

# **Lonoke Public School District**



## **Primary School & Elementary School** Parent and Student Handbook

Lonoke, Arkansas

**2023-2024**



## Lonoke Public School District

### **Mission Statement**

The mission of the Lonoke School District is to create an environment that provides all students with academic skills and responsible citizenship.

### **Vision Statement**

The vision of the Lonoke School District is for our students to become responsible and effective leaders of society.

### **Alma Mater**

Here's to Lonoke,  
Dear old Lonoke,  
To the school we love the best,  
With her colors gaily flying  
She will always stand the test.  
When we leave you,  
We will grieve you:  
You'll always be our greatest pride;  
And just to show you how much we owe you,  
We'll always root for you, Lonoke High!

### **Lonoke Jackrabbit Sportsmanship Creed**

We will always cheer for our Jackrabbits and not against our opponents  
We always treat our athletic opponents and their fans as our friends and guests  
We will accept the decisions of officials and we will applaud  
our players' efforts rather than hissing and booing  
We will not condone abusive remarks toward the opposition or the officials either  
from the sidelines or the bleachers  
We will always seek to win with fairness and within the rules of the contest  
We will try to win without boasting and lose without excuses  
We will always remember who we are and what our purposes are whether at home or on the  
road.



# Lonoke Public School District

## PARENT-STUDENT STATEMENT OF RESPONSIBILITY

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Student Name

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Date

The Lonoke School District has made available the Parent/Student Handbook online for your viewing and downloading. The Handbook is available on our website at [www.lonokeschools.org](http://www.lonokeschools.org). Once on our website, click on the **State Required Information** section, and click on the **Parent/Student Handbook**.

***I acknowledge that I have been informed that the Lonoke School District Handbook is located online and available to me for viewing and downloading. I have also been informed of my right to request a hard copy of the Parent/Student Handbook.***

**We have received the information on the LPSD Parent/Student Handbook including Conduct and Discipline, and although we may not agree with all regulations, we understand that the student must adhere to them while she/he is at school, on the bus, at the bus stop or in attendance at school-sponsored activities. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification within one (1) week after receipt of that policy.**

Your signatures below certify that you and your student received information in regards to accessing the **Parent/Student Handbook** from the school she/he attends. Please sign and return to the school within one (1) week after receipt.

\_\_\_\_\_ I would like to receive a hard copy of the Parent/Student Handbook.

---

Student Signature

Date

---

Parent/Guardian Signature

Date

# Lonoke Public School District

## Student Media Release and Photographs Consent Form (Parent/Guardian)

*The Lonoke Public School District tries to be as inclusive as possible while respecting the individual confidentiality of students and their parents/guardians. LPSP collects, retains, and uses your child's likeness and personal information in a variety of ways in accordance with the Family Educational Rights and Privacy Act (FERPA).*

I understand that the LPSP and its schools, as well as external media organizations attending LPSP school events, may record events and activities through the use of photographs, print/digital and other recordings, publications, postings and/or broadcasting which may be comprised of my child's name, student work and/or performance and could include recognizable images of my child involved in educational activities before, during, and/or after school. I understand that the LPSP does not have any control or authority over how third party media organizations use or disclose this information, and that the recordings may appear on the internet or in other publications outside of the LPSP's control.

I understand that individual student and/or classroom photographs may be taken by a photography agency and acknowledge that such photos become public once sent home with each child, used in a school yearbook (which may be digital) and/or used in school displays/school websites/school Facebook pages.

I agree that the LPSP and/or my child's school may use and disclose at its discretion my child's image, including student profile picture, student work, recordings and/or performances by posting and/or broadcasting them on the LPSP website, school websites, yearbooks, on LPSP and school social media sites such as Facebook, Twitter, YouTube and/or disclosing these records on other modes via the internet television or radio. I release ownership, moral rights or financial benefit, whether this use or disclosure is known or unknown to me. I will not hold the LPSP responsible for any harm that may arise from the aforementioned.

I acknowledge all of the above through my consent and release any claim to the protection of personal privacy of my child under the provisions of the Family Educational Rights Privacy Act (FERPA).

**PLEASE COMPLETE Part A and Part B in BOTH sections-1. Media and 2. Student Photographs.**

1. MEDIA	
<b>Part A: Board/School</b>	
<input type="checkbox"/> I CONSENT <input type="checkbox"/> I DO NOT CONSENT	to my child's image, personal information and/or student work being collected, used, retained and/or disclosed by LPSP as described above.
<b>Part B: Third Party</b>	
<input type="checkbox"/> I CONSENT <input type="checkbox"/> I DO NOT CONSENT	to my child's image and/or personal information being collected, used, retained and/or disclosed by third party media organizations as described above.
2. STUDENT PHOTOGRAPHS	
<b>Part A: School/Classroom Photos</b>	
<input type="checkbox"/> I CONSENT <input type="checkbox"/> I DO NOT CONSENT	to my child participating in the school/classroom photo, which may involve the LPSP/my child's school reproducing or displaying class photographs relating to or involving my child, as described above.
<b>Part B: Individual Student Photos</b>	
<input type="checkbox"/> I CONSENT <input type="checkbox"/> I DO NOT CONSENT	to my child participating in the individual student photo and/or student profile picture, which may involve the LPSP/my child's school reproducing or displaying student photographs relating to or involving my child, as described above.

I have discussed this form and my decisions with my child. I fully understand the contents and meaning of this consent of release of responsibility for harm that might be caused by the collection, use, retention and/or disclosure of my child's personal information.

**I understand that I can, at any time, revoke my consent by informing my Principal in writing. I understand that this form will remain active on my child's file at the school until replaced by the most recent signed form.**

**Student's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name (Print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Lonoke Public School District**  
***COMPUTER- ASSISTED INSTRUCTION AGREEMENT AND***  
***APPROPRIATE USE OF COMPUTERS AND NETWORKS***

**Student Section**

School: \_\_\_\_\_

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

I have read Section Q., Appropriate Use of Computers and Networks. I understand and agree to follow the rules contained in this policy and regulation. I further understand that if I violate the rules, my access privileges may be terminated and disciplinary action may be taken.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Guardian Section**

As a parent or guardian of this student, I have read the Computer-Assisted Instruction: Appropriate Use of Computer Networks Policy and Regulation. I understand that this access is designed for educational purposes and that the Lonoke School District has taken available precautions to eliminate controversial material. However, I also recognize that it is impossible for the District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account to my child.

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

# **Lonoke Public School District**

## **Email Agreement**

The Lonoke Public Schools uses G Suite for Education accounts to complete assignments, communicate with teachers, sign in to Chromebooks and learn 21<sup>st</sup> century digital citizenship skills. G Suite for Education is a set of education productivity tools from Google, including Gmail, Calendar, Docs, Classroom, and more. Lonoke Public Schools will create/maintain a G Suite for Education account for the students in Elementary School. That access is for his/her use in any educational and instructional business that they may conduct. Personal use of electronic mail is permitted as long as it does not violate Lonoke Public Schools' policy and/or adversely affect others.

Student's Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature:

\_\_\_\_\_ Date \_\_\_\_\_

# Lonoke Public School District

## ANTI-BULLYING

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

Physical harm to a public school employee or student or damage to the public school employee's or student's property; Substantial interference with a student's education or with a public school employee's role in education;

A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or Substantial disruption of the orderly operation of the school or educational environment.

Examples of "Bullying" may also include but are not limited to a pattern of behavior involving one or more of the following: Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes, Pointed questions intended to embarrass or humiliate, Mocking, taunting or belittling, Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person, Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes, Blackmail, extortion, demands for protection money or other involuntary donations or loans, Blocking access to school property or facilities, Deliberate physical contact or injury to person or property, Stealing or hiding books or belongings, Threats of harm to student(s), possessions, or others, Sexual harassment, and/or Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual. 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.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form. 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. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted. A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

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. The entire LPSD Bullying policy can be found at [www.lonokeschools.org](http://www.lonokeschools.org). Signatures below certify that the guardian and student received information in regard to the LPSD Bullying Policy. Sign and return to the student's school within one (1) week of receipt.

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STUDENT NAME

---

STUDENT SIGNATURE

---

DATE

---

PARENT/GUARDIAN NAME

---

PARENT/GUARDIAN SIGNATURE

---

DATE

# **Lonoke Public School District**

## **District Family & Community Engagement Policy**

The Lonoke School District and its schools understand the importance of involving parents and the community 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 parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. The District schools shall work to:

- 1. Involve parents and the community in the development of the long range planning of the District/school;*
- 2. Give the support necessary to enable them to plan and implement effective parental involvement activities;*
- 3. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPY, Pre-K programs, and other programs;*
- 4. Explain to parents and the community the State's content and achievement standards, state and local student assessments and how the District/school curriculum is aligned with the assessments and how parents can work with the District to improve their child's academic achievement;*
- 5. Provide parents 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 involvement programs that will promote positive partnerships between the school and parents;*
- 7. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;*
- 8. Find ways to eliminate barriers that work to keep parents 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 and community involvement programs to suit the needs of our district;*
- 10. Train parents to enhance and promote the involvement of other parents;*
- 11. Provide reasonable support for additional parental involvement activities as parents may reasonably request.*

To ensure the continued improvement of the District's parental/community involvement program, the District/school 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.



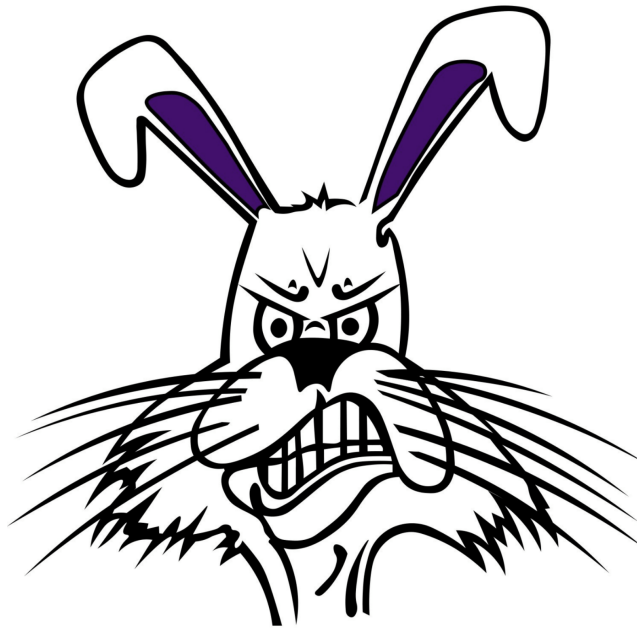
# **LONOKE PUBLIC SCHOOL DISTRICT**

Primary School & Elementary School

## **PARENT/STUDENT HANDBOOK**

(Including Conduct & Discipline)

(APPROVED 06/27/2023)



**Jeff Senn**

Superintendent

### **LONOKE SCHOOL DISTRICT**

401 W Holly Street

Lonoke, Arkansas 72086

Phone: (501) 676-2042

Fax: (501) 676-7074

<https://lonokeschools.org>

\*\*\*\*\*

## **BOARD OF EDUCATION**

Elizabeth Anderson, President

Anne Swint, Vice President

Crystal Payne, Secretary

Ross Moore

Chad Gentry

Charles Hunter

Darrell Park

\*\*\*\*\*

## **SCHOOL INFORMATION**

### **Lonoke Elementary School**

**900 W Palm St.  
Lonoke, AR 72086  
Telephone: 501-676-6740  
Fax: 501-676-7088**

**Principal:** Jennifer Holland  
**Counselor:** Erica Jewell  
**Secretary:** Courtney Deck

\*\*\*\*\*

### **Lonoke Primary School**

**800 Lincoln St.  
Lonoke, AR 72086  
Telephone: 501-676-3839  
Fax: 501-676-7215**

**Principal:** Jana Terrell  
**Counselor:** Beverly Glass  
**Secretary:** Rene Whittenburg

# IMPORTANT CONTACTS

## TRANSPORTATION

Kathy Halford  
Director of Transportation  
501-676-3382  
kathy.halford@lonokeschools.org

## HEALTH SERVICES

Leah Robinson, RN  
Lonoke Primary School Nurse &  
District Head Nurse  
501-676-3839  
leah.robinson@lonokeschools.org

Madisan Wylie, RN  
Lonoke Elementary School Nurse  
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nikeisha.ramey@lonokeschools.org

## DISTRICT REGISTRAR

Michelle Bettis  
Registration & Attendance  
501-676-7213  
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## CURRICULUM

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Curriculum Director  
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## SPECIAL EDUCATION & SECTION 504

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Lisa McKenzie  
Compliance/Medicaid  
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## TITLE IX COORDINATOR

Karen Gibbs  
Director of Compliance  
501-676-2042  
karen.gibbs@lonokeschools.org  
*(Migrant Liason, Title IX, Family & Community  
Engagement, Wellness Chair, Foster Student  
Coordinator, Safe Schools Coordinator,  
McKinney Vento Coordinator)*

## TITLE VI COORDINATOR

Stephanie Hamilton  
501-676-7066  
stephanie.hamilton@lonokeschools.org

## PARENT INVOLVEMENT COORDINATORS

Kala Raper  
LES Parent Involvement  
501-676-6740  
kala.raper@lonokeschools.org

Sydnee Gann  
LPS Parent Involvement  
501-676-3839  
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## A MESSAGE TO STUDENTS AND PARENTS

The Lonoke School District works hard to provide a safe and orderly environment that supports all aspects of learning through effective communication and high expectations of appropriate behavior. Effective and positive discipline preserves the time needed for meaningful instruction necessary for student achievement.

