when founded upon reasonable suspicion that a student has participated in drug related activities.

Date Adopted: November 9, 2009

Date Revised: November 9, 2009

### **4.25—STUDENT DRESS AND GROOMING**

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

Students are prohibited from wearing, while on 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. Final approval of costumes or uniforms will be given by the sponsor, athletic director (if involved in sports), principal, and superintendent.

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

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

Date Adopted: June 13, 2011

Last Revised: June 13, 2011

### **4.26—GANGS AND GANG ACTIVITY**

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

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

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

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

Date Adopted: May 17, 2004  
Last Revised: June 13, 2011

## **4.27—STUDENT SEXUAL HARASSMENT**

The Pea Ridge School District is committed to providing an academic environment that treats all students with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to: the nature of sexual harassment; the District's written grievance procedures for complaints of sexual harassment; that the district does not tolerate sexual harassment; that students can report inappropriate behavior of a sexual nature without fear of adverse consequences; the redress that is available to the victim of sexual harassment; and the potential discipline for perpetrating sexual harassment.

"Sexual harassment" means conduct that is:

1. Of a sexual nature, including, but not limited to:
  - a. Sexual advances;
  - b. Requests for sexual favors;
  - c. Sexual violence; or
  - d. Other personally offensive verbal, visual, or physical conduct of a sexual nature;
2. Unwelcome; and
3. denies or limits a student's ability to participate in or benefit from any of the District's educational programs or activities through any or all of the following methods:
  - a. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
  - b. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
  - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

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

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

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

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

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

Complaints will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to: individuals who are responsible for handling the District's investigation to the extent necessary to complete a thorough investigation; the extent necessary to submit a report to the child maltreatment hotline; the Professional Licensure Standards Board for complaints alleging sexual harassment by an employee towards a student; or the extent necessary to provide the individual accused in the complaint due process during the investigation and disciplinary processes. Individuals who file a complaint have the right to request that the individual accused of sexual harassment not be informed of the name of the accuser; however, individuals should be aware that making such a request may substantially limit the District's ability to investigate the complaint and may make it impossible for the District to discipline the accused.<sup>3</sup>

Students, or the parents/legal guardians/ other responsible adult of a student, who file a complaint of sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats, intimidation, coercion, or discrimination. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

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

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

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

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

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following an investigation, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

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

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

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.  
34 CFR part 106

A.C.A. § 6-15-1005 (b) (1)

Date Adopted: June 13, 2011  
Last Revised: June 22, 2018

## **4.43—BULLYING**

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

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

### **Definitions:**

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

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

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

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

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

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

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

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or

- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

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

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

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

11. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
12. Pointed questions intended to embarrass or humiliate,
13. Mocking, taunting or belittling,
14. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
15. Demeaning humor relating to a student's actual or perceived attributes,
16. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
17. Blocking access to school property or facilities,
18. Deliberate physical contact or injury to person or property,
19. Stealing or hiding books or belongings,
20. Threats of harm to student(s), possessions, or others,
21. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
22. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").

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

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

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

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

Copies of this policy shall be available upon request.

Legal Reference: A.C.A. § 6-18-514

Date Adopted: June 13, 2011  
Last Revised: June 22, 2018

#### **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.

Legal References:       A.C.A. § 6-18-512  
                              A.C.A. § 5-60-122

Date Adopted: May 17, 2004  
Last Revised: May 2007

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

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

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan;<sup>1</sup> this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

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

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

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

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

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

A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording



and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians.<sup>2</sup> Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.<sup>3</sup> A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.<sup>4</sup>

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.<sup>5</sup>

Legal References: A.C.A. § 6-15-2907

A.C.A. § 6-18-515

A.C.A. § 27-51-1602

A.C.A. § 27-51-1603

A.C.A. § 27-51-1609

ADE Test Administration Manual

Date Adopted: May 9, 2016

Last Revised: June 22, 2018

## **6<sup>TH</sup> – 12<sup>TH</sup> GRADE CELL PHONES, ELECTRONIC DEVICES, HEADPHONES, EAR BUDS, ETC.**

### **DEVICES IN THE HALLWAYS, RESTROOMS, AND COMMON AREAS:**

During the regular school day, 7:50 AM to 3:20 PM, students are not allowed to use cell phones in the hallways or buildings. Students of this policy will have devices confiscated. For a first offense, the device will be held in the high school office until the end of the school day. The student may retrieve the device from the high school office at the end of the school day. For all subsequent offenses, the device will be confiscated by school officials and held in the high school office until a parent or guardian retrieves the device from the school. Any student who refuses to turn the device over to school officials will be subject to immediate out-of-school suspension (OSS) for insubordination for a minimum of one school day.

Students' wearing headphones or ear buds in the hallways, restrooms, or other commons areas, with the exception of the cafeteria and courtyard area during breakfast and lunch, is strictly prohibited. These devices can hinder a person's ability to hear, and therefore, represent a serious safety issue. A student in violation of this policy will have the headphones or ear buds confiscated by school officials. For a first offense, the device will be held in the high school office until the end of the school day. The student may retrieve the device at the end of the day. For all subsequent offenses, the device will be confiscated by school officials and held in the high school office until a parent or guardian retrieves the device from the school. Any student who refuses to turn the device over to school officials is subject to immediate out-of-school suspension (OSS) for insubordination for a minimum of one school day.

### **DEVICES IN THE CLASSROOM:**

A student in violation of a teacher's classroom electronic device policy will have the device confiscated. For a first offense, the device will be held in the school office until the end of the school day. The student may retrieve the device from the school office at the end of the school day. For all subsequent offenses, the device will be confiscated by school officials and held in the school office until a parent or guardian retrieves the device from the school. Any student who refuses to turn the device over to school officials will be subject to immediate out-of-school suspension (OSS) for insubordination for a minimum of one school day. All teachers will make students aware of their classroom rules for these stated devices. It is the responsibility of the student to be aware of the teachers' rules for electronic devices.

## 4.30—SUSPENSION FROM SCHOOL

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Cross Reference: 4.7—ABSENCES

Legal References: A.C.A. § 6-18-507  
*Goss v Lopez*, 419 U.S. 565 (1975)

Date Adopted: June 13, 2016

Last Revised: May 23, 2017

## 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.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5<sup>th</sup>) grade unless the student's behavior:

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

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

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

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

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

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to

possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

Cross Reference: Policy 4.22—WEAPONS AND DANGEROUS INSTRUMENTS

Legal Reference: A.C.A. § 6-18-507

Date Adopted: May 17, 2004

Last Revised: May 23, 2017

## **A.C.A. 5-27-210. Parental responsibility for student's firearm possession.**

(a) As used in this section:

(1) "Firearm" means:

- (A) Any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use, including such a device that is not loaded or lacks a clip or other component to render it immediately operable; or
- (B) Components that can readily be assembled into a device described in subdivision

(a)(1)(A) of this section; and (2) "Parent" means a parent, stepparent, legal guardian, or person in loco parentis or who has legal custody of a student pursuant to a court order and with whom the student resides.

