

LONOKE SCHOOL DISTRICT
2011-12 HANDBOOK
FOR
STUDENT CONDUCT AND DISCIPLINE
(APPROVED)

BOARD OF EDUCATION

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Gayle DeBord, Paraprofessional
Laura Denson, Teacher
Karen Gibbs, Assistant Principal
Ross Moore, Principal
Becky Perkins, Media Specialist

Elementary Committee

Jerri Clark, Teacher
Holly Dewey, Principal
Robin Dollinger, Teacher
Sissy Fletcher, Counselor
Susan Howell, Media Specialist
Rosalynd Kelleybrew, Assistant Principal
Daryn Tipton, Parent

LONOKE SCHOOL DISTRICT

Mission Statement

The mission of the Lonoke School District is to create an environment that provides all students with the academic skills and responsible citizenship needed to be competitive in the 21st century.

Vision Statement

Our vision is to create learning experiences that prepare graduates to be responsible members of society with marketable job skills in a global economy. We will accomplish this in the following manner:

- All students will be valued as contributing members of the learning process in every classroom, every day.
- All activities and systems of support will be designed to encourage the well-being of every student, including their social, emotional, and academic growth.
- Faculty and staff will model responsible citizenship and will guide students to accept increasing responsibility for their learning, decisions, and actions in order to become responsible citizens.
- All teaching and learning sequences will reflect attention to research-based practices, including but not limited to student engagement in relevant learning experiences that encourage critical thinking and problem solving, attention to diverse learning styles, cooperative learning, and differentiation to account for individual differences, interests, and abilities.
- Instructional practice will be intentional, aligned to state standards, and will reflect the integration of technology to support outcomes.
- Assessments of learning will be frequent, on-going, and used as a means to provide substantive feedback to students and teachers for improvement.
- Curriculum, instruction, and assessment will reflect commitment to innovative practice and continuous improvement.
- Personnel will work collaboratively across schools to scaffold learning experiences for all students.



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 2011-12 Parent/Student Handbook for Student Conduct and Discipline is designed for students, parents, principals, and teachers. Its main purpose is to clearly set forth the standards and limits for behavior established by state law and the Board of Education. It also describes the various administrative actions taken when standards of behavior are violated. The Handbook is annually reviewed and revised as needed by parents, students, and District personnel.

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

Dr. John Tackett
Superintendent

Dear Parents:

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

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

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

Sincerely,
Primary and Elementary Staff

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 rather than 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 Primary School

Tel. 501-676-3839

Fax 501-676-7326

Counselor 501-676-7058

Nurse: 501-676-7057

Principal: Mr. Ross Moore

Assistant Principal: Mrs. Karen Gibbs

Counselor: Mrs. Judy Bourne **Secretary:** Mrs. Janice Hill

Lonoke Elementary School

Tel. 501-676-6740

Fax 501-676-7088

Counselor 501-676-3787

Nurse: 501-676-7085

Principal: Mrs. Holly Dewey

Asst. Principal: Mrs. Rosalynd Kelleybrew

Counselor: Mrs. Sissy Fletcher **Secretary:** Mrs. Leslie Anderson

Special Education Office

Tel. 501-676-7066

Bus Information

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

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PHILOSOPHY OF LONOKE PUBLIC SCHOOLS

While each teacher has certain goals and attitudes which are important, it is felt that the school can more effectively serve its purpose if the entire staff clearly understands the overall philosophy of the school system.

From the time a student enters kindergarten in Lonoke until his/her graduation, he/she is a part of the system that operates on the premise that the worth of the individual cannot be over-estimated. Because of this, each faculty member, regardless of his/her title, must recognize his/her role as a counselor in the building of desirable citizens.

It is essential, first of all, that we have a thorough understanding of education - its background, its cardinal principals, and its present day implications.

We believe, too, that although it is wise to keep abreast of the times and offer an ever broadening curriculum, we must never be guilty of minimizing the need for adequate instruction in basic courses such as reading, spelling, English usage, mathematics, and science. Likewise, we place special emphasis on training in the social studies, designed to reflect the principles of our American way of life and the democratic ideals that support it.

We feel strongly that a student is entitled to individual consideration that takes into account such factors as home life, abilities, and rate of learning, expert instructions in basic subject matter enhanced by offerings in music, dramatics, physical education and other valuable fields, and a safe, orderly environment conducive learning and teaching.

Keeping in mind that learning and living are synonymous, we are concentrating our educational processes on enriched living for everyone.

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

Section 1

Forms to Complete and Return

Medication Administration Consent Form (Forms may be obtained from the school nurse)

Student's Name (Please Print) _____

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.

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 _____

Emergency Phone Number _____

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 _____

**OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS
(FORM 4.50)**

**** Note to Parents: completing this page means that your child will NOT have any of these exams or screenings through the district. ****

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to the physical examination or screening of the student named below.

Physical examination or screening being objected to:

_____ Vision test

_____ Hearing test

_____ Scoliosis test

_____ Other, please specify _____

Comments:

Name of student (Printed)

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

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

**DOCUMENTATION OR RECEIPT OF DISCIPLINE &
ATTENDANCE POLICIES**

2011-12 School Year

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.

PLEASE RETURN THE PORTION BELOW.

The following signatures indicate that my child and I have read and understand the discipline rules, policies, attendance policies, and procedures of the Lonoke School District (Primary-Elementary School)

Student Signature _____ Grade _____

Parent/Guardian Signature _____

Date _____

Our Technology Usage policy (pg. 89-90) states that a student may only use the Internet or district 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 or technology 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.

As per the district Internet/Technology policy on p. 83, I give my child permission to access the Internet given the identified guidelines.

Parent/Guardian Signature

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

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 parent (required if student is under 18) _____

Date _____

PARTICIPATION IN SURVEYS, ANALYSIS, OR EVALUATIONS

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby

_____ note my **objection to participation** by the student named below in the following: survey, analysis, or evaluation.

_____ **grant my permission** for the student named below to participate in the following: survey, analysis, or evaluation.

Name of student (Printed) _____

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

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

Section 2

Attendance and Enrollment



Entrance Requirements

1. A child must be five years old on or before August 1st of the school year to enter kindergarten. All kindergarten students must have a physical examination.
2. In accordance of School Law, Act 244 of 1967, of the State of Arkansas (A.C.A. 6-18-702), all children to be admitted to a public or private school of this state must have been immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, as evidenced by a certificate of a licensed physician, or a public health department, acknowledging the immunization.

Vaccine	Minimum Number of Doses	Additional Requirements
Polio OPV – Oral IPV – Inactivated	3	The last dose of polio vaccine must have been administered on after the child’s 4 th birthday
DTaP-Diphtheria/Tetanus/ Acellular Pertussis DTP-Diphtheria/Tetanus/ Pertussis DT-Pediatric/Td-Adult	4	The last dose of DTaP, DTP, DT or Td must have been administered on or after the child’s 4 th birthday.
Measles M, M/R, M/M/R	2	The first dose must have been administered on or after the child’s 1 st birthday. The second dose must have been administered at least 28 days after the first dose.
Rubella (R, M/R, M/M/R)	1	This dose must have been administered on or after the child’s 1 st birthday.
Mumps (M, M/M/R)	1	The dose must have been administered on or after the child’s 1 st birthday.
Hepatitis B	3	These three (3) doses are required before completing school year for for all Kindergarten, 7 th grade and transfer students.
Varicella (Chickenpox)	2	The dose must have been administered on or after the child’s 1 st birthday. One (1)dose is required for all Kindergarten students. A parent/guardian or physician history of disease may be accepted in lieu of vaccine.

3. Prior to admission to a school in the Lonoke School District, a birth certificate or one of the following documents indicating a child's age and date of birth must be provided to the school: statement by the local registrar or a county recorder certifying the child's date of birth, an attested baptism certificate, passport, affidavit of the date and place of birth by the child's parent or guardian, previous school records, or U.S. Military identification. (A.C.A. 6-18-208)
4. Prior to a child's admission to an Arkansas Public School, 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 (Ark. Code Ann. 6-18 208. (Repl. 1993)) as amended by Act 574 of 1995.
5. A child must have a social security number or an identification number will be assigned to that child for record purposes.

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;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
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 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.

PRE-K SCHOOL

A fully licensed pre-kindergarten program is available to all four year olds who have reached their fourth birthday on or before August 1. The program is available for \$62.50 a week. Vouchers are being accepted for tuition. The Pre-K program is led by certified teachers and is State Accredited and Quality Approved. The Pre-K program follows the same hours and calendar as the K-12 district schools. There will be a \$50 registration fee upon enrollment. For more information about the Pre-K program, contact the Lonoke Primary School office at 676-3839.

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 such a residential address only if he/she 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 school attendance**.

Any person who knowingly gives a false residential address for the purposes of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500.00). An affidavit may be required as a condition for entry into the Lonoke School District.

The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in District schools.

Legal References: A.C.A. § 6-18-202
 A.C.A. § 6-18-203

PLACEMENT

Placement into a classroom is at the discretion of the building principal. The building principal has the option to reassign classes if a need such as Special Education placement arises. Any concerns about placement should be expressed in writing to the building principal prior to the end of the current school year for consideration. No specific requests for classroom placements will be accepted.



ATTENDANCE

Residency Requirements: Act 663 of 1999

Students attending the Lonoke School District must reside in the district **for a primary purpose other than school attendance.** Any person who knowingly gives a false residential address for the purposes of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500.00) (A.C.A. 6-18-202).

Attendance Requirements

For a student to do his or her best work in school, regular attendance is essential. Attendance is basically the responsibility of the parents and the student. Absences should be for personal illness and personal or family problems.

Since the responsibility for attendance rests with parents, it is imperative that they understand the district's attendance policy. Truancy and cutting classes disrupt the opportunity for sequential learning and are grounds for suspension from school.

As per Act 462 of 2007, for the 2011-2012 school year, students may enter kindergarten if they are five (5) years old on or before August 01, 2011. If a 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.

- A. Students are directly responsible to each teacher for each absence and tardy.
- B. Students having an extreme illness or any unusual circumstance that would cause them to be absent for an excessive amount of days will be allowed to make such cause known to the principal. Reasons and physicians notes must be turned into the office no later than one day after the physician's appointment.
- C. Approved school trips or functions will not be considered as an absence.
- D. In order to be promoted to the next grade, a student must be in attendance until the end of the current school year and must fulfill all requirements, including completion of final exams.
- E. Students who have doctor, dental, or other professional appointments on a regular basis which cannot be scheduled outside of school hours are urged to stagger the time of the appointments so that they do not miss the same class.
- F. Excessive absences may result in retention.
- G. Make-Up Work - Students who miss school due to an excused absence shall be

allowed to make up the work they missed during their absence. It is the responsibility of teachers, parents, and students to arrange for all make-up work with teacher(s). Out-of-school suspensions are considered unexcused absences.

Excused absences

- 1) A student who is absent from school may be excused for the following reasons and permitted to make up any missed assignments: (a) personal illness, (b) death in family, (c) family emergency, (d) a court appearance, and (e) an educational experience that is approved by the administration. In the event of circumstances that the building principal deems extenuating, the principal may or may not excuse the absence. District reserves the right to require confirmation of the medical documentation through direct communication with the medical personnel responsible for the documentation and if the district is unable to confirm or verify the absence or the reason for the absence, to consider the absence to be unexcused.
- 2) Observance of recognized holidays observed by their faith;
- 3) Attendance at an appointment with a government agency;
- 4) Attendance at a medical appointment;
- 5) Exceptional circumstances with prior approval of the principal; or
- 6) Participation in an FFA, FHA, or 4-H sanctioned activity.

Excused absences may only be granted for approved reasons and with the following documentation, which must be presented upon the student's return to school:

1. Doctor's Statement
2. Parent confirmation of absence by telephone or in person (no more than 5 excused absences of this nature will be granted without a doctor's statement or documentation of court appearance.)
3. Documentation of Court Appearance
4. Any Other Documentation Requested by Administrator.
5. Observance of recognized holidays observed by the student's faith.
6. Unexcused absences are those not defined above as excused. Whenever a student exceeds the number of unexcused absences provided for in the district's attendance policy, the district shall notify the prosecuting attorney. (Ark. Code Ann. 6-18-222).

Unexcused Absences

Absences not defined as excused, with specified documentation, shall be considered unexcused absences.

1. When a student has accumulated four (4) absences in a class during the semester, the principal will be notified by the teacher. The principal may notify parents by telephone or letter and explain the district's attendance policy.

The principal will notify the Lonoke County Juvenile Probation Office, the PROMOTE Division of the student's truancy.

2. When a student has accumulated eight (8) absences in a class, the principal will be notified by the teacher. The principal will notify parents by telephone or letter.

Any student who misses a class for the eighth (8) absence in a semester shall be reported to the Chancery Court Juvenile Division.

- a. Suspension from school will not be counted toward the total days (4 and 8).

Tardies

Being prompt to school is one of the essential elements in having each day begin smoothly for your child and his/her class. **If a student is tardy to school, the parent or guardian must come into the school office to sign-in the child. This helps ensure the safety of your child. This also eliminates the possibility that students are late without their parents being aware of their tardiness.**

Habitual tardiness is disruptive to the education of the child. Perhaps more important is the fact that it disrupts the flow of the classroom when the child enters late, requiring the teacher to take time away from the class in order to get the tardy student on task with the other students.

If habitual tardiness occurs, the following steps will be taken:

1. Three (3) tardies during a nine-week period - A "Notice of Concern" will be sent by the teacher to the parents.
2. Six (6) tardies during nine-week - The principal will mail a letter to the parents expressing the school's concern about the tardies and encouraging the parent to correct the problem. Another letter will be sent to the Chancery Court Juvenile Division alerting them of our concern.

Early Check-outs

Teachers are using every minute of the school day to teach. If your child is consistently checked out early without medical appointments, the following steps will be taken:

1. Three (3) unexcused early check outs during a nine week period- A "Notice of Concern" will be sent to the parents.
2. Six (6) unexcused early check outs during a nine week period- The principal will mail a letter to the parents expressing the school's concern about the missed educational time and encouraging the parents to correct the problem. Another letter will be sent to the Chancery Court Juvenile Division alerting them of our concern.

If the problem continues, the principal will take whatever disciplinary steps necessary to correct the problem.

TRANSFERS

Placement When Transferring From Another Accredited School

The Lonoke District shall review and accept requests for transfers into the district on a case-by-case basis at regularly scheduled board meeting 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.

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.

Placement When Transferring from a Non-Accredited or Home 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. Procedures for placement of student who has been receiving home-schooling or transferred from a non-accredited school are as follows:

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.
4. Fourteen (14) calendar days prior to withdrawing the child (provide the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences) and at the beginning of each school year thereafter.

Student and their parent interested in home schooling need to be aware that:

An application should be filed at the Arkansas Department of Education by August 15, and December 15, of the current school year.

State law mandates testing of grades 3 through 9; a student that refuses to participate in the testing program or the alternative testing program shall be subject to Arkansas laws regarding truancy. Home school students in grades other than 3-9 will not be tested by the state. Testing occurs in the spring of each year.

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.

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.

SCHOOL CHOICE

The Lonoke School District shall admit any student pursuant to Arkansas Public School Choice Act of 2003 under the conditions provided by the Act. Before a student may attend school in a nonresident district, the student's parent or guardian must submit an application on a form approved by the Department of Education to the nonresident district. This application must be postmarked not later than July 1 of the year in which the student would begin the fall semester of the nonresident district. All subsections of this Act will be considered when granting transfers under this section. Any application that is submitted after the given deadline for the fall or spring semester of the same school year shall be considered under the terms of the legal transfer policy.

PRIVACY OF STUDENTS' RECORDS

All students' educational records are available for inspection and copying by the parents of any student who is under age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student.

For the purposes of this policy, the Lonoke School District does not distinguish between a custodial and noncustodial parent with respect to gaining access to a student's records.

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 a court order exists, which directs that a parent not have access to a student or his records, the parent or guardian 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 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, whose decision is final. A challenge to the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be to an independent hearing officer and must be consistent with the purposes of the federal Family Educational Rights and Privacy Act.

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. "Directory information" includes a student's name, address, telephone number, classes in which he/she is enrolled, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District.

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 of 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. Failure to file an objection by that time is considered a specific grant of permission.



Section 3

Student Conduct and Discipline

WHO IS RESPONSIBLE FOR STUDENT CONDUCT?

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

STUDENTS

Students have the responsibility to pursue their education in the Lonoke School District in a manner that shows respect for other students, faculty members, parents, and other citizens. Students should be aware that they have a responsibility to cooperate with and assist the school staff in the orderly and efficient control of the schools by abiding by 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 relation having control or charge of any student in attendance in the schools of this district. Parents or guardians are responsible for exercising the required controls so that their children's behavior at school will be conducive to their own progress and not disruptive to the school's educational program. They are responsible for alerting school personnel when they have reason to believe that their children are experiencing difficulties at school or at home. This, by soliciting the help of the school on their child's behalf, behavior standards may be maintained.

TEACHERS

All teachers are responsible for the supervision of the behavior of all the students in the school. This includes not only the students who are regularly assigned to the teacher, but all other students with whom the teacher comes in contact. Each teacher is expected to maintain the kind of atmosphere and decorum which will promote the learning process, and to utilize sound techniques which seem appropriate. These techniques include

conferences with students and parents or referral to the counselor or other support services personnel. The teacher is authorized to administer corporal punishment according to guidelines established by district policy. Teachers may also assign students to recess detention. When the teacher is unable to assist the student in maintaining proper control of his/her behavior, the student is to be referred to the appropriate administrator in the school.

PRINCIPALS

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

“It is unlawful during regular school hours and in a place where a public school employee is required to be in the course of his or her duties for any person to address a public school employee using language that in its common acceptance is calculated to: A) Cause a breach of the peace; B) Materially and substantially interfere with the operation of the school; or C) Arouse the person to whom it is addressed to anger to the extent likely to cause imminent retaliation. A person who violates this section shall be guilty of a violation and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500). Each school district shall report to the Department of Education any prosecutions within the school districts under this section.” A.C.A. 6-17-106

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

Good Behavior - Behavior Bucks (Elementary School Only)

Lonoke Elementary School wants students to be able to manage and control their own behavior during the school day. We would like to award students for being well-behaved during the course of the nine-weeks grading period. Each Friday afternoon, a Good-Guy recess will be attended by students that have accumulated the required amount of Behavior Bucks to attend the extra recess. Each nine weeks period, the required amount

of Behavior Bucks will increase to show higher expectations throughout the year. For example, the first nine weeks, a student must earn 80% of the possible bucks. For the 2nd nine weeks, students must earn 88% of the possible bucks, and then the third nine weeks would have a 95% requirement of the bucks possible.

These same percentages each nine weeks would enable students to attend a celebration for those students that earned the appropriate bucks for good behavior, being responsible in their work, and in their attendance.

Any student that receives an ISS assignment, suspension, or other serious consequence for behavior from the office will be automatically disqualified. The principal has the final decision of attendance to the celebration.

INFORMATION ON RIGHTS AND RESPONSIBILITIES

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

BUS DISCIPLINE PROCEDURE

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.

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

In the first few days of riding the bus, an information packet which includes bus safety procedures, bus conduct regulations and contact information will be sent home with your student. In order for your student to continue riding the bus the contact information sheet (last page) must be filled out, signed by a parent/guardian and returned to the student's driver the next morning.

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.

Lonoke School District Bus Discipline Procedures and Consequences

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.

Class I offenses will be treated with Class I consequences. Class II offenses will be treated with Class II consequences.

A record shall be kept of all offenses, notices, and visits by parents by both the transportation director and the building administrator.

Class I Offenses
1. Eating, drinking or chewing gum
2. Out of seat or in the aisle when bus is in motion

<ol style="list-style-type: none"> 3. In seat other than one assigned 4. Turned around in seat, not sitting properly in seat facing front 5. Horseplay, yelling out window, loud noises 6. Possession of unacceptable material, objects (including cologne and perfume spray) 7. Rudeness, improper language or obscene gestures 8. Disruptive use of cell phones or music devices 9. Littering 10. Failure to obey bus driver
Class I Consequences
<ol style="list-style-type: none"> 1. First Offense – Warning 2. Second Offense – Parent Conference 3. Third Offense – 3-5 day suspension 4. Fourth Offense – Suspended for the balance of school semester
Class II Offenses
<ol style="list-style-type: none"> 1. Profanity, verbal abuse, bullying (directed at students or driver) 2. Body parts out of window (head, arms, legs, etc.) 3. Throwing/shooting of any object (paper, pencils, rubber bands, paper clips, etc.) 4. Physical aggression/fighting (of any kind) (treated as Class II 3rd offense or 4th offense) 5. Destruction of school property (restitution will be made by parent) 6. Loading or unloading bus improperly or tampering with any portion of bus 7. Lighting matches, fireworks, or any flammable object or substance (treated as Class II 3rd or 4th offense) 8. Riding of any bus after being suspended from one (treated as Class II 3rd or 4th offense) 9. Refusal to obey bus driver 10. Use or possession of tobacco, inhalants, any controlled substance, alcohol, or weapon <p style="text-align: center;">– ZERO tolerance –Off bus remainder of year</p>
Class II Consequences
<ol style="list-style-type: none"> 1. First Offense – 3- 5 day suspension 2. Second Offense - 5-7 day suspension 3. Third Offense – 7-10 day suspension 4. Fourth Offense – Loss of bus service for remainder of year

Note: As in the past, the transportation director or administrator can temporarily suspend passengers in special conduct situations.

State Laws

<p>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.</p>
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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.



DISCIPLINARY DUE PROCESS GUIDELINES

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

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

DISCIPLINE POLICY

I. Assembly Rules

1. Move quietly and orderly.
2. Be polite and listen.

II. Cafeteria Rules

1. Walk at all times while in the building
2. Talk softly at all times.
3. Clean tables before leaving.

III. Playground Rules (Primary)

1. No student within ten (10) feet of a car.
2. No student past the drainage ditch.
3. No wrestling, tripping on the playground.
4. Use all playground equipment properly.
5. Do not enter building without permission from duty teacher.

Playground Rules (Elementary)

1. Hallway procedures on the way to recess.
2. Stay in designated places.
3. Play fair and solve disagreements calmly.
4. Avoid aggressive physical contact/behavior.
5. Listen and follow adults' requests promptly.
6. Line up promptly at the signal.

IV. Hall Rules (Primary and Elementary)

1. Walk on the right side at all times while in the building.
2. Talk softly.

V. Restroom Rules (Primary)

1. Flush commodes.
2. Put paper towels in trash cans.
3. No playing in restrooms.
4. No marking on walls.
5. Do not waste tissue or towels.

Restroom Rules (Elementary)

1. Use the restroom.
2. Remember to flush the toilet.
3. Respect others' privacy.
4. Respect school property.
5. Remember to follow the 3 at a time rule.
6. Remember the restroom isn't a play area.

VI. Gum Chewing

1. Gum chewing is not permitted on school property during school hours.

Warnings will be recorded in the classroom when students are found in violation of the above rules.

Principals' Consequences

Students are sent to the office for discipline for various misbehaviors either from the classroom or outside of the classroom. The principal or designee will decide the consequences depending upon the severity of the matter.

What is a severe? Severe is defined as any kind of behavior that is extreme in degree or effect such as fighting, profanity, threatening, harassment, weapon or drug possession, rude or discourteous behavior toward staff members, behavior that keeps the classroom from functioning, and others (See Infractions to Avoid).

Severe behavior by a student will automatically result in an unsatisfactory (U) conduct grade for the nine-week grading period (Elementary). In any event, the classroom discipline plan or the administrators' discipline plan for negative consequences will be followed.

Administrators or designees will use a combination of the following consequences, which may or may not reflect the following sequence/order. More severe consequences may be administered for repeated misbehaviors or more serious rule violations:

- Student conference
- Contact parent by telephone or letter
- Parent conference
- Recess Detention
- In-House Suspension
- Corporal punishment with parent permission
- Suspension
- Alternative School Recommendation for expulsion

INFRACTIONS TO AVOID

The activities discussed below are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school, and/or notification of law enforcement officials. 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-supervised activity, function, or event, or en route to and from school.

When a disciplinary referral is received by a school administrator, the disciplinary action will reflect consequences as outlined in VII. Principals' Consequences, unless otherwise

specified.

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

Rule 1. Disregard of Directions or Commands, Disrespect (Insubordination)

A student shall comply with reasonable directions or commands of teachers, substitute teachers, teacher aids, principals, administrative personnel, school bus drivers, or any other authorized personnel. Students are expected to show proper respect to teachers, students, visitors, and all with whom they come into contact.

Minimum: Parent/Student Conference

Maximum: Expulsion

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

Rule 2. Physical or Verbal Abuse or Assault by a Student on a School Employee

A student who commits assault and/or battery upon a member of the faculty or staff of the Lonoke School District shall be expelled from the school district. Law enforcement will be contacted. (365 calendar days)

Minimum: Parent/Student Conference

Maximum: Expulsion

Rule 3. Physical or Verbal Abuse or Assault by a Student on Another Student

A student shall not threaten or attempt to cause injury or physical harm to another student nor shall a student strike or beat another student. It is frequently impossible to determine who was at fault when students fight. In such cases, both students are subject to disciplinary action. Law enforcement may be contacted.

Minimum: Parent/Student Conference

Maximum: Alternative School

Rule 4. Theft and Extortion

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

acts), the local police may be notified.

Minimum: Parent/Student Conference
Maximum: Alternative School

Rule 5. Damage, Destruction, or Theft of School Property

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The Lonoke School District will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of eighteen (18) will be liable for damages caused by said minor. This includes damage to computers. Law enforcement may be contacted.

Minimum: Parent/Student Conference
Maximum: Alternative School

Rule 6. Disorderly Conduct

A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected. Law enforcement may be contacted.

Minimum: Parent/Student Conference
Maximum: Alternative School

Rule 7. Immorality

A student shall abstain from indecent and immoral acts.

Minimum: Parent/Student Conference
Maximum: Alternative School

Rule 8. Profanity

A student shall not use abusive, vulgar, or irreverent language on school campus.

Minimum: Parent/Student Conference
Maximum: Suspension

Rule 9. Possession of Firearms, Weapons, Dangerous Instruments, or Contraband on School Property (Act 104 of 1983 Special Session)

- A. A student shall not knowingly possess, handle, or transmit, use or threaten to use any object that can reasonably be considered a weapon on school property, at school activities, or school bus stops (Act 1282 of 1999).

A weapon is defined as a knife, razor, ice pick, explosive, mace, pepper spray, tear gas, pistol, rifle, shot gun, pellet gun, ammunition, or any other object or device capable of bodily harm and/or that might be reasonably considered a weapon or readily converted to a weapon.

Expulsion from school may result and/or criminal charges may be filed against any student who has possession of a weapon described herein. Act 567 of 1995 requires that students who bring firearms or other weapons on a school campus shall be expelled for a period of not less than one (1) year.

Act 1149 of 1999 makes parents responsible for allowing students to possess firearms on school property. Act 1150 of 1999 requires school districts to complete the expulsion process for students with weapons on school property and to require parents to acknowledge parental responsibility for allowing students to have access to firearms. Act 1520 of 1999 requires school principals to report all threats of violence and acts of violence on school property.

If a student discovers that he/she has unintentionally taken a knife to school or any other object(s) that might be considered a weapon or used as such (excluding firearms) while under the jurisdiction of the school, he/she may give it to school officials voluntarily and immediately without penalty. 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.

If school officials discover that a student has in his/her possession an object that may be considered a weapon, such as a common pocket knife, and it is determined that possession was unintentional, the student will be administered a sanction ranging from detention to suspension for Primary and Elementary and ranging from In-School Suspension to Expulsion for Middle School and High School.

- B. 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.

Minimum: Reprimand

Maximum: Expulsion

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

Rule 10. 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 assigned learning station without permission from school authorities shall be considered as truant. See Attendance Policy page 15.

Minimum: Parent/Student Conference
Maximum: Referral to Truancy Officer

Rule 11. Alcoholic Beverages, Drugs and Inhalants

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

Level 1

An orderly and safe 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, attempt to sell, give to any person, or be under the influence of 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 in 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 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 recommended dosage is prohibited.
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Selling or attempting to sell prescription or over-the-counter drugs is a violation of this policy.

The administration and subsequent use of over-the-counter or prescription medication will occur under the supervision of authorized school personnel (see student medications procedure, p. 28). Using, distributing, or attempting to distribute over-the-counter or prescription medications will result in a consequence ranging from parent notification (minimum) to recommendation for expulsion (maximum). The consequence will be based on the severity of the infraction.

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 within twenty four hours of the administrator's claim of the student being under the influence. If the results of 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.

Consequences for the violation of this policy will be related to the level of the violation. Possession, use, and/or consumption of the above-mentioned substances are Level I infractions. Level II refers to the selling, distribution, attempting to sell or distribute any of the above-mentioned substances.

Consequence - Level I (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 six (6) 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.

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

Level II

A student who sells, attempts to sell, distribute or purchase drugs (or any substance he/she claims to be a controlled substance) or alcohol shall be reported to legal authorities (A.C.A. 5-64-401).

Consequence - Level II

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) year or a recommendation for expulsion for one (1) 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.

Rule 12. Tobacco Products

Students will not be allowed to smoke on school property during school hours. This also applies to using tobacco in any form, such as chewing or dipping. Students are not to use or carry tobacco in any form on school property.

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product.

Minimum: Parent/Student Conference
Maximum: Suspension

Rule 13. District Rules For Conduct and Work Habits

- A. Be in assigned seat and ready to work when the tardy bell rings.
- B. Have paper, pencils, books, and completed assignments every day.
- C. Keep hands, feet, books, and objects to yourself.
- D. No teasing, rude gestures, or put-downs.
- E. Follow directions.

Minimum: Reprimand by Principal/Assistant Principal
Maximum: In-School Suspension

Rule 14. Toys and Games

In order for a student to learn he/she must be attending to the teacher and what is being

taught. Play objects (toys, games, and etc.) are not brought to school. They (toys) get in the way of student learning.

Minimum: Parent/Student Conference
Maximum: In-School Suspension

Rule 15. Selling Candy, Gum, and etc.

Students are not allowed to bring candy and gum to school to sell for individual profit during any time of the school day.

Minimum: Parent/Student Conference
Maximum: In-School Suspension

Rule 16. Gambling

A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value.

Minimum: Parent/Student Conference
Maximum: Suspension

Rule 17. Misuse of any Paging Device and/or Cell Phones

The misuse of any paging device, beeper, or similar electronic communication device is prohibited on the school campus. Ark. Code Ann. 6-18-502 (b) (2) (1) (Repl. 1993)

Minimum: Parent/Student Conference
Maximum: Alternative School

Rule 18. Laser Pointers

Student shall not possess any handheld laser pointer while in school, on or about school property, before or after school.

Minimum: Parent/Student Conference
Maximum: In-School Suspension

Rule 19. 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 their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board

of Directors. Students who bully another person shall be held accountable for their actions whether it occurs on the school grounds, off school grounds at a school sponsored or approved function, activity, or event, or on school buses, at bus stops, or going to or from school or a school activity.

Definitions:

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employ by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- 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 "compliments" about another student's personal appearance,
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 personal characteristics,
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 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. Legal Reference: Act 115 of 2007

(A.C.A. 6-18-514)

Minimum: Parent/Student Conference
Maximum: Recommendation for Expulsion

Rule 20. Threats

A student shall not engage in conduct which creates a substantial risk of physical injury to another student or threaten another student, making that student fear imminent physical harm (A.C.A. 5-13-205, assault 2nd; 5-13-206, assault 3rd; 5-13-301, misdemeanor terroristic threat; 6-17-113, duty to report all threats and acts of violence). NOTE: Threats conveyed with a weapon or with use of a weapon shall be reported to the police immediately by an administrator. Also, threats to cause death or serious physical injury or threats to cause physical injury to teachers or employees are a “D” Felony.

Minimum: Detention/Parent/Student Conference
Maximum: Recommendation for Expulsion

STUDENT CONDUCT

School districts have broad authority to control student conduct and adopt all rules reasonably necessary to maintain proper discipline among their behavior.

Lonoke School District administrative staff has the authority to administer the following disciplinary actions for impermissible student behavior.

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.

A. Corