

**DRUG FREE  
GUN FREE**



**SCHOOL ZONE**

**VIOLATORS WILL FACE SEVERE  
FEDERAL, STATE AND LOCAL  
CRIMINAL PENALTIES**



**DOCUMENTATION OF RECEIPT OF DISCIPLINE, ATTENDANCE, AND  
TECHNOLOGY USAGE POLICIES  
2012 – 2013 School Year**

**PLEASE COMPLETE AND RETURN THIS FORM**

Act 104 of 1983 Special Session states that student discipline policies are to be provided to parents and students so that they are advised of the rules and regulations by which the school is governed and made aware of the behavior that will call for disciplinary action and the types of corrective actions that may be imposed.

In accordance with Act 104, the Lonoke School District requires parents and students of Lonoke Schools to receive a handbook and to provide documentation of receipt of the same. Please note: Objection to Publication of Directory Information form may be obtained in main offices.

Parents and students should pay close attention to the attendance policies.

The following signatures indicate that my child and I have received and reviewed the discipline rules, policies, procedures, and the attendance policies and regulations of the Lonoke School District.

---

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Student's Grade \_\_\_\_\_

---

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

Our Technology Usage policy on p. 73 states that a student may only use the Internet/Technology if he/she agrees to comply with guidelines and if he/she has written permission from a parent. Therefore, a student may not use the Internet in the Lonoke School District without a statement of compliance and without written consent from a parent. Please sign below if you give your child said permission. Students will not be allowed access to technology without signed consent form.

As per the District Internet/Technology policy on p. 75, I give my child permission to access the Internet given the identified guidelines.

---

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

As a student in the Lonoke School District, I agree to comply with all Internet usage guidelines. I understand that failure to do so may result in disciplinary action.

---

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

**STUDENT DEMOGRAPHIC INFORMATION**  
**2012 - 2013**

Please complete this form, in its entirety, and return to the school office.

**Student Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Complete Physical Address: \_\_\_\_\_

Transportation to School (circle one):      Bus      Parent/Guardian Drives      Drives Self      Walks

Home Phone: \_\_\_\_\_ Main Contact Phone (if different than home): \_\_\_\_\_

**Parent Guardian Information**

Male Parent/Guardian: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Male Parent's e-mail address: \_\_\_\_\_

Male Parent's Employer: \_\_\_\_\_ Employer's Phone: \_\_\_\_\_

Female Parent/Guardian: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Female Parent's e-mail address: \_\_\_\_\_

Female Parent's Employer: \_\_\_\_\_ Employer's Phone: \_\_\_\_\_

Student lives with (circle one):      Father/Mother      Father      Mother      Father/Stepmother      Mother/Stepfather  
Grandparents      Guardian/Other \_\_\_\_\_

**Emergency Information** (Provide the names of two individuals who can be contacted in the event that parent/guardian cannot be reached.)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_

If there are additional individuals (not named herein) to whom you grant permission to check out/pick up your child, please provide a list containing their names, relationships (to child) and phone numbers to the school office. Please limit this list to three adults. Individuals, not named here, will NOT be permitted to take your child from campus without prior notification from a parent/guardian.

**Remember to contact your child's school if any of the above listed information changes during the school year.**

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE**

I hereby grant permission to the Lonoke School District to display the photograph or video clip of me/my student (if student is under the age of eighteen {18}) on the District's web site, including any page on the site, or in other District publications without further notice. I also grant the Lonoke School District the right to edit the photograph or video clip at its discretion. The student's name may be used in conjunction with the photograph or video clip.

It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's web site.

\_\_\_\_\_  
Name of student (Printed)

\_\_\_\_\_  
Signature of student (only necessary if student is over 18)

\_\_\_\_\_  
Signature of parent (required if student is under 18)

\_\_\_\_\_  
Date

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

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Lonoke School District of directory information, as defined in Policy No. 4.16 (Privacy of Students' Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

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

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

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

Deny disclosure to military recruiters \_\_\_\_\_

Deny disclosure to Institutions of postsecondary education \_\_\_\_\_

Deny disclosure to potential employers \_\_\_\_\_

Deny disclosure to all public and school sources \_\_\_\_\_

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

Deny disclosure to all public sources \_\_\_\_\_

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

\_\_\_\_\_  
Name of student (Printed)

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

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

**LONOKE SCHOOL DISTRICT**  
**2012-2013 HANDBOOK**  
**FOR**  
**STUDENT CONDUCT AND DISCIPLINE**  
(APPROVED JULY 16, 2012)

**BOARD OF EDUCATION**

Darrell Park, President  
Eddie Pennington, Vice President  
Mike Brown, Secretary  
Matt Boyles  
Chris James  
Ray Kelleybrew  
Rick Pennington



**MRS. SUZANNE BAILEY**  
Superintendent

Lonoke School District  
401 West Holly Street  
Lonoke, AR 72086  
Telephone (501) 676-2042  
<http://lonokeschools.org>

**LONOKE MIDDLE SCHOOL**  
**HANDBOOK COMMITTEE MEMBERS**

Alice Bridges, Teacher  
Tina Bufford, Teacher/Parent  
Stacy Evans, Teacher  
Lauren Greber, Counselor  
Jeannie Holt, Principal  
Amanda Rather, Teacher  
Autumn Stuart, Teacher/Parent

**LONOKE HIGH SCHOOL**  
**HANDBOOK COMMITTEE MEMBERS**

Dean Campbell, Transition  
Julia Fletcher, Counselor  
Tyler Grady, Student  
Mark Hobson, Assistant Principal  
Carrie Lowery, Counselor  
Janice McCall, Parent  
Sheryl Murtha, Teacher  
Phynaus Wilson, Principal  
Steve Wooten, Teacher



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## **FOREWORD**

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 2011-2012 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.

Please review the contents of the Handbook and indicate that you have done so by signing and returning the signature page to the principal's office of your child's school. The review and your signature are a requirement of Act 104 of 1993. If your child fails to return this form, disciplinary action may be necessary.

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.

Mrs. Suzanne Bailey  
Superintendent

## **TO THE STUDENTS**

This document has been prepared for the purpose of outlining to you the expectations of the Lonoke School District in regard to student conduct.

The district recognizes that students are guaranteed full rights of citizenship by the United States Constitution; and these rights may not be denied except in accordance with due process of law. The district further recognizes that with these rights there are responsibilities which are designed to help all participants acquire the full benefits of the educational program, regardless of race, sex, creed, or national origin.

It is impossible to list in this handbook all of the rules and guidelines for students and staff use. Therefore, the contents of this handbook should not be construed to limit or deny your rights and responsibilities on your own campus as a member of the student body or as a citizen, neither should it be construed as limiting or denying your principal the right and responsibility to develop such necessary rules and regulations that are not inconsistent with federal and state laws and Board of Education policies and regulations.

Each student will receive a copy of the policy handbook and will be required to sign a statement of receipt.

Lonoke School Administration

# **SECTION I**

## **GENERAL INFORMATION**

# **LONOKE SCHOOL DISTRICT**

## **Mission Statement**

The mission of the Lonoke School District is to create an environment that results in academic success for all students through challenging learning experiences provided by qualified, caring adults.

## **Vision Statement**

Our vision is to create a PreK-12 district that is highly regarded for experience academic excellence and for its contribution in actively serving and improving the community in which it operates. We will strive to create learning experiences that prepare graduates who are responsible members of society, who are prepared for post secondary education and who possess marketable job skills.

# 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*

## **School Information**

### **LONOKE MIDDLE SCHOOL**

**Tel. 501-676-6670**

**Fax 501-676-7013**

**Counselor 501-676-3802**

**Principal:** Mrs. Jeannie Holt

**Assistant Principal:** Mrs. Rosalynd Kellelybrew

**Counselor:** Mrs. Lauren Greber

**Secretary:** Mrs. Cindy Thaxton

**Registrar:** Mrs. Tracy Cole

### **LONOKE SENIOR HIGH SCHOOL**

**Tel. 501-676-2476**

**Fax 501-676-3716**

**Counselor 501-676-7061**

**Principal:** Mr. Phynaus Wilson

**Assistant Principal:** Mrs. Karen Gibbs

**Counselors:** Mrs. Julia Fletcher, Mrs. Carrie Lowery

**Secretaries:** Mrs. Barbara Evans

Mrs. Tiffany Hunter

Mrs. Danice Lucas

Mrs. Marsha Jones

### **Special Education Office**

**Tel. 501-676-7066**

**Special Education Director:** Mrs. Cindy O'Riley

### **Bus Information**

Tel. 501-676-3639 or 501-676-3382



## LONOKE MIDDLE SCHOOL

### Bell Schedule 2012 - 2013

First Bell Rings.....	7:55
Period 1 .....	8:00 - 8:45
Period 2.....	8:49 - 9:34
Advisory.....	9:38 - 9:54
Period 3 .....	9:58 - 10:43
Period 4 .....	10:47 - 11:32
Lunch/Activity - 6th Grade.....	11:32 - 12:04
Period 5 - 7th & 8th Grades.....	11:36 - 12:21
Period 5 - 6th Grade.....	12:08 - 12:53
Lunch/Activity - 7th & 8th .....	12:21 - 12:33
Period 6 .....	12:57 - 1:42
Period 7 .....	1:46 - 2:31
Period 8 .....	2:35 - 3:20

## LONOKE SENIOR HIGH SCHOOL

### Bell Schedule 2012-2013

#### First Lunch

First Period .....	8:00 – 8:52
Second Period.....	8:57 – 9:49
Third Period.....	9:54 – 10:46
First Lunch.....	10:51 – 11:20
Fourth Period.....	11:25 – 12:15
Advisory Period.....	12:20 – 12:40
Fifth Period.....	12:45 – 1:37
Sixth Period.....	1:42 – 2:34
Seventh Period.....	2:39 – 3:30

#### Second Lunch

First Period.....	8:00 – 8:52
Second Period.....	8:57 – 9:49
Third Period.....	9:54 – 10:46
Fourth Period.....	10:51 – 11:43
Second Lunch.....	11:45 – 12:15
Advisory Period.....	12:20 – 12:40
Fifth Period.....	12:45 – 1:37
Sixth Period.....	1:42 – 2:34
Seventh Period.....	2:39 – 3:30

## **WELCOME**

A very cordial welcome is extended to each of you attending Lonoke Middle School and Lonoke High School. Your educational journey, at this level, will have far-reaching effects on your future and success. As you attend our schools, you will receive training designed to prepare you for that future.

## **VISITOR IDENTIFICATION**

Visitors to the school should report immediately to the school office to identify themselves and their business on campuses. Visitors with business at the school are welcome. For safety and security, all visitors will register in the school office and obtain the appropriate identification badge. School officials will detain persons on school property without the appropriate identification badge. All persons on school grounds, in school buildings, or at school sponsored events must identify themselves to school authorities upon request.

## **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 as to insure 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 insure that all persons are treated equally and with dignity in respect to their rights and responsibilities.

## **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 conduct of the schools by abiding by 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.

## **PARENTS OR GUARDIANS**

The term “parent” shall include every parent, guardian, or person in parental relations 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 reasons to believe that their children are experiencing difficulties at school or at home. Thus, by soliciting the help of the school on their child’s behalf, behavior standards may be maintained. Parents are responsible for notifying school offices of current addresses and phone numbers (Act 159 of 2007).

## **STUDENT DELIVERY TO SCHOOL**

Students are to be delivered to school either by car or bus no earlier than 7:30 a.m. each school day.

## **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 service personnel. The teacher is authorized to administer corporal punishment according to guidelines established by state policy. 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.

## **PRINCIPALS**

The principal or designee of the school is expected to give to all students at the beginning of the school year and

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

### **SCHOOL RESOURCE OFFICERS**

Lonoke Middle School and Lonoke High 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.

### **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 of both students and other members of the educational community.

### **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.

#### **A. 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.

#### **B. 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.

#### **C. Symbolic Expression**

Students have the right to symbolic expression (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,
- d. cause accidents or endanger the health or physical well being of students or faculty.

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

#### **Student Publications**

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

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

### **Student Publications on School Web Pages**

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

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

### **Student Distribution of Nonschool Literature, Publications, and Materials**

A student or group of students who distribute ten (10) or fewer copies of the same nonschool literature, publications, or materials (hereinafter "nonschool materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of nonschool materials shall have school authorities review their nonschool materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the nonschool materials, prior to their distribution and will bar from distribution those nonschool materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of nonschool materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

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

### **STUDENT ACTIVITIES**

All activities must be approved by the principal who must be given a date and time. All activities must have school sponsors present as well as other sponsors that the principal or director of activities may require.

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel. Failure to obey reasonable instructions of school district personnel shall result in loss of eligibility to attend school sponsored, off-campus events and may result in disciplinary action applicable under the regular school program.

No extracurricular activities are to be held the day before mid-term or final examinations.

All school activities must end at the time specified by the principal and sponsor.

The school will not be responsible for students after 12 o'clock midnight.

### **EXTRACURRICULAR ACTIVITIES**

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

#### **Definitions:**

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

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

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

#### **ACADEMIC REQUIREMENTS: Middle School**

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

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

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

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

### **ACADEMIC REQUIREMENTS: Senior High**

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

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

### **STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**

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

### **ARKANSAS ACTIVITIES ASSOCIATION**

In addition to the foregoing rules, the district shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities.

Students must adhere to the following state and district guidelines:

#### **ACT 675 OF 2003, A.C.A. 6-18-211**

Students in grades 9-12 shall be required to schedule and attend a full day of school. Students must be enrolled in no fewer than 350 minutes of planned instructional time each day as a requirement for graduation. Students are to be assigned no more than one class period a day for a study hall period which the student shall be required to attend and participate in a full class period of self-study or organized tutoring in the school building. No more than one class period per day may be scheduled for organized and scheduled extracurricular classes to be included as planned, instructional time. If the extracurricular class is related to a seasonal activity, the class must continue to meet after the season ends to be counted toward the requirement of planned instructional time.

### **ADDITIONAL EXTRACURRICULAR GUIDELINES**

Absenteeism will affect participation. If a student is absent from school, participation in that day's activity will be prohibited without prior approval of the principal. (Extracurricular activities include practice).

Disciplinary action, such as Saturday School, in-school suspension, and out-of-school suspension may affect a student's future eligibility for participation in activities, student groups, and special school functions.

### **ATHLETICS**

Every student participating in school athletics is covered by school insurance. If the family has insurance, the school is secondary coverage. If the parents do not have insurance, the school insurance becomes the primary coverage. It provides coverage that is usual and customary. Lonoke Middle School and Lonoke High School will not be responsible for injuries suffered by students participating in athletics.

Any student enrolled in K-12 is eligible to participate in athletic activities as long as he/she meets program requirements. Students in grades 7-12 must also meet the eligibility requirements of the Arkansas Activities Association. To be eligible without qualification, students must pass a minimum of four (4) academic classes from the previous semester.

To be eligible to participate in football, track, or basketball, a student must have been enrolled in an off-season conditioning program or have been in track the spring before the new school year.

### **CHEERLEADER TRYOUT ELIGIBILITY (Senior High and Middle School)**

All tryout candidates and squad members must meet all eligibility requirements of the AAA, as well as those stated below. A student who is found ineligible for any reason may not practice, attend practice, perform, or appear in uniform during the period of ineligibility. In order to tryout, candidates must:

- A. Have at least a 2.0 GPA for the semester immediately prior to tryouts or what the AAA sets forth.
- B. Have no more than one (1) out-of-school suspension for the current school year.
- C. Have proof of passage of a physical examination by a medical doctor prior to tryout date.
- D. Have proof of accident insurance and written parental permission to try out.
- E. Must be currently enrolled in the Lonoke School District.
- F. Maintain a 2.0 GPA for each grading period.
- G. Attend school the full day of participation in any activity, or practice unless permission to be absent is granted by the principal.

### **SELECTION OF HOMECOMING ROYALTY Senior High and Junior High**

- 1. Monday, two weeks before Homecoming, each senior and ninth grade football player will ask a girl to walk with him in the homecoming exercises. (Seniors may ask 12<sup>th</sup>, 11<sup>th</sup>, or 10<sup>th</sup> grade girls. Ninth graders may ask 9<sup>th</sup> or 8<sup>th</sup> grade girls.)
- 2. After they receive permission to walk from the girls, they turn these names into the head coach and principal; this will be done by Tuesday. Names turned in on this date are the official homecoming court. Any invitations to walk prior to this date will not be officially recognized.
- 3. The head coach and principal will prepare a list of 12<sup>th</sup> grade and 9<sup>th</sup> grade girls to be voted on for Queen. (Only 12<sup>th</sup> grade and 9<sup>th</sup> grade girls that have been asked to walk will be eligible to be selected Queen and Maid.) This will be done no later than Wednesday.
- 4. The entire team may vote on the Queen. This will be done by secret ballot and signed by the players. The head coach and principal will count the votes. (These ballots will be kept in the principal's office for one month after homecoming.)
- 5. The 12<sup>th</sup> grade girl and the 9<sup>th</sup> grade girl receiving the most votes will be the Queen. The Maid of Honor will be the girl receiving the second most votes. (In case of a tie, there will be a run-off. The girl receiving the second most votes will be the maid.)
- 6. The Principal will announce the Queen, Maid and her court as soon as the vote has been verified. This will be done no later than Thursday the week before the homecoming game for Junior High and no later than Friday the week before the homecoming game for High School.
- 7. Only active or injured 12<sup>th</sup> grade or 9<sup>th</sup> grade players will be allowed to walk in the ceremonies.
- 8. Players will walk with the girls in the afternoon and night ceremonies.
- 9. The cheerleader sponsors will assist the principals with the ceremonies.