(b) A parent of a minor is guilty of a Class B misdemeanor if:

(1) The parent knows that the minor is in illegal possession of a firearm in or upon:

- (A) The premises of a public or private school;
- (B) A public or private school's athletic stadium or other facility or building in which school-sponsored events are conducted; or
- (C) A public park, playground, or civic center; and

(2) The parent fails to:

- (A) Prevent the illegal possession; or
- (B) Report the illegal possession to an appropriate school or law enforcement official.

History: Acts 1999, No. 1149, §§ 1, 2.

## **4.32—SEARCH, SEIZURE, AND INTERROGATIONS**

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

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

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

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

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

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

Date Adopted: June 8, 2015  
Last Revised: June 8, 2015

## **4.48—VIDEO SURVEILLANCE**

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

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

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased at any time greater than 5 days after they were created.

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

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

Legal References:       20 USC 1232g  
                              20 U.S.C. 7115  
                              34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

Date Adopted: June 13, 2011  
Last Revised: June 9, 2014

## **IV. TRANSPORTATION**

## 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.

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

### BUS RULES:

- A. All students must obey the driver's directions promptly and cheerfully.
- B. There is to be no eating, chewing gum, or drinking of anything on the bus.
- C. Students are to stay in their seat and face forward at all times.
- D. Students must keep the bus aisle clear of books, bags, feet, legs, etc. at all times.
- E. Students must use proper boarding and departing procedures.
- F. Students may not bring on board balloons, glass, live or dead animals, or any item too large to hold in the student's lap or fit under the seat in front of the student. (This includes musical instruments.)
- G. Students must keep their hands and head inside the bus at all times.
- H. Students are not to tamper with safety equipment or use emergency exits unless instructed to do so by authorized personnel.
- I. No loud or distracting noises are allowed, including singing, yelling, or screaming.
- J. No vandalism to school or personal property is allowed.
- K. No rude, vulgar, or obscene language, or obscene actions are allowed.
- L. Students must keep hands, feet and other objects to themselves at all times.
- M. Students are not allowed to spit or throw objects on the bus.
- N. No horseplay, scuffling, or fighting is allowed.
- O. No ethnic, racial, or derogatory comments toward students or school personnel will be tolerated.
- P. No matches, lighters, or other flammable materials are allowed on the bus.
- Q. Any action by a student that is deemed unsafe is prohibited.
- R. No student may bring any unsafe or potentially hazardous material on the bus.
- S. Students are expected to maintain proper conduct while at designated bus stops.

**Consequences for procedural and behavior infractions that take place on the school bus/bus stop are determined by school administration. Consequences will be based on independent circumstances, but will take into account the student, the severity of the action, the safety risk posed to the student and to others, and the frequency at which the infraction has occurred. Consequences may range from a warning with parent/guardian contact\* to a bus suspension ranging from one school day to the remainder of the school year.**

**Transportation on a school bus is a privilege. Students' safety is the priority for all students while at school and on the school bus.**

\*Parent contact may be by note or telephone.

### SEVERE RULES VIOLATION

- A. No possession of drugs, alcohol, tobacco, and/or related materials allowed.
- B. No possession of weapons such as guns, knives, razor blades, stun guns, etc. is allowed.

### CONSEQUENCES:

1st OFFENSE:                      30 day bus suspension and school discipline action



2nd OFFENSE: BUS SUSPENSION FOR THE REMAINDER OF THE SCHOOL YEAR

**The school district reserves the right to proceed to more severe consequences. In addition, any disciplinary violations which occur on District school buses are subject to Pea Ridge School District Discipline Policy. This policy is outlined in the District's Student Discipline Policy.**

#### **4.33—STUDENTS' VEHICLES**

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

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

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

Date Adopted: May 7, 2012  
Last Revised: May 7, 2012

## **V. TECHNOLOGY**

## 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;
- Cyber-bullying awareness; and
- Cyber-bullying 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.

Legal References: Children's Internet Protection Act; PL 106-554  
 FCC Final Rules 11-125 August 11, 2011  
 20 USC 6777  
 47 USC 254(h)(l)  
 47 CFR 54.520  
 47 CFR 520(c)(4)  
 A.C.A. § 6-21-107  
 A.C.A. § 6-21-111

Date Adopted: June 9, 2014  
 Last Revised: June 9, 2014

## **PEA RIDGE SCHOOL DISTRICT DIGITAL RESOURCES POLICY AND ADMINISTRATIVE REGULATIONS**

Digital resources, including Internet access, promote innovation and educational excellence consistent with the Pea Ridge Board of Education's goals for the district. The district provides students with access to a multitude of instructional resources. Students must be responsible at all times to use digital resources (including desktops, laptops, and handhelds of all varieties, whether furnished by the district or brought from home) in a responsible, effective, ethical, and lawful manner.

- General school rules and standards of student conduct as stated in the existing Board Policies detailed in the parent handbook apply on school grounds, in the classroom, and while using digital resources. Student violations of this policy may result in disciplinary action. Certain violations may constitute a criminal offense. The teacher has the right to determine the level of technology use/access in the classroom. Student use of personal electronic devices must not interfere with a positive, orderly classroom environment, as stated in Policy #4.47, "Use of Electronic Devices."
- The district will ensure that security of the various information networks and computer systems is in place in order to maintain availability and reliability of the computer and network resources.
- The district reserves the right to monitor, inspect, copy, or review files, including email, maintained on district computers or networks. All such information shall be and remain the property of the district.
- Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous.

## **PERSONAL SAFETY FOR STUDENTS**

- It is the policy of the district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors.
- The district shall provide education to all students about appropriate online behavior, including: interacting with others on social networking sites and in chat rooms, and cyber bullying awareness and response. The district maintains filtering software in compliance with the federal Children's Internet Protection Act (CIPA) and Arkansas Code Annotated 6-21-107.
- Students must not reveal personal information such as last name, home address, or telephone number, or any information that might allow a person to locate them while using digital resources without prior approval from the classroom teacher.
- The district will follow procedures outlined in Policy 4.32, "Search, Seizure, and Interrogations," in the event that an electronic device must be inspected for inappropriate use.

### CONFIDENTIALITY OF STUDENT INFORMATION

The district will not disclose personally identifiable information such as student identification number or social security number or any information that is part of the student's academic record in any way on the Internet without the permission of a parent or guardian.