The 2020-2021 Parent/Student Handbook for Student Conduct and Discipline is designed for students, parents, principals, and teachers. Its main purpose is to clearly set forth the standards and limits for behavior established by state law and the Board of Education. It also describes the various administrative actions taken when standards of behavior are violated. The Handbook is annually reviewed and revised as needed by parents, students, and District personnel.

We sincerely hope that all who use this Handbook do so realizing the importance of the student's responsibility for his/her own acceptable behavior. You can be assured that all District personnel will work diligently to ensure a positive learning environment for all students.

Jeff Senn, Superintendent  
*LPSD Administration*

Dear Parents,

This handbook has been prepared especially for you. Its real purpose is to help you and your child get ready for his or her school experience. You will be informed of school activities through notes/letters sent home with your child, as well as information posted on school marquees, school web and Facebook pages.

We have tried to include as many important aspects of school life as possible and we sincerely hope that it will serve as a means of easing any and all transitions.

We look forward to having your child with us and we dedicate ourselves to making his or her experience both enjoyable and helpful.

Sincerely,  
Primary and Elementary Staff

### Nondiscrimination Policy

It is the policy of the Lonoke School District to provide equal opportunities without regard to age, race, creed, color, sex, religion, national origin, handicap or veteran status in its educational programs and activities, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to:

Lonoke School District  
401 W. Holly ST  
Lonoke, Arkansas 72086  
(501) 676-2042

In keeping with the requirements of federal law, state law and applicable court order, the District will strive to remove any vestige of discrimination in the employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline and in location and use of facilities.

No student in the Lonoke School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.



## Lonoke Primary School

### Daily Schedule

Schedule	Time
Student Arrival / Breakfast	7:30 a.m. - 7:50 a.m.
First Bell	7:50 a.m.
Tardy Bell	8:00 a.m.
<b>Kindergarten Lunch/Recess</b>	10:50 a.m. - 11:40 a.m.
<b>1st Grade Lunch/Recess</b>	11:25 a.m. - 12:15 p.m.
<b>2nd Grade Lunch/Recess</b>	12:00 p.m. - 12:50 p.m.
Dismissal Bell	3:15 p.m.

## Lonoke Elementary School

### Daily Schedule

Schedule	Time
Student Arrival / Breakfast	7:30 a.m. - 7:55 a.m.
First Bell	7:55 a.m.
Tardy Bell	8:00 a.m.
<b>3rd Grade Recess/Lunch</b>	11:00 a.m. - 11:55 a.m.
<b>4th Grade Recess/Lunch</b>	11:30 a.m. - 12:25 p.m.
<b>5th Grade Recess/Lunch</b>	12:00 p.m. - 12:55 p.m.
Dismissal Bell	3:25 p.m.

## **SECTION I: STANDARDS OF CONDUCT**

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative discipline practices. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and the statutory requirements. Because of these factors, discipline for a particular offense including misconduct in a vehicle owned or operated by the District (unless otherwise specified by law) may bring into consideration varying techniques and responses. School safety will be the primary determinant for actions taken by administrators regarding student behavior.

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. (Legal References: A.C.A. § 6-18-502, A.C.A. § 6-17-113)

The District's student discipline policies shall be distributed and reviewed to each student during the first week of school each year and to new students upon their enrollment. The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is approved with regard to the administration of discipline in LPSD.

The minimum penalty for student misconduct will be a reprimand/warning and the maximum penalty will be recommendation to expel by the District Board of Education and legal action dependent upon the severity and frequency of the misconduct. Discipline actions should become progressively more severe if the student continues to violate District rules. At any point during the progressive discipline process a parent, teacher(s), student, administrator conference may be held to develop a behavior plan. The plan will be issued to all of that student's teachers, counselors, and administrators. The administrator may choose the most severe penalty at any time based on the circumstances involved in the particular incident. An administrator may not use a less severe consequence on any given rule without conferencing with the referring teacher. Any violation of Arkansas law will result in a minimum consequence of OSS to the maximum of recommendation to expel.

Note: A.C.A. references are to Arkansas Code Annotated statutes which may pertain to a rule violation.

### **RANGE OF CONSEQUENCES:**

Detention  
In-School Suspension  
Out-of-School Suspension  
School Suspension with Recommendation to Expel  
Other (with Parental Consent)

## **RULE 1: Bullying/Cyberbullying**

**Minimum:** In-School Suspension

**Maximum:** Recommendation to Expel

- a. Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, threat, or incitement of violence by a student against another student or a school employee. Bullying may occur through a written, verbal, electronic, or physical act that causes or creates a clear and present danger of physical harm or damage to school or student property. (Legal References: A.C.A. § 6-18-514, A.C.A. § 5-71-217)
- b. Bullying, which consists of repetitive, malicious teasing or threatening, either directly or indirectly, will not be tolerated.

## **RULE 2: Electronic Devices**

**Minimum:** Detention

**Maximum:** Recommendation to Expel

- a. Students shall comply with all school employees regarding the use of electronic devices, including cell phones, personal paging devices, smartwatches, or other electronic communication devices.
- b. If the electronic device is confiscated, the parent(s) of the student or an adult designee will have to come to the school to pick up the device after the confiscation period has ended during normal school hours. Refusal to turn in electronic devices will result in an automatic 4-day suspension. Progressive discipline will be applied.
- c. Electronic devices, electronic communication devices, and/or electronic devices with photographic capabilities confiscated during interim, summative, and state mandated tests (ELPA 21, ACT Aspire, ACT, MSAA, and norm referenced tests) will not be returned until the end of the school year. (Legal Reference: A.C.A. § 6-18-502)
- d. The unlawful use of a camera, video tape, photo-optical, photoelectric, or any image recording device used for the purpose of secretly observing, viewing, photographing, filming, or videotaping on any LPSP property or school function without consent of any person(s) who has reasonable expectations of privacy is prohibited. A person shall be guilty of this offense if they voluntarily participate in placing the photographic image(s) obtained in any public viewing area, i.e. internet, cell phone, camera, etc. (Legal References: A.C.A. § 5-4-401, A.C.A. § 5-16-101)

- e. Computer Use - Parents/guardians shall sign a computer use agreement form outlining proper and improper use of public access computers prior to being allowed to access computer equipment. (Legal Reference: A.C.A. § 6-21-107)

### **RULE 3: Disorderly Conduct**

**Minimum:** In-School Suspension

**Maximum:** Recommendation to Expel

No student shall disrupt the lawful assembly of persons by engaging in inappropriate behavior that substantially interferes with, or is likely to interfere with, any school function, activity, or school program. Additionally, a student will not use any verbal or written form of profane, violent, vulgar, abusive, insulting, or sexual language at any time toward public school employees. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process. (Legal Reference: A.C.A. § 5-71-207)

### **RULE 4: Drug/Alcohol**

**Minimum:** Out-of-School Suspension

**Maximum:** Recommendation to Expel

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 to include any related drug paraphernalia. Students breaking this rule for the first time will be suspended and placed on probation. The student/family must show proof that they are enrolled with a counseling agency recognized by the District. Notification is required to appropriate legal authorities. The student will be suspended immediately, reported to legal authorities and may result in recommendation for expulsion.

### **RULE 5: Insubordination**

**Minimum:** Detention

**Maximum:** Recommendation to Expel

Failure to comply with reasonable directives of authorized school personnel and established school/ classroom expectations for behavior, including disruptive behavior.

### **RULE 6: Tobacco**

**Minimum:** Out-of-School Suspension

**Maximum:** Recommendation to Expel

A student may not smoke, have possession or control of any tobacco products, tobacco related substances, smoking paraphernalia (matches, lighters, e-cigarettes, etc.) on school property, including school buses, at any time. (Legal Reference: A.C.A. § 6-21-609)

## **RULE 7: Weapons**

**Students will be suspended immediately, reported to legal authorities, and recommended for expulsion for a period of not less than one (1) year.**

No student shall possess, use, threaten to use, or otherwise be involved with any firearm/handgun, weapon, facsimile weapon, or any other instrument that is capable of inflicting physical injury or death. Weapons are prohibited by law upon any school property, in or upon any school bus, at designated bus stops, or at any school-related event. (Legal References: Gun-Free Schools Act of 1994: Act 567 of 1995, A.C.A. § 5-73-102, A.C.A. § 5-73-104, A.C.A. § 5-73-108, A.C.A. § 5-73-119, A.C.A. § 5-73-120, A.C.A. § 5-73-122, A.C.A. § 6-17-113, A.C.A. § 6-21-608)

## **RULE 8: Vandalism**

**Minimum:** Detention

**Maximum:** Recommendation to Expel

No student shall purposely and without legal justification destroy or damage any property of another or belonging to the District. The parent/guardian will be responsible for all damages to property caused by the student. (Legal References: A.C.A. § 6-21-604, A.C.A. § 5-38-203, A.C.A. § 9-27-330, A.C.A. § 9-27-331)

## **RULE 9: Fighting**

**Minimum:** Out-of-School Suspension

**Maximum:** Recommendation to Expel

Physical blows or contact mutually exchanged between students is considered fighting. Alternate punishment may be applied with regard to actual involvement. (Legal Reference: A.C.A. § 5-71-207)

## **RULE 10: Gangs**

**Minimum:** Out-of-School Suspension

**Maximum:** Recommendation to Expel

- a. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or school sponsored activity, or which disrupt the school environment and/or school activity are harmful to the education process.
- b. The use of hand signals, handshakes, gestures, graffiti, or the presence of any clothing, bandannas, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. (Legal References: A.C.A. § 6-15-1005, A.C.A. § 5-74-201)
- c. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang.
- d. Extorting payment from any individual in return for protection from harm from any gang.

## **RULE 11: Public Display of Affection**

**Minimum:** Detention

**Maximum:** Recommendation to Expel

A public display of affection is inappropriate school behavior. Refusal to comply with reasonable expectations of school staff will lead to disciplinary action. Students shall not touch other students in a sexual manner.

## **RULE 12: Assault on a Student**

**Minimum:** Out-of-School Suspension

**Maximum:** Recommendation to Expel

A student commits an offense that results in physical harm, causes injury or physical harm to another student, or recklessly engages in conduct that creates a substantial risk of death or serious physical injury to another student. (Legal References: A.C.A. § 5-13-201, A.C.A. § 5-13-202, A.C.A. § 5-13-204, A.C.A. § 5-13-205, A.C.A. § 5-1-102)

## **RULE 13: Assault on a School Employee**

**Minimum:** Out-of-School Suspension

**Maximum:** Recommendation to Expel

A student commits an offense when they willfully and intentionally assault or attempt to assault or physically abuse a school employee. (Legal References: A.C.A. § 5-13-201, A.C.A. § 5-13-202)

## **RULE 14: Theft**

**Minimum:** Detention

**Maximum:** Recommendation to Expel

A student shall not steal or attempt to steal school or an individual's property. Parents of any minor student under the age of 18 will be liable for property stolen by said minor. If a student steals or is in possession of property belonging to another person or school property worth \$500 or more without permission, the student will be charged with theft of school property and are subject to prosecution. (Legal References: A.C.A. § 5-36-103, A.C.A. § 5-36-106)

## **RULE 15: Harassment**

**Minimum:** Detention

**Maximum:** Out-of-School Suspension

A student shall not engage in conduct or repeatedly commit an act that alarms or seriously annoys another person and serves no legitimate purpose. (Legal Reference: A.C.A. § 5-71-208)

## **RULE 16: Terroristic Threats**

**Minimum:** Out-of-School Suspension

**Maximum:** Recommendation to Expel

- a. A student shall not threaten another student, making that student fear physical harm. (Legal References: A.C.A. § 5-13-301, A.C.A. § 6-17-113)
- b. Students shall not, with the purpose of terrorizing another person, threaten to cause death or serious physical injury or substantial property damage to another person or threaten physical injury to teachers or school employees. (Legal Reference: A.C.A. § 6-17-113) NOTE: Threats conveyed with a weapon or with the use of a weapon shall be reported to the police immediately by the administrator. Also, threats to cause death or serious physical injury or threats to cause physical injury to teachers or employees are a D Felony.