### **ACCIDENTS AND STUDENT INSURANCE**

The schools do not carry accident insurance on students, and are generally immune from civil liability. **It is strongly recommended that parents purchase student insurance to cover their child while at school, particularly if no other health coverage is in force.**

## **APPEALS PROCEDURE**

The Lonoke Schools Board of Directors recognizes that there are times when parents do not agree with the actions taken or the decisions made by school personnel. If a parent wishes to appeal a decision or action taken by a school official, the parent must begin with the person who made the decision. Further appeals should be made to the next level in the organization. The organizational levels are as follows:

- Level 1: Teacher
- Level 2: Principal
- Level 3: Superintendent
- Level 4: School Board

Appeals will be referred back to the appropriate level if the person at that level has not had an opportunity to hear and respond to the appeal. Appeals for consequences such as Detention Hall, Saturday School, and In-School Suspension should be made to building principals. Appeals for suspensions imposed by building principals may be directed to the superintendent. Appeals for recommendations for expulsion may be made to the Board of Education.

## **DISCIPLINE FOR DISABLED STUDENTS**

1. 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).
2. 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 procedures unless otherwise stated in an individualized education plan developed by a 504 committee.

## **OUR CAMPUSES**

The cleanliness of our campuses, inside and outside, is a reflection on all of us. All students should do their part to maintain a clean campus. Trash should be disposed of in trash containers. As we have more than one lunch period, it is important for students to pick up after themselves in the dining area.

## **USE OF TELEPHONE**

Students will not be called from classes to answer the telephone except in case of emergency. Students may not use the office telephone without permission from office personnel and then only in case of emergency.

## **FOOD AND DRINK**

Food and drink will not be allowed in buildings during school hours unless authorized by the administration. Gum chewing will not be allowed at Lonoke Middle School.

## **PARKING AREAS AND STUDENT VEHICLES (High School)**

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

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

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District



policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

High school students have the privilege of driving cars to school as long as the following requirements are met:

- Arrive to school on time.
- Cars are not to be removed from the parking area at any time during school hours without the permission of the principal.
- Have a valid driver's license and proof of insurance.
- Observe safe driving rules.
- Park in area assigned.
- Register car and secure a parking permit.
- Students are to leave the parking areas upon arrival and return to the parking areas only at departure time. No loitering will be permitted in the parking areas.
- Do not park in handicapped areas unless qualified.
- School may tow vehicles at owner's expense.
- Middle School students cannot drive without prior approval from the building principal.

The violation of school driving and parking regulations will result in disciplinary action.

Consequences:      Minimum:      Warning  
                                 Maximum:      Loss of driving/parking privileges

\*Drivers of vehicles on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle.

### **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.

### **LEAVING CAMPUS**

No student will leave school or his/her designated area or assigned learning station until he/she has permission from building administrators or designees. Request by parents to checkout students should not be excessive as this may disrupt the education process.

Student(s) may leave only after permission has been granted and after properly signing out in the principal's office. Leaving school without proper permission or properly signing out will be considered an act of truancy. (See "Infractions to Avoid" rule(s) 5 & 6, page 62 & 63.) Eighteen-year old students living with their parent(s) or guardian(s) are not allowed to check themselves out of school unless parent/guardian has made contact with school personnel.

### **CHECKING IN AND CHECKING OUT**

#### **(Middle School)**

A parent must accompany students arriving late to school. It is the parents' responsibility to report to the office and sign the check-in sheet in order for students to proceed to class. When being checked out, students will not be summoned to office until parent's arrival to office.

Students are not permitted to leave campus for any reason before checking out through the office.

A parent or guardian must grant permission before a student will be allowed to check out. A parent must be present to check the student out. Parents must notify the office in advance of any approved designees who may check in or check out their children. Other students are not permitted to check in or check out middle school students.

Students may not walk home for lunch or check themselves out for lunch. Parents who bring lunch for their child must bring it to the principal's office.

### **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.

It is recommended that personal items be kept in your locker or on your person at all times. Students in physical education and/or athletics should keep valuables in the coaches' offices (**Middle School**). Students **ARE NOT** to give out their lock combination to anyone. Students **ARE NOT** to share lockers.

Any student who finds lost property is to notify a teacher or principal immediately. Assume that it is lost if it does not belong to you. Failure to inform a teacher or principal may result in disciplinary action for theft and/or possession of stolen property.

If a theft occurs during a class, students are to notify the teacher immediately. No reward may be offered for lost or stolen property without permission from the principal.

### **BICYCLES**

The following rules will be followed for those students choosing to ride a bicycle to school:

1. Bicycles must be parked in the bicycle rack.
2. Bicycles are not to be ridden on school sidewalks or on the grass.
3. When a student arrives and parks his/her bicycle, he/she is not to return to it before the end of the school day.

### **ASSEMBLIES**

Assemblies of varying types are scheduled in the Lonoke Schools. Attendance at pay assemblies is voluntary not mandatory, but all students are expected to attend all general assemblies. A fee may be assessed to the student for the assemblies for which the schools must pay.

Students are to sit in their assigned areas for all assemblies and are to observe all school regulations.

### **FOOD SERVICE**

The Lonoke School District believes good nutrition contributes to the educational success of every child and strives to provide good, nutritious meals every day. The food service 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 issues may be directed to Mrs. Sue Roedel, Food Service Director at 501/676-7020 or e-mailed at [sue.roedel@lonoke.k12.ar.us](mailto:sue.roedel@lonoke.k12.ar.us).

#### **Lunch Cards**

Lunch cards will be issued to each student at the beginning of the school year. Lunch money will be applied to the lunch card through the cafeteria. A replacement fee of \$5.00 will be assessed to anyone losing a lunch card. Students need to have their lunch card in possession upon entering cafeteria. Students are not allowed to use another student's lunch card. Students without lunch cards will be sent to the end of the lunch line.

#### **Prices**

School lunches are reasonably priced and include all nutritional requirements mandated by the Arkansas Department of Education. Students at Lonoke Primary School and Lonoke Elementary School pay \$.75 per

meal for breakfast (\$.30 per meal for reduced) and \$1.60 per meal for lunch (\$.40 per meal for reduced). Students at Lonoke Middle School and Lonoke High School pay \$1.00 per meal for breakfast (\$.30 per meal for reduced) and \$1.85 per meal for lunch (\$.40 per meal for reduced). Specialty lunch meals are offered at middle and high schools at a cost of \$2.25 per meal. Free and reduced meals are offered for students who qualify.

### **Payment for Meals**

The district does not offer credit for food items purchased in the school cafeteria; payment for such items is due at the time the food items are received. Parents or students choosing to do so may pay weekly or monthly in advance for students' meals.

It is understood that emergencies may arise from time to time and that a student may forget lunch money or the parent/student may not realize that there is no balance in the meal account (for those paying in advance). For those situations, the district will permit each student to accrue up to five (5) meal charges during each school year. After the fifth meal charged, students will be offered cereal and milk for breakfast and a sandwich and drink for lunch until charges have been reduced/paid. Charges may only apply to regular meals (no charges for specialty meals will be permitted).

### **EZSchoolPay**

For your convenience, you may register to use the EZSchoolPay online system to track meal balances and pay for school meals. Choose the EZSchoolPay link on the district website for more information.

### **Point of Service**

Students in each cafeteria will receive meals after they have paid for them or been approved at the cashier's station.

## **WELLNESS POLICY**

The health and physical well-being of our 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 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 Department of Education, but with the community and its residents, organizations and agencies. Therefore, the district shall enlist the support of the larger community to find solutions which improve the health and physical activity of our students.

### **Goals**

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the district will adhere to the Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools. Adhering to these Rules will include, but is not limited to district efforts to

1. Appoint a district school health coordinator who shall be responsible for ensuring that each school fulfills the requirements of this policy;
2. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
3. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
4. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
5. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
6. Not use food or beverages as rewards for academic, classroom, or sports performances;

7. Ensure that drinking water is available without charge to all students;
8. Establish class schedules, and bus routes that don't directly or indirectly restrict meal access;
9. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
10. Establish no more than nine (9) school wide events which permit exceptions to the food and beverage limitations established by Rule. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar;
11. Abide by the current allowable food and beverage portion standards;
12. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;<sup>4</sup>
13. Restrict access to vended foods, competitive foods, and foods of minimal nutritional value (FMNV) as required by law and Rule;
14. 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 FMNV.
15. Permit any parent of sixth through eighth grade students to refuse to have their child's body mass index percentile for age assessed and reported by providing a written refusal to the school (Act 201 of 2007).

Provide professional development to all district staff on the topics of nutrition and/or physical activity;

Utilize the School Health Index available from the Center for Disease Control (CDC) to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students;

Notify parents through school handbooks of their rights to send food items to school for their own children.

### **Advisory Committee**

To enhance the district's efforts to improve the health of our students, a District Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. The membership of the committee shall include representatives from each appropriate grade-level group (primary, elementary, middle and high school). The committee shall be structured in a way that ensures age-appropriate recommendations are made which correlate to our district's grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule. The overarching goal of the committee shall be to promote student wellness by monitoring how well the district is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, and 8 of the CDC's School Health Index as a basis for assessing each school's progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in each school's ACSIP, provided to each school's principal, and reported to the board.

### **GENERAL REQUIREMENTS FOR FOOD AND BEVERAGES IN PUBLIC SCHOOLS**

As per Standard 5.01.2 of the Arkansas Department of Education rules governing nutrition and physical activity, "effective July 01, 2005, during the declared school day, at middle, junior high and high school sites, schools may not serve, provide access to, through direct or indirect sales, or use as a reward, any Food of Minimal Nutritional Value (FMNV) or competitive food to students anywhere on school premises until 30 minutes after the last lunch period has ended. This includes FMNV and competitive foods given, sold, or provided by school administrators, or staff (principals, coaches, teachers, club sponsors, etc.) students or student groups, parents or parent groups, or any other person, company or organization associated with the school site.

### **STUDENT ORGANIZATIONS**

A variety of organizations are available for students. Each is sponsored by a faculty member. Each has rules, regulations or bylaws concerning membership requirements. These are on file in principal's office.

Participation in organizations should not conflict with academic areas. Parents and students are encouraged to visit with organization/club sponsors in order to review all requirements for participation to prevent any conflicts with academic areas.

## **LONOKE MIDDLE SCHOOL CLUBS AND ORGANIZATIONS**

Our club program is designed to make opportunities available to students for leadership and collaborative effort. The plans, activities, and functions of each club are decided upon and carried out by the members and their elected officers, with the help of an advisor. Participation in clubs will be determined by charters and any other requirements as determined by advisors. The success of each activity depends upon the loyalty and work of the members and capabilities of the officers. A club is only as good as the members make it. Help make your club and your time fruitful by participating actively.

## **LONOKE MIDDLE SCHOOL CLUBS AND ORGANIZATIONS**

Art Club (Grades 6-8)  
Cheerleaders (Grade 8)  
Drama Club (Grades 6-8)  
FBLA (Grades 7 & 8)  
FCCLA (Grade 7)  
Fire Marshals (Grades 6-8)  
Bilingual Club (Grades 6 - 8)  
National Honor Society (Grades 7 & 8)  
Newspaper Staff (Grades 6-8)  
Student Council (Grades 6-8)

## **LONOKE HIGH SCHOOL CLUBS AND ORGANIZATIONS**

Art Club	Future Farmers of America
Big Brother/Big Sister	Math Club
Bilingual Club	National Honor Society
FCCLA	Science Club
Fellowship of Christian Athletes	Spanish Club
Future Business Leaders of America	Student Council

## **LIBRARY**

Regulations for using the library are posted in the library. Students are to honor the librarian's and student assistants' request concerning library operation. Magazines, newspapers, and reference books are for use within the library only. Books are normally checked out for a two-week period with one renewal permissible. A fine of ten cents per day is charged against the student for each day or fraction thereof for books which are kept overtime. Saturday and Sunday are included in the assessment of fines (High School).

## **HEALTH SERVICE**

Any child who becomes sick or injured at school will be cared for by the teacher, nurse, secretary, or principal. If the child's condition is thought to be serious, parents will be contacted to come and get the child. In case immediate attention of a physician is necessary, the child will be taken to a local physician and the parents contacted. Parents are requested to furnish the school with the name of the family doctor of their choice. If no choice is indicated and immediate attention is necessary, the child will be taken to a doctor at the parents' expense.

## **HEALTH – FIRST AID**

A registered nurse is available to meet student health needs. Arrangements for a consultation may be made through the principal's office. First aid supplies are available, and school personnel are familiar with procedures to be followed.

## **PHYSICAL EXAMINATIONS OR SCREENINGS**

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

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 4.50F or by providing certification from a physician that he/she has recently examined the student.

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

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

## **LONOKE PUBLIC SCHOOLS CRISIS MANAGEMENT PLAN**

A district-wide crisis plan has been developed. This 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

In the event that students need to be moved from a school, these sites will be used.

<b><u>SCHOOL</u></b>	<b><u>ALTERNATE SITE</u></b>
Primary	New Testament Baptist Church 1600 Lincoln Street, Lonoke
Elementary	New Testament Baptist Church 1600 Lincoln Street, Lonoke
Middle School	Lonoke Baptist Church 406 W. Front Street, Lonoke
High School	Lonoke Baptist Church 406 W. Front Street, Lonoke
Career Center	Lonoke Baptist Church 406 W. Front Street, Lonoke

## **EMERGENCY CLOSING OF SCHOOL**

Closings will be announced on TV Channels 4, 7 and 11.

## **SECTION II**

# **STUDENT POLICIES**

## **RESIDENCE REQUIREMENTS**

### **Definitions:**

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

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

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

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

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

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

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

## **ENTRANCE REQUIREMENTS**

To enroll in the 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 policies (4.49 - HOMELESS STUDENTS and 4.58 - STUDENTS WHO ARE FOSTER CHILDREN), be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

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

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



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

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement.

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

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Department of Education.
2. The parent, guardian, or other responsible person shall provide the District with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian; or
  - f. United States military identification;
  - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

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

### **HOMELESS STUDENTS**

The Lonoke School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

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

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

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

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

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

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

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

(a) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(b) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

(c) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes

(d) are migratory children who are living in circumstances described in clauses (a) through (c).

### **COMPULSORY ATTENDANCE REQUIREMENTS**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before 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).

### **STUDENTS WHO ARE FOSTER CHILDREN**

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

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

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

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

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

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

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

### **ABSENCES**

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

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

Students shall not be absent, as defined in this policy more than ten (10) days in a semester. When a student has five (5) absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds ten (10) absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law. Students with eleven (11) absences in a course in a semester shall not receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), 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 absences. If formal arrangements are granted, they shall be formalized into a **written agreement** which will include the conditions of the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Unless a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

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

### **Additional Absences**

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

- 1) To participate in an FFA, FHA, or 4-H sanctioned activity;
- 2) To participate in the election poll workers program for high school students;
- 3) To serve as a page for a member of the General Assembly;
- 4) To visit his/her parent or legal guardian who is a member of the military and been called to active duty, in on leave from active duty, or has returned from deployment to a combat zone or combat support posting; and
- 5) For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend an appointment with a government agency.

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

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

### **Make-Up Work**

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

- 1) It is the responsibility of the student, parent and teacher to arrange for all make-up work.
- 2) Teachers are responsible for providing the missed assignments.
- 3) Make-up tests are to be rescheduled at the discretion of the teacher once the student has received the necessary instruction and substantive review the student missed due to the absence, but must be aligned with the schedule of the missed work to be made up.
- 4) Students shall have one class day to make up their work for each class day they are absent.
- 5) Make-up work which is not turned in within the make-up schedule for that assignment shall not receive full credit;

- 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) As required/permitted by the Student's Individual Education Program or 504 Plan.

### **Tardies**

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

### **Tardy Cards (High School)**

At the beginning of each semester, all students will be issued TARDY CARDS with three places for teachers' to sign. The cards are to be carried by the students at all times. A student arriving late to class may have his/her card signed by the teacher and avoid a detention hall assignment. The third teacher to sign the card will collect the card and turn it in to the office. All subsequent tardies will result in assignment to detention hall. Students must have their tardy cards with them at the time of the tardy to use this process. LOST TARDY CARDS WILL NOT BE REPLACED.

## **TRANSFERS**

The Lonoke District shall review and accept requests for transfers into the district on a case-by-case basis at regularly scheduled board meetings throughout the school year. Transfers out of the district are approved only through the School Choice Act 1272 of 2003. The only exception will be transfers of siblings or stepsiblings residing in the same residence of students who had previously been granted transfer approval by the board.