### RESPONSIBILITY OF PARENTS/GUARDIANS AND STUDENTS

Students will have access to digital resources across the globe. It is important that students and parents or legal guardians discuss the requirements in this policy together. Access to digital resources will be granted only after student and parents or legal guardians sign the Digital Resources Policy Use Agreement Form. By signing, you and your student agree to comply with the responsible use policy and guidelines presented below.

### DISCLAIMER OF LIABILITY

The district shall not be liable for a student's inappropriate use of digital resources or violations of copyright restrictions or other laws. The district shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. The district shall not be held liable for the breakage or theft of student owned equipment. The district shall not be held liable for any losses, including lost revenues, or for any claims or demands against system users by another party. Students and/or their parent or guardian will be held liable for any of the above that he/she causes.

### RESPONSIBILITY FOR MAINTAINING ADMINISTRATIVE REGULATIONS

The Board of Education of the Pea Ridge Public School System hereby authorizes the Administration to adopt Administrative Regulations to carry out this policy.

### ADMINISTRATIVE REGULATIONS FOR THE DIGITAL RESOURCES USE POLICY

Digital devices such as smart phones, electronic notebooks, or laptops may be used in a classroom if the teacher has granted permission for their use under the Network and Internet Use Agreement, District Handbook. The Pea Ridge Public Schools' digital devices, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to digital devices issued directly to students, whether in use at school or off school premises.

Students are allowed to use privately-owned devices at school with prior authorization by school officials, provided that they comply with this policy and the accompanying rules.

The Cell Phone Policy is still in effect for non-teacher approved use of digital devices or cell phones.

Students have no expectation of privacy in their use of school digital devices or a privately-owned device while at school.

- Students are responsible at all times for their use of digital resources and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- Students are asked to view online conduct as an extension of their physical classroom. If an action is not appropriate in the classroom, it is not appropriate online.
- Students must log in and use the district's BYOD filtered network during the school day on personal electronic devices.
- Internet filters are in place. However, if a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
- Students must not tamper with or damage any digital equipment or attempt to interfere with the network services (hacking, propagation of viruses, unauthorized entry into any system, or attempts to degrade system performance).
- Students must not access, modify, download, or install computer programs, files, or information belonging to others.
- Students must not waste or abuse school resources through unauthorized system use that is not tied directly to instruction or research (online gaming, downloading music, watching videos, etc.).
- Students shall adhere to all laws and district policies related to issues of copyright or plagiarism.
- Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, or damaging to another's reputation, or could be interpreted as cyber-bullying as defined by state law and should report any instances encountered.

- As always, classroom management remains the purview of the individual classroom teacher.
- It is up to the classroom teacher to decide if and when technology is appropriate for use in the classroom.

### **5.20.1—WEB SITE PRIVACY POLICY**

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

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

Photographs of students, when associated with the student’s name, shall not be displayed on any page of the district’s website without the prior written consent of the parent (or the student if 18 or older).

The site provides for email communication between the District and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students. The site may also provide for password protected communication between the District and its staff.

Legal Reference: 15 U.S.C. § 6501 (COPPA)

Date Adopted:

Last Revised: June 22, 2018

## **VI. CURRICULUM & ACTIVITIES**

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

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, 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 (7<sup>th</sup>) grade, or when a seventh (7<sup>th</sup>) through twelfth (12<sup>th</sup>) 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 record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the 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 as part of the annual school district support plan development process<sup>3</sup> to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS.

#### **GRADUATION REQUIREMENTS**

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

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



### **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.<sup>7</sup> 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 – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Oral Communications: one-half ( $\frac{1}{2}$ ) 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 Geometry A & B\* which may be taken in grades 8-9 or 9-10;

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

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

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half ( $\frac{1}{2}$ ) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half ( $\frac{1}{2}$ ) 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.<sup>8</sup>

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.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

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

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

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Oral Communications: one-half ( $\frac{1}{2}$ ) 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 computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry
- \*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- 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 a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half ( $\frac{1}{2}$ ) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half ( $\frac{1}{2}$ ) 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.<sup>8</sup>

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.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION  
5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT  
5.11—DIGITAL LEARNING COURSES  
5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES  
5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References: Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3  
ADE Guidelines for the Development of Smart Core Curriculum Policy  
ADE Rules Governing Distance and Digital Learning  
Smart Core Informed Consent Form 2018  
Smart Core Waiver Form 2016  
Commissioner's Memo LS-18-082  
A.C.A. § 6-4-302  
A.C.A. § 6-16-149  
A.C.A. § 6-16-150  
A.C.A. § 6-16-1406

Date Adopted: May 9, 2016  
Last Revised: June 22, 2018

#### **4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, 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 (7<sup>th</sup>) grade, or when a seventh (7<sup>th</sup>) through twelfth (12<sup>th</sup>) 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 record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the 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.<sup>2</sup> Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

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

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

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

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS.

### **GRADUATION REQUIREMENTS**

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

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

#### **Digital Learning Courses**

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.<sup>7</sup> In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

#### **Personal and Family Finance**

In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall receive credit in a course covering the Personal and Family Finance Standards.

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

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Oral Communications: one-half (½) unit

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

5) Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;

6) 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.

7) Algebra II; and

8) The fourth unit may be either:

- A math unit approved by ADE beyond Algebra II; or
- A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics; or
- One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half ( $\frac{1}{2}$ ) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half ( $\frac{1}{2}$ ) 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.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

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

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

English: four (4) units – 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> and 12<sup>th</sup>

Oral Communications: one-half ( $\frac{1}{2}$ ) 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 computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry
- \*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- 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 a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

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

- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

**Note:** While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>98</sup>

Fine Arts: one-half (½) unit

### **CAREER FOCUS: - Six (6) units**

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

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

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

Date Adopted: June 12, 2017

Last Revised: June 22, 2018

## **5.11---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.

A student may elect to take any or all of his/her scheduled courses digitally. The student's attendance in his/her digital course(s) shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Regardless of any other provisions of this policy, the District may restrict a student's access to digital courses when the student's building principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses. Furthermore, the student's building principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course.

Cross References: 4.7—ABSENCES  
4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2018, 2019, AND 2020  
4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2021 AND THEREAFTER  
5.8—USE OF COPYRIGHTED MATERIALS

Legal References: A.C.A. § 6-16-1401 et seq.  
ADE RULES GOVERNING DISTANCE AND DIGITAL LEARNING

Date Adopted: June 12, 2017

Last Revised: May 12, 2017

## **5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES**

### **Internships**

The Board of Directors believes that students who intend to begin careers immediately upon high school graduation or intend to complete post-secondary training prior to starting a career can benefit from an internship experience. The desired outcomes of the District's internship program include students advancing computer science skills, sharpening soft-skills, and learning new skills while in a workplace environment. The internship program provides intense, competency-based worksite immersion in advanced computer science concepts while linking the internship participants to current resources, information, and guidance from computing professionals.

Students who wish to participate in the internship program shall submit an application to the principal. In order for a student to be eligible to participate in the internship program, the student must have:

1. Received enough credits to qualify as a junior;
2. Either:
  - Have at least one (1) credit from an ADE approved computer science course; or
  - Submit computer science work product that satisfactorily demonstrates the competencies expected within the Arkansas Department of Education (ADE) Computer Science Standards to the principal; and
3. At least a 2.0 GPA.

The student participating in an internship program is responsible for making sure the principal receives documentation authenticated by the student's supervisor of the hours worked by the student, proof of the student having completed projects, and regular evaluations of the student's work by the student's internship supervisor.

A student who completes a computer science internship shall receive credit for the internship as a Computer Science Flex Credit based on the amount of documented on-the-job work hours as follows:

- a. Half (1/2) credit for completing sixty (60) on-the-job work hours; or
- b. One (1) credit for completing one hundred twenty (120) on-the-job work hours.

### **Independent Studies**

A Computer Science Independent Study Program shall be designed to enrich the student's computer science educational experience. A student who desires to complete an independent study shall:

1. Either:
  - Have at least one (1) credit from an ADE approved computer science course; or
  - Submit computer science work product that satisfactorily demonstrates the competencies expected within the ADE Computer Science Standards to a local advisor;
2. Develop an educational plan that is tied directly to extending the computer science concepts found within:
  - The most current revision of the Arkansas High School Computer Science Standards;
  - College Board AP Computer Science Principles; and/or
  - IB Computer Science SL or HL;
3. Submit the study plan to a local advisor for approval;
4. Have at least a 2.0 GPA; and
5. Produce a final product for presentation.

The advisor is responsible for reviewing, monitoring, and approving the student's study plan. The study plan should include anticipated objectives that allow the advisor to evaluate the student's study progress. The student is responsible for submitting regular written reports to the advisor concerning the student's progress towards the student's independent study goals.

The student's hours of study shall be documented by the most appropriate of the following methods:

- Being assigned a class period during the instructional day that is dedicated to the student's independent study;
- Using the District's system to track student time for digital courses if the student's attendance and assignments are through a digital classroom; and
- Using another hour tracking system approved by the district Superintendent that provides for accurate tracking of hours and provides safeguards against improper reporting by the student.

A student who completes a computer science independent study shall receive credit for the independent study as a Computer Science Flex Credit based on the amount of documented study hours as follows:

- a. Half (1/2) credit for completing sixty (60) study hours; or
- b. One (1) credit for completing one hundred twenty (120) study hours.

Legal References:                      Arkansas Computer Science Standards for Grades 9-12 Internship Program  
    Arkansas Computer Science Standards for Grades 9-12 Independent Study

Date Adopted: June 12, 2017  
 Last Revised: August 18, 2016

## **5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION**

### **Traditional Progression**

A student who has not previously received a computer science credit may elect to take an introductory level computer science course. A student who passes a computer science course level is eligible to take the next level computer science course in the same computer science course emphasis.

### **Alternative Progression**

A student who does not have credit for any computer science course, the introductory level computer science course for the particular computer science emphasis, or the preceding level course for the computer science emphasis may be placed in a computer science course based on any combination of the following factors:

- The student's grade point average;
- Recommendation from the student's teacher(s);
- Completion of computer science internships or independent studies;
- Demonstration of previous computer science work by the student; or
- Proficiency report from a computer science proficiency evaluation tool.

Cross Reference:    5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES  
 Legal Reference:    Arkansas Computer Science Standards for Grades 9-12

Date Adopted: June 12, 2017  
 Last Revised: January 9, 2017

## **4.49---SPECIAL EDUCATION**

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

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



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

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

Legal References:           34 C.F.R. 300 et seq.  
                                  42 U.S.C. §12101 et seq. American with Disabilities Act  
                                  29 U.S.C. § 794 Rehabilitation Act of 1973, Section 504  
                                  20 U.S.C. §1400 et seq. Individuals with Disabilities Education Act  
                                  P.L. 108-446 The 2004 Reauthorization of the Individuals with Disabilities Act  
                                  A.C.A. § 6-41-102  
                                  A.C.A. § 6-41-103  
                                  A.C.A. § 6-41-201 et seq.

Date Adopted: April 13, 2009  
Last Revised: April 13, 2009

## **4.54 - STUDENT ACCELERATION**

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

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

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

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

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

Legal Reference:                           ADE Gifted and Talented Rules

Date adopted: June 10, 2013  
Last Revised: June 10, 2013

## 4.59—ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS

The District allows private school and home school students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered in grades 7-12. The District will place a list of courses that a private school or home school student may request to attend on its website by:

1. June 1 for courses to be offered during the Fall semester; and
2. November 1 for courses to be offered during the Spring semester.

A private school or home school student who desires to attend one or more of the available academic courses shall submit a written request to attend the academic course(s) to the superintendent, or designee, no later than:

- a. August 1 for Fall semester courses; or
- b. December 1 for Spring semester courses.

The District may reject a private school or home school student's request for attendance if the District's acceptance would:

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cause the District to provide educational services the District does not currently provide; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

Requests to attend an academic course will be granted in the order the requests are received. Upon the receipt of a private or home school student's request to attend academic course(s), the District will date and time stamp the request for attendance. If a private school or home school student is denied attendance based on a lack of capacity and an opening in the requested course occurs prior to the start of the course, the District will use the date and time stamp on the request for attendance to determine the private school or home school student who will be notified of an opening in the requested course.

As part of the request to attend academic courses in the District, a private school or home school student shall:

- Indicate the course(s) the private school or home school student is interested in attending;
- If the course(s) the private school or home school student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home school student intends to attend the physical course or the digital course;
- Agree to follow the District's discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS. In addition to the documentation methods provided in Policy 4.57, a home school student may submit a letter to the superintendent, or designee, stating an objection to immunizations and listing the immunizations the student has received, if any.

A private school or home school student who fails to attend an academic course by the eleventh (11) day of class shall be dropped from the course.

The responsibility for transportation of any private school or home school student attending academic courses in the District shall be borne by the student or the student's parents.

The opportunity provided to home school students under this policy is in addition to the opportunity provided in Policy 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS.

Cross References: 4.6—HOMESCHOOLING  
4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS  
4.57-- IMMUNIZATIONS

Legal References: A.C.A. § 6-15-509  
A.C.A. § 6-18-232  
A.C.A. § 6-18-702  
A.C.A. § 6-47-401 et seq.  
ADE Rules Governing Distance and Digital Learning

Date Adopted: June 12, 2017

Last Revised: May 23, 2017

## 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.

At least once each semester, the parents and teacher(s) of a student in kindergarten through eighth (8<sup>th</sup>) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

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

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria.