## **RULE 17: Explosives**

**Minimum:** Out-of-School Suspension

**Maximum:** Recommendation to Expel

No student shall possess, use, activate, or threaten to use any fireworks or explosive devices of any kind on school grounds, school bus or bus stop, or at school sponsored activities. A student shall not threaten a fire or bombing, activate a bomb, fire alarm, or cause an evacuation.

## **RULE 18: Other/Behavior Not Covered**

**Minimum:** Detention

**Maximum:** Recommendation to Expel

LPSPD reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in written rules (infraction will be specified).

## **RULE 19: Sexual Harassment/Sexual Misconduct**

**Minimum:** Out-of-School Suspension

**Maximum:** Recommendation to Expel

- a. Sexual harassment is unwanted verbal, written, or physical behavior of a sexual nature; physical 70 intimidation and mockery or scorn based on perceived sexual orientation. Such behavior is illegal if it creates an environment that is hostile or intimidating.
- b. Sexual activity or sexual misconduct to include possession of or distribution of pornographic media. Students shall not touch other students in a sexual manner. Notification is required to appropriate legal authorities. (Legal References: A.C.A. § 5-14-101, A.C.A. § 5-14-111)

## SECTION II: SCHOOL BUS TRANSPORTATION

School buses are operated by the Lonoke School District as an accommodation to students and parents. ***Riding a bus is a privilege that must not be abused*** by daily bus riders or those only riding a bus for a field trip. The same appropriate behavior as expected at school is expected on the school bus. A student's failure to conform to acceptable standards of behavior and courtesy will result in his/her being subject to disciplinary action. For violations of the general Standards of Conduct that occur on the bus, normal progressive discipline will be followed. Remember: Parents will be held financially responsible for damage to the inside/outside of the school bus.

*Students and parents have the responsibility for knowing and agreeing to abide by bus riding regulations. Bus drivers have the responsibility for obeying all traffic laws and safety procedures, for supervising the behavior of students assigned to them, and for reporting to the school principal those acts of student conduct which are contrary to law, school regulations, or jeopardize the health and safety of persons riding the bus. Principals have the responsibility for acting promptly when a bus driver reports acts of misconduct and for proper notification to the student, parent and driver of the disposition of the case. Parents have the responsibility for providing student transportation to and from school when suspension of bus privileges becomes necessary. The student will not be allowed to ride any other bus during that period of time.*

### A. Procedures and Rules for Students Riding School Buses

- Bus students are under the supervision of the bus driver and are to follow the driver's directions at all times. Failure to follow directions may result in loss of bus privileges.
- Students shall unload from the bus at designated school in the morning and will load from designated school in the afternoons, unless written permission is obtained from School Administration.
- Students requiring constant care and supervision will not be left unattended when delivered to their home in the afternoon. Students will be returned to the Transportation Department if supervision is not evident. Parents/guardians will be responsible for retrieving their child if the child cannot be left at home.
- Students will not be allowed to ride another bus or get off the bus anywhere other than the student's regular stop without both the **required documentation from the parent/guardian and prior approval by School Administrator.**
- Unauthorized passengers are not allowed on the bus at any time.
- Balloons are not permitted on the school bus.
- Buses may be equipped with video surveillance cameras. Students' actions and communications could be recorded at any time. Disciplinary action may be administered after video review.
- Students living close together will be asked to meet at one bus stop.
- Information packets will be given to students on the first day he/she rides. **The contact information sheet must be completed, signed by the parent/guardian and returned to the bus driver the next day the student rides the bus for retention of bus riding privileges.**

### B. Class I Bus Offenses

1. Eating, drinking or chewing gum
2. Out of seat or in the aisle while the bus is in motion
3. Not in assigned seat
4. Not sitting properly (facing front) in seat
5. Horseplay, yelling out the window, loud noises
6. Blocking aisle (with body parts or other items)
7. Rudeness, improper language, or obscene gestures
8. Disruptive use of cell phones or electronic devices
9. Littering
10. Failure to obey bus driver



### TRANSPORTATION CLASS I CONSEQUENCES

First Offense: Warning

Second Offense: Parent Conference

Third Offense: 3-5 Day Suspension

Fourth Offense: 5-7 Day Suspension

Fifth Offense: Suspended for remainder of the semester

### C. Class II Bus Offenses

1. Profanity, verbal abuse, bullying (students or driver)
2. Body parts or any item out of window
3. Throwing/shooting of any object (paper, pencils, rubber bands, paper clips, etc.)
4. Physical aggression/fighting (of any kind)
5. Destruction of school property (parent must make restitution)
6. Loading or unloading bus improperly or tampering with any portion of the bus
7. Spraying or applying any substance (cologne, perfume, deodorant, lotion, hand sanitizer, air freshener, etc.)
8. Riding on any bus while suspended from school or another bus
9. Use of tobacco products of any kind, including but not limited to electronic devices (e-cigarettes, e-cigars, etc.)
10. Refusal to obey bus driver

### TRANSPORTATION CLASS II CONSEQUENCES

First Offense: 3-5 Day Suspension

Second Offense: 5-7 Day Suspension

Third Offense: 7-10 Day Suspension

Fourth Offense: Loss of bus service for the remainder of the school year

### D. Zero Tolerance Bus Offenses

1. Use and/or possession of inhalants, any controlled substance, alcohol or possession of a weapon
2. Lighting of matches, fireworks, or any flammable object or substance
3. Any act that endangers the safety of students and/or the driver
4. Sexual harassment of any kind

### ZERO TOLERANCE CONSEQUENCES

Students will be immediately suspended from the bus for the remainder of the school year.

Students shall not possess, use, purchase, or be under the influence of alcohol and/or illegal drugs on the school bus. Students breaking this rule for the first time will be suspended up to

ten (10) days and placed on probation. The student/family must show proof that they are enrolled with a counseling agency recognized by the District or the student will be recommended for expulsion.

The student breaks the rule a second time, he/she will immediately be recommended for expulsion. The student may be reported to legal authorities.

The Lonoke School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline on the school bus and at designated stops even though such behavior is not specified in the written rules. Inappropriate infractions will be specified.

### **SECTION III: DISCIPLINARY IMPLEMENTATION PROCEDURES**

#### **A. DETENTION**

Detention hall meets during respective lunch periods. Students may be assigned to the detention hall by an administrator. Students will abide by the following rules:

1. Students assigned to Detention are expected to go to the detention room/designated area.
2. Students may not talk or sleep.
3. Students will sit up straight and will face the front.
4. Failure to attend Detention Hall will result in an extra day of Detention.
5. Students will be issued In-School-Suspension upon sixth (6) detention assignment.

#### **B. SUSPENSION**

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

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

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

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

Out-of-school suspension 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.

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

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

1. The student shall be given written notice or advised orally of the charges against him/her;
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts; and
3. If the principal finds the student guilty of 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 eighteen (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 eighteen (18) or older or mailed to the last address reflected in the records of the school district.

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

It is the 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, voicemail, 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 OSS are not 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 or participate in any school-sponsored activities during the imposed suspension.<sup>3</sup>

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

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

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of suspension.

### **C. EXPULSION**

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

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

Expulsion shall not be used to discipline a student in kindergarten through fifth (5<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, legal guardians, persons having lawful control of the student, or persons standing in loco parentis (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

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

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

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, 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 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, legal guardians, persons having lawful control of a student, or persons standing in loco parentis of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

## **SECTION IV: WHO IS RESPONSIBLE FOR STUDENT CONDUCT?**

Freedom is a constitutional right, but it does not mean the absence of reasonable rules and regulations which serve to guide the actions of individuals. Along with freedom comes the responsibility to act in such a manner to ensure that all participants may enjoy the same freedom. To obtain the greatest possible benefit to the students, teachers, administrators, parents, board of education, and the entire community, it is essential that all work together to ensure that all persons are treated equally and with dignity in respect to their rights and responsibilities.

### **A. STUDENTS**

Students have the responsibility to pursue their education in the Lonoke School District in a manner that shows respect for other students, faculty members, parents, and other citizens. Students should be aware that they have a responsibility to cooperate with and assist the school staff in the orderly and efficient control of the schools by abiding by the rules and regulations established by the board of education and implemented by teachers and school administrators. Each student is responsible for his/her own conduct at all times.

### **B. PARENTS OR GUARDIANS**

The term "Parent" shall include every parent, guardian, or person in parental relation having control or charge of any student in attendance in the schools of this district. Parents or guardians are responsible for exercising the required controls so that their children's behavior at school will be conducive to their own progress and not disruptive to the school's educational program. They are responsible for alerting school personnel when they have reason to believe that their children are experiencing difficulties at school or at home. This, by soliciting the help of the school on their child's behalf, behavior standards may be maintained.

### **C. TEACHERS**

All teachers are responsible for the supervision of the behavior of all the students in the school. This includes not only the students who are regularly assigned to the teacher, but all other students with whom the teacher comes in contact. Each teacher is expected to maintain the kind of atmosphere and decorum which will promote the learning process, and to utilize sound techniques which seem appropriate. These techniques include conferences with students and parents or referral to the counselor or other support services personnel. Teachers may also assign students to recess detention. When the teacher is unable to assist the student in maintaining proper control of his/her behavior, the student is to be referred to the appropriate administrator in the school.

### **D. PRINCIPALS**

The principal of the school is expected to give to all students in the beginning of the school year, and to each new student upon registration, rules and regulations currently in effect for the school. In developing rules and regulations, the principal involves representatives of the teaching staff. The principal is responsible for conducting continued in-service education for all personnel on a regular basis and to interpret and implement established policies. The principal is authorized to suspend and to recommend the expulsion of students. The principal is expected to inform the parents when their child's behavior is in serious conflict with the established laws, rules, and procedures.

"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 that in its common acceptance is calculated to: A) Cause a breach of the peace; B) Materially and substantially interfere with the operation of the school; or C) Arouse the person to whom it is addressed to anger to the extent likely to cause imminent retaliation. A person who violates this section shall be guilty of a violation and upon conviction be liable for a

fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500). Each school district shall report to the Department of Education any prosecutions within the school districts under this section.” A.C.A. 6-17-106

“Any persons who shall, by any boisterous or other conduct, disturb or annoy any public or private school in this state or any person not a student who after being notified to keep off the school grounds during school hours by the board of directors, the superintendent, or principal in charge of any such school shall continue to trespass on or go on school grounds, whether at recess or during the sessions of the school, shall be guilty of a violation and upon conviction shall be fined in any sum not exceeding one hundred dollars (\$100.00), payable into the general school fund of the county.” A.C.A. 6-21-606

## **E. SCHOOL RESOURCE OFFICERS**

Lonoke Primary School and Lonoke Elementary School participate in the School Resource Officer (SRO) program. The uniformed police officers are available to students, faculty, and parents as a law enforcement resource. The officers can be utilized to discuss and present topics, including: drug and alcohol abuse, traffic safety, suicide prevention, crime prevention, family violence, and other issues.

## **SECTION V: INFORMATION ON RIGHTS AND RESPONSIBILITIES**

The Lonoke School District recognizes that all students have certain rights and responsibilities and that these rights and responsibilities should be exercised within the framework of upholding the individual dignity for both students and other members of the educational community.

### **A. NONDISCRIMINATION**

It is the policy of the Lonoke School District to provide equal opportunities without regard to age, race, creed, color, sex, religion, national origin, handicap, or veteran status in its educational programs and activities, educational services, financial aid and employment. Inquiries concerning the application of this policy may be referred to:

**Lonoke School District  
401 W Holly St.  
Lonoke, Arkansas 72086  
Phone: 501-676-2042**

In keeping with the requirements of federal law, state law and applicable court order, the District will strive to remove any vestige of discrimination in the employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline, and, in location and use of facilities.