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

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

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

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

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

### **When Transferring From Lonoke Schools**

Parents and students are asked to abide by the following procedures when transferring to another school district:

1. Inform the school secretary/registrar at least one week in advance of the expected transfer, if possible, to ensure the timely collection of grades and other pertinent information to be included in transfer documents.
2. Turn in all textbooks.
3. Pay all outstanding charges, i.e. lunch fees, lost books, etc.

### **When Transferring from a Non-Accredited or Home School**

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

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter.

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

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

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

Students and parents interested in home schooling need to be aware that:

1. Some college scholarships are based on the student's grade point average. Students receiving "CR" and not letter grades would not be eligible for some scholarships.
2. It is the responsibility of the Lonoke School District to determine the method by which credits are earned in order to receive a high school diploma. Also, there is no requirement that the school must honor the credits earned from home schooling.

### **Procedure for placement of students who have been receiving home schooling or transferred from a non-accredited school (Grades 1-8)**

1. Any student desiring to enter Lonoke School District claiming to have been in a home school must have proof that his/her application for home schooling has been filed with their previous school district.
2. Students will be given a general achievement test to determine if the student is eligible for grade level placement. If the student has participated in the standardized achievement testing or the equivalent, the results can be used in lieu of another test.
3. Should a student not achieve at grade level on the achievement test, grade placement will be determined by the Lonoke School District. A placement conference will be held for any student whose scores fall below grade level on any of the basic battery (reading, language arts, and mathematics). Conference participants shall include an administrator, counselor, parent(s), and other school personnel deemed necessary. The Lonoke School District shall retain the option to reconsider placement at any time during the school year.

Procedure for placement of students who have been receiving home schooling or transferred from a non-accredited school (Grade 9-12).

1. Any student desiring to enter the Lonoke School District claiming to have been in a home school must have proof that his/her application for home schooling has been filed with their previous school district.
2. Students will be given a general achievement test to determine if the student is eligible for grade level placement. If the student has participated in a norm reference assessment or the equivalent, the results can be used in lieu of another test.

3. Should a student not achieve at grade level on the achievement test, grade placement will be determined by the Lonoke School District. A placement conference will be held for any student whose scores fall below grade level on any of the basic battery (reading, language arts, and mathematics). Conference participants shall include an administrator, counselor, parent(s), and other school personnel deemed necessary. The Lonoke School District shall retain the option to reconsider placement at any time during the school year.
4. If a student's achievement level for a specific subject or subjects in grades 9-12 is in question, a specific test, from the appropriate core subject, will be given to the student in each subject in which credit is being requested. For example, if a student requests credit in Algebra I, the student will be given a test that covers the objective of a year-long Algebra I class. Sixty percent (60%) achievement will be required for passing the test for credit.
5. The Lonoke School District will require any student who desires to be a senior enroll in at least five (5) academic classes. Thus, if a home school student enrolls as a senior, the student will be required to take five classes regardless of the number of credits the student has at the time of enrollment. The student must have earned 13 credits in order to be considered a senior. All students are required to meet all state and local requirements to be eligible for graduation.
6. The maximum credits that will be accepted for each year in attendance in home school or non-accredited school cannot exceed the number of credits earned by a student enrolled in the Lonoke School District during a regular school year.
7. Students who receive home instruction on non-accredited school instruction will not have letter graded entered on their transcripts. Courses accepted for credit will be listed and recorded on transcripts with the notation "CR" – "Credit Earned". Acceptance of transfer credits from home schooling or a non-accredited school will be determined by the principal and school counselor and will be based on an evaluation of norm referenced and/or criterion referenced testing performance and comprehensive semester test performance in enrolled subjects in the Lonoke School District for the first semester of enrollment/re-enrollment.
8. In order to be honor graduates, students must meet both state and local criteria (see student handbook). Rank in class and grade point average will be determined only by credits earned while attending an accredited high school.
9. A student must attend accredited public or private schools for a minimum of six (6) semesters to be considered for honor graduate status.
10. Class ranking will be determined first for honor graduates who have been enrolled in an accredited school for eight (8) semesters. A home school or non-accredited school student, who meets all criteria for honor graduated recognition, will be ranked afterwards. As a result, his/her ranking will be the same as an eight-semester student with the closest grade point average. For example, a six-semester honor graduate who had a GPA of 3.4452 would be ranked the same as the eight-semester honor graduate with the closest GPA (i.e. 3.4342).
11. Home school or non-accredited school credit cannot be used to determine honor graduate status. Home schooled or non-accredited schooled students cannot be honor graduates unless specified honors or scholars' classes are successfully completed at an accredited high school.
12. A student must meet all graduation and attendance requirements for the Lonoke School District to receive a diploma. Any home school and/or non-accredited school student who enrolls or re-enrolls in a local school district must attend classes for at least (9) months immediately prior to graduation before the student can become eligible to receive a high school diploma from the district (Act 400 of 1997).

## **LONOKE SCHOOL DISTRICT SCHOOL CHOICE POLICY**

### **Standard School Choice**

The superintendent will consider all applications for School Choice postmarked not later than the July 1, preceding the fall semester the applicant would begin school in the District. The superintendent shall notify the parent or guardian and the student's resident district, in writing, of the decision to accept or reject the application within 30 days of its receipt of the application.

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

When considering applications, priority will be given to applications from siblings or stepsiblings residing in the same residence or household of students already attending the District through school choice.

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

The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school.

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this District under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this District in the future.

#### **Opportunity School Choice**

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is eligible for transfer from a school identified as a category level 1 school under A.C.A. § 6-15-2103(a) provided the student's parent or guardian, or the student if over the age of eighteen (18), has successfully completed the necessary application process by July 30 preceding the year of desired enrollment.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection.

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

A student's enrollment under the opportunity school choice provision is Irrevocable for the duration of the school year is renewable until the student completes high school or is beyond the legal age of enrollment.

The District may provide transportation to and from the transferring district.

If a District school has been identified as a category 1 school under A.C.A. § 6-15-2103 (c)(1), 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.

#### **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 request by such agencies or individuals for access to, and each disclosure of, personally identifiable information (hereinafter "PII") from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests.

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

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

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

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

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

For purposes of this policy, the 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 child's records.

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

A parent or guardian does not have the right to remove any material from a student's records, but such parent or

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

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

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

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

The right to opt out of the disclosure of directory information under FERPA does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

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

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

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

### **CONTACT BY PARENTS**

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

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

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.19 and any other policies that may apply.

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

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

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

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

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

## **STUDENT VISITORS**

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.

## **VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING**

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

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

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

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

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

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

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

### **DETENTION HALL**

**High School** detention hall meets between 7:30 a.m. and 8:00 a.m. **Middle School** detention hall meets during respective lunch periods. Students may be assigned to detention hall by a teacher or the principal.

Students will abide by the following rules:

1. **Middle School** students assigned to detention are expected to go to Detention Room. Lunch will be delivered to room.
2. Students may not talk or sleep.
3. Students will sit up straight and will face the front.
4. Students will bring class work and/or textbooks (**High School**).
5. Failure to attend detention hall will result in Saturday School (**Middle School**) or assignment to In-School Suspension (**High School**).
6. Students will be allowed to attend detention 8 days per semester. More than 8 days will be considered as excessive and will result in assignment to In-School Suspension. **Middle School** students will be assigned to Saturday School upon fourth detention assignment.

### **CORPORAL PUNISHMENT**

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

The Board directs that corporal punishment, when deemed necessary, may be administered by any certified employee provided that such punishment will be administered according to the following requirements:

1. This method may be used only after other alternatives have failed or in unusual circumstances.
2. It will be administered in the presence of at least one certified employee in addition to the person dispensing it.
3. It will not be administered in the presence of other students, nor in a spirit of malice or anger nor will it be excessive.
4. It will be administered to the lower posterior only.
5. Refusal to take corporal punishment may result in suspension.
6. The principal will be notified when it is administered.
7. When a female student is paddled, a female certified employee will be present.
8. The appropriate form will be filled out on each incident and given to the principal.

### **SATURDAY SCHOOL GUIDELINES**

**PURPOSE:** The main purpose of this intervention shall be to help students remain in school instead of being suspended. Saturday School will consist of a study period which could be followed by campus clean-up.

**DATE:** Saturday School will be open every Saturday (excluding holiday weekends) during the school year.

**TIME:** Students are required to check in before 8:00 a.m. The Saturday session will begin at 8:00 a.m. and end at 11:30 a.m. No student will be allowed to enter after 8:00 a.m. (no exceptions).

**PLACE:** Any student assigned to Saturday School must report to the designated area.

### **RULES AND GUIDELINES:**

1. At least one parent will bring the student to school and check him/her into the class. Before leaving the student at school, the parent will discuss with the supervisor in charge, the person responsible for picking up the student at the end of the session. There must be an emergency telephone number left with the supervisor.
2. Upon checking in, each student must have at least one (1) school book and any other materials needed for study or school work.
3. Students are expected to wear clothing which is appropriate for school.
4. Any student who fails to attend or follow all guidelines will be removed from the building and may be subject to further disciplinary action.
5. There will be one, ten (10) minute break.
6. All classroom/school rules and regulations will be followed during the Saturday School.
7. Failure to attend an assigned Saturday School will result in further disciplinary action.

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

The purpose of In-School Suspension (ISS) is to act as an alternative for school administrators who wish to keep out-of-school suspension and expulsions to a minimum.

Guidelines:

1. Students assigned to In-School Suspension (ISS) must report to the ISS facility upon entering campus. Students must arrive no later than 8:00 a.m. and remain in ISS until school is dismissed. Students in the work release program will not be dismissed early.
2. Students may use school transportation or provide their own.
3. Lunch will be scheduled in the cafeteria. All students will go to the cafeteria during the designated time. No food, drink or gum will be allowed in the ISS facility.
4. Two restroom breaks will be permitted during the day, one before lunch and one after lunch.
5. Students will be responsible for bringing the necessary materials to complete assignments. Each student is responsible for his/her own belongings. The supervisors are not liable for lost or

stolen items.

6. All assignments must be completed to the satisfaction of the classroom teacher and the ISS supervisor.
7. Students will immediately and courteously obey the direct and reasonable directions of school employees. Students may not speak without permission.
8. Students may read and look at other literature (such as magazines) available in the work area, but only after your classroom assignments are completed, checked and turned in.
9. Students will read and follow student guidelines found in the student handbook.
10. Students who are assigned to ISS will not attend or participate in any school functions on the days assigned to In-School Suspension.
11. Days missed must be made up. Students may not return to regular classroom until ISS days have been served.
12. No sleeping is allowed. Students must stay busy working on assigned materials.
13. Work area must be kept clean and neat. Student must not damage (mark on) or destroy school property.
14. Failure to comply with school and ISS rules and regulations may result in extra assigned time or recommendation for suspension or expulsion from school.
15. Students will be allowed to serve a maximum of 9 days of ISS per semester. After a student serves 9 days in a semester, ISS will not be considered as a viable disciplinary action and the student will be considered for suspension or expulsion (**High School**). Other consequences will be considered for students who exceed five (5) assignments to In-School Suspension (**Middle School**).

## SUSPENSION

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

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

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

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

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

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

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

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

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

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

During the period of their suspension, student serving in-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

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.

### **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 continual misbehavior or for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff. The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time, and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation. The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation. The President of the Board, Hearing Officer, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session. During the hearing, the Superintendent 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. The Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school. The Superintendent and the Board of Education shall complete the expulsion

process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

## **SEARCH AND SEIZURE**

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.



## STANDARDS OF CONDUCT

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

Student handbooks outline consequences for violations of school discipline rules and guidelines. Building principals have the discretion to administer consequences from student conferences to expulsions. Principals may administer more severe consequences than those listed in the handbook if necessitated by 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.

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

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

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

The activities listed on the following page are among those defined as "criminal" under the laws of the State of Arkansas. However, criminal activities considered under this regulation are not limited to this list:

1. Arson – the intentional setting of fire.
2. Assault and Battery – threat or physical harm to a person.
3. Burglary and Larceny – stealing of school or personal property.
4. Possession of Explosives – explosives are not permitted on school property or at school-sponsored events. (Fireworks are explosives.)
5. Extortion, Blackmail, or Coercion – obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will by force or threat or force.
6. Possession of Firearms – firearms are prohibited on school property or at school-sponsored events.
7. Larceny – theft.
8. Malicious Mischief – willful destruction of property.

9. Robbery – taking property from an individual by force or threat of force.
10. Sale, Use, or Possession of Alcoholic Beverages or of Drugs.
11. Disturbing the Peace –
  - a. By violent, abusive, obscene, or profane language addressed to a teacher or a student.
  - b. By threatening to fight, or challenging to fight, or fighting a teacher or a student.
  - c. By the use of abusive, violent obscene or profane language whether addressed to a specific party or to the public generally.
12. Use of Profane, Violent, Vulgar, or Insulting Language – the use of profane, violent, vulgar, or insulting language toward a person in his/her presence or hearing, which language in its common acceptance is calculated to arouse to anger the person to whom it is spoken.

For the information of all students, infractions to avoid during school hours and at school sponsored events and recommended disciplinary actions are presented on the following pages.

### **INFRACTIONS TO AVOID**

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

Below each rule is a standardized list of disciplinary actions to be taken. Normally this list will be adhered to in order listed; however, the administration may exercise more extreme action in severe situations or in situations which a student has been involved in other rule infractions. When a disciplinary referral is received by a building administrator, the disciplinary action may include but may not be limited to the following:

- Parent Call or Letter**
- Conference with Student**
- Parent/Administrator Conference**
- Corporal Punishment**
- Detention Hall**
- Suspended Driving Privilege**
- Saturday School**
- In-School Suspension**
- Suspension**
- Alternative School**
- Recommendation for Expulsion**

The absence of references to codified law does not negate the law or the seriousness of a rule violation nor does the inclusion of references imply that school/district consequences are based on a legal response, except when mandated by the law (e.g. firearms and reporting requirements). As laws and codes frequently change, any incorrect citation does not negate the law or consequences associated with a rule violation or violation of the law. The Lonoke School District believes that a safe, orderly learning environment is essential and the District will respond to inappropriate behavior in a manner deemed fair and consistent with the law, the Arkansas Department of Education, and the goals and expectations of the District.

Disciplinary actions will include a range of consequences from a minimum of parent conferences to suspension from school to a maximum of expulsion.

### **LEVEL ONE**

Normally, disciplinary actions for Level One infractions will become progressively more severe if the student

chooses to commit continued rule violations; **however, the administrator may choose a more severe penalty at any time based on a student's past disciplinary record or based on the seriousness of the infraction.**

### **LEVEL ONE INFRACTIONS**

Rule 1.	Refusal to Follow School and/or Classroom Rules – Page 51
Rule 2.	Disruptive Behavior – Page 51
Rule 3.	Defiance – Page 51
Rule 4.	Academic Dishonesty – Page 52
Rule 5.	Truancy (Skipping School or Class) – Page 52
Rule 6.	Leaving Campus or Designated Area – Page 52
Rule 7.	Tobacco Products – Page 52
Rule 8.	False Documentation – Page 52
Rule 9.	Gambling – Page 52
Rule 10.	Fighting – Page 52
Rule 11.	Profanity – Page 53
Rule 12.	Harassment – Page 53
Rule 13.	Student Dress and Grooming – Page 53
Rule 14.	Public Display of Affection – Page 54

#### **Rule 1. Failure to Follow School and/or Classroom Rules**

A student will comply with reasonable directions or commands of teachers, substitute teachers, teacher aids, principals, administrative personnel, school bus drivers, and any other authorized personnel. Students are expected to show proper respect to teachers, students, visitors, and all with whom they come into contact. This includes but is not limited to, any behavior which is designed to taunt, degrade, or ridicule another person. As there are varying degrees of insubordination, the administration may assign consequences as deemed appropriate.

- a. Parent/administrator conference
- b. Saturday School
- c. In-School Suspension
- d. Suspension
- e. Alternative School

#### **Rule 2. Disruptive Behavior**

Behavior that interferes with a positive classroom or school environment.

- a. Saturday School
- b. In-School Suspension – 3 days
- c. Suspension

#### **Rule 3. Defiance**

Open defiance or blatant refusal to follow the reasonable directives of any authorized school employee.

- a. Saturday School
- b. In-School Suspension and Parent/Administrator Conference
- c. Suspension - 3 days
- d. Alternative School
- e. Recommendation for Expulsion

**Rule 4. Academic Dishonesty**

A student will not cheat, copy, or claim another person's work for his/her own or allow other students to copy work.

- a. Student receives a zero on test/major assignments and parent/teacher conference
- b. Student receives a zero on test/major assignments and parent/teacher/administrator conference
- c. Student receives a zero on the test/major assignments and In-School Suspension for 3 days

**Rule 5. Truancy**

A student shall not be absent from school without parent and/or school authorities prior knowledge and consent. After arrival on campus, a student absent from his/her classroom or assigned learning station without permission from school authorities shall be considered truant. Each truancy will be treated as an unexcused absence. Students found to be truant will not be allowed to make up major tests and assignments (A.C.A. 6-18-222).

- a. In-school suspension - 3 days and parent/administrator conference
- b. In-school suspension - 5 days and parent/administrator conference
- c. Alternative school

**Rule 6. Leaving Campus or Designated Area Without Permission**

After arrival on school campus, a student will not leave campus or designated area without permission from school authorities.

- a. In-School Suspension and Parent/Administrator Conference
- b. Suspension - 3 days
- c. Suspension - 5 days

**Rule 7. Tobacco Products**

A student may not smoke, have possession or control of any tobacco product, tobacco related substances, or any type of smoking delivery system, smoking paraphernalia (matches, lighter, etc.) on school property, including school buses, at any time.

- a. In-School Suspension - 3 days
- b. Suspension - 3 days, consideration for Alternative School placement
- c. Alternative School

**Rule 8. False Documentation**

A student shall not produce false "official" documentation for attendance or other purposes.

- a. Suspension - 3 days
- b. Suspension - 5 days
- c. Recommendation for Expulsion

**Rule 9. Gambling**

A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other objects of value. Playing cards and dice are not allowed on campus.

- a. Conference with student
- b. Parent/administrator conference
- c. In-School Suspension

**Rule 10. Fighting**

A student shall not strike or engage in aggressive physical contact with another student, including physical

blows or contact exchanged between students. **If a student is found to have not initiated the fight he may or may not be suspended. Alternate punishment may be applied with regard to actual involvement. The degree of severity may impact the level of consequence.**

- a. Suspension - 3 days
- b. Suspension - 5 days
- c. Alternative School
- d. Recommendation for Expulsion

**Violence and/or threats will be taken seriously and will result in serious consequences.**

### **Rule 11. Profanity**

A student will not use in verbal or written form profane, violent, vulgar, abusive, insulting, sexual, or disrespectful language at any time. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe on the rights of others, or cause or begin an overt and immediate disruption of the educational process (also see Rule 21). **The consequence may not follow the order below, but will reflect the severity of the infraction.**

- a. Parent/administrator conference
- b. Saturday School
- c. In-School Suspension - 3 days
- d. Suspension

**A student who directs profane, violent, vulgar, abusive or insulting language toward any public school employee may be recommended for expulsion.**

### **Rule 12. Harassment**

To annoy another person by subjecting him/her to offensive verbal, physical, sexual contacts or attempting or threatening to do so. **The severity of the consequence may depend on the nature of the infraction.**

- a. Parent/Administrator Conference
- b. Saturday School
- c. In-School Suspension - 3 days
- d. Suspension

Continued harassment may be considered bullying.

### **Rule 13. Student Dress and Grooming**

A student shall not practice a mode of dress, style of hair or standard of personal grooming extreme to the point of creating a disturbance of the educational atmosphere. Students who refuse to abide by reasonable guidelines will be subject to disciplinary action.

Items of clothing which advertise alcohol beverages, tobacco products or drugs, or which have vulgar, obscene or offensive messages will not be allowed on campus. Students who refuse to abide by rules will be subject to disciplinary action.

1. Caps, hats, and knit caps may not be brought to school or worn on campus.
2. All clothing must be worn properly:
  - a. No sagging
  - b. Belts and overall straps are to be snapped or buckled
  - c. Toboggans and hoods attached to jackets may only be worn outside of buildings
  - d. Shoes or sandals must be worn at all times.
  - e. Tank tops, sleeveless shirts, tops with spaghetti straps, or low-cut tops are not permitted. Students are prohibited from wearing, while on the school grounds during the school day and at

- school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female.
- f. Shirts and blouses must be long enough to meet with slacks, jeans or skirts—no exposed midriffs
- g. Shorts and skirts may be worn but students wearing them are to follow these regulations as listed: 1) Tight shorts are not allowed; and 2) They are not to be shorter than 4" above the knee when standing. Leggings may not be worn without a skirt, shorts, or pants that extend to a length no shorter than 4 (four) inches above the knee.
- h. Clothing must not be shorter than 4" above the knees when standing.
- i. No pajamas or house shoes (sleepwear, lounge wear, etc.)
- j. No bandanas
- k. Jewelry worn in body piercing, other than the ear, has been found to be a disruption to the educational process and is therefore not allowed. Outlandish hair coloring, style, and makeup that are deemed disruptive will not be allowed. Objects attached to clothing such as chains, spikes, etc. are deemed unsafe and disruptive and will not be allowed.

**First Offense:** Parent must bring child appropriate clothing  
**Second Offense:** Parent must bring appropriate clothing and Saturday School assignment.  
**Third Offense:** Parent must bring appropriate clothing and In-School Suspension - 3 days  
**Fourth Offense:** Suspension - 3 days  
 The administration will make decision as to appropriate dress.

**Rule 14. Public Display of Affection**

A public display of affection is inappropriate school behavior. Failure to comply with reasonable expectations of school staff will result in disciplinary action.

- a. Parent/Administrator Conference
- b. Saturday School
- c. In-School Suspension - 3 days
- d. Suspension - 3 days

**LEVEL TWO INFRACTIONS**

- 15. Possession/Use of Electronic Communication Devices - Page 55
- 16. Possessing, Using, Being Under the Influence, Selling of Alcohol or Drugs - Page 55
- 17. Possession of Fireworks - Page 56
- 18. False Emergency Alarm/Tampering with Safety Devices - Page 57
- 19. Fighting - Page 57
- 20. Bullying - Page 57
- 21. Disorderly Conduct - Page 59
- 22. Sexual Misconduct- Page 59
- 23. Sexual Harassment - Page 59
- 24. Indecent Exposure - Page 60
- 25. Criminal Mischief/Vandalism - Page 60
- 26. Theft - Page 60
- 27. Extortion/Bribery - Page 61
- 28. Participation in Prohibited Clubs, Gangs, Fraternities, Sororities, or Secret Societies - Page 61
- 29. Persistent Disregard for School Rules - Page 62
- 30. Possession of Laser - Page 62
- 31. Sharing, Diverting, Transferring, Applying to Others (such as needles or lancets), or in any way Misusing Medication or any Medical Supplies in their Possession - Page 62

## **Rule 15. Electronic Communication Devices**

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

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

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

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

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

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

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

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

If students violate the applicable rules of electronic devices mentioned above, the following consequences will be applied:

- a. Item will be confiscated and parents must pick it up
- b. Item will be confiscated and Saturday School
- c. Item will be confiscated and 3 days In-School Suspension
- d. Item will be confiscated and 3 days Suspension

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

## **Rule 16. Alcohol, Drugs, and Inhalants**

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

Therefore, no student in the Lonoke School District shall possess, attempt to possess, consume, use distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

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

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

Student due process:

In the event no physical evidence of drugs or alcohol is found in the student's possession and the student and/or his/her parents disagree with the administrator's belief that a student is under the influence, the student may voluntarily submit to an authorized blood alcohol test or drug test within twenty-four hours of the administrator's claim of the student being under the influence. If results of the tests are negative, the claim will be dismissed by the school. Any penalties imposed by the school during the suspension time will be reversed. Records will be expunged. Scheduling and expenses related to the tests will be the responsibility of the student and his/her parent.

**Consequence - Level II (Possession, Consumption, and/or Use)**

The student will be placed on immediate out-school suspension for up to ten (10) days. After a thorough investigation by the building administrator, a disciplinary hearing will be scheduled with a district administrator. The building administrator, parent(s)/guardian(s) and the student should be present at the hearing. The purpose of this hearing is to determine either placement in the alternative learning environment or expulsion from school. Placement in the alternative learning environment will not exceed one (1) school year and will not be for less than nine (9) weeks. Placement in an alternative learning environment also requires a drug/alcohol assessment by a qualified counseling agent or a practitioner and participation in any treatment program resulting from the assessment. The assessment must be completed and participation in any required treatment must be started before the student may be considered for reinstatement into the regular education program. The cost of the assessment and treatment is the responsibility of the student and family. Failure on the part of the student and his/her parents to complete a recommended drug/alcohol program or failure to attend class and follow the rules in an alternative learning environment will result in the student being recommended for expulsion for up to one (1) school year. Procedures for providing the school with documentation of alcohol/drug treatment participation will be provided to student's parent(s)/guardian(s) at the discipline hearing with the district administrator.

**Any students who violate this policy will be prohibited from participating in or attending any extracurricular activities for the duration of the consequence.**

**A second offense in grades 6-12 will result in disciplinary action under Level III.**

**Rule 17. Possession of Fireworks**

No student shall possess, use or threaten to use any fireworks.

- a. Suspension - 3 days
- b. Suspension - 5 days



- c. Alternative School for not less than nine (9) weeks
- d. Recommendation for Expulsion

**Rule 18. False Emergency Alarm/Tampering with Safety Devices**

A student shall not circulate a story of a fire, bombing, bomb threat or other catastrophe when that student knows the story to be untrue. Students will not tamper with safety devices on any school property. If injury results to any person as a result of the false alarm or tampering with safety devices, the student will be reported to law enforcement agencies (Act 567, Class D Felony, see Rule 32, p. 63).

- a. Suspension - 5 days
- b. Recommendation for Expulsion

**Rule 19. Fighting/Threats - Level II**

A student shall not engage in conduct which creates a substantial risk of physical injury to another student or threaten another student. This level may be imposed for repeated violations or for threats or violence of a more serious nature. Administrators will determine the severity of the violence or threat. **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 to teachers or employees are a Class “D” Felony (A.C.A 5-13-205, assault 2<sup>nd</sup>; 5-13-207, assault 3<sup>rd</sup>; 5-13-301, terroristic threat; 6-17-113, duty to report all threats and acts of violence).

- a. Suspension - 5 days with referral to school counselor
- b. Alternative School
- b. Recommendation for expulsion

**Rule 20. 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 occurs on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

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

**Definitions:**

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

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

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

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

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

**Harassment** means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonable 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.

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

1. Sarcastic comments about another student's personal appearance, or actual or perceived attributes,
2. Verbal or written comments or questions intended to embarrass or humiliate, i.e. slam books.
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.
11. Sexual harassment, as governed by policy 4.31, is also a form of bullying.

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

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

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

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

Copies of this policy shall be available upon request.

Consequences:

- a. In-School Suspension – 5 days and Parent/Administrator Conference
- b. Suspension – 5 days
- c. Alternative School
- d. Recommendation for Expulsion

### **Rule 21. Disorderly Conduct**

No student shall engage in inappropriate behavior that substantially disrupts or interferes with, or is likely to disrupt or interfere with, any school function, activity or school program. Such behavior includes, but is not limited to, fighting, threats, excessive noise, abusive language, obscene gestures, exposing private parts, disrupting lawful assembly of persons (A.C.A. 5-71-207, Disorderly conduct – “C” Misdemeanor).

- a. Suspension – 3 days
- b. Suspension – 5 days
- c. Recommendation for Expulsion

### **Rule 22. Sexual Misconduct**

Students shall not touch other students in a sexual manner or engage in any sexual activity (A.C.A. 5-14-101, sexual contact; 5-14-111, Public sexual indecency, “A”).

- a. Suspension – 5 days
- b. Alternative School
- c. Recommendation for Expulsion

### **Rule 23. Sexual Harassment**

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

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

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

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

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

3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

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

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

Students who believe they have been subjected to sexual harassment, or parents of a student who believe their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

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

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

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion (A.C.A. 6-15-1005 (b)(1)).

- a. Suspension - 3 days
- b. Suspension - 5 days
- c. Alternative School
- d. Recommendation for Expulsion

#### **Rule 24. Indecent Exposure**

Students shall not expose their sex organs in a public place or in public view or under circumstances knowing the conduct is likely to cause affront or alarm (A.C.A. 5-14-112, Indecent exposure, "A" Misdemeanor) **NOTE:** Exposing private parts as disorderly conduct.

- a. Suspension - 5 days
- b. Recommendation for Expulsion

#### **Rule 25. Criminal Mischief/Vandalism**

No student shall destroy or damage any property of another or that belonging to the school district. The parent/guardian shall be responsible for all damages to property caused by his/her child (A.C.A. 6-21-604; 6-21-605).

- a. Suspension - 3 days
- b. Suspension - 5 days
- c. Recommendation for Expulsion

#### **Rule 26. Theft**

Students shall not take or possess property that does not belong to them (A.C.A. 6-18-502) - (less than \$500).

**Parent must make restitution.**

- a. In-School Suspension
- b. Suspension - 3 days
- c. Suspension - 5 days

**Rule 27. Extortion/Bribery**

No student will obtain or attempt to obtain something of value from another person either by physical force or by threat (illegal acts).

- a. In-School Suspension - 5 days
- b. Suspension - 3 days
- c. Recommendation for Expulsion

**Rule 28. Participation in Prohibited Clubs, Gangs, Fraternities, Sororities, or Secret Societies**

The Board of Education of Lonoke School District, the administration, and the staff all have the responsibility to maintain a safe and disruption-free school environment. The School Laws of Arkansas state that “any public school fraternity, sorority, or secret society or organization as defined in this sub-chapter is declared to be inimical to the public free school and therefore unlawful.” The School Laws of Arkansas further expressly prohibit hazing. Gangs are hereby found to be included in the definition of secret society or organization and are therefore expressly prohibited from the Lonoke School District. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization.

Gangs, as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities as prohibited by law and/or by the School District’s rules and regulations including any type of organization or society which fosters undemocratic practices and seeks to perpetuate itself by taking in additional members from the pupils enrolled in the Lonoke School District on the basis of the decision of its membership rather than upon the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of an organization or society. Gang and gang-related activities are not acceptable in the school setting. The Board of Education is aware that the presence of gangs interferes materially and substantially with the educational process and with the requirement of appropriate discipline in the school. Gangs foster anti-social behaviors, attitudes, and practices which may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to gangs while at school, while traveling to or from school, or while attending school-sponsored events.

Prohibited activities include (but are not limited to) the following:

- 1. Soliciting and/or recruiting others for membership;
- 2. Participating in and/or inciting physical violence;
- 3. Exhorting or soliciting money and/or services, requesting any person to pay for protection, insurance, or the payment of dues;
- 4. Coercing, harassing, and/or otherwise intimidating, threatening or causing to harm any person;
- 5. No sagging. Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang. When there is a question as to whether or not possessions or clothes are gang related, determination will be made by the Lonoke Administration.
- 6. Using any communication, verbal or nonverbal (gestures, handshakes, etc.), suggesting or showing membership in, or affiliation with a gang;
- 7. Engaging in any activity intended to promote or further the interests of any gang activity including, but not limited to distributing literature, drawing or displaying unauthorized symbols on any surface, teaching others to “represent”, or acting like a member of a gang;
- 8. Engaging in any activity defined by the laws of Arkansas to be “hazing” including:
  - A. Any willful act on or off the property of the Lonoke School District by one student alone or acting with others which is directed against any other student and done for the purpose of intimidating the

- student attacked by threatening him with social or other racism or by submitting such student to shame, or disgrace among his fellow students, and acts calculated to produce such results; or
- B. The playing of abusive tricks on or off the property of the Lonoke School District by one student alone or acting with others, upon another student to frighten or scare him; or
  - C. Any willful act on or off the property of the Lonoke School District by one student alone or acting with others which is directing against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked or to discourage him from remaining in the Lonoke School District, or reasonably to cause him to leave the Lonoke School District rather than submit to such acts; or
  - D. Any willful act on or off the property of the Lonoke School District by one student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do seriously offer, threaten, or attempt to do physical violence to any student of the Lonoke School District or any other educational institution; or assault upon any such student made for the purpose of committing any of the acts or producing any of the results to such student as defined by this paragraph.
9. Any act or activity which violated any law or any policy of the Lonoke School District when such act or activity is taken to further the interest of a gang.

**In according with Arkansas code Annotated 6-18-605, it shall be the duty of the school district to suspend or expel from the Lonoke School District any pupil who shall:**

- 1. Be or remain a member, promise to join, become a member, or solicit other person to join, promise to join, or pledge to become a member of any prohibited secret society or organization as described above;
- 2. Wear or display any insignia for purpose of identification with any such secret society or organization while in and attending the Lonoke School District.

**Rule 29. Persistent Disregard for School Rules**

A student who persists in acts of misconduct after the school has made and documented reasonable efforts to secure his/her adherence to established rules will be recommended for **expulsion**. Efforts toward behavior modification will be made prior to recommendation for **expulsion** except when the student has committed an offense so serious in nature that immediate expulsion is necessary.

**Rule 30. Possession of Laser**

A student shall not possess, handle, or store contraband materials while on school property or at school-sponsored events. This includes laser pointers or any other device capable of causing a disruption to the learning climate of the school.

- a. Saturday School
- b. In-School Suspension - 3 days
- c. Suspension - 3 days
- d. Alternative School

*Note: Principals reserve the right to ban any item deemed unsafe or disruptive to the learning climate of the school.*

**Rule 31. Sharing, Diverting, Transferring, Applying to Others (such as needles or lancets), or in any way Misusing Medication or any Medical Supplies in their Possession.**

A student shall not share, divert, transfer, apply to others (such as needles or lancets), or in any way misuse medication or any medical supplies in their possession.

- a. Suspension - 5 days
- b. Recommendation for Expulsion

### LEVEL THREE INFRACTIONS

32. Terroristic Threatening - Threats of Serious Physical Injury or Property  
Damage/Threats to Teachers/Staff - Page 63
33. Bomb/False Bomb, Fire Alarm/Threat - Page 63
34. Assault/Battery with Substantial Risk of Death or Serious Physical Injury - Page 63
35. Assault/Battery on Staff - Page 63
36. Sexual Abuse or Rape - Page 63
37. Theft - Student/Staff Property - Page 63
38. Theft - School Property - Page 64
39. Selling or Attempting to Sell/Distribute Illegal Drugs/Alcohol - Page 64
40. Criminal Mischief/Vandalism - Page 64
41. Arson - Page 64
42. Possession or Use of Firearm, Weapon, or Facsimile Weapon - Page 64
43. Behavior Not Covered - Page 65

#### **Rule 32. Terroristic Threatening - Threats of Serious Physical Injury or Property, Damage/Threats to Teachers/Staff**

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 (A.C.A. 5-13-301, duty to report all threats and acts of violence)

**Student will be suspended immediately and recommended for expulsion.**

#### **Rule 33. Bomb/False Bomb, Fire Alarm/Threat**

A student shall not threaten a fire or bombing. A student shall not activate a bomb, fire alarm or cause an evacuation.

**Student will be suspended immediately and recommended for expulsion.**

#### **Rule 34. Assault/Battery with Substantial Risk of Death or Serious Physical Injury**

A student shall not engage in conduct which creates a substantial danger of death or serious physical injury to another person (A.C.A. 5-13-204)

**Student will be suspended immediately and recommended for expulsion.**

#### **Rule 35. Assault/Battery on Staff**

No student shall strike or attempt to strike a teacher or other school personnel (A.C.A. 5-13-204 through 5-13-207).

**Student will be suspended immediately and recommended for expulsion.**

#### **Rule 36. Sexual Abuse or Rape**

Students shall not engage in sexual contact with another person by forcible compulsion or engage in sexual contact with another person who is incapable of consent because he/she is physically/mentally helpless; nor shall students engage in sexual intercourse or deviant sexual activity with another person by forcible compulsion or with another person who is incapable of consent because he/she is physically/mentally helpless (A.C.A. 5-14-103 Rape-Y felony).

**Student will be suspended immediately and recommended for expulsion.**

#### **Rule 37. Theft - Student/Staff Property**

Students shall not take the property of another person or be in possession of property belonging to another without that person's permission. If a student steals or is in possession of property belonging to another person worth \$500.00 or more, that student has committed a Level III offense. **Parent must make restitution.**

- a. Suspension - 5 days
- b. Recommendation for Expulsion

**Rule 38. Theft - School Property**

Students shall not take possession of property that belongs to the school without permission. If a student takes or is in possession of school property worth \$500.00 or more without permission, that person has committed a Level III offense. **Parent must make restitution.**

- a. Suspension - 5 days
- b. Recommendation for Expulsion

**Rule 39. Alcohol, Drugs, and Inhalants (Sell/Distribute Drugs/Alcohol or Second Level II Offense (see Rule 16)**

A student who sells, attempts to sell, or distributes drugs (or any substance he/she claims to be a controlled substance) or alcohol shall be reported to legal authorities.

**Consequence - Level III**

The student will be placed on immediate out-of-school suspension for up to ten (10) days. After a thorough investigation by the building administrator, a disciplinary hearing will be scheduled with a district administrator. The building administrator, parent(s)/guardian(s) and the student should be present at the hearing. The purpose of this hearing will be to determine if placement in alternative school for one (1) calendar year or a recommendation for expulsion for one (1) calendar year would be the most appropriate course of action. Placement in an alternative learning environment also requires a drug/alcohol assessment by a qualified counseling agent or a practitioner and participation in any treatment program resulting from the assessment. The assessment must be completed and participation in any required treatment must be started before the student may be considered for reinstatement into the regular education program. The cost of the assessment and treatment is the responsibility of the student and family. Students under expulsion must fulfill this drug/alcohol assessment requirement in order to be considered for early review.

**Any students who violate this policy will be prohibited from participating in or attending any extracurricular activities for the duration of the consequence.**

**Drug Dog**

Students in the Lonoke School District should be aware that School District Officials have access to a registered drug dog. The dog, while gentle, has been trained to locate marijuana, alcohol, and other illegal drugs. Periodic, unannounced visits to our schools will be made by the dog and its handler. Lockers, automobiles and other areas of the building will be searched. Students will be held responsible for any prohibited items found in their lockers, automobiles or belongings at school. Should prohibited items be found during school checks, the violators will be disciplined under District policies and may be prosecuted under local, state, and federal laws.

**Rule 40. Criminal Mischief/Vandalism**

No student shall purposely and without legal justification destroy or damage any property of another or that belonging to the school district. **The parent/guardian shall be responsible for all damages to property caused by the student** (Ark. Law 6-21-604).

- a. Suspension - 5 days
- b. Recommendation for Expulsion

**Rule 41. Arson**

No student shall deliberately burn or attempt to burn school property.

**Student shall be suspended immediately and recommended for expulsion.**

**Rule 42. Possession of any Firearms, Weapon, Dangerous Instruments, on School Property**

(Act 104 of 1983 Special Session)

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



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

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

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

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

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm visibly stored inside a locked vehicle on school property nor to activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs.

The district shall report any student who brings a firearm or weapon to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

#### **Rule 43. Behavior Not Covered**

The Lonoke School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in written rules (This may or may not be a Level III offense).

### **SCHOOL BUS TRANSPORTATION AND SCHOOL BUS DISCIPLINE PROCEDURE AND CONSEQUENCES**

We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate students stopping drivers from doing their job or preventing other students from having safe transportation. All buses are covered with liability insurance. All bus drivers have met legal employment requirements. Buses are operated for the benefit of those students who live more than (2) miles from school.

Riding the school bus is a privilege.

The school bus is an extension of the classroom. Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. All school board policies that apply to student conduct and other student related activities apply to the school bus.

Bus students are under the supervision of the bus driver from the time they leave school until they arrive at their bus stop in the afternoon. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges.

Buses may be equipped with video surveillance cameras. Students should be aware that their actions and communications could be recorded at any time. Upon review of a video, disciplinary action may be taken.

Parents are urged to cooperate by having the student at the loading point before the scheduled time each day. Students will unload from the bus at their school building in the morning and will be loaded there in the afternoon.

Parents are strongly urged to be consistent with the mode of transportation that their student will take to and from school each day. No student will be allowed to get off the bus anywhere in the afternoon except at the student's regular stop. Students should not ask to ride home on another bus without both the required documentation from their parents and prior approval by their administrator. Permission will be granted on a need basis if room is available.

Students who live close together will be asked to meet at one stop.

Upon registration or beginning of the year, an information packet which includes bus safety procedures, bus conduct regulations and contact information will be given out at parent/teacher orientation before school starts. In order for your student to ride the bus; the contact information sheet (last page) must be completely filled out, signed by a parent/guardian and turned in to your students' office before school starts or the day after your student receives it. Bus students will not be allowed to continue riding without this.

The driver will explain safety procedures and conduct expectations to the students. Parents should reinforce safe loading and unloading procedures, bus safety procedures and proper bus behavior at home with the student as well.

If a student is suspended from the bus, it is the sole responsibility of the parent/guardian to provide transportation for the student for the period of time suspended. The student will not be permitted to ride any other bus during that period of time.

The procedures below classify unacceptable behavior into two classes. The examples are not exhaustive but illustrative. Additionally, all consequences are dependent upon the severity and frequency of the misbehavior. Consequences may involve bus and school as reflected in handbook. As in the past, the transportation director or administrator can temporarily suspend passengers in special conduct situations. Parents will be notified.

<b>STUDENT'S NAME</b>	<b>GRADE</b>	<b>DATE OF INCIDENT</b>
<b>DRIVER'S NAME</b>	<b>BUS NUMBER</b>	<b>MORNING OR AFTERNOON</b>
<b>CLASS I OFFENSES</b>		
<b>1. EATING, DRINKING OR CHEWING GUM</b> <b>2. OUT OF SEAT OR IN THE AISLE WHEN BUS IS IN MOTION</b> <b>3. IN SEAT OTHER THAN ONE ASSIGNED</b> <b>4. TURNED AROUND IN SEAT, NOT SITTING PROPERLY IN SEAT FACING FRONT</b> <b>5. HORSEPLAY, YELLING OUT WINDOW, LOUD NOISES</b> <b>6. BLOCKING AISLE (BODY PARTS OR ITEMS)</b> <b>7. RUDENESS, IMPROPER LANGUAGE OR OBSCENE GESTURES</b> <b>8. DISRUPTIVE USE OF CELL PHONES OR ELECTRONIC DEVICES</b> <b>9. LITTERING</b>		

<b>10. FAILURE TO OBEY BUS DRIVER</b>
<b>CLASS I CONSEQUENCES</b>
<b>1. FIRST OFFENSE – WARNING</b> <b>2. SECOND OFFENSE – PARENT CONFERENCE</b> <b>3. THIRD OFFENSE – 3-5 DAY SUSPENSION</b> <b>4. FOURTH OFFENSE – SUSPENDED FOR THE BALANCE OF SCHOOL SEMESTER</b>
<b>CLASS II OFFENSES</b>
<b>1. PROFANITY, VERBAL ABUSE, BULLYING (DIRECTED AT STUDENTS OR DRIVER)</b> <b>2. BODY PARTS OR ANY ITEM OUT OF WINDOW</b> <b>3. THROWING/SHOOTING OF ANY OBJECT (PAPER, PENCILS, RUBBER BANDS, PAPER CLIPS, ETC.)</b> <b>4. PHYSICAL AGGRESSION/FIGHTING (OF ANY KIND)</b> <b>5. DESTRUCTION OF SCHOOL PROPERTY (RESTITUTION WILL BE MADE BY PARENT)</b> <b>6. LOADING OR UNLOADING BUS IMPROPERLY OR TAMPERING WITH ANY PORTION OF BUS</b> <b>7. SPRAYING OF ANY SUBSTANCE (EX. COLOGNE, PERFUME, DEODORANT, AIR FRESHER, ETC.)</b> <b>8. RIDING OF ANY BUS WHILE SUSPENDED FROM ONE</b> <b>9. SEXUAL HARASSMENT OF ANY KIND</b> <b>10. USE OF TOBACCO PRODUCTS OF ANY KIND</b> <b>11. REFUSAL TO OBEY BUS DRIVER</b>
<b>CLASS II CONSEQUENCES</b>
<b>1. FIRST OFFENSE – 3- 5 DAY SUSPENSION</b> <b>2. SECOND OFFENSE - 5-7 DAY SUSPENSION</b> <b>3. THIRD OFFENSE – 7-10 DAY SUSPENSION</b> <b>4. FOURTH OFFENSE – LOSS OF BUS SERVICE FOR REMAINDER OF YEAR</b>
<b>ZERO TOLERANCE: SUSPENSION FROM BUS FOR REMAINDER OF SCHOOL YEAR</b>
<b>1. USE OF INHALANTS, ANY CONTROLLED SUBSTANCE, ALCOHOL, OR POSSESSION OF A WEAPON</b> <b>2. LIGHTING MATCHES, FIREWORKS, OR ANY FLAMMABLE OBJECT OR SUBSTANCE</b> <b>3. ANY ACT THAT ENDANGERS THE SAFETY OF STUDENTS AND/OR DRIVER</b>

### State Laws

Act 728 of 1977 makes it illegal to smoke on school buses. The penalty for violating this law is a fine ranging from \$10.00 to \$100.00.

Act 814 of 1977 makes it unlawful to threaten, curse, or use abusive language to a school bus driver in the presence of students in this state. Any person who violates this act will be guilty of a misdemeanor, and upon conviction, will be punished by a fine of no less than \$25.00 nor more than \$100.00.

Act 247 of 2005 restricts entry of a school bus by anyone over 18 who enters a school bus with criminal intent, disrupts driver, or refuses to leave and is a Class B misdemeanor. Warning signs will be posted next to school bus entrances.

Act 718 of 2007 (Penalty for Passing a Stopped School Bus) requires the driver of a school bus who observes an operator of a motor vehicle violating (§27-51-1004 or §27-51-1005) to report the license plate number, issuing state if different than Arkansas, and a brief description of the vehicle to the superintendent within two

(2) hours after the end of the driver's shift for that period of the day. Within forty-eight (48) hours of the observation, the superintendent shall provide the information to the prosecuting attorney.

### **SICK POLICY**

Any student who appears to be sick or exhibits unusual behavior, in the opinion of the teacher and/or principal, will be sent home. A student's sickness can be physical, mental or emotional, i.e. unresponsiveness, lack of ability to concentrate, dramatic mood change, loss of motivation, and/or the usual physical symptoms of illness.

If a student is thought to be ill, he/she will be sent to the office. The parents will be notified and asked to report to the principal's office. If the parents will not or cannot come, then they must make arrangements for the student to be sent to a designated place because the student will not be allowed to remain in school.

### **HEADLICE**

No student will be allowed to attend school if he or she is infested with lice or nits.

Examinations of students' hair will be made by school personnel to determine if the student is infested with lice. If a student is infested with lice, information will be sent home with the student instructing the parents on how to treat the problem. If a student is sent to the Health Nurse or a Family Doctor, the principal must receive a note from the Doctor or Nurse stating the student is free of infestation of lice before the student will be admitted to school.

If a student refuses to have his or her hair checked for lice, he or she must have a note from the Health Nurse or a Doctor stating they are free of lice before being admitted to school.

If this condition of lice infestation continues, the following actions shall be taken:

- The school nurse may contact Department of Human Services (DHS) and inform of the family's refusal to take care of the problem.
- The principal shall suspend the student until the student's hair is free of infestation of lice and/or nits.

### **INFECTIOUS – COMMUNICABLE DISEASES**

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

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

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

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

vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

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

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

### **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 need precautions and will be made aware of confidentiality requirements.

### **PROCEDURES FOR STUDENTS IDENTIFIED WITH AIDS/ARC**

1. Students identified as having AIDS/ARC.
2. Superintendent of school and/or coordinator of nurses calls for meeting of Advisory Committee.
3. Committee reviews medical and other relevant data, assesses suitability of school placement, and makes recommendations to the superintendent of schools.
4. If school placement is recommended, the superintendent of schools notifies the district Board of Directors of any action taken.
5. If exclusion from regular school placement is recommended, the Advisory Committee is convened for recommendation of alternative placement. The superintendent of schools will notify the Board of Directors of any action taken.
6. If parents of a student eighteen years or younger are not in agreement with the decision of the Advisory Committee, they may appeal that decision to the Board of Directors.
7. Monthly review of all AIDS/ARC exclusions or placements are conducted by the district physician, the student's physician, and the coordinator of nurses.
8. At any time, the superintendent of schools, the director of pupil services, the district physician, and the coordinator of nurses may call for the re-convening of the Advisory Committee to consider changes in circumstance.
9. Standards procedures for minimizing the risk of disease transmission shall be followed.
10. Confidentiality is maintained at each step of the process.

### **STUDENT MEDICATIONS**

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

Unless authorized to self-administer, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional

information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Parents are welcome to bring to school nonprescription medications in their original containers for their child. Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage, and instructions for the administration of the medication (including times).

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 destroyed by the nurse with a witness present.

### **Asthma Inhaler Use in School**

#### **Guidelines for Implementation of Act 1694 of 2005**

Act 1694 of 2005 requires school districts to allow students to carry and use prescription asthma inhalers and auto-injectable epinephrine while in school, at on-site school-sponsored activities, and at off-site school sponsored activities

#### **Introduction**

Public Law 108-377 passed by the 108<sup>th</sup> Congress in 2004 found the following:

- Asthma is a chronic condition requiring lifetime, ongoing medical intervention
- In 2001, 6,300,000 children under age 18 had asthma
- In 2000, there were 728,000 emergency department visits for children under age 18
- In 2000, there were 214,000 hospitalizations of children under age 18
- In 2000, there were 223 pediatric deaths from asthma
- The Centers for Disease Control (CDC) reports that asthma is a common cause of school absence and accounts for approximately 14,000,000 missed school days annually
- School districts must have medication policies that are developed with the safety of all students as a priority.

#### **Section I**

##### Authorization

- It is recommended that schools have a written policy to address specific building procedures and requirements for students carrying asthma inhaler or auto-injectable epinephrine, or both while in school, at an on-site school-sponsored activity, or at an off-site school activity.
- Appropriate school staff is encouraged to participate in an asthmatic awareness training or professional development.
- The parent or guardian of a student who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school with written authorization for the student to carry an asthma inhaler or auto-injectable epinephrine or both on his/her person for use while in school, at an on-site school-sponsored activity, or at an off-site school sponsored activity.
- A medical doctor, nurse practitioner, or physician's assistant may complete the written authorization.
- The written authorization will contain the following:
  1. Student's name
  2. Date of birth
  3. Age
  4. ID number
  5. Parent's info
  6. Address
  7. Emergency contact info
  8. Medication (for asthma): name of medication prescribed, dosage, time to be administered, (for rescue medication, interval between inhalations) condition for which medication is prescribed (routine medication or rescue medication), possible side effects and their management,

prescriber's name, phone number, signature and date of order

9. Instructions to follow after administration of rescue medication

10. Specific adverse reactions to be aware of

11. Allergies including potential triggers necessitating use of epinephrine

12. Parent/guardian signature as part of official request to allow for self administration

13. Parent/guardian signature to allow nurse to contact prescriber

14. Prescriber will identify if student needs to carry medication with him/her at all times.

- The authorization shall be valid only for the duration of the school year at the school that the student is currently attending at the time the authorization is obtained.
- The authorization must be renewed yearly.
- If the student transfers to another school during the school year, a new authorization must be obtained in order for the student to carry an asthma inhaler or auto-injectable epinephrine, or both, on his/her person.

## **Section II**

### Medical documentation

- All medical documentation provided to the school with regard to a student who carries an asthma inhaler or auto-injectable epinephrine, or both, shall be kept on file at the school the student attends in a location that is readily accessible in the event of an asthma or anaphylaxis emergency.
- A copy of the medical documentation, the individualized health care plan and any related orders should be kept on file in the nurse's office in the student's individual health appraisal record, as well as the building office in a locked file cabinet.

## **Section III**

### Parent responsibilities

- The parent or guardian of a student who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school with appropriate medical documentation which shall include:
  1. Evidence that the asthma inhaler or auto-injectable epinephrine, or both, have been prescribed by a health care practitioner with prescriptive privileges (in compliance with Arkansas law)
  2. A completed authorization form as outlined in Section I
- The parent will participate in the preparation of an individualized health care plan for the student in accordance with § 6-18-1005.
- The parent or guardian shall supply the student's asthma inhaler or auto-injectable epinephrine, or both.
- The parent will notify school officials of any change in the student's medication or dosage.

## **Section IV**

### Student responsibility

- The student must competently demonstrate the skill level necessary to use and administer the asthma inhaler or auto-injectable epinephrine, or both.
- The student is responsible for immediately reporting to the school nurse and the school administrator (or their designee) following use of asthma inhaler, auto-injectable epinephrine and any side effects or reactions for school documentation.
- Any student who does not demonstrate reliable behavior while carrying their emergency medication will lose this privilege and the medication will be kept in the health office.

## **Section V**

### School nurse

- The school nurse in accordance with § 6-18-1005 and any related rules will complete an individualized health care plan for the student.
- The school nurse will observe the student demonstrate the skill level necessary to use and administer the asthma inhaler or auto-injectable epinephrine, or both.
- The school nurse will recommend to the school administrator that the student who can competently demonstrate the skill level necessary to use and administer the asthma inhaler or auto-injectable epinephrine, or both be allowed to self-administer in accordance with the provisions of § 6-18-707.

## **Section VI**

### Storage/Supply

- The student’s asthma inhaler(s) or auto-injectable epinephrine, or both, shall be transported in the original prescription-labeled container.
- It is recommended that the parent or guardian of a student carrying an asthma inhaler or auto-injectable epinephrine provide the school with an additional asthma inhaler or auto-injectable epinephrine, or both, to be available in the event of an asthma or anaphylaxis emergency, which shall be immediately available to the student.
- The parent or guardian of a student carrying an asthma inhaler or auto-injectable epinephrine may provide the school with supplementary appropriate medication in the event of an asthma or anaphylaxis emergency, which shall be immediately available to the student in an emergency.

**Section VII**

Option to choose to not self-administer

- A student with asthma is not required by this section or any related rule or school procedure to carry the student’s asthma inhaler or auto-injectable epinephrine, or both, on his/her person.
- If a student with asthma does not formally request to carry an asthma inhaler or auto-injectable epinephrine, or both, on his/her person, the student’s parent or guardian shall provide the school with appropriate medication in the event of an asthma or anaphylaxis emergency, which shall be immediately available to the student in an emergency.

**Section VIII**

Penalty

- A student is prohibited from sharing, transferring, or in any way diverting his/her own medication to any other student.
- Any student using an inhaler without authorization according to the provisions of § 6-18-707 shall be subject to disciplinary measures according to the local board of education policies for drug abuse

**Section IX**

Definitions

- “Medication” means a drug as that term is defined in § 21 U.S. C. 321(g) of the federal Food, Drug, and Cosmetic Act as in existence on January 1, 2005.
- “Medication” includes inhaled bronchodilators and auto-injectable epinephrine
- “Self-administration” means a person’s discretionary use of a medication pursuant to a prescription or written direction from a licensed health care practitioner: medical doctor, nurse practitioner, or physician’s assistant.
- “Auto-injectable epinephrine” refers to an epi-pen (adult or junior) that is prescribed for a specific student
- Anaphylaxis, or anaphylactic shock, is a systemic allergic reaction that can cause death within minutes. Appropriate emergency treatment is an injection of epinephrine.

**MEDICATION ADMINISTRATION CONSENT FORM  
FORMS MAY BE OBTAINED FROM THE SCHOOL NURSE  
SAMPLE FORM**

Student’s Name  
(Please Print) \_\_\_\_\_

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

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) \_\_\_\_\_

Name of physician or dentist (if applicable) \_\_\_\_\_

Dosage \_\_\_\_\_

Instructions for administering the medication \_\_\_\_\_



Other instructions \_\_\_\_\_

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

### **CHILD ABUSE AND NEGLECT**

It shall be the policy of the Lonoke School District to comply with all rules, regulations and laws of the State of Arkansas in reporting child abuse and neglect.

The following defined terms will be used in relation to this policy:

- a. Child – Any person under 18 years of age.
- b. Abuse - Any non-accidental physical injury, mental injury, sexual abuse, or sexual exploitation inflicted on a child, including but not limited to, anyone legally responsible for the care and maintenance of the child, or any injury which is at variance with the history given.
- c. Neglect -Failure to provide by those legally responsible for the care and maintenance of the child the proper of necessary support; education, as required by law; or medical, surgical or any other care necessary for his or her well being, or any maltreatment of the child.

Counselors will be responsible for making sure teachers are aware of child abuse indicators.

The reporting of child abuse by mandatory reporters will follow the legal requirements pursuant to A.C.A. § 12-12-504, 507, 517

### **FIRE DRILLS**

Fire drills will be held monthly and an exit chart is on the bulletin board showing routes of exit from all rooms in the building. The administration will identify the signal for a fire drill. Upon hearing the signal, all students are expected to file quietly from the building to the designated areas of assembly. The “all clear” signal will follow the drill. The Fire Marshals are in charge of all fire drills and their instructions will be followed without any questions during the fire drill.

### **TORNADO DRILLS**

The alarm for a tornado will be identified by the administration. (If the power is off, you will be notified by the principal as to what procedures to follow.) Upon hearing the signal for a tornado drill, students are to proceed to designated areas. Students will stay in those areas until the principal announces it is safe to return to the classroom. As per Act 825, drills will occur four times per year in September, October, January and February.

### **LONOKE PUBLIC SCHOOLS TECHNOLOGY USAGE POLICY**

**In order to use computer technology, Technology Use Agreement in front of this Handbook must be signed and returned!!!**

The Lonoke School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. For the purposes of this policy “harmful to minors” is defined as any picture, image, graphic image file, or other visual depiction that –

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

No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current

version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Student use of computers shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement. In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

### **ELECTRONIC MAIL**

The Lonoke Public Schools provides access to electronic mail for all employees and high school students. 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.

### **INTERNET/TECHNOLOGY**

Electronic sources enrich the educational environment by opening unlimited resources. The intent of the Lonoke Public Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula. Resources that will be used in the classroom will be screened for content prior to their introduction. Students that are allowed independent access to the Internet will have the capability of accessing material that has not been screened. Internet access is provided to allow students to conduct research. Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from his/her parents. Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms. *Permission is not transferable, and therefore, may not be shared.*

All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications. The Lonoke Public Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet. *Student posting of personal information of any kind is prohibited.*

*Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.*

To maintain network integrity and to insure that the network is being used responsibly, Local and District Technology Coordinators reserve the right to review files and network communications. *Users should not expect that files stored on the Lonoke Public Schools' network will always be private.*

All home pages will be reviewed by the Local and/or District Technology Coordinator before being added to the Lonoke Public Schools World Wide Web Server. The Technology Coordinators reserve the right to reject all or part of a proposed Home page. Home pages may only be placed on the Web server by the Local or District Technology Coordinator. Network access is a privilege and not a right. All network users are expected to act in a considerate and appropriate manner.

Use of technology resources may be barred from the student, which may result in loss of credit in the course **(Loss of credit in courses applies to High School)**

**STUDENT INTERNET/TECHNOLOGY USE AGREEMENT**  
**2012-2013 School Year**  
**(See the Documentation of Receipt form in the front of this Handbook)**

Student's Name (Please Print) \_\_\_\_\_ Grade Level \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

The \_\_\_\_\_ School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned technology device:

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned technology device unless the Student and his/her parent or guardian have read and signed this agreement.

2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.

4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:

- (a) using the Internet for other than educational purposes;
- (b) gaining intentional access or maintaining access to materials which are "harmful to minors" as defined in the District's Internet Use Policy;
- (c) using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- (d) making unauthorized copies of computer software
- (e) accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- (f) using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- (g) posting anonymous messages on the system;
- (h) using encryption software;
- (i) wasteful use of limited resources provided by the school including paper;
- (j) causing congestion of the network through lengthy downloads of files;
- (k) vandalizing data of another user;
- (l) obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- (m) gaining or attempting to gain unauthorized access to resources or files;
- (n) identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- (o) invading the privacy of individuals;
- (p) divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
- (q) using the network for financial or commercial gain without district permission;
- (r) theft or vandalism of data, equipment, or intellectual property;
- (s) attempting to gain access or gaining access to student records, grades, or files;
- (t) introducing a virus to, or otherwise improperly tampering with the system;
- (u) degrading or disrupting equipment or system performance;

- (v) creating a web page or associating a web page with the school or school district without proper authorization;
- (w) providing access to the District's Internet Access to unauthorized individuals;
- (x) failing to obey school or classroom Internet use rules; or
- (y) taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- (z) Installing or downloading software on district computers without prior approval of technology director or his/her designee.

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

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

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

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

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**First Offense:** Assignment to in-school suspension and/or loss of computer privileges for the remainder of the nine-week grading period.

**Second Offense:** Loss of computer privileges for the remainder of the semester and/or recommendation for suspension

**Third Offense:** Loss of computer privileges for the remainder of the school year and/or recommendation for expulsion

The severity of the infraction will determine the level of the imposed consequence, e.g. accessing or copying pornographic material will result in an out-of-school suspension as well as suspension of computer privileges for the remainder of a semester of the first offense.

### **DISTRICT WEB SITE**

The Lonoke School District shall maintain a web page to provide information about its schools, students, and activities to the community. This policy is adopted to promote continuity between the different pages on the district web site by establishing guidelines for their construction and operation.

The Lonoke School District web site shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the District's site may only be to another educational site. The web site shall not use "cookies" to collect or retain identifying information about visitors to its web site nor shall any such information be given to "third parties." Any data collected shall be used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

Each school's web page shall be under the supervision of the school's Web Master and the District's web site shall be under the supervision of the District's Web Master. They shall have the responsibility for ensuring that web pages meet appropriate levels of academic standards and are in compliance with these guidelines and any additional administrative regulations. To this end the District and School Web Masters shall have the authority to review and edit any proposed changes to web pages to ensure their compliance with this policy. All such editing shall be viewpoint neutral.

District and school web pages shall also conform to the following guidelines.

1. All pages on the District's web site may contain advertising and links only to educational sources.
2. The District's home page shall contain links to existing individual school's web pages and the school home pages shall link back to the District's home page. The District's home page may also include links to educational extracurricular organization's web pages which shall also link back to the District's home page.
3. Photos along with the student's name shall only be posted on web pages after receiving written permission from the student or their parents if the student is under the age of 18.
4. The District's web server shall host the Lonoke District's web site.
5. No web page on the District web site may contain public message boards or chat rooms.
6. All web pages on the District web site shall be constructed to download in a reasonable length of time.
7. The District's home page shall contain a link to a privacy policy notice which must be placed in a clear and prominent place and manner.
8. With the exception of students who may retain the copyright of material they have created that is displayed on a District web page, all materials displayed on the District web site are owned by Lonoke School District.
9. Included on the District's web site shall be:
  - a. Local and state revenue sources;
  - b. Administrator and teacher salary and benefit expenditure data;
  - c. District balances, including legal balances and building fund balances;
  - d. Minutes of regular and special meetings of the school board;
  - e. The district's budget for the ensuing year;
  - f. A financial breakdown of monthly expenditures of the district;
  - g. The salary schedule for all employees including extended contract and supplementary pay amounts;
  - h. Current contract information (not including social security numbers, telephone numbers, personal addresses or signatures) for all district employees;
  - i. The district's annual budget;
  - j. The annual statistical report of the district;
  - k. The district's personnel policies.

The information and data required in 9) above shall be the actual data for the previous two school-years and the projected data for the current school-year.

### **WEB SITE PRIVACY POLICY**

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

The site serves no commercial purpose and does not collect any information from individuals for such purpose. Photographs of students, when associated with the student's name, shall not be displayed on any page of the district's web site without the prior written consent of the parent (or the student if 18 or older).

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

## **SECTION III**

# **ACADEMIC INFORMATION**

# LONOKE MIDDLE SCHOOL

## COURSE OFFERINGS

### Sixth Grade

#### Required Classes

Literacy  
Math  
Science  
Social Studies  
Activity Class (Art, Music, P.E., Computer Lab)

#### Electives

Art  
Band  
Choir  
P.E.  
EAST Lab

### Seventh Grade

#### Required Classes

Math 7 or Accelerated Math 7  
Literacy  
Science  
Geography/Arkansas History  
P.E. (required if not enrolled in Athletics)

#### Electives

Art (Adv.)  
Art (Beg)  
Band (Adv)  
Band (Beg)  
Choir  
Athletics  
EAST Lab  
P.E.

### Eighth Grade

#### Required Classes

Math 8, Acc. Math 8, or Algebra I  
Literacy  
Science  
American History  
Career Orientation/Keyboarding (1sem. of each)  
Remedial Reading (for those students scoring below  
proficient in reading on the Benchmark exam)  
P.E. (required of not enrolled In Athletics)

#### Electives

Art (Adv)  
Art (Beg)  
Band (Adv)  
Band (Beg)  
Choir  
EAST Lab  
Athletics  
FCSI  
P.E.

Parents and students are asked to choose electives carefully.

**Principal approval for schedule changes will be required.**

## **ADVANCED MATH PLACEMENT CRITERIA, GRADES 7 - 8**

### **Criteria for automatic placement in advanced math courses in Lonoke Middle School:**

#### **Teacher recommendation or**

Score 90% or above in previous year's math course,

Score advanced in math on State benchmark exam from previous year, and

Score at the eighty-fifth percentile or greater on norm-referenced assessment from previous year.

If a student is not placed in advanced math per teacher recommendation or does not meet all three of the listed criteria and a parent requests their enrollment in advanced math, parents will be required to indicate in writing their request is not in compliance with teacher/school recommendation.

The above stated criteria must be met each year in order to advance to the next advanced math course.

#### **Criteria for Remaining in Advanced Courses at Lonoke Middle School**

The student and parent will sign an agreement that explains the class expectations and requirements. Students earning lower than a "B" in any advanced math course at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> nine-week grading periods in advanced math courses in grades seven and eight will be reassigned to a regular math class at that time. In grades nine through twelve, reassignment from an advanced math course to a regular math course will be at the recommendation of the math coordinator based on the student's performance.

### **DROPPING AND CHANGING COURSES**

The pre-registration process is designed to provide students with sufficient opportunity to carefully select courses offered. Counselors are available during the process to assist students and provide guidance along the way. The Middle School and High School counselors try to involve parents in the planning process. Once a student has registered for a class, he/she must keep that schedule unless there is an error, which could possibly impact graduation status. At the high school, administrators and counselors will try to correct all such errors after the first two (2) weeks of each semester. **Students are encouraged to review schedules immediately upon receipt to check for major errors. School procedures should be followed to notify administrators or counselors.**

### **GRADUATION REQUIREMENTS**

Students have the responsibility to meet the requirements of graduation and/or plan of study, to seek counsel and direction in determining educational goals, and to work with school personnel to try to resolve any conflict which may arise. School staff members have the responsibility to recognize the individuality of those students seeking their advice and counsel to make known to students and the community the broad scope of special instructional programs available in the district, and to work with students to try to resolve conflicts.

In selecting a course of study, students are to keep in mind the requirements for graduation, required subjects which may need to be made up, and post-secondary career plans. All regular students will be enrolled in seven (7) academic subjects. Students who have failed English are encouraged to complete this requirement in summer school, through a correspondence course or NovaNet, an online credit recovery program available at the high school, with administration approval. Schedule changes will not be made after the designated deadline. All correspondence and NovaNet grades must be in the Lonoke High School office at the same time as regular senior grades. This is normally the Monday following Senior Class Day. Seniors should have taken their correspondence course final examinations no later than May 1. The grades have to be on record in the office before a Senior may participate in graduation ceremonies. Students may not take more than 2 correspondence courses during any given semester unless approval has been granted by both principal and counselor.

Students must gain the required credits toward graduation through an accredited educational institution. Credits received through a foreign exchange program will not be recognized by the Lonoke School District as applying toward graduation. Any credit not earned at Lonoke High School is subject to administrative approval. Summer school, correspondence, and Nova Net courses must be pre-approved by the building principal before any subsequent credit is awarded.



## **COMMUNITY SERVICE HOURS**

All Arkansas High School students are encouraged to volunteer and participate in community service projects. Students who can show documentation of one hundred hours of community service will receive a special seal on their diplomas to recognize their commitment to community service.

## **EARLY GRADUATION**

It is strongly recommended that students be in attendance four years in grades nine through twelve in order to graduate from Lonoke High School. In the event a student chooses early graduation and completes the necessary units of credit prior to four years, he/she will be issued a diploma by the School Board. The student by his/her decision to terminate student status prior to the completion of four years in attendance in grade nine through twelve forfeits his/her eligibility to participate in all senior class activities except the graduation ceremony. He/she will not be ranked with the senior class and may not be an honor graduate. To participate in all senior activities the student must have been enrolled at Lonoke High School during the entire school year. Requests for early graduation must be filed in principal's office. Requests must be signed by the student's parents. If a senior wants to participate in the graduation ceremony he/she must let the principal know by March 1<sup>st</sup> of that year.

## **EVALUATION/REPORTING TO PARENTS/SENDING PROGRESS REPORTS**

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

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

The grades of a child in foster care shall not be lowered due to an absence from school due to<sup>1</sup>:

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

The grading scale for students in grades 1-12 shall be as follows:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 - 60

F = 59 and below

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

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

A mastery of skills checklist will be used to document progress at the kindergarten level.

The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the district times the transferred grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.

For example: The grading period had 40 days. A student transferred in with a grade of 83% earned in 10 days at the previous school. The student had a grade of 75% in our district's school earned in the remaining 30 days of the grading period. 10 days is 25% of 40 days while 30 days is 75% of the 40 days. Thus the final grade would be  $.25 (83) + .75 (73) = 75.5\%$

Each nine weeks a report of progress (report card) is sent home with each student for his/her parents to review. Any parent desiring another form of notification may make arrangements with the principal. Parents are welcome to visit the school by appointment for a conference with appropriate school personnel. Interpretation of standardized test scores is available by the counselor. Regularly scheduled parent – teacher conferences are held each 1<sup>st</sup> and 3<sup>rd</sup> nine weeks. Interim progress reports will be prepared for all students and mailed to parents at the end of the fifth week of each nine week period.

### **HOMEWORK POLICY**

Homework is considered to be part of the educational program of the Lonoke School District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful. Teachers should be aware of the problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day. Homework or other activities shall never account for more than twenty-five (25%) of a student's grade.

### **CONDUCT GRADES**

Conduct grades will be recorded on report cards by letters. The following will be used.

O	=	Outstanding
S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory Behavior

### **PLACEMENT OF MULTIPLE BIRTH SIBLINGS**

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

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

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

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

## HONOR ROLL

### (Middle School)

Academic excellence is recognized by the use of honor rolls. In order to be recognized on the “A” **Honor Roll**, a student must have all “A’s.” In order to be recognized on the **Honor Roll**, a student must have at least a 3.5 GPA and no grade below a “B”. In order to be recognized on the **Merit Roll**, the student must have a 3.0 GPA and no grade less than a “C”.

**Any parent or student who does not want to have the student identified as an honor student or listed on the honor roll shall submit a written request to the school principal.**

### PROMOTION/RETENTION/COURSE CREDIT FOR 6-12 SCHOOLS

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

Promotion or retention of students, or their required retaking of a course shall be based on school policy. If there is doubt concerning the promotion or retention of a student, or their required retaking of a course, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student’s placement, the final decision to promote or retain shall rest with the principal or his/her designee.

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

All students must successfully pass all **general EOC** assessments they are required to take, unless exempted by the student’s individualized education program (IEP). To receive academic credit in a course requiring a student to take a **general EOC** assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her Individualized Academic Improvement Plan (IAIP). A student is not eligible to graduate if he/she fails to receive academic credit in a course requiring a general EOC. Additionally, the lack of credit could jeopardize the student’s grade promotion or classification.

Unless exempted by the student’s IEP, all students must successfully pass the Algebra I EOC assessment to receive academic credit for the course and be eligible to graduate from high school. This is a **high stakes** assessment and students failing to receive a passing score

the first time they take the assessment must receive a passing score on a subsequent assessment or on an alternative assessment as provided by law.

Students from an Arkansas public school who have completed and received credit on an Algebra I EOC assessment prior to the 2009-10 school year are not required to take the **high stakes** Algebra I EOC. Students not in grades 10, 11, or 12 in the 2009-10 school year who have taken Algebra I

but not received proper academic credit on their transcript for the course are now required to take the **high stakes** Algebra I test before they can receive academic credit for the course. Students in grades 10, 11, or 12 in

the 2009-10 school year are exempt from the **high stakes** Algebra I assessment requirement, but must meet the general EOC assessment requirements to receive credit for the course.

Students transferring into the district from an out-of-state public, private, or home school or an Arkansas private or home school who can demonstrate by an official transcript that he/she has received academic credit for Algebra I is not required to take the Algebra I high stakes end of course assessment. The district, however, has the right to assess the student's education status to determine if the student possesses the requisite passing knowledge of Algebra I.

A student transferring into the District who does not have academic credit in Algebra I must take the Algebra I high stakes EOC assessment and meet its requirements to be eligible for graduation.

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

#### **(Middle School)**

One of the basic goals of the Middle School's program is to build a foundation of skills, knowledge and understanding. Through the year, the child is expected to maintain a level of scholastic achievement consistent with his/her ability. If the pupil's work indicates that he/she has mastered the essentials and progressed satisfactorily, he/she is promoted. Occasionally, a pupil needs additional work at a specific level in order to gain mastery of certain basic skills. If, in the opinion of the teacher and the principal, such reinforcement is necessary, the pupil is retained in that level for another year.

Students must obtain at least 2.5 units from the four (4) core classes in order to be promoted to the next grade. The units obtained must include the following:

- .5 of Literacy/Language Arts
- .5 of Social Studies
- .5 of Math or Advanced Math
- .5 of Science

A student can earn .5 unit in each course each semester. Students must pass at least one (1) semester of each core class. Students participating in remediation math and/or literacy must successfully complete this course in order for promotion.

While the child's learning progress is a prime consideration, other factors such as emotional maturity and social adjustment are considered in making promotional decisions. In the final analysis, the foregoing factors used in promotional decisions must be considered in terms of the question, "What is best for the child?"

### **HONOR ROLL AND ACE CRITERIA**

#### **(High School)**

ACE stands for A Commitment to Excellence and is the academic recognition program at Lonoke High School. It involves four areas: Honor Roll, Merit List, Academic Improvement, and Character.

To be on the Honor Roll (gold card), a student must be enrolled in at least 5 academic classes (four of which must be core or scholars' classes). An academic class is defined as any class for which a student receives a letter grade and credit towards graduation. Core classes are English, science, math, and social studies. Scholars' classes are listed in the handbook. The student must have at least a 3.5 GPA for the nine- week grading period and no grade below a "B" unless the lesser grade is a "C" earned in an AP class.

To be on the Merit List (purple card), a student must be enrolled in at least five (5) academic classes (four of which must be core or scholars' classes). The student must have at least a 3.0 GPA for the nine- week grading period and no grade less than a "C".

**Any parent or student who does not want to have the student identified as an honor student or listed on the honor roll shall submit a written request to the school principal.**

### **TEXTBOOKS**

Basic textbooks are furnished students at no cost to the student. Each teacher assigns books to students. When students transfer to another school or withdraw from Lonoke School District for any reason, they must return

books to the teacher who issued them.

Fines will be assessed for books with excessive writing or for books which have been damaged. Lost textbooks must be paid for. Students will pay the replacement value of the book.

For dual credit college courses, books will be purchased by the students.

### **GRADUATION CEREMONY**

- A student must meet all graduation requirements to participate in the graduation ceremony.
- All students who are ranked in the first and second positions (valedictorian and salutatorian) at the end of the first semester of the senior year will be designated as graduation speakers. Students ranked in these positions may volunteer to assume other graduation responsibilities with the approval of their parent(s) and the high school principal.
- The four students ranked in the top four positions at the end of the first semester of the junior year will serve as escorts. The students ranked in positions five through ten will serve as ushers.

#### Graduation Practice

Graduation practice will be held at 10:00 a.m. on the morning of graduation at the designated graduation site. If the site is not Lonoke High School we will meet at the high school and ride by bus to the site for practice. All graduates are expected to attend the practice. If you must miss, you must contact the principal beforehand. If you miss practice and fail to notify the principal, we will assume you do not wish to participate in the ceremony.

#### Dress Code for Graduation

Male students will wear a white shirt, tie, and slacks (no shorts or jeans) with dress shoes and socks (no sandals, flip flops, or tennis shoes). Female students will wear a dress or skirt and blouse or slacks (no shorts or jeans) with dress shoes (no sandals, flip flops, or tennis shoes). The mortar board should sit flat on your head. Students should have their hair arranged in such a way that this is possible. Students who arrive at the graduation ceremony dressed inappropriately will not be allowed to participate in the ceremony.

#### Graduation Ceremony

The Graduation Ceremony is the most important thing we do at Lonoke High School. Graduating from high school represents a major accomplishment in a person's life and is a very special time for family, alumni, and friends. For these reasons, the ceremony is a formal and dignified event. We ask our graduates to refrain from any inappropriate actions, demonstrations, or behaviors that would make the ceremony less formal and dignified and to help us make this very special event truly special for all who attend.

### **CLASSIFICATION OF STUDENTS**

Students will be classified according to the number of units of credits earned in high school. The following scale will be used to determine a student's classification:

Ninth Grade	0.0---4.0 units of credit
Tenth Grade	4.5---9.0 units of credit
Eleventh Grade	9.5---15.0 units of credit
Twelfth Grade	15.5 and above

### **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2011 - 12, AND 2012 - 13**

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

eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

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

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

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

The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

## **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the following categories. A minimum of 22 units is required for graduation for students participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the Lonoke School District requires one-half (1/2) unit in word processing or one (1) unit of Computerized Business Applications for a total number of 22.5 units for graduation. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. Unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

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

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

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

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

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

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

- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math  
(Comparable concurrent credit college courses may be substituted where applicable)

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

- Physical Science

- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units

- Civics or Civics/American Government
- World History
- American History

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

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

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

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

**ADDITIONAL LONOKE REQUIREMENT: One-half (1/2) unit**

One half (1/2) unit of Word Processing OR one (1) unit of Computerized Business Applications

Students may choose to count these units as part of the six (6) units of career focus electives required by the Arkansas Department of Education.

**CAREER FOCUS: - Six (6) units**

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

**TOTAL GRADUATION REQUIREMENTS FOR LONOKE: 22.5 units**

**CORE: Sixteen (16) units**

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

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

Social Studies: three (3) units

- Civics or government, one-half (1/2) unit
- World history, one (1) unit
- U.S. history, one (1) unit

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

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

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

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

**ADDITIONAL LONOKE REQUIREMENT: One-half (1/2) unit**

One half (1/2) unit of Word Processing OR one (1) unit of Computerized Business Applications

Students may choose to count these units as part of the six (6) units of career focus electives required by the Arkansas Department of Education.

**CAREER FOCUS: - Six (6) units**

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

## **TOTAL GRADUATION REQUIREMENTS FOR LONOKE: 22.5 units**

### **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2013-14 AND ALL CLASSES THEREAFTER**

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

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

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

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

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

The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

### **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the Lonoke School District requires one-half (1/2) unit in word processing or one (1) unit of Computerized Business Applications for a total number of 22.5 units for graduation. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.



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

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

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

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

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

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

- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math  
(Comparable concurrent credit college courses may be substituted where applicable)

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

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

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History – one (1) unit
- U.S. History – one (1) unit

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

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

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

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

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

**ADDITIONAL LONOKE REQUIREMENT: One-half (1/2) unit**

One half (1/2) unit of Word Processing OR one (1) unit of Computerized Business Applications

Students may choose to count these units as part of the six (6) units of career focus electives required by the Arkansas Department of Education.

**CAREER FOCUS: - Six (6) units**

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

**TOTAL GRADUATION REQUIREMENTS FOR LONOKE: 22.5 units**

**CORE: Sixteen (16) units**

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

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

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- U.S. history, one (1) unit

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

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

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

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

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

**ADDITIONAL LONOKE REQUIREMENT: One-half (1/2) unit**

One half (1/2) unit of Word Processing OR one (1) unit of Computerized Business Applications

Students may choose to count these units as part of the six (6) units of career focus electives required by the Arkansas Department of Education.

**CAREER FOCUS: - Six (6) units**

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

**TOTAL GRADUATION REQUIREMENTS FOR LONOKE: 22.5 units**

**UNCONDITIONAL ADMISSION FOR COLLEGE REQUIREMENTS**

- English: Four (4) units with emphasis on writing skills, not to include courses in oral communications, journalism, drama or debate.
- Natural Science: Three (3) units with laboratories chosen from physical science, biology, chemistry or physics. Only one unit may come from life science.
- Math: Four (4) units, including algebra I and II, geometry, and an advanced math course. It is strongly recommended that students take a math course during their senior year.
- Social Studies: Three (3) units, including American History (does not include contemporary American History), one of world history (not to include world cultures, world geography, or global studies), and at least one-half unit of civics or American government (not to include courses in practical arts).

**CORE REQUIREMENTS FOR THE ARKANSAS LOTTERY SCHOLARSHIP**

- English 4 units – same as unconditional college admission
- Natural Science 3 units - same as unconditional college admission
- Math 4 units
- Social Studies 3 units - same as unconditional college admission

**HONOR GRADUATE REQUIREMENTS**

In order to be an honor graduate, students must meet the following criteria:

1. One must be a four-year graduate.
2. One must have earned a 3.5 cumulative GPA.
3. One must be enrolled in Lonoke High School for the last three semesters beginning with the spring semester of his/her junior year to be ranked as an honor graduate. One transferring into Lonoke High School at the beginning of the senior year will be recognized as an honor graduate but will not be ranked.
4. One must take two (2) units of the same foreign language.

5. One must take and pass with at least a “C” average eight (8) of the following scholars classes:

English Comp I	English II
Journalism II	Journalism III
Algebra II or above	Transitions to College Math
College Algebra	Trigonometry/Pre-calculus

Chemistry	Physics
Accounting I	Accounting II
Desktop Publishing I	Desktop Publishing II
Multimedia I	Multimedia II
Art III	

All Pre-AP, AP and Dual Credit College Courses (Dual credit courses counted as graduation requirements will be counted in the G.P.A)

6. One must have enrolled at Lonoke High School for the start of his/her senior year.
7. Honors classes must be one unit of credit or a full year course.

In addition to the above criteria, the State of Arkansas further specifies that, In order to qualify for valedictorian, salutatorian, or honor graduation of public high school or to qualify for membership in the National Honor Society or its equivalent, students must successfully complete the minimum core of courses recommended by the State Board of Higher Education and the State Board of Education, pursuant to Arkansas code 6-61-217; or they must complete the requirement for technical preparation program established by the State Board of Education.

The minimum core of courses for college preparation include the following:

- |                  |   |
|------------------|---|
| English          | - Four units with emphasis on writing skills (not to include courses in oral communication)   |
| Natural Science  | - In addition to Physical Science, two units, with laboratories, chosen from two of the following: Biology, Chemistry, or Physics   |
| Mathematics      | - Four units, including Algebra I & II and Geometry   |
| Social Studies   | - Three units, including one of American History, one of world history, and at least one-half of civics or American Government (not to include courses in practical arts).    |
| Foreign Language | - Two years of a foreign language is not required under Smart Core or for the Arkansas Lottery Scholarship, but may be required for unconditional admission to some colleges. |

### **GRADE POINT AVERAGE AND RANK-IN-CLASS PROCEDURE**

The following system will be utilized for ranking students for graduation.

1. Early graduates will not be ranked.
2. Four year graduates must have been in attendance continuously at Lonoke High School their last three (3) semesters or from the spring semester of their junior year until graduation.
3. Those students having taken eight or more of the scholar classes while maintaining a “C” average will be ranked before the rest of the class. Weighted credit will be assigned to Advanced Placement (AP) courses, International Baccalaureate (IB) courses and Honors courses recognized and approved by the Arkansas Department of Education. Weighted credit will not be assigned to Pre-AP courses or other scholars/honors courses.
4. The student's G.P.A. will be determined by the grades received on credit classes (those classes in which a student earns a unit toward graduation). All credit classes attempted, grades 9-12, will be counted in the G.P.A.
5. Point values for grades for Advanced Placement and all other courses for calculating G.P.A. and class rank are as follows (Act 1070 of 1991)
6. The first step in calculating grade point average is to convert grade earned into number. This is done by using the following scales:

### Point Values

Grading Scale	Regular, Honors, and Pre-AP	AP Courses
A = 90 – 100%	4 pts.	5 pts.
B = 80 – 89%	3 pts.	4 pts.
C = 70 – 79%	2 pts.	3 pts.
D = 60 – 69%	1 pt.	2 pts.
F = 59% and below	0 pts.	0 pts.

7. G.P.A.'s will be used to determine class rank with the exception of students with a modified curriculum. High school students who have taken Advanced Placement courses and whose G.P.A. exceeds a 4.0 will have their G.P.A. and class ranking figured on the credits required for graduation (22.5). This is to prevent students from being penalized for taking a larger number of credit classes. Any grade lower than an "A" and all Advanced Placement grades must be included in the total number of required credits.
8. Final class ranking will be computed on the basis of eight (8) semesters. The seventh (7<sup>th</sup>) semester ranking will be used for the graduation ceremony.
10. Grades will reflect academic achievement only. Parents who are concerned about helping their students to improve their school progress through better study habits may contact the guidance counselors, with by telephone or a scheduled personal visit.

### **DROPPING AP CLASSES**

1. Students may have the option to drop an AP class for a regular class in the same subject or department when it is in the best interest of the student academically.
2. There must be a parent conference before the student is dropped.
3. Students who receive a failing grade at semester in an AP class **MUST** drop the class at semester.
4. Grades made in the AP class will be transferred to the new class in which the student enrolls. Transfer grades will not be weighted.

**\*The state will not pay for exams for students dropping out of an AP course at semester or enrolling in an AP course at semester because, according to the definition of an AP course in Act 102: "An AP Course is defined as one incorporating all topics specified by the College Board and Educational Testing Service on its standards syllabus for a given subject area, and is approved by the College Board and Educational Testing Service." Therefore, if a student only takes one semester of a course that is designed for the whole year, the student didn't receive "all topics specified by the College Board and Educational Testing Service on its standards syllabus for a given subject area" and the College Board will not approve half of the course. That is to say, only students who complete the entire school year in any given advanced placement course will receive weighted credit for the course. Half credit *will not* be awarded.**

During the first four weeks of school or at the nine-week grading period, students can transfer from:

Pre-AP English I	to	English I
Pre-AP English II	to	English II
AP English Lang/Comp	to	English III
AP English	to	English IV
Pre-AP World History	to	World History
AP American History	to	American History (Another social studies class may be taken if the student already has an American History credit)
Pre-AP Biology	to	Biology
AP Biology	to	Biology (Another science class may be taken if the student already has a biology credit, i.e. Environmental Science)
AP Calculus	to	Transition to College Math
AP Statistics	to	Statistics

### CONCURRENT CREDIT

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one-half (1/2) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

In order to enroll in a concurrent credit course at Lonoke High School, a student must have scored 19 or higher on the ACT in the area in which he/she is attempting to take a concurrent credit course before the beginning of the semester that the course is taken.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). The transcripts are to be received by the school by the date senior grades are due in the high school office. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities or graduation.

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.

Any and all costs of higher education courses taken for concurrent credit are the student's responsibility. Students who sign up for concurrent credit classes must pay the registration fee by the due date set by ASU Beebe. Students who do not pay will be dropped from the course and placed in a regular class.

### EXEMPTION FOR ALL STUDENTS

**High School** students who meet one of the following criteria may be exempt from semester tests:

1. He/she has a "B" average and has not missed more than three days per semester; or
2. He/she has an "A" average and has not missed more than four days per semester.
3. Students must be enrolled in Lonoke High School the entire semester to be considered for test exemption. In addition, any absence, regardless of the reason, applies to the exemption policy. The only exception is Senior College Day.

**Middle School** students who meet the following criteria may be exempt from second semester tests if they:

Perform at the Advanced or Proficient level in both math and literacy on the previous year's State Benchmark exam and maintain a "C" average in each of the present year's courses.

### SENIOR COLLEGE DAY

Seniors will be permitted to schedule one (1) day to visit a college, which they are interested in attending. It is the student's responsibility to see that the pre-approved form is signed by all of his/her teachers and submitted to a building administrator at least one day before the scheduled visit. Any senior who has lost credit in any of his/her classes will not be allowed to take a college day. College days will be considered excused absences and will not count toward exemption. Students may meet with the principal to request an additional College Day.

### ALTERNATIVE LEARNING ENVIRONMENT

The district shall have alternative learning environments (ALE), which shall be a part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems.

Students may be assigned to the alternative learning environment class as an alternative to the regular classroom when their behaviors are significantly interfering with learning. Alternative classrooms are located on the Carver Career Center campus for grades K - 12.

The ALE program is staffed by licensed instructors and is supported by the services of a school counselor and/or mental health professional. Students placed in the program typically manifest one or more of the

following characteristics: disruptive behavior, drop out from school, personal or family problems or situations, recurring absenteeism or transition to or from residential programs. In placing students in the ALE, an agreement will be developed with the parent, ALE teacher and student outlining the responsibilities of each participant. Students may be placed in the ALE program for a time period up to one school year. An assessment will determine the need to continue in the ALE program or to return to the traditional classroom setting. Benchmark exams must be taken by students in the ALE Program.

### **ALTERNATIVE LEARNING ENVIRONMENT HANDBOOK**

The Lonoke School District provides an alternative learning environment (ALC), which is a part of an intervention program designed to provide guidance, counseling, and structured academic support to students who are experiencing emotional, social, or academic problems.

Students may be assigned to the alternative learning environment as an alternative to the regular classroom when their behaviors are significantly interfering with learning. The ALC will operate following the Lonoke School District Calendar.

The ALC Program is staffed by licensed instructors and is supported by the services of a school counselor and/or mental health professional. Students placed in the program typically manifest one or more of the following characteristics:

- Disruptive behavior
- Drop out from school
- Personal or family issues
- Recurring absenteeism
- Transition from residential programs
- Confirmed or suspicion of drug, alcohol or tobacco misuse
- Other issues that may be specific to the student

For clarification and specific information regarding Standard of Conduct, refer to pages 59 – 80 of this document.

In order for the ALC to be a safe and productive environment students will be provided guided lessons and practice in social skills, academic instruction in the four core subjects of English, Math, Science, and Social Studies, physical education and character education. In order for students to learn the necessary skills needed to return to the classroom a point and level system will be used to monitor student progress and assist in determining continued need of placement in the Alternative Learning Environment.

Upon recommendation of school administration for placement into the Alternative Learning Environment, a conference will be set with the school administrator, ALC Director, parent and student. At this intake conference, the student's transcript, current class schedule, current grades, and reason for recommendation will be discussed. Parents will complete a Student Information Form, Medication Administration Consent Form (as needed), and sign a Parent Agreement to support their child to be successful in the ALC program.

The student will, with parent agreement, sign an agreement of academic, behavior and learning expectations. If the student continues to demonstrate those behaviors that were the basis for the recommendation for placement into the ALC, then the student will be removed from the Alternative Learning Environment.

Students placed on recommendation of self, parent or administrative referral for academic issues not related to behavior will be required to attend and complete a academic program based on an individual contract of obligation.

#### **Referral Procedures**

Teachers determine that a student is in need of consideration for the Alternative Learning Environment after working with administration/parents/guardians and student through implementing strategies to address the concerns demonstrated by the student.

Teachers submit name of student to the principal or designee, where the decision is made to move to a referral to the Alternative Learning Environment.

Teachers receive a referral packet to complete.

The packet will include:

1. Academic, social and behavior concerns being demonstrated by the student
2. Strategies and interventions that have been attempted
3. Current grades, schedule, attendance records and discipline records
4. If appropriate, copy of student 504 plan or IEP, with Functional Analysis and Behavior Plan attached
5. Transcript, if high school student

If placement is being considered, a conference will be set to inform parents that the student has been recommended for placement in the Alternative Learning Environment. The principal, counselor, classroom teacher(s), ALC Director, parents and student will attend the conference. If the student is identified as a special education student, a separate programming conference will need to be held to discuss the possible change in placement of the student.

An emergency placement may be made by the building administrator if the need arises.

Parents will be asked to sign a Parent/Guardian Agreement. Parental consent is not necessary for placement, unless the student is identified as special education and the placement will result in a change of placement for the student.

Students will be asked to sign a Student Contract. The contract is an outline of student behavior expectations and responsibilities in the Alternative Learning Environment.

Students may be placed in the Alternative Learning Environment for a nine-week period, a semester or a school year. A minimum placement is nine weeks; a maximum placement is a school year. The Alternative teacher will contact the regular teacher(s) to address transition of the student back to the regular classroom when the student has fulfilled his/her exit criteria, obligation, or timeline in the Alternative Learning Environment.

### **Programming Procedures**

The student's space in the regular classroom will be held, as the goal of the Alternative Learning Environment is to ensure that the student has the skills necessary to return and succeed in the general education setting.

The regular classroom teacher will send textbooks, lesson plans/outline/syllabus and assignments to the Alternative Learning teacher. Lesson plans and assignments include the worksheets and tests that the teacher expects to complete in weekly, monthly or the nine-week grading period. The Alternative Learning Environment does not have the materials or equipment to complete class work that involves a lab. If the course has a lab, it is asked that the teacher provide an alternative form of measurement for the student. The Alternative Learning teacher will grade assignments and tests if provided a key. The teacher of record will continue to be the assigned classroom teacher. Grades will be sent to the regular teacher (and/or the district identified input person) at the appropriate grading periods. Students receiving instruction through special education will continue to receive instruction via the campus assigned special education teacher.

A curriculum designed to meet the student's individual needs can be substituted for the general education curriculum. The program will provide a curriculum including appropriate mathematics, science, social studies, and language arts that is aligned with the regular classroom instruction. The alternative curriculum may be provided using distance learning with licensed educators, through the use of technology; to include access to computers, software, and internet connectivity.

### **Special Factors**

Students placed in the Alternative Learning Environment due to violation of Rule(s) 16/38, possessing, using, being under the influence, selling of alcohol or drugs, page 67 - 68, Lonoke School District High School/Middle School Parent and Student Handbook, can be placed for a minimum of a nine-week period to a maximum of one year. The placement decision is based on a disciplinary hearing as outlined in the Handbook.

Students placed for nine weeks will provide the ALC Director a copy of a drug/alcohol assessment within the first ten (10) calendar days of placement. A second drug/alcohol assessment is required ten days prior to the end of the nine-week placement. If a positive assessment is returned to the District the student will be recommended for expulsion. Scheduling and expenses associated with both assessments are the responsibility of the student and his/her parents.

Students placed for one academic year will provide the ALC Director a copy of a drug/alcohol assessment within the first ten (10) calendar days of placement. The student will be required to provide a new drug/alcohol

assessment one time, ten days before the end of a nine-week grading period for each grading period within the year of placement. If a positive assessment is returned to the District the student will be recommended for expulsion. Scheduling and expenses associated with required drug/alcohol assessments are the responsibility of the student and his/her parent(s).

### **Extra Curricular Participation**

Students placed in the ALC based on the result of disciplinary infractions are not eligible to participate in or attend school athletics, activities, student groups, and special school functions.

### **NOVA NET/Learning Lab**

Nova Net is an online credit recovery program designed to provide an opportunity for Lonoke High School seniors to make up lost credit and stay on track to graduate. Seniors will be placed in Nova Net based on course requirements as reflected on the student's transcript and available space in the program. Nova Net is not designed to replace classroom instruction. The following program guidelines are provided:

1. **In order to be admitted to the program, students must receive approval from the high school principal.** The Nova Net/Learning Lab enrollment form must be signed by the high school principal, the high school counselor, the parent, the student, and the Nova Net/Learning Lab coordinator.
2. Attendance requirements for Nova Net/Learning Lab are the same as any other class. Students who accumulate nine (9) or more unexcused absences in Nova Net/Learning Lab will not receive credit for course work completed in Nova Net/Learning Lab.
3. Seniors will receive program priority.
4. Nova Net/Learning Lab is strictly for credit recovery and may not be used to advance through curriculum requirements. To be eligible, students must have failed a course or lost credit in a course as reflected on his/her final grade for the semester.
5. Additional assignments may be required in the Nova Net/Learning Lab program. Offline assignments will be averaged with online course work when determining the Nova Net/Learning Lab grade.
6. Nova Net/Learning Lab courses are to be used only as a last resort. When a regular course is available, students are required to enroll in it. The school principal may consider exceptions (scheduling conflicts, major credit deficits) with regard to Nova Net/Learning Lab enrollment. Any exceptions must be approved by the principal.
7. Students may only use Nova Net/Learning Lab as an alternative for math courses with principal and math coordinator approval. Students may not use Nova Net/Learning Lab to make up modules missed in mastery mathematics.
8. Students will only be allowed to enroll in Nova Net/Learning Lab at the beginning of a semester.

### **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. 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.

### **END-OF-COURSE ASSESSMENTS**

Any student required to take an end-of-course assessment that is identified as not meeting the satisfactory pass levels for a particular assessment shall participate in his or her remediation activities as required in his or her individualized academic improvement plan in the school year the assessment results are reported in order to receive credit on his or her transcript for the course related to the end-of-course assessment.

- (A) The individualized academic improvement plan shall include remediation activities focused on those areas in which a student failed to pass an end-of-course assessment.
- (B) Students that are identified as not meeting the satisfactory pass levels for an end-of-course assessment shall not receive credit on their transcript for the course related to the end-of-course assessment until the students are identified as having participated in remediation through an individualized academic improvement plan. Prior to the 2009-2010 school year, remediation does not require that a student must pass a subsequent end-of-course assessment in order to receive credit for a course.

All initial end-of-course assessments shall be administered by grade ten (10) for each student or as allowed in subsection (f) of this section.

Any student that does not meet the satisfactory pass level on the initial assessment shall participate in an individualized academic improvement plan that shall include remediation activities and multiple opportunities for a student to take and pass subsequent end-of-course assessments *(d)(1)(B)*.

For any student required to participate in an individualized academic improvement plan in *(d)(1)(B) of this section*, the individualized academic improvement plan shall identify the student's specific areas of deficiency on the end-of-course exam, the desired levels of performance necessary for the student to meet the satisfactory pass levels, and the instructional and support services to be provided to meet the desired levels of performance.

Schools shall also provide for the frequent monitoring of the student's progress in meeting the desired levels of performance. Remedial activities and instruction provided during high school shall not be in lieu of English, mathematics, science, history, or other core courses required for graduation.

No student identified as not passing an initial end-of-course assessment shall receive a credit on his or her transcript for the course related to the end-of-course assessment until *(e)(1)*:

- (A) The student is identified as meeting a satisfactory pass level on a subsequent end-of-course assessment; or
- (B) The student is identified as having, by the end of grade twelve (12), finished an appropriate Alternative exit course and is identified as having met a satisfactory pass level on an Alternative assessment directly related to the Alternative exit course pursuant to § 6-15-2010.

Any student identified as having not met the satisfactory pass levels of an initial end-of-course assessment shall not receive credit on his or her transcript for the related course until the student meets the requirements of subsection *(e)(1) of this section*. If a student does not meet the satisfactory pass levels on an initial end-of-course assessment or does not satisfy the remedial requirements of *subsections (d)(1)(B) and (e)(1) of this section*, that student shall not be entitled to graduate with a high school diploma from an Arkansas high school or charter school.

**ALTERNATIVE EXIT COURSE AND ALTERNATIVE COURSE EXAM (6-15-2010)**

(a)(1) No student that is identified as having failed to meet the satisfactory pass levels on an initial end-of-course assessment shall be entitled to take more than three (3) additional subsequent end-of-course assessments.

(2)(A) Any student that fails to be identified as meeting the satisfactory pass levels after taking at least three (3) subsequent end-of-course exams shall be required to take and pass an Alternative exit course and meet a satisfactory Alternative level score on a subsequent Alternative assessment prior to being entitled to graduate with a high school diploma from an Arkansas high school or open-enrollment charter school.

(B) If a student with disabilities identified under the Individuals with Disabilities Education Act, 20 U.S.C. 1400, et seq., is unable to meet the requirements of subdivision (a)(2)(A) of this section because of the nature of his or her disabilities, the student may graduate from high school by demonstrating alternative competencies or alternative levels of competency as contained in the student's individualized education program.

(3) Prior to the administration of any additional end-of-course assessment as permitted under subdivision (d)(1)(B) of this section, a student shall be given a sufficient opportunity and time for remediation.

**OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS (FORM 4.50)**

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to the physical examination or screening of the student named below.

Physical examination or screening being objected to:

- Vision test
- Hearing test
- Scoliosis test
- Other, please specify \_\_\_\_\_

Comments:

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Name of student (Printed)

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

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

## **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, Lonoke School District assures that no person in the United States shall on the basis of race, color, national origin, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

**Coordinator, Title VI, IX, and Section 504**  
**Mrs. Cindy O'Riley, Lonoke School District**  
**(501) 676-2042**  
**401 Holly Street,**  
**Lonoke, AR 72086**

Any person having inquiries concerning compliance with Title VI, Title IX, or Section 504 is directed to contact the above coordinator.

This will certify that Mrs. Cindy O'Riley will serve Lonoke Public Schools as the coordinator for:

1. Title VI (Prohibits Discrimination on the Basis of Race)
2. Title IX (Prohibits Discrimination on the Basis of Sex)
3. Section 504 of the Rehabilitation Act of 1973 (Prohibits Discrimination on the Basis of Handicap)

## **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.**

*Contact for Complaints*  
Please call your child's principal at  
**Lonoke Middle School- 501-676-6670**  
or  
**Lonoke High School- 501-676-2476**