- a. Attendance (see Policies 4.7, 4.7a, and 4.44 for additional information)
- b. Grades received in core content areas (Math, Science, Social Studies, English Language Arts). (See Policies 5.12 and 5.12a for additional information)

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.

Beginning with the 2018-2019 school year, each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

- Statewide student assessment results;
- Subject grades;
- Student work samples; and
- Local assessment scores.

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

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

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

- The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- Provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

1. By no later than the end of the school year for a student in grade eight (8) or below who enrolls in the District during the school year; or
2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

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

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

Cross References: 3.30—PARENT-TEACHER COMMUNICATION  
4.56—EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS  
4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Legal References: A.C.A. § 6-15-2001  
A.C.A. § 6-15-2005  
A.C.A. § 6-15-2006  
A.C.A. § 6-15-2907  
A.C.A. § 6-15-2911  
A.C.A. § 9-28-205  
ADE Rules Governing the Arkansas Educational Support and Accountability Act  
Murphy v. State of Ark., 852 F.2d 1039 (8<sup>th</sup> Cir. 1988)

Date Adopted: June 8, 2015  
Last Revised: June 22, 2018

## **5.12—PROMOTION/RETENTION/COURSE CREDIT FOR GRADES K-3**

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

Promotion or retention of students shall be primarily based on the following criteria. The primary consideration will be academic progress. Students not making passing grades in Reading, Language Arts, or Math will be considered for retention. Secondary considerations for retention can include Communication Skills of English Language, Physical Size, Age, Gender, Present Grade Placement, Previous Grade Retention, Maturity, Emotional Problems, History of Delinquency, Experiential Background, Siblings, Parents' School Participation, Transiency, School Attendance, Student's Attitude about Retention, Students Progress with Interventions. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal.

## **5.12A—PROMOTION/RETENTION/COURSE CREDIT FOR GRADES 4-8**

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

Students in grades 4-8 are promoted or retained for the entire year and not by individual courses. The core curriculum courses will be defined as follows: English, Math, Social Studies, and Science. Promotion or retention of students shall be based on the following criteria. In order to be promoted into the next grade a student must pass, with a grade of "D" or better, at least 7 of 12 semester grades of the core curriculum courses. Students who fail these requirements will be evaluated by a committee of teachers, the counselor, the principal, and the parent/guardian. If the committee feels there are extenuating circumstances that need to be considered about the retention of the student, they may make a recommendation to pass the student to the next higher grade. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal.

## **5.14—HOMEWORK**

Pea Ridge School District considers homework to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

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

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

Date Adopted:  
Last Revised: June 22, 2018

### **5.14.1 – COMMUNICATION WITH PARENTS CONCERNING STUDENT PROGRESS**

Communication with parents concerning student progress is an important component of student success. Teachers will communicate with the parent(s) or guardian(s) of students to discuss the student's progress. Teachers will report mid-term and quarterly grade reports to all parents. Parent / teacher conferences will be held twice yearly.

More frequent communication with the parent(s) or guardian(s) will take place for students not performing at the level expected for their grade. This may include parent meetings or parent phone calls. AIPs and/or IRIs will be developed for all students not performing at the proficient level on the Benchmark, EOC testing, or ITBS.

Failure procedure documentation will also be completed for any student with a course grade dropping 65% or below. The failure procedure documentation will require parent and student contact. This contact will continue until the student successfully raises the course grade above 65%.

## **5.15—GRADING**

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a

subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation, which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine (9) week grading period<sup>1</sup> to keep parents/guardians informed of their student's progress.

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

The grades of a child in foster care shall not be lowered due to an absence from school due to:

1. A change in the child's school enrollment;
2. The child's attendance at a dependency-neglect court proceeding; or
3. The child's attendance at court-ordered counseling or treatment.

The grading scale for all schools in the district shall be as follows:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69-60

F = 59 and below

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

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one (1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points.

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

For example: The grading period had forty (40) days. A student transferred in with a grade of eighty-three percent (83%) earned in ten (10) days at the previous school. The student had a grade of seventy-five percent (75%) in our district's school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five percent (75%) of forty (40) days. Thus the final grade would be  $(0.25 \times 83) + (0.75 \times 75) = 77\%$ .

Legal References:

A.C.A. § 6-15-902

A.C.A. § 9-28-113(f)

Standards for Accreditation 5-A.1

Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools

Date Adopted: May 9, 2016

Last Revised: June 22, 2018

## ACADEMIC NO ZEROES POLICY

Pea Ridge School District (grades 6-12) adheres to a “No Zeroes Policy”. This means that students are required to complete and turn in all assignments assigned within a course during a nine week grading period. Teachers will accept assignments from students during each nine week grading period until the final day of the nine week grading period. While students will lose Agency points for the lateness of the assignments, students may receive up to full credit for the content mastery displayed on the assignments. The purpose of this policy is to encourage students to complete all assignments given within a course during a nine week grading period. Students are prohibited from simply not completing assignments and taking a grade of zero (0) during the nine week grading period.

**At the conclusion of each nine week grading period, any assignment that has not been completed or turned in to the course instructor will result in an Agency grade of zero (0) and a content grade of zero (0) for each assignment that has not been turned in following proper procedures.**

In order to ensure students have every opportunity to complete assignments and receive credit, teachers will update gradebooks on a weekly basis. All students have access to gradebooks using the online HAC system which can be accessed using student-issued Chromebooks. Each week, teachers will also conduct grade checks with students to make sure students are aware of assignments that have not been completed and/or turned in for each class.

Parents/Guardians can also access teacher gradebooks using the HAC system from home or work. Parents/Guardians may contact the school office to find out how to sign up for HAC access.

## AGENCY GRADING

In the ongoing effort to continuously improve instructional methods to better prepare students for the challenges of life after secondary education, students will be graded using Agency. Through this process, students will gain insight into the importance of responsibility, work ethic, and a growth mindset.

Agency can be defined as, “a growth mindset paired with a strong work ethic.” Agency can be defined as, “the belief that through hard work, one’s circumstances can always improve.” One practical method of grading agency is to measure if an assignment was fully completed and turned in on time.

### Grading Types:

Content: Grade based on the correctness of the content.

Agency: Grade based on work ethic and timeliness.

### Grading Weights:

Content Literacy: 85%

Agency: 15%

### Grading Late Policy:

Students will not lose any points in content for late work.

Students will receive a reduction of 50% of the possible agency points per day late.

### Intended Outcomes:

Through this process, students, parents, and teachers will be able to have more meaningful conversations surrounding the purpose and meaning of grades. Stakeholders will be able to converse over student needs based on if a student needs extra academic support versus if a student needs to ensure that work is completed and turned in on time.

## 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/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

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

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

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

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

### **Extracurricular Eligibility**

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

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph’s provisions when the student’s failure was due to exceptional or extraordinary circumstances.<sup>3</sup> Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.<sup>4</sup>

A student who enrolls in the district and meets the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

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

### **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.<sup>5</sup>



### **ACADEMIC REQUIREMENTS: Junior High**

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

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

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

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

### **ACADEMIC REQUIREMENTS: Senior High**

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

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

### **STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**

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

### **ARKANSAS ACTIVITIES ASSOCIATION**

In addition to the foregoing rules, the district shall abide by the rules and regulations of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in a AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.<sup>6</sup>

#### **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.<sup>7</sup>

#### **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).

Cross References: 4.55—STUDENT PROMOTION AND RETENTION  
4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Legal References: Arkansas Activities Association Handbook  
A.C.A. § 6-4-302

Date Adopted: May 9, 2016  
Last Revised: June 22, 2018

## **4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY**

### **Definitions**

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

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

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

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

### **Extracurricular Eligibility**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity<sup>1</sup> (tournaments or other similar events excepted with approval of the principal).<sup>2</sup> All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.<sup>3</sup>

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances.<sup>4</sup> Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.<sup>5</sup>

A student who enrolls in the district and meets the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION  
4.56—EXTRACURRICULAR ACTIVITIES – ELEMENTARY

Legal Reference: State Board of Education Standards for Accreditation 10.05 and 10.06  
A.C.A. § 6-4-302  
A.C.A. § 6-15-2907  
A.C.A. § 6-18-712

Date Adopted: May 9, 2016  
Last Revised: June 22, 2018

## **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.<sup>1</sup>

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<sup>2</sup> as permitted by this policy.

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

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

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 30<sup>th</sup> 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<sup>3</sup> 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 (11<sup>th</sup>) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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

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

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;<sup>4</sup>
- permission slips, waivers, physical exams; and
- participation or activity fees.

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

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

A home-schooled student who is not a resident of the District and is prohibited under this policy from participating in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity.

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

A student who withdraws from an Arkansas Activities Association member school to be 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.

Cross Reference: 4.59—ACCADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS

Legal References:

A.C.A. § 6-15-509  
A.C.A. § 6-18-232  
A.C.A. § 6-18713  
Arkansas Activities Association Handbook  
Commissioner's Memo COM-18-009  
Commissioner's Memo LS-18-015  
Arkansas Department of Education Rules Governing Home Schools

Date Adopted: June 9, 2014  
Last Revised: June 22, 2018

## ARKANSAS ACTIVITIES ASSOCIATION

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

## **5.21—ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, and HONORS COURSES**

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

A =100 – 90

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

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

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

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

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

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

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

## **5.22-- CONCURRENT CREDIT**

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

A student who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

Participation in the concurrent high school and college credit program must be documented by a written agreement between:

- The student, and his or her parent(s) or guardian(s) if the student is under the age of eighteen (18);
- The District; and
- The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

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

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

A student eligible to receive free or reduced price meals shall not be responsible for any of the costs for the student's first six (6) concurrent credit hours so long as the concurrent credit courses are taught on the District grounds and by a teacher employed by the District. Any and all costs of concurrent credit courses beyond the six (6) hours permitted, that are not taught on the District's campus, or are not taught by a teacher employed by the District are the responsibility of the student. Students who are not eligible to receive free or reduced price meals are responsible for any and all costs associated with concurrent credit courses.

Legal References:           A.C.A. § 6-15-902(c)(2)  
                                  A.C.A. § 6-16-1201 et seq.  
                                  ADE Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade

Date Adopted: June 12, 2017  
Last Revised: May 12, 2017

## **5.26—ALTERNATIVE LEARNING ENVIRONMENTS**

The district shall have an alternative learning environment (ALE) which shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems.

The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. The team should consist of at least a school counselor, the ALE director or principal, a parent or legal guardian, and a regular classroom teacher.

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

- Disruptive behavior
- Drop out from school
- Personal or family problems or situations
- Recurring absenteeism
- Transition to or from residential programs

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:

- Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- Abuse: physical, mental, or sexual
- Frequent relocation of residency
- Homelessness
- Inadequate emotional support
- Mental/physical health problem
- Pregnancy
- Single parenting

The teachers and administrator of the ALE shall determine exit criteria for students assigned to the district's ALE on which to base the student's return to the regular school program of instruction.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

## **VII. FORMS**

## **SCHOOL-PARENT-STUDENT COMPACT**

The Pea Ridge School District, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

### **SCHOOL STAFF'S RESPONSIBILITY:**

The Pea Ridge School District will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
  - Will use the Total Instructional Alignment to align our curriculum with the Arkansas State Frameworks.
- Hold semi-annual parent-teacher conferences, including information on academic and performance standards, assessments, and related goals for improvement
- Provide frequent reports regarding your child's progress.
- Provide reasonable access to staff.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

### **PARENT RESPONSIBILITY:**

We, as parents, will support our children's learning in the following ways:

- Encourage my child to attend school regularly and participate in learning,
- Encourage my child to engage in positive school behaviors,
- Provide a quiet place for homework completion, review my child's completed homework assignments
- Monitor television watching and other distractions and encourage productive use of my child's extracurricular time,
- Volunteer in my child's school and classroom and
- Attend parent-teacher conferences, serve on advisory groups and participate in writing improvement plans, and decisions relating to the education of my child.

### **STUDENT RESPONSIBILITY:**

We, as students, will contribute in the following ways:

- Contribute to a safe school environment by being a productive student through:
- Attending School regularly, ready to learn,
- Helping develop and following school and class rules,
- Completing and turning in my assignments, and
- Respecting and assisting others at school.

Thank you for your support and involvement in your child's education. Please review this School-Parent-Student compact with your child and his or her teacher during our upcoming parent-teacher conferences. Your suggestions for strengthening its implementation are welcomed. Contact your child's teacher or principal if you have any questions.

I have received a copy of the parent/community involvement policy that includes the parent compact.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_



## 4.5F--SCHOOL CHOICE CAPACITY RESOLUTION

Whereas:

- The Board of Directors of the Pea Ridge School District has approved by a vote of the Board, the following capacity resolution for school choice applicants for the 2018-19 school-year under the provisions of policy 4.5—SCHOOL CHOICE and applicable Arkansas law.
- Applicants, whose applications meet the provisions of policy 4.5—SCHOOL CHOICE, will be sent a provisional acceptance notification letter which will give instructions on the necessary steps and timelines to enroll in the District. Provisional acceptance shall be determined prior to July 1 with a final decision to be made by August 1 based on the district's available capacity for each academic program, class, grade level, and individual school.
- Applications that are not received on or before June 1, are to a student's resident district that has declared itself exempt due to an existing desegregation order, or, the acceptance of which would exceed the applicant's resident district's statutory limitation on student transfers out of its district will not be accepted.
- The district reserves to itself the ability to determine, based on an examination of student records obtained from the prior district, and other information, whether any student would require a different class, course or courses, program of instruction, or special services than originally applied for. If such an examination determines that capacity has been reached in the appropriate class, course or program of instruction, or that additional staff would have to be hired for the applicant, the District shall rescind the original provisional acceptance letter and deny the Choice transfer for that student.
- The district reserves to itself the ability to decline to accept under school choice any student whose acceptance would require the district to add additional staff, for any reason.

THEREFORE, let it be resolved that these shall constitute the School Choice openings at the beginning of the School Choice enrollment period for the school-year 2018-19.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## 4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

### (Not to be filed if the parent/student has no objection)

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Pea Ridge School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

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

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

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

Deny disclosure to military recruiters \_\_\_\_\_

Deny disclosure to institutions of post-secondary education \_\_\_\_\_

Deny disclosure to potential employers \_\_\_\_\_

Deny disclosure to all public and school sources \_\_\_\_\_

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

Deny disclosure to all public sources \_\_\_\_\_

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

\_\_\_\_\_  
Name of student (Printed)

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

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

## 4.29F—STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT

Student's Name (Please Print) \_\_\_\_\_ Grade Level \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

### Pea Ridge School District Network and Internet Use Agreement

Pea Ridge Public Schools seeks to develop world-class skills in its students. A rich diversity of resources is available to students to help achieve this goal. Our goal in providing this resource is to promote and facilitate educational excellence, resource sharing, innovation, and communication between diverse individuals.

The Pea Ridge School Computer Network is an electronic network connected to the Internet. The Internet is an electronic communications path that connects countless numbers of computers across the world and more than a billion individual users. Students and teachers have access to electronic communications and resources across the globe including, but not limited to, newspapers, research journals, magazines, collaborative tools, authoritative databases, full text book collections, and countless art collections.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Pea Ridge Public Schools has taken precautions to restrict access to controversial materials, reduce student risks on the Internet, and prevent computer users from accessing material harmful to minors.\* However, on a global network it is impossible to control all the materials, and an industrious user may discover controversial information or engage in unsafe behavior.

Pea Ridge Public Schools acknowledges and abides by the protections provided to children under the Children's Online Privacy Protection Act (COPPA). \*\* From time to time, however, students under the age of 13 may be asked to join web sites in the regular course of studies that have Terms and Conditions stating that the user must be at least 13 years old to join (under COPPA). As suggested by these websites, teachers or other administrators may assist a student in providing information to protect the identity of a student, but yet enjoy the educational benefits of the website.

In addition, as prescribed by the Children's Internet Protection Act (CIPA), \*\*\* Pea Ridge Public Schools staff will educate students about online safety and security. The Pea Ridge Public Schools will instruct students about safe and responsible Internet use and appropriate online behavior, including caution in interacting with other individuals on social networking websites, in chat rooms or in other online conversations. Online safety and security information will be distributed to students and reviewed annually. The Pea Ridge Public School administration will ensure that the appropriate school staff members are trained to work with students on cyber-bullying awareness, prevention and response.

Internet access is coordinated through a complex association of government agencies and state and regional networks. These guidelines are provided here so that you are aware of the responsibilities you are about to gain. In general this requires efficient, ethical, and legal utilization of the network resources. If a Pea Ridge Public School user violates any of these provisions, his or her account with Pea Ridge Public Schools may be terminated and, future access could possibly be denied. Your signature on the accompanying page is legally binding and indicates that you have read the terms and conditions carefully and understand their significance.

### TERMS AND CONDITIONS

#### ACCEPTABLE USE:

The use of your account must be in support of education and research and consistent with the educational objectives of the Pea Ridge Public Schools. Use of other organizations' networks or computing resources must comply with the rules appropriate to those networks. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or materials protected by trade secret. Use for commercial activities by individuals or for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

#### PRIVILEGES:

The use of the Pea Ridge School Computer network is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Technology Director will deem what is inappropriate use and their decision is final.

The Technology Director may close an account at any time. The administration, faculty, and staff of Pea Ridge Public Schools may request the system administrator to deny, revoke, suspend, or restrict specific user accounts.

#### NETWORK ETIQUETTE (NETIQUETTE):

You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- Be polite.
- Use appropriate language.
- Do not reveal your personal address or phone number or those of other students or colleagues.
- Use the network in a manner that does not disrupt the use of the network by others.
- Assume that all communications and information accessible via the network are private property.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the systems have access to all mail.

#### WARRANTIES:

Pea Ridge Public Schools makes no warranties of any kind, whether express or implied, for the service it is providing. Pea Ridge Public Schools will not be responsible for any damage you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, unapproved access to data, hardware failure, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Pea Ridge Computer Network is at your own risk. Pea Ridge Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.

#### SECURITY:

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Pea Ridge School Computer network, you must notify a system administrator either in person or by e-mail. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to log in to the system as any other user may result in cancellation of user privileges as well as other disciplinary actions. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Pea Ridge School Computer network and may have further disciplinary action including suspension or expulsion.\*\*\*\*

#### VANDALISM:

Vandalism may result in cancellation of privileges as well as other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of another user, the Pea Ridge School Computer network, any of the agencies listed in this document, any network or computer connected to the Pea Ridge School Computer network, or the NSFNET backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

#### EXCEPTIONS TO TERMS AND CONDITIONS:

All terms and conditions stated in this document are applicable to Pea Ridge Computer Network and APSCN. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed by and interpreted in accordance with the laws of the State of Arkansas and the United States of America.

#### DISCIPLINARY ACTIONS:

Disciplinary action may accompany any violations of this agreement. Disciplinary action is typically incremental in nature and will be evaluated on a case by case basis. Disciplinary action may include but is not limited to detention, ISS, OSS, and/or expulsion. It is the intent of Pea Ridge Public Schools to make discipline involving technology follow discipline in non-technology cases wherever applicable.

"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. 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 technology director or his/her designee.

It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

#### 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.

#### 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.

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.

#### 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 \_\_\_\_\_

\*See Arkansas Code 6-21-107

\*\* See Children's Online Privacy Protection Act, effective April 21, 2000

\*\*\* See Children's Internet Protection Act Amendments of 2008, effective July 1, 2012

\*\*\*\* See Student Discipline Policy (JK)

# **DIGITAL RESOURCES POLICY USE AGREEMENT FORM**

## STUDENT INFORMATION

School/Site: \_\_\_\_\_

Legal Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

- I have read, and understand and agree to follow all guidelines outlined in the Pea Ridge School District Digital Resources Policy and Administrative Regulations.
- I agree to use the network ethically and legally.
- I agree not to share my network password with anyone else.
- I understand that if I do not follow the policy and regulations, I will be subject to Pea Ridge School District discipline policy as well as applicable state and federal laws.
- In addition I understand that my account can be revoked or monitored at any time for abusive or inappropriate conduct.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- I have read, understand, and agree to the policies outlined in the Pea Ridge School District Digital Resources Policy and Administrative Regulations.
- I authorize my student to have a network account. I agree to take responsibility and liability for any claims or demands against my student should he/she violate the terms of the Network and Internet Use Agreement or the Administrative Rules and Procedures.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 5.20 F1—PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE

I hereby grant permission to the Pea Ridge School District to display the photograph or video clip of me/my student (if student is under the age of eighteen {18}) on the District's web site, including any page on the site, or in other District publications without further notice. I also grant the Pea Ridge School District the right to edit the photograph or video clip at its discretion.

The student's name may be used in conjunction with the photograph or video clip. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's web site.

---

Name of student (Printed)

---

Signature of student (only necessary if student is over 18)

---

Signature of parent (required if student is under 18)

---

Date



#### 4.35F—MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year 2018-19. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

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

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) \_\_\_\_\_

Name of physician or dentist (if applicable) \_\_\_\_\_

Dosage \_\_\_\_\_

Instructions for administering the medication \_\_\_\_\_

\_\_\_\_\_

Other instructions \_\_\_\_\_

\_\_\_\_\_

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or legal guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Date Adopted: May 17, 2004  
Last Revised: July 18, 2013

## 4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year 2018-19. 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 \_\_\_\_\_

Date Adopted:  
Last Revised: July 18, 2013

#### 4.35F3—GLUCAGON AND/OR INSULIN ADMINISTRATION CONSENT FORM

Student's Name (Please Print) \_\_\_\_\_

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

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 \_\_\_\_\_

Date Adopted: June 8, 2015  
Last Revised: June 8, 2015

#### 4.35F4—EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year 2018-19. 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 \_\_\_\_\_

Date Adopted: July 18, 2013  
Last Revised: July 18, 2013

#### 4.41F---OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to the physical examination or screening of the student named below.

Physical examination or screening being objected to:

\_\_\_\_ Vision test

\_\_\_\_ Hearing test

\_\_\_\_ Scoliosis test

\_\_\_\_ Other, please specify \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Name of student (Printed)

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

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

**DRUG TESTING PARENTAL CONSENT**  
**AND CONSENT TO SHARE WITH PARENT(S) OR GUARDIAN(S)**

Parent/Legal Guardian Section

I, \_\_\_\_\_ (parent or legal guardian), do understand that my minor child will submit to testing for the presence of drugs, and my consent is hereby given for my minor child to be tested by the Pea Ridge School District and described by this form.

I understand that test results, written or otherwise, received through the Pea Ridge School District shall be kept confidential, and, without consent, may only be released to the Pea Ridge School District and Pea Ridge School District Board of Education.

I understand that I will be entitled to be informed, upon written request and confirmation of identity, of any test results by the Pea Ridge School District performed upon my minor child.

Applicant Section

I, \_\_\_\_\_ (applicant), do understand that I will submit to testing for the presence of drugs, and my consent is hereby given for the release of such testing results to my parent(s) or legal guardian(s) in addition to those instances and person provided by the Pea Ridge School District and Pea Ridge School District Board of Education. I understand that my parent or legal guardian's consent for me to submit to testing is being sought, and is provided with his or her signature below.

I understand that test results, written or otherwise, received through the Pea Ridge School District shall be kept confidential, and, without consent, may only be released to the Pea Ridge School District and Pea Ridge School District Board of Education. Further, I understand that any and all test results shall be the property of the Pea Ridge School District.

I understand that my parent(s) or legal guardian(s) will be entitled to be informed, upon written request and confirmation of identity, of any test results by the Pea Ridge School District and consent to such release of results.

-----  
Parent/Legal Guardian Signature

-----  
Applicant Signature

-----  
Date

-----  
Date

**4.56.2F— HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY AT RESIDENT DISTRICT**

Student's Name (Please Print) \_\_\_\_\_

Parent or Guardian's Resident Address

Street \_\_\_\_\_ Apartment \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student's date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Last grade level the student completed \_\_\_\_\_

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education. \_\_\_\_\_

Name of test, date taken, and score achieved \_\_\_\_\_

Extracurricular activity(ies) the student requests to participate in \_\_\_\_\_

Course(s) the student requests to take at the school \_\_\_\_\_

Proof of identity \_\_\_\_\_

Date Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent's Signature \_\_\_\_\_

Date Adopted: June 12, 2017  
Last Revised: May 23, 2017

**4.56.2F2— HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY AT NON-RESIDENT DISTRICT**

Student's Name (Please Print) \_\_\_\_\_

Parent or Guardian's Resident Address

Street \_\_\_\_\_ Apartment \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student's date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Last grade level the student completed \_\_\_\_\_

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education. \_\_\_\_\_

Name of test, Date taken, and score achieved \_\_\_\_\_

Extracurricular activity(ies) the student requests to participate in \_\_\_\_\_

Course(s) the student requests to take at the school \_\_\_\_\_

Proof of identity \_\_\_\_\_

Date Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent's Signature \_\_\_\_\_

As the superintendent of the above student's resident district, I agree that the above student may participate in extracurricular activities at \_\_\_\_\_ School District.

Resident Superintendent's Signature: \_\_\_\_\_

As the superintendent of the \_\_\_\_\_ School district, where the above student desires to participate in extracurricular activities, I agree to allow the student to participate in extracurricular activities at \_\_\_\_\_ School District.

Non-resident Superintendent's Signature: \_\_\_\_\_

Date Adopted: June 12, 2017  
Last Revised: May 23, 2017



## 5.24F1—OBJECTION TO PARTICIPATION IN SURVEYS, ANALYSIS, OR EVALUATIONS

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to participation by the student named below in the following survey, analysis, or evaluation.

I choose not to have my student participate in the following survey, analysis, or evaluation.

Name of specific survey \_\_\_\_\_

\_\_\_\_ All surveys

\_\_\_\_\_  
Name of student (Printed)

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

\_\_\_\_\_  
Date form was filed (To be filed by office personnel)

## 5.24F2—PERMISSION TO PARTICIPATE IN A SURVEY, ANALYSIS, OR EVALUATION

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby grant my permission for the student named below to participate in the following survey, analysis, or evaluation.

Name of survey \_\_\_\_\_

\_\_\_\_\_  
Name of student (Printed)

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

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