Any student, or parent, who feels aggrieved under the above policy, may secure information concerning filing grievance procedures from the principal of a District school or from the Superintendent's office.

## **B. SCHOOL VISITORS**

The Lonoke School District purchased front entry security systems for each campus. The systems have a 24 hour surveillance monitoring camera that can be reviewed by administrative staff and school resource officers. The doors remain locked during school hours and visitors must request access into the building. If access is granted, **all visitors must have their driver's license available in order to gain a visitor's pass**. All visitors must be listed on the student visitor/check out sheet located in the office. This is for the safety of our children and faculty.

## **C. CONTACT WITH STUDENTS WHILE AT SCHOOL**

Parents wishing to speak to their children during the school day shall register first with the office. This is discouraged to protect instructional time.

### **CONTACT BY NON-CUSTODIAL PARENTS**

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

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruption to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal. Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

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

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

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

Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

#### **CONTACT BY PROFESSIONAL LICENSURE STANDARDS BOARD OF 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.

#### **STUDENT VISITORS**

Student visitors in the classroom can be disruptive to the educational process. Student visitation is strongly discouraged. Any visitation to the classroom shall be allowed only with the permission of the school principal.

### **D. COMPULSORY ATTENDANCE AGES**

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, within the district, shall enroll the child and ensure the attendance of the child at 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 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).

### **E. ENTRANCE REQUIREMENTS**

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



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

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

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOME SCHOOLING.

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

Prior to the child's admission to a District school

1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the District will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary Education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the District with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from

school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.

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.

## **F. 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.

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.

## **G. UNIFORMED SERVICES MEMBER’S CHILDREN**

Kindergarten students of military families will be accepted if the student(s) is (are) Five (5) years of age anytime during the Kindergarten school year. Students of military families can be pre-registered in school before receiving educational records.

For the purposes of this policy:

“**Activated reserve components**” means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.

“**Active duty**” means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209, 1210, AND 1211.

“**Deployment**” means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to his or her home station.

“**Eligible child**” means the children of:

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

“**Uniformed services**” means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

**“Veteran”** means an individual who served in the uniformed services and who was discharged or released from the uniformed services under conditions other than dishonorable.

The Superintendent shall designate an individual as the District’s military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the Superintendent designates as the District’s military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.

An eligible child as defined in this policy shall:

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

In the event that official copies of an eligible child’s education records are not available at the time the eligible child is transferring, then the District shall:

- Pre-register and place an eligible child based on the eligible child’s unofficial education records pending receipt of the eligible child’s official records; and
- Request the eligible child’s official education records from the sending District.

## **H. ENROLLMENT AND CLASS PLACEMENT**

### **PRE-K SCHOOL**

A fully licensed pre-kindergarten program is available to all four year olds who have reached their fourth birthday on or before August 1. The program consists of 2 ABC funded classrooms and 1 tuition based classroom. The ABC funded classroom slots are income based. The tuition classroom slots are \$400.00 per month. Pre-K tuition is due each month.

### **PLACEMENT**

Placement into a classroom is at the discretion of the building principal. The building principal has the option to reassign classes if a need such as Special Education placement arises. Any concerns about

placement should be expressed in writing to the building principal prior to the end of April in the current school year for consideration. You may submit one negative request per year in writing to the principal before the end of the school year. **No specific requests for classroom placements will be accepted.**

### **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 made in writing to the building principal before the end of the school year.

## **I. ATTENDANCE**

A student's regular attendance at school is essential to their social and cultural development and helps them prepare to accept responsibilities as they get older. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote the continuity of instruction which results in higher student achievement.

When a student has five (5) absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone or letter 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.

When a student has eight (8) absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone or letter 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 has nine (9) 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.

Any student who misses ten (10) or more consecutive days, without prior approval from the principal, will be dropped from active enrollment. Upon returning to the school the parent will have to re-enroll the student before the student is allowed to return to the classroom.

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. Adjustments may be made to this policy to meet an individual student's needs based on their IEP, 504, or LPAC plan.

On days when the school must pivot to virtual learning/AMI days, attendance will be taken according to the LPSD AMI attendance policy.

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

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 not be counted toward the nine (9) absences allowable per semester.

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.

On the ninth day of student absence during the semester the school will notify the parent that the student could possibly be retained at the current grade level for the following year. Parents may also be reported to the Arkansas Department of Human Services (DHS).

TARDY POLICY: 3 tardies= lunch detention; 6 tardies= ISS

## **J. HOMEWORK POLICY**

The Lonoke School District believes that student achievement rises significantly when teachers regularly assign homework and students continuously do it.

### **Guidelines**

1. Parents and students may expect the following types of assignments:
  - a. Practice Assignments to provide either massed practice for a skill or concept recently taught or distributed practice for a skill or concept taught earlier but for which review is needed. Practice assignments should be made only after students understand the process and have had enough practice in class to do homework on the subject unaided.
  - b. Preparation-Assignments intended to provide additional background information before a class discussion. Such activities might include readings in the class text.
  - c. Extension-Assignments that encourage individualized and creative learning by emphasizing student initiative and research. Such activities include projects and research papers.
2. Parents can expect an average of 30-60 minutes three to five nights a week. This amount will vary due to the difficulty of the classes and the work habits of individual students. Since homework is an extension of the classroom, students are usually provided some class time to begin work on assignments.

## **K. MAKE-UP WORK**

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

1. It is the responsibility of the student, parent and teacher to arrange for all make-up work. Students are required to ask for their assignments on their first day back at school or their first class day after their return. Students are responsible for turning in their make-up work without the teacher having to ask for it.
2. Teachers are responsible for providing the missed assignments when asked by a returning student or the student's parent/guardian.
3. 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.
4. Students shall have five days to make up missed work for each absence.

5. Make-up work shall be turned in within five (5) days of the absence. Make-up work which is not turned in within the make-up schedule for that assignment shall be graded at the discretion of the teacher.
6. 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.
7. Except in extenuating circumstances, assignments, tests, term papers and long range projects which were announced prior to the student's absence are due on the day that the student returns to school. The Board grants authority to teachers to make exceptions to this policy particularly in cases of term papers or long range projects as long as students are informed of the different requirements at the beginning of the assignment.
8. The requirements of the student's Individual Education Program or 504 Plan take precedence.

Work missed while a student is expelled from school may be made up for credit; however, assignments not submitted will result in a zero (0). Students suspended/expelled will receive alternate methods of instruction for credit.

Students will be allowed make-up work for an unexcused absence.

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.

## **L. PERSONAL PROPERTY**

Students are responsible for their own materials, supplies, personal items, items assigned to them, or any other items brought to and from school. Lonoke School District will not be responsible for restitution of any lost, stolen, or damaged items. As soon as a student has discovered that he/she has a lost, stolen, or damaged item, he/she is to immediately file a report with the school principal.

## **M. EXPRESSION**

Students have the right to express opinions and to support causes without interference from school authorities except when such actions are unlawful or disruptive to learning.

### **1. Oral Expression**

Students have the right to free and dynamic expression of ideas including personal opinion. Students have the right to opportunities for expressing themselves orally within the classroom and through other established settings within the school.

*Students have the responsibility to refrain from engaging in offensive obscenity and slander; to avoid speaking in such a way that disrupts the educational process; and the responsibility to avoid speaking solely for the purpose of infringing upon the rights of others. Students, teachers and other school staff have the responsibility to communicate in a courteous, non-hostile manner.*

### **2. Written Expression**

Students have the right to distribute or post-printed material (pamphlets, posters, leaflets, newspapers, brochures, circulars and petitions) subject to individual building procedures and accordance with Board of Education policies.

*Principals have the responsibility to see that Board of Education policies are adhered to and to develop and make available the building procedures for preparation and distribution of written materials.*

### **3. Symbolic Expression**

Students have the right to symbolic expression (the wearing of insignia, hair style, clothing, physical gestures) which does not (a) cause disruption of the education process, (b) infringe upon the rights of other students and faculty, (c) prevent the Board of Education from performing its statutory obligations, or (d) cause accidents or endanger the health or physical well-being of students or faculty.

*The primary responsibility for dress, grooming and overall appearance of students rests with the parents of individual students and the students themselves. Students have the responsibility to insure that (a) buttons, badges, clothing and other symbols do not contain obscene or libelous words, phrases or pictures, or depict alcohol, drugs and/or tobacco products; (b) that hair styles do not interfere with the health and safety of all students; (c) that clothing does not result in overt exhibitionism or disregard of common rules of cleanliness and health and safety standards, (d) that no flag or banner is publicly displayed except those approved by the Board of Education; and (e) that physical gestures do not convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process. School staff have the responsibility to ensure adherence to the above standards.*

## **N. ASSEMBLY**

Students have the right to arrange and participate in curriculum-related activities in or on school property in accordance with the building level policies of the principal.

Students have the right to arrange and participate in non-curricular activities in or on school property at non- instructional time (time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends).

*Students have the responsibility to consult with and follow building-level policies as set by the Board and described by the principal when planning any student activity to be held on school property before, during, or after the school day. Principals have the responsibility for following Board regulations in accepting and acting on student applications or requests, for curriculum or non-curriculum-related meetings.*

*Should attendance at a planned assembly not be required and students choose not to participate, they have the responsibility to report to an assigned area. Students attending a planned assembly have the responsibility to provide courteous attention. Building principals have the responsibility for having a written plan and dispersal statement for dealing with non-peaceful assemblies of students. The principal is responsible for familiarizing the entire school staff and student body with the plan.*

## **O. PATRIOTIC AND RELIGIOUS EXERCISE**

Students have the right to participate in or abstain from such exercises as the flag salute, oaths or pledges, anthems and religious observances. The pledge will be recited in the morning of each day. Students choosing not to do so may quietly sit or stand during, and may not disrupt. There will be no retaliation for not saying the pledge. There will be a moment of silence immediately following the pledge.

*Students have the responsibility to respect the choice of those who choose to participate or abstain from such exercises. Parents and students have the responsibility to express to principals, for appropriate action, their religious or ethical objections to participating in selected features or class activities.*

Each school in the District shall broadcast The Star-Spangled Banner at:

- The commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the broadcast of The Star-Spangled Banner may be performed at only one (1) of the events; and
- At least one (1) time each week during school hours.

The broadcast of The Star-Spangled Banner shall be selected from any recording that adheres to the Division of Elementary and Secondary Education (DESE) Rules, or, when appropriate, performed from original sheet music that adheres to DESE rules by:

- A school-sanctioned band program;
- A school-sanctioned chorale program, vocal group, or vocalist; or
- The attendees of a school-sanctioned event led by a vocalist selected by the principal of the school hosting the school-sanctioned event.

Students shall not be compelled to participate in the performance of The Star-Spangled Banner, but students who choose not to participate in the performance of The Star-Spangled Banner shall not disrupt those students choosing to participate in the performance of The Star-Spangled Banner. Students choosing not to participate in the performance of The Star-Spangled Banner who do not disrupt the participation of performance of The Star-Spangled Banner shall not be subject to any comments, retaliation, or disciplinary action.

## **P. LOCKS, LOCKERS, DESKS AND OTHER STUDENT STORAGE FACILITIES**

Locks, lockers, desks and other student storage facilities are school-owned property. Students may not use a lock on lockers other than the one issued by the school.

Desks and lockers are school property and remain at all times under the control of the school. School authorities may conduct periodic general inspections at any time for any reason related to school administration.

Inspection of individual lockers or desks may occur when there is a reasonable cause to do so and in those cases, the student and two (2) adults shall be present.

## **Q. 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 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.

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

Definitions:

**“Attribute”** means an actual or perceived personal characteristics 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”** means any form of communication by electronic act that is sent with the purpose to:

- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee or person with whom the other student or school employee is associated; or

- Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

Cyberbullying of School Employees 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.

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

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

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

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be

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

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

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

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually. (A.C.A. § 6-18-514, A.C.A. § 5-71-217)

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying. Copies of the policy shall be available upon request.

## **S. STUDENT SEXUAL HARASSMENT**

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person or by using the mailing address, telephone number, or email address provided above. A report may be made at any time, including during non-business hours, and may be on the individual's own behalf or on behalf of another individual who is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

The Lonoke 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 procedures governing the formal complaint grievance process
- The process for submitting a formal complaint 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 supports that are available to individuals suffering sexual harassment
- The potential discipline for perpetrating sexual harassment.

## Definitions

**“Complainant”** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**“Education program or activity”** includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

**“Formal complaint”** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.

**“Respondent”** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**“Sexual harassment”** means conduct on the basis of sex that satisfies one or more of the following:

A District employee:

- a. Conditions the provision of an aid, benefit, or service of the District on an individual's participation in sexual conduct; or
- b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual; The conduct is:
  - Unwelcome; and
  - Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
  - Constitutes:
    - Sexual assault;
    - Dating violence
    - Domestic violence; or
    - Stalking.

**“Supportive measures”** means individualized services that are offered to the complainant or the respondent designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to either party as appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

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 Websites 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 bring their concerns to any District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- Discuss the availability of supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- Explain to the complainant the process for filing a formal complaint.

### **Supportive Measures**

The District shall offer supportive measures to both the complainant and respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide the individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

### **Formal Complaint**

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall simultaneously provide the following written notice to the parties who are known:

- Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
  - The identities of the parties involved in the incident, if known;
  - The conduct allegedly constituting sexual harassment; and

- The date and location of the alleged incident, if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party", "complainant", or "respondent" include the plural, as applicable.

When investigating a formal complaint and throughout the grievance process, a District shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party's voluntary, written consent or that party's voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation ; this includes evidence:
  - Whether obtained from a party or other source,;
  - The District does not intend to rely upon in reaching a determination regarding responsibility; and

- That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

At least ten (10) days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10) days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

After the investigative report is sent to the parties, the decision-maker shall:

- Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- Provide each party with the answers;
- Allow for additional, limited follow-up questions from each party; and
- Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility.

The written determination shall include—

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
  - a. Any notifications to the parties;
  - b. Interviews with parties and witnesses;
  - c. site visits;
  - d. Methods used to gather other evidence,; and
  - e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination regarding responsibility;
  - b. Any disciplinary sanctions imposed on the respondent; and
  - c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this



policy. A dismissal for these reasons does not preclude action under another provision of the District's code of conduct.

The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled at the District; or
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

### **Appeals**

Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- a. The existence of a procedural irregularity that affected the outcome of the matter;
- b. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- d. An appeal of the disciplinary sanctions from the initial determination.

For all appeals, the District shall:

1. Notify the other party in writing when an appeal is filed;
2. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
3. Implement appeal procedures equally for both parties;
4. Ensure that the decision-maker<sup>5</sup> for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

### **Confidentiality**

Reports of sexual harassment, both informal reports and formal 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 and determination of responsibility to the extent necessary to complete the District's grievance process;
- Submit a report to the child maltreatment hotline;
- Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or
- The extent necessary to provide either party due process during the grievance process.

Except as listed above, the District shall keep confidential the identity of:

- Any individual who has made a report or complaint of sex discrimination;
- Any individual who has made a report or filed a formal complaint of sexual harassment;
- Any complainant;
- Any individual who has been reported to be the perpetrator of sex discrimination;
- Any respondent; and
- Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

### **Emergency Removal**

The District may remove a respondent from the District's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. A removed student will be provided with notice and an opportunity to challenge the removal decision immediately following the removal.

### **Retaliation Prohibited**

Students, or the parents/legal guardians/ other responsible adult of a student, who submit a report or file a formal complaint of sexual harassment,; testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for code of conduct violations that do not involve sex discrimination or sexual harassment, arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. 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.

### **Disciplinary Sanctions**

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, any student who is found by the evidence to more likely than not<sup>7</sup> have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

Students who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including expulsion. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith.

### **Records**

The District shall maintain the following records for a minimum of seven (7) years:

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- Any disciplinary sanctions imposed on the respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
  - The basis for the District's conclusion that its response was not deliberately indifferent; and

- Document:
  - If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
  - If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

## **T. RIGHT TO PRIVACY**

The school shall respect the child/individual's right to privacy and need for confidentiality. Therefore, the knowledge that a student/individual has an infectious/communicable disease will be confined to those with a direct need to know (e.g. principal, school nurse, teacher, and selected administrative personnel) as deemed appropriate by the advisory committee. These persons will be provided pertinent information concerning any needed precautions and will be made aware of confidentiality.

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, legal guardian, or person having lawful control of the student or person standing in loco parentis shall furnish the child's social security number, or if they request, the District will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the District with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent, legal guardian, person having lawful control of the student or person standing in loco parentis;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.
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 which must be turned in before school starts.

## **U. PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION**

Except when a court order regarding a student has been presented to the District to the contrary, all students' education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request. The District forwards education records, including disciplinary records, to schools that have

requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The District shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information (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 Lonoke School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the District to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his/her child's records.

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

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

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

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

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

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

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

Student Privacy Police Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **V. DISCIPLINARY DUE PROCESS GUIDELINES**

Lonoke School District shall grant students the following rights (due process) for impermissible behavior.

1. Notice of the infraction.
2. Opportunity for student response.
3. Evidence of infraction.
4. Opportunity for student response.
5. Decision, and timely notice and an opportunity for a fair hearing.

## **W. DISCIPLINE FOR STUDENTS WITH DISABILITIES**

1. Students with a disability who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.
2. The Individualized Education Plan (IEP) team for a student with a disability should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
3. Students with a disability may be excluded from school only in emergencies and only for the duration of the emergency. In no case should a student with a disability be excluded for more than ten days in a school year.
4. After an emergency suspension is imposed on a student with a disability, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion.
5. The suspended student should be offered an alternative educational programming for the duration of the exclusion.
6. There should be a person designated as a grievance officer for Act 504.
7. Discipline for eligible students with disabilities under the Individuals with Disabilities Act (IDEA), Public Law (PL) 94-142: Students 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).
8. Discipline for students found eligible under Section 504 of the Rehabilitation Act of 1973: Students with 504 eligibility who engage in misconduct are subject to normal school disciplinary rules and procedures unless otherwise stated in an individualized education plan developed by a 504 committee.

## **X. PARENT/STUDENT PROCESS FOR COMPLAINTS/APPEALS**

If a student and/or the parent of the student involved in a disciplinary ruling wishes to contest a disciplinary ruling or a condition or circumstance imposed by a teacher or school administrator, the procedure, which follows, should be used by the person filing the complaint. All complaints must be submitted in writing.

1. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person shall reconsider his action and give his decision to the complainant.
2. If the complainant is not satisfied with the decision, the complaint must be directed to the immediate superior of the person who took the original action. If the complaint is directed to a teacher, the immediate superior would be the building principal. If the complaint is directed to a principal and involves an academic problem, the immediate superior would be the Assistant Superintendent. If the problem involves a disciplinary action, the principal's immediate superior would be the Assistant Superintendent.

The superior or his designee shall review the original action, which was taken, and render a decision or suggest a solution, which might be mutually satisfactory to all parties.

If either party is not satisfied with the decision of the superior, the complaint may be directed to the Superintendent.

3. The Board of Education delegates to the Superintendent the authority to review the complaint and issue a decision regarding the complaint. In regard to suspension and due process, the decision of the Superintendent will be final.

**Note:** Only the Board of Education may expel a student from school on concurrence of the Superintendent with the principal's recommendation and only through due process proceedings. (See Expulsion) The Board of Education may expel a student for the remainder of the semester or for the remainder of the school year or permanently.

## **SECTION VI: HEALTH SERVICES**

### **School Nurse**

The school nurse, a licensed nurse engaging in school nursing activities, provides valuable medical care to students, thereby improving the students' health and school attendance. The school nurse provides care for injuries and acute illnesses for all students, faculty, and staff and long-term management of students with special healthcare needs. Care may include first aid, administering medications, treatments, and performing health assessments and screenings, as well as special procedures ordered by a child's doctor.

The nurse also serves as the healthcare coordinator for each school and frequently collaborates with primary care and/or specialty providers, hospitals, community health providers, and parents/guardians to develop care plans for all students who have special healthcare needs. Parents/guardians should contact the school nurse regarding any medical needs, concerns, and/or changes in the student's health.

## **A. IMMUNIZATION REQUIREMENTS**

### **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).

**“Serologist 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 (rubella) measles;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

A history of varicella disease must be documented by a licensed medical professional.

In the event of an outbreak, non-immunized students may be excluded for no fewer than 21 days or even longer.

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 immunizations records provided by a:

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. Official record from another educational institution in Arkansas.
- E. An immunization record printed off of the statewide immunization registry with the official seal of the state of 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 care 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. Student admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1st is later in the current school year than the thirty (30) days following the student's admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

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

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

### **Exclusion From School**

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. In the event of an outbreak, non-immunized students may be excluded for no fewer than twenty-one (21) days or even 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/503 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.

The number of and percentage of students failing to provide proof of vaccinations with no exemption from ADH must be posted to the website by December 1.

## **B. ADMINISTERING MEDICINE TO STUDENTS**

School personnel will dispense only oral, nasal and topical medications unless a condition exists for which an exception is made in accordance with the requirements of this policy. 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), will require the written instruction of a practitioner and the written consent of the parent. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner. 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.

Prescription medication that is prescribed to be given less than three times per day will not be administered at school unless a licensed practitioner orders the medication to be administered at a specific time during the school day. The morning dose of all prescription medications must be administered at home unless the medication is prescribed to be administered after 8:00 a.m.

Unless authorized to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student, the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet. **No loose pills in "baggies", envelopes or taped to a note will be accepted.**

Non-prescription medication from school supplied inventory may only be given, with parental permission, for a total of six doses per semester. If the student has a medical condition that requires more than 6 doses of non-prescription medication the Parent/guardian will need to provide the medication along with an updated and complete consent form. Medicine will be given no more than once during the school day, without a prescriber order. All non-prescription medications must be delivered to the school by the

parent/guardian in the original, unopened container. A licensed prescriber order will be required in some cases depending on the circumstances.

**Narcotic pain medications may cause many side effects that hinder a student's ability to learn. Medications, such as but not limited to: hydrocodone, oxycodone, vicodin, Percocet, Tylenol with codeine, etc., will not be administered at school.**

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

The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.

### **Emergency Administration of Epinephrine**

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

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

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

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

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

## **C. COMMUNICABLE DISEASES AND PARASITES**

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse,

when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

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

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

## **D. HEAD LICE**

Because of the highly contagious nature of head lice among students, the following steps will be followed by the school nurse or administrators upon discovery of head lice or nits (eggs).

When head lice is suspected, the school nurse or designee will discreetly check any student suspected of having lice. If a student is found with active head lice and/or nits, the parent/guardian will be notified to pick the child up from school and information regarding treatment for head lice will be sent home with the student. The student must be properly treated with an approved pediculicide such as Rid® or Nix®, or the generic equivalent. The student will be excluded from school until appropriate proof is provided that the student has been adequately treated and no live bugs/nits are present. The student will not be excluded from school because of nits in the hair after treatment has been administered **unless the amount of nits are considered to be excessive**. Decisions concerning head lice will be made by the school nurse or designee. A parent should accompany the students to school to be readmitted after a determination of head lice has been made. The student will not be allowed on the school bus until the parent/guardian has received clearance from the school nurse or designee.

One (1) day excused absence will be allowed for the treatment of head lice. Any days afterwards will be considered unexcused absences. After more than two occurrences of head lice, or after ten (10) days unexcused absences due to lice/nits, a referral may be made to the local Department of Human Services.

The American Academy of Pediatric Physicians does not recommend conducting routine screening of the entire school population, not any school wide notification when a student has head lice. Therefore, the District does not recommend school wide screenings/notifications. However, each school may conduct

screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

## **E. FLU SHOT CLINICS**

In conjunction with the Lonoke County Health Unit, and according to the guideline set forth by the state of Arkansas, flu shot clinics are offered through our drive thru clinic annually in October. This is on a voluntary basis and written parental permission is required to take part in this clinic. Please contact the appropriate school nurse with any questions.

## **F. 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.

### **ACUTE ILLNESS**

The following criteria will be used as a guide before notifying parents. Additionally, the following criteria should be used at home and a child exhibiting the following symptoms should be kept at home.

- A temperature of 100 degrees or above;
- Diarrhea and/or vomiting;
- Rash of an unknown origin;
- Symptoms of contagious conjunctivitis (pink eye);
- Symptoms of contagious diseases;
- Serious injuries;
- Symptoms of head lice; or
- Symptoms that the teacher, principal, and/or school nurse deem as a possible health or safety risk to the student and/or to the other students in school.

If a student is sent home from school with fever, vomiting, diarrhea, rash, or any other symptom that is suspected to be contagious, he/she should not return to school the next day. A child should be free from any signs or symptoms, including fever, that are believed to be contagious for twenty-four (24) hours, without medication, before returning to school.

### **CHRONIC ILLNESS**

There are occasions where a student may have a chronic condition that requires the student to miss school more than is allowed under the attendance policy. Contact your school nurse if your student has a diagnosis of Asthma, Diabetes, Seizures, Anaphylaxis, or any other medically diagnosed chronic health condition. If such a condition exists, the parents/guardians, the physician and the school may work together to develop an Individualized Health Plan that addresses the illness and modifies the attendance policy.

Special arrangements must be made with the school nurse concerning medically ordered procedures for children. It will be necessary for the school, the parents and the physician to work to develop a plan for the care of any student requiring medically ordered procedures for children with disabilities or specific medical needs.

Please contact your appropriate school nurse with any questions or concerns regarding chronic illness.

## **G. 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 his/her full potential.

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

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

## **H. 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 Division of Elementary and Secondary Education (DESE), but with the community and its residents, organizations and agencies. Therefore, the District shall enlist the support of the larger community to find solutions that improve the health and physical activity of our students.

### **Wellness Committee**

To enhance the district's efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way to ensure age-appropriate recommendations are made that correlate to the District's grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule and are incorporated into this policy by reference. The overarching goal of the committee shall be to promote student wellness by monitoring how well the District is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, 10, and 11 of the Centers For Disease Control' (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 the school district's support plan (SDSP), provided to each school's principal, and reported to the board. Goals and objectives for nutrition and physical activity shall also be included in the SDSP.

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

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

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

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

### **School Health Coordinator**

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

### **Goals**

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

1. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum.
2. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity.
3. Strive to improve the quality of physical education curricula and increase the training of physical education teachers.
4. Follow the Arkansas Physical Education and Health Education Frameworks in grades K12.
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 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.

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

Up to a maximum of nine (9) 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



- 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 SDSP
- That a printed copy of the policy may be picked up at the District's central office
- The amounts and specific sources of funds received and expenditures made from competitive food and beverage contracts.

### **Assessment of District's Wellness Policy**

At least once every three years, with input from the SNPACC, the District shall assess both the District as a whole and individual schools' status in regards to the implementation and compliance of the goals of this policy, including the health and wellness goals in the District's SDSP. The assessment shall be based, at least in part, on:

- The extent to which District schools are in compliance with this policy;
- The extent to which this policy compares to other model local school wellness policies;
- The annual reviews of this policy, based on modules 1, 2, 3, 4, 10, and 11 of the CDC's School Health Index; and
- A description of the progress made in attaining the goals of this policy.

On the years the assessment occurs, the assessment results shall be reported to the public, including parents, students, and other members of the community as part of the District's annual report to the public.

The District will update the wellness policy based on the results from the three (3) year assessment.

### **District Website**

The District will place on its website:

- The name, District phone number, and District email address for the District Level School Health Coordinator
- The names, district phone numbers, and district email addresses for the School Level School Health Coordinators
- The names of the members of the SNPAAC
- Meeting dates for the SNPAAC
- Information on how community members may get involved with the SNPAAC
- A copy of this policy
- A copy of the annual review of this policy based on modules 1, 2, 3, 4, 10, and 11 of the CDC's School Health Index
- A copy of the most recent three (3) year assessment of this policy.

## **SECTION VII: ACADEMIC INFORMATION**

### **A. 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, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Each time a student is assessed by use of a high quality literacy screener, with results at least once each semester, the Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis, and teacher(s) of a student in kindergarten through eighth (8<sup>th</sup>) grade shall be notified in writing of the student's independent grade-level-equivalency in reading and, in a parent-friendly manner, the student's reading progress.

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:

#### **High School**

Students graduating in 2011 and after will meet the following requirements: A student in grade (9) must have a minimum of five (5) academic credits at the beginning of the fall semester to be promoted to grade ten (10). A student must have (10) academic credits at the beginning of the fall semester to be promoted to grade eleven (11), and fifteen (15) academic credits at the beginning of the fall semester to be promoted to grade twelve (12). Students graduating in 2022 and after will meet the following requirements: A student in grade (9) must have a minimum of five and a half (5.5) academic credits at the beginning of the fall semester to be promoted to grade ten (10). A student must have eleven (11) academic credits at the beginning of the fall semester to be promoted to grade eleven (11), and sixteen and a half (16.5) academic credits at the beginning of the fall semester to be promoted to grade twelve (12).

**Middle School**

At the middle school level, it is expected for a student to progress annually from grade to grade. A student that has not passed both semesters of language arts and math, and does not have two or more passing semester grades in either science and/or social studies shall be referred to the retention committee. However, if in the judgment of the professional staff, a student is at risk of not reaching proficiency in sufficient basic skills to be potentially successful at the next grade level, the local school retention committee will be convened. This committee will look at all the available data and determine the grade placement that is in the best educational interest of the student.

**Elementary School**

Students must pass at least one (1) semester of each core class. Core classes are: Reading, Language/Writing, and Mathematics.

**Primary School**

Kindergarten-2nd Grade: Students must meet standards based promotion criteria.

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

- a. The building principal or designee;
- b. The student's teacher(s);
- c. School counselor;
- d. A 504/special education representative (if applicable); and
- e. The student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

- Statewide student assessment results;
- Subject grades;
- Student work samples; and
- Local assessment scores.

The SSP for a student in kindergarten through grade three (K-3) who does not meet the reading standard as set by the state board and determined by a high-quality literacy screener or the statewide assessment shall include an individual reading plan for each student. An individual reading plan shall include:

1. The student's specific, diagnosed reading skill needs, including without limitation:
  - Phonemic awareness;
  - Phonics decoding;
  - Text reading fluency;
  - Vocabulary-building strategies; and
  - Self-regulated use of reading comprehension strategies, as identified by high-quality literacy screener data;
2. The goals and benchmarks for the student's growth;

3. How the student's progress will be monitored and evaluated;
4. The type of additional instructional services and interventions the student may receive;
5. The intensive, evidence-based literacy intervention program aligned to the science of reading the student's teacher will use to address the areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension;
6. The strategies the student's parents, legal guardians, or persons standing in loco parentis to the student are encouraged to use in assisting the student to achieve the student's reading goal; and
7. Any additional services the student's teacher determines are available and appropriate to accelerate the student's reading skill development.

All parents, legal guardians, or persons standing in loco parentis shall be notified in writing:

- a. Of the content of their child's independent reading plan and progress on the independent reading plan throughout the year; and
- b. By no later than October 1 of each year, or as soon as practicable if a student's reading need is identified after October 1:
  - Of their student's eligibility to participate in the literacy tutoring grant program;
  - The process for applying for the literacy tutoring grant program; and
  - Other information provided by DESE.

For each student who does not meet the reading standard established by the state board by the end of third (3rd) grade, including students who are promoted to the fourth (4th) grade under a good cause waiver, the District, during the subsequent summer and school year, shall:

- a. Provide at least ninety (90) minutes of evidence-based literacy instruction aligned to the science of reading during each school day;
- b. Assign the student to:
  - If the District has a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years, a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years; or
  - If the District is unable to identify a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years, a teacher:
    - With a highly-effective rating according to the Teacher Excellence and Support System, when possible; or
    - Deemed to be a high-performing teacher as defined by a Master Professional Educator designation.
- c. Provide parents, legal guardians, or persons standing in loco parentis to students with a "read-at-home" plan to support student early literacy growth, which shall include evidence-based science of reading strategies and tools that are aligned to a student's individual reading plan for parents, legal guardians, or persons standing in loco parentis to use with their student;
- d. Notify parents, legal guardians, or persons standing in loco parentis to a student regarding their student's eligibility for a literacy tutoring grant;
- e. Be given priority to receive a literacy tutoring grant; and
- f. Be given the option to participate in additional intensive, evidence-based literacy intervention programs aligned to the science of reading.

The SSP of a student in kindergarten through grade eight (K-8) who is not performing at or above grade level on the state assessment, as defined by the State Board of Education shall include a math intervention plan. The math intervention plan may include the:

1. Provision of each student with access to high-dosage, targeted math tutoring in the subsequent school year, which shall include three (3) or more tutoring sessions a week in a one-on-one or small-group setting;
2. Assignment to:

- If the District has a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years, a teacher, with a value-added model score in the top quartile statewide in math for the previous three (3) years; or
  - If the District is unable to find a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years, a teacher:
    - With a highly-effective rating in the Teacher Excellence and Support System, when possible; or
    - Deemed to be a high-performing teacher as defined by a Master Professional Educator designation; and
3. Provision of each student with extended time on math instruction during or after school.

All parents, legal guardians, or persons standing in loco parentis shall receive written notification of their student's math intervention plan and progress on the student's math intervention plan throughout the school year.

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.

A student's SSP shall include the recommended sequence of courses for successful completion of the diploma pathway selected by the student but be sufficiently flexible to allow the student to change the student's selected diploma pathway. The school counselor shall meet with the student's parent, legal guardian, or persons standing in loco parentis and the student to review the student's SSP annually and to revise the student's SSP as necessary to identify the courses to be taken each year until all required core courses are completed. Part of the review shall include an explanation of the possible impacts the revisions to the plan might have on the student's graduation requirements and postsecondary education goals. Any change made to a student's SSP as part of the review that amends the student's diploma pathway shall be structured to ensure that the student will meet the high school graduation requirements for the student's chosen diploma pathway and be qualified for admission to a postsecondary educational institution or to enter the workforce. After each review, the student's SSP shall be signed by the student; student's parent, legal guardian, or person standing in loco parentis to the student; and the school counselor.

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 or retention 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.

## **B. 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 to keep parents/guardians informed of their student's progress.

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

The grades of a child in foster care shall not be lowered due to an absence from school due to:

1. A change in the child's school enrollment;
2. The child's attendance at a dependency-neglect court proceeding; or
3. The child's attendance at court-ordered counseling or treatment.

The purposes of grading are:

1. To give information for pupil guidance and counseling.
2. To show the achievement of pupils in relation to others.
3. To assist in grouping, promotion, retention, transfer, and grade placement.
4. Inform parents of the progress of their children.
5. Helps administrators evaluate the effectiveness of the school program.

Students are graded according to the level of difficulty on which they are working. Parents should not expect their child to be working at the same level as someone else's child, especially in the area of reading. Each child progresses according to his/her own individual growth. Parents should refrain from comparing their children.

Grades are to reflect performance of academic objectives. This means conduct and attendance cannot be part of the grades.

### **Lonoke Primary School**

Kindergarten through Second Grade:

- 4 - Exceeding Standards
- 3 - Ready
- 2 - Close
- 1 - In Need of Support

### **Lonoke Elementary School**

The responsibility for arriving at term grades rests with the individual teacher, but the procedures for arriving at the grade will be fully explained to students and parents and conform to the following percentage scale:

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

## **C. REPORTING TO PARENTS - PROGRESS REPORTS**

Pupil's progress is reported to parents four times each year. Supplementary notes of communication, suggestions for improvement, parental conferences, room meetings, and similar means of keeping in touch with parents are emphasized. Parents are invited to visit the schools to confer with teachers and principals relative to the instruction of their children. Except for emergencies, parents will be expected to arrange such conferences by appointment in advance. Parent-teacher conferences will be held in October and February. Parents are strongly encouraged to attend these conferences.

## **D. REMEDIATION**

According to the Act 855 of the 1999 Regular Session of the 82nd General Assembly of the State of Arkansas Pertaining to Mandatory Summer School for Students in Kindergarten through Grade 3. Section 2. Students in kindergarten through grade two (K-2) not performing at grade level during the regular school year shall participate in a Department of Education approved remediation program.

Grade level performance will be determined by (1) diagnostic reading assessments and inventories, (2) norm-referenced tests, and (3) Standards and Benchmark Assessments.

## **E. ACT 2243 OF 2005: PUBLIC SCHOOL ASSESSMENTS AND REMEDIATION**

Each student shall participate in the statewide program of educational assessment required in §§ 6-15-419 and 6-15-433 by the State Board of Education. Students in grades three through eight (3-8) shall participate in those benchmark assessments required in §§ 6-15-419 and 6-15-433 as established by the State Board of Education.

Students in appropriate grades shall participate in those end-of-course assessments required by §§ 6-15-419 and 6-15-433 as established by the State Board of Education.

The State Board of Education shall determine a satisfactory passing level score of student performance on each assessment required in (a)(1), (2), and (3). The State Board of Education shall promulgate the passing levels of student performance in rules and regulations.

Each student identified as not meeting the satisfactory pass levels in the immediate previously administered benchmark assessment shall participate in his or her remediation activities as required in his or her individualized academic improvement plan beginning in the school year the assessment results are reported.

If a student with disabilities identified under the Individuals with Disabilities Education Act, 20 U.S.C. 1400, et seq., has an Individualized Education Program that addresses any academic area or areas in

which the student is not proficient on state-mandated criterion-referenced assessments, the Individualized Education Program meets the requirements of an academic improvement plan under this section.

School districts shall notify the student's parent, guardian, or caregiver of the parent's role and responsibilities as well as the consequences for the student's failure to participate in the plan. This notice may be provided via student handbooks issued to students. Beginning with the 2005-2006 school year, students in grades three through eight (3-8) identified as not passing a benchmark assessment and who fail to participate in the subsequent academic improvement plan shall be retained and shall not be promoted to the next appropriate grade until:

- a. The student is deemed to have participated in an academic improvement plan; or
- b. The student passes the benchmark assessment for the current grade level in which the student is retained.

## **F. GIFTED PROGRAM**

### **Nomination:**

Students may be nominated for the gifted and talented program by peers, parents, teachers, or self-nomination.

### **Selection Procedure:**

A committee of trained teachers will select students who show the greatest need for special classes. The selection will be made with multiple criteria, including achievement test scores, creativity test data, grade point data, inventories, and portfolios by parents and teachers. No cut-off scores will be used to prevent a child from selection. Selections begin in grade 3.

### **Program Options:**

Students in grades 3 to 5 will be in pull-out to a certified gifted education teacher for 150 minutes per week;

### **Special Testing:**

Consent for special testing must be given by parents in order to complete student information files. This will usually consist of Torrance Tests of Creativity and any other creativity or IQ tests needed.

### **Program Goals:**

All instruction generally falls into 5 categories:

- A. Critical thinking
- B. Creative thinking
- C. Communications
- D. Independent study and research skills
- E. Affective development

### **Removal From Program:**

Parents may ask that students be removed from the gifted program at any time, provided that a written cause is given.

## **G. STUDENT ACCELERATION**

Acceleration is an effective, research-based educational intervention for the academic growth of students who have an advanced capacity to learn and are ready for an advanced or faster-paced curriculum. It allows for a student to move through traditional educational organizations more rapidly, based on assessed readiness, capability and motivation. Some students are best served by enrichment programs, some by acceleration, and some by a mix of the two. Acceleration is not a replacement for gifted



education services or programs.

Two broad categories of acceleration, among many, are content-based and grade-based with the primary difference being whether the accelerative intervention shortens the number of years a student spends in the K-12 system. When a grade-based acceleration is under consideration, an evaluation of the needs and abilities of the student will be completed. If there is evidence that a move in grade placement is an appropriate educational decision and recommended by the acceleration committee, an educational plan will be developed. The following guidelines for the acceleration process will be completed:

1. There are two avenues for the initiation of a grade-based acceleration. One is a parent-initiated referral and one is a school-initiated referral. At the time of a referral, a conference between the parent(s) and either the principal or District Gifted/Talented Coordinator should be held to explain and discuss the process.
  - a. **Parent-initiated referral**
    - i. A written request shall be submitted to the student's school principal or the District Gifted/Talented Coordinator. Included in that request shall be:
      - The parent's reason(s) for seeking the acceleration.
      - The parent's commitment to support the change should the assessment indicate it appropriate.
    - ii. Whoever receives the parent request will inform the other staff member of the request.
    - iii. The District G/T Coordinator shall notify the Curriculum Coordinator of the request.
  - b. **School-initiated referral**
    - i. School personnel initiating the referral (classroom teacher, gifted/talented program teacher, principal) will notify the District Gifted/Talented Coordinator before contacting parents.
    - ii. The District Gifted/Talented Coordinator and/or the principal will meet with the parents to present an explanation of why acceleration is being considered and the procedure for this possibility.
    - iii. If the parents consent for the process to proceed, written parent permission for assessment will be obtained.
    - iv. The District G/T Coordinator or principal shall notify the Curriculum Coordinator
2. An initial assessment of the student's academic achievement level will be completed using an off-level academic instrument with age norms. Scores in multiple content sub sections are expected in the top 5% range to indicate a need to proceed with the remainder of the assessment battery.
  - a. If the expected scores are reached, the student's parents will complete the Parent Inventory and return to the District G/T Coordinator.
  - b. The student's classroom teacher(s) will complete the following and return to the District Gifted/Talented Coordinator.
    - i. SIGS (Scales for Identifying Gifted Students)
    - ii. Renzulli Hartman Rating Scale
  - c. If the expected scores on the initial assessment are not reached, parents will be contacted for a conference to review the initial assessment. Assessment results are not sent via mail, text, email or communicated over the phone.

3. Additional tests/information may be completed to assess student level indicators in the following areas:
  - a. Aptitude
  - b. Problem-solving ability
  - c. Developmental factors
  - d. Interpersonal factors
  - e. Motivation
  - f. Attitude and support
  - g. School/academic factors; Chronological Age Consideration form
4. All assessment data, parent input and teacher input will be compiled by the District Gifted/Talented Coordinator on the Student Assessment Data Sheet.
5. The District Gifted/Talented Coordinator will present the data results to the following, who may be on the acceleration committee: school principal, classroom teacher or other school personnel, as appropriate. A decision to recommend acceleration or not will result from this data consideration.

The decision relative to acceleration is one made by education professionals. If acceleration is recommended, the District G/T Coordinator will prepare an education plan for acceleration using the assessment data collected.

6. After the acceleration decision, a conference will be held to present the data results to parents. In addition to the parents, persons in attendance at that conference may include the following:
  - a. District Gifted and Talented Coordinator (required)
  - b. Principal or assistant principal (required)
  - c. Receiving classroom teacher (recommended)
  - d. District Curriculum Coordinator
  - e. Current classroom teacher
  - f. Counselor
  - g. Other school personnel as pertinent
7. At the parent acceleration conference, if parents agree to the recommendation to accelerate, parent permission is obtained on the Education Plan for Acceleration and the Special Services Recommendation form. Classroom placement for an accelerated student will be made by the principal. If no space is available at the present school site, the associate superintendent will decide the transfer school, should the parents agree to a school site change. If they do not agree, the student will remain at his/her home school to await a vacancy and remain in the current grade.
8. If the parents concur with the recommended acceleration, parent and conference attendees' signatures will be obtained on the Education Plan for Acceleration and the Special Services Recommendation forms.
9. The student's acceleration file with all data will be kept in the Gifted/Talented office acceleration file. A Notice of I.E.P. for Acceleration form will be placed in the student's cumulative record file.
10. The student's acceleration transition will be monitored by the District Gifted/Talented Coordinator.

## **H. ACADEMIC DISHONESTY**

Any student who is found to be cheating, copying, or claiming another person's work to be his/her own will receive a zero for said assignment/test. Repeated violations may result in additional disciplinary action.

## **I. MATERIALS**

### **LIBRARY BOOKS**

Students may check out school library books. A reasonable replacement cost will be charged for lost or damaged books.

### **TEXTBOOKS**

Basic textbooks are furnished to the students at no charge. Students are responsible for lost or damaged textbooks (cost of the textbook). Parents are to caution their child about proper care of textbooks.

All instructional materials used as part of the educational curriculum of a student shall be available for inspection by the parents or guardians of the student. Parents or guardians wishing to inspect instructional materials used as part of the educational curriculum for their child may schedule an appointment with the building principal.

## **SECTION VIII: OTHER POLICIES AND PROCEDURES AFFECTING STUDENTS**

### **A. SCHOOL SAFETY**

#### **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.

#### **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.

Parents and/or guardians will not be allowed to check their student(s) out during a drill, whether they are on the playground or in their classrooms. Once the drill is completed students will be called from their classrooms by a member of the office staff and allowed to check out.

#### **EMERGENCY CLOSING OF SCHOOL**

The superintendent will notify the local TV stations as soon as possible. Alerts will appear on the District website, School App School Connect, and automated calling system. Please make sure to sign up for the free School Connect App in order to receive quick news from the District.

## **CRISIS MANAGEMENT PLAN**

A district-wide crisis plan has been developed. The plan includes:

1. Crisis Communication Procedures
2. Emergency Telephone Numbers
3. Procedures for Dealing with the Media, Abduction, Bomb Threat
4. Weapons on Campus, Hostage Situation, Gang Violence, Riots
5. Chemical Leaks or Spills, Nuclear Threat, Fire, Explosion
6. Suicide, Homicide, Death, Sexual Assault
7. Natural Disasters, Accident Off-Campus, Accident or Illness On-Campus, Poisoning

## **SCHOOL EVACUATION**

In order to be better prepared in case of an emergency, Lonoke School District has diligently formed an evacuation plan to be used by each school of the District. In the event students need to be moved from a school, they will be moved to an alternate site.

## **B. SCHOOL CHOICE**

### **Standard School Choice**

#### **Exemption**

The District is under an enforceable desegregation court order/court-approved desegregation plan that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Division of Elementary and Secondary Education (DESE). As a result of the desegregation order/desegregation plan, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.

#### **Definition**

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

### **Transfers into the District**

#### **Capacity Determination and Public Pronouncement**

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

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

### **Application Process**

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

Students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base may submit an application and transfer at any time if the student's application:

1. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
2. Includes the parent's or guardian's military transfer orders; and
3. Includes the parent's or guardian's proof of residency on the military base.

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

No earlier than January 1 of each year, the Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

### **Accepted Applications**

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

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

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

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

### **Rejected Applications**

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

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

An application may be provisionally rejected if the student's application was beyond the student's resident district's three percent (3%) cap. The student's resident district is responsible for notifying this District that it is no longer at its three percent (3%) cap. If a student's application was provisionally rejected due to the student's resident district having reached its three percent (3%) cap and the student's resident district notifies this District that it has dropped below its three percent (3%) cap prior to July 1, then the provisional rejection may be changed to a provisional acceptance and the student would have to meet the acceptance requirements to be eligible to enroll in the District.

- Rejection of applications shall be in writing and shall state the reason(s) for the rejection. Unless the student's application was rejected due to the application not being timely received by both the resident and nonresident districts, a student whose application was rejected may request a hearing before the State Board of Education to reconsider the application. The request for a hearing must be submitted in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

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

### **Transfers Out of the District**

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 1 of the immediately preceding year. By December 15 of each year, DESE shall determine and notify the District of the net number of allowable choice transfers. Students are not counted for the purpose of determining the three percent (3%) cap if the student transfers:

- Through Opportunity School Choice due to the school receiving a rating of "F" or a district classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
- Due to the district's identification of Facilities Distress under A.C.A. § 6-21-812; or
- Through the 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. The District shall immediately notify all receiving districts if it should drop back below its three percent (3%) cap prior to July 1.

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

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

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

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

### **Opportunity School Choice**

#### **Transfers Into or Within the District**

For the purposes of this section of the policy, a "lack of capacity" is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the DESE Rules for

the Standards for Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer from the student's assigned school to another school in the District or from the student's resident district into the District if:

Either:

- The student's resident district has been classified by the state board as in need of Level 5 — intensive support; or
- The student's assigned school has a rating of "F"; and
- The student's parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student's request to transfer by no earlier than January 1 and no later than May 1 of the school year before the school year the student intends to transfer to both the sending and receiving school districts

A student is not required to meet the May 1 application deadline if the student has a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base. The student may transfer at any time if the student's application:

- a. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
- b. Includes the parent's or guardian's military transfer orders; and
- c. Includes the parent's or guardian's proof of residency on the military base.

Except for those students who are applying to transfer within the time permitted due to the student's parent or guardians' military service or seeking to transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, and the student's resident district whether the Opportunity School Choice application has been accepted or rejected by no later than July 1 of the school year the student is seeking to enroll. If the student is seeking a transfer due to the student's parent or guardian's military service or seeking a transfer within the District, 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 within fifteen (15) days from receipt of the student's application. The notification shall be sent via First-Class Mail to the address on the application.

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

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

A student's transfer under Opportunity School choice is effective at the beginning of the next school year and the student's enrollment is irrevocable for the duration of the school year and is renewable until the



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

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

### **Transfers Out of, or Within, the District**

If a District school receives a rating of "F," or the District has been classified by the State Board as in need of Level 5 Intensive Support, the District shall timely notify parents, guardians, or students, if over eighteen (18) years of age, as soon as practicable after the school or district designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to submit an application to enroll the student in:

1. A school district that has not been classified by the State Board as in need of Level 5 Intensive Support; or
2. If there is more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of "F", a public school within the District that is nearest to the student's legal residence that does not have a rating of "F"; or
3. If there is not more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of "F", a public school that does not have a rating of "F" within a School district that has not been classified by the State Board as 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.

### **Unsafe School Choice Program**

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

## **C. STUDENT TRANSFERS**

The superintendent of schools may grant transfers throughout the school year when there are extenuating circumstances.

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

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

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

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 homeschool 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, 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.

## **D. 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 homeschool. The notice shall be given:

- a. At the beginning of each school year, but no later than August 15;
- b. 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
- c. 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 homeschool 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 homeschool; 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:
  - o Curricula used in the home school;
  - o Tests taken and lessons completed by the home-schooled student; and
  - o 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.

### **ACADEMIC COURSE ATTENDANCE BY PRIVATE AND HOME SCHOOLED STUDENTS**

The District allows private school and home schooled students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered By the District. The District will place a list of courses that a private school or home schooled study may request to attend on it's website by:

1. June 1 for courses to be offered during the Fall semester; and
2. November 1 for courses to be offered during the Spring semester.

A private school or home schooled student who desires to attend one or more of the available academic courses shall submit a written request to attend the academic course(s) to the Superintendent, or designee, no later than:

- a. August 1 for Fall semester courses; or
- b. December 1 for Spring semester courses.
- c.

The superintendent, or designee, is authorized to waive the application deadline on a case by case basis.

The District permits a private school or home schooled student to attend a maximum of six (6) courses per semester.

The District may reject a private school or home schooled student's request for attendance if the District's acceptance would:

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cost the District more for the student to attend the academic course than the District receives for the student's attendance;
- Cause the District to provide educational services the District does not currently provide at a financial burden to the District; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

Requests to attend an academic course will be granted in the order the requests are received. Upon receipt of a private or home schooled student's request to attend academic course(s), the District will date and time stamp the request for attendance. If a private school or home schooled student is denied attendance based on a lack of capacity and an opening in the requested course occurs prior to the start of the course, the District will use the date and time stamp on the request for attendance to determine the private school or home schooled student who will be notified of an opening in the requested course.

As part of the request to attend academic courses in the District, a private school or home schooled student shall:

- Indicate the course(s) the private school or home schooled student is interested in attending;
- If the course(s) the private school or home schooled student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home schooled student intends to attend the physical course or the digital course;
  - Submit, along with the student's application, a copy of the student's transcript indicating that the student has received credit for the course(s), or equivalent course(s), that are a prerequisite to the course(s) the student desires to attend at the District;
- Agree to follow the District's discipline policies; and
- Submit immunization documentation required by Policy 4.57 - IMMUNIZATIONS

A private school or home schooled student who fails to attend an academic course by the eleventh (11) day of class or who is absent without excuse for eleven (11) consecutive days during the semester shall be dropped from the course; however, a private school or home schooled student shall not be considered truant for unexcused absences from the course(s) the student is attending at the District.

Private school or home schooled students shall receive a final grade and transcript for each academic course the student completes.

The responsibility for the transportation of any private school or home schooled student attending academic courses in the District shall be borne by the student or the student's parents.

### **EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME-SCHOOLED STUDENTS**

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

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

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

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

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 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;
- 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.

## **E. EXTRACURRICULAR ACTIVITIES**

### **Definitions**

**“Extracurricular activities”** are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular 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.

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

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.

No Student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

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.

## **F. TRANSPORTATION**

### **CAR RIDERS**

Visible CAR SIGNS with the student’s first and last name are required in all vehicles in the afternoon car rider pick up line. Each student will receive two hanging car signs to be hung from the rear view mirror, so it is clearly visible to the staff on duty. If the sign is forgotten or not present, the pick-up person must pull out of the car rider line, and with proper ID, sign the student out in the office.

Every effort should be made to have your children at school by (7:55 LES, 7:50 LPS) and picked up by (LES) 3:25 and (LPS) 3:15.

Time is valuable to our students and teachers. Students coming in late in the morning or leaving early in the afternoon is a distraction in the classroom that we need to eliminate except in emergencies.

### **WALKER SAFETY**

“Walker” is defined as a student that is walking from school to home.

Primary School students will be walked to the marquee with teacher supervision. Students meeting parents or siblings shall meet them at LPS by the tree. Those picking up siblings/"walkers to the lot" will need to line up outside the front side doors at first grade hall and have a car tag showing the name of the student they are picking up.

LES students will be walked to the 4-way. Any student walking to meet a sibling at LPS will be accompanied by a teacher until they are picked up by a parent or are walking with their sibling(s) home.

Students should not be dropped off at school before 7:30 a.m. The schools do not have supervision for students before that time.

Follow all safety rules. Walk on the sidewalks. Where there is not a sidewalk, students should walk on the side of the street. Do not walk in yards. Watch for cars. Do not talk to strangers. Go straight home after school. Do not hang around the school.

### **BICYCLES**

We ask that parents review all bicycle and road safety rules when allowing their child to ride a bicycle to school. Please remember the streets around the school are high traffic areas before and after school. We want to make sure your child arrives at school and home safely. If a student is seen violating safety rules, the parent will be contacted.

Lonoke School District is not responsible for bicycles. To ensure the safety of a bicycle while on campus, please have your child place a lock on the bicycle when parking it in the bike rack.

Bicycles are to be parked in the racks provided. Improper use of one's bike may mean that the child will be asked to leave his bike at home for a period of time.

### **CHANGE IN TRANSPORTATION**

For the safety of our students we must have one of the following in order to change the transportation for any student.

1. Note signed by the parent/guardian with the following information:
  - a. Student's name
  - b. Date(s) the change should occur
  - c. Person picking them up or if a bus rider the address they are to be dropped off
2. **Phone call from the parent/guardian made to the front office prior to 2:00 p.m.**

All notes will be sent to the front office daily to be logged by the secretary.

## **G. SPECIAL ACTIVITIES/DAYS**

### **TREAT DAYS**

The state allows 9 treat days per year. On these specified days, students may bring unopened, store bought snacks. Snacks/Treats can not be brought for birthdays and shared with the class.

### **BIRTHDAY TREATS & PARTY INVITATIONS**

Birthday party invitations may be distributed only if every student in the class receives one. Your child's birthday party is special to us and we will recognize their special day. The last day of each month, birthdays are celebrated at lunch. You are always welcome to bring a treat for your child. Treats can not be shared with other students except on the 9 designated treat days.

Birthday treats will not be allowed to protect instructional time and adhere to food guidelines.

## **H. SOLICITATIONS**

No solicitations of funds or drives may be conducted at the school without the approval of the Principal or Superintendent. This includes candy sales and raffle tickets.

## **I. VOLUNTEER PROCEDURES & EXPECTATIONS**

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 3 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.

Option B: 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:

1. School volunteers who wish to accompany students on overnight school trips.
2. School volunteers who wish to volunteer to work one-on-one or in small groups of five (5) or fewer students, such as a tutor or a mentor.
3. School volunteers who will volunteer for any amount of time in a school year.
4. School volunteers who will volunteer for the specified programs.

Clear background checks for school volunteers are required prior to any volunteer service to the school district, school, teacher, or classroom, and all clear check volunteers will be issued special volunteer identification to wear prominently when performing their volunteer duties; no person may serve as a volunteer without wearing the provided identification.

## **J. STUDENT NUTRITION/FOOD SERVICE**

The Lonoke School District believes in good nutrition contributes to the educational success of every child and strives to provide good, nutritious meals every day. The staff works hard to ensure quality control and friendly service. Parents and students are asked to cooperate with all policies and procedures in order to ensure continued quality. Any questions or comments regarding food service concerns or questions regarding a student's meal account may be directed to Mrs. Elen Smith, Food Service Director at (501) 676-2042 or via email at [elen.smith@lonokeschools.org](mailto:elen.smith@lonokeschools.org).

It is the policy of the Lonoke School District to allow no more than \$20 for students and \$50 for families to charge in the cafeteria for meals only. A la carte items may not be charged. It is the responsibility of each household to ensure adequate funds are available for school lunch and breakfast. The child Nutrition Department will reach out to families with a negative balance by sending out payment reminders. Positive and negative cafeteria balances will follow the student when advancing to the next grade each school year. When a student drops from Lonoke School District, that student is still responsible for unpaid balances. Attempts will be made to collect charges. Unpaid balances will be forwarded to debt collection services. All dropped student unpaid meal charges will be consolidated and turned over to debt collection services at the end of each school year.

In order to close out yearly account balances students will not be allowed to charge meals after the end of April. Meals served in each cafeteria abide by the rules set forth by the National School Lunch Program. Any substitutions to the planned menu will be allowed if correct documentation is on file. Contact the Child Nutrition Office for a Special Dietary Needs form."

### **Prices**

School lunches are reasonably priced and include all nutritional requirements mandated by the Division of Elementary and Secondary Education. Students pay \$2.00 per meal for breakfast (\$.30 per meal for reduced) and \$3.25 per meal for lunch (\$.40 per meal for reduced). Free and reduced meals are offered for students who qualify.

### **Food Allergy**

A student with a food allergy to any item on the menu must have the school-provided school health form completed and signed by a licensed physician to be filed with the cafeteria manager and the school nurse stating the student's allergies to all such foods and the appropriate alternative.

## **K. NOTICE: SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is a federal law that prohibits discrimination against individuals with a disability in any program receiving federal assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment

The Lonoke School District recognizes its responsibility to avoid discrimination in policies and practices regarding its personnel, students and their parents. No discrimination against any person solely due to his/her disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child has a current disability and is determined to be eligible under Section 504, to afford access to appropriate educational programs.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) specify rights related to educational records. This Act gives the parent/guardian or eligible student the right to: 1) inspect and review the child's educational records; 2) make copies of these records; 3) receive a list of all persons having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is misleading, inaccurate, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please contact:

**Stephanie Hamilton**

*Section 504 Coordinator*

501-676-7066

[stephanie.hamilton@lonokeschools.org](mailto:stephanie.hamilton@lonokeschools.org)

## **L. COMPLAINT RESOLUTION POLICY**

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services.

The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District.

Complaints that are related to district use or administration of federal funds generated through specific programs identified by the Arkansas Department of Education and authorized in the 2002 reauthorization of the Elementary and Secondary Education Act may be taken directly from a patron or by referral from the Arkansas Department of Education (ADE). If taken directly from a patron, the complaint may be submitted by either a signed statement or by a certified, recorded deposition or statement in which the complainant is identified. The complaints shall be addressed in the following manner.

1. The complaint shall be referred to the federal programs director, who shall assemble a team of at least two people to investigate the complaint.
2. Throughout the investigation, sufficient notes and records will be taken and maintained to substantiate the position of the findings of the investigation.

Please call your child's principal with any complaints:

**Lonoke Primary School**  
501-676-3839

**Lonoke Elementary School**  
501-676-6740

## **M. 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; on 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.

## **N. EQUAL EDUCATIONAL OPPORTUNITY**

In keeping with the guidelines on Title VI, Section 601, Civil Rights Act of 1964, Title IX, Section 901, Ed. Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973:

No student in the Lonoke 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 Stephanie Hamilton or Karen Gibbs.

- Title VI (Prohibits Discrimination on the Basis of Race)
- Title IX (Prohibits Discrimination on the Basis of Sex)
- Section 504 of the Rehabilitation Act of 1973 (Prohibits Discrimination on the Basis of Handicap)

**Stephanie Hamilton**  
*Title VI and Section 504*  
501-676-7066  
401 W Holly St.  
Lonoke, AR 72086

**Karen Gibbs**  
*Title IX*  
501-676-2042  
401 W Holly St.,  
Lonoke, AR 72086

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



### **NO BULLYING**

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or a school employee.

Bullying may occur through written, verbal, electronic or physical acts that causes or creates a clear and present danger of physical harm or damage to school or student property. Bullying is NOT ALLOWED and can get you in trouble, suspended, or expelled. If someone bullies you or you see someone being bullied, get help by telling an adult.



### **SCHOOL ZONE RESTRICTIONS**

A.C.A. § 27-51-1609. Restrictions in school zones:

- a. Except as provided under subsection (b) of this section, a driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building.
- b. A driver of a motor vehicle who is passing a school building or school zone during school hours when children are present and outside the building may use a handheld wireless telephone while operating a motor vehicle for an emergency purpose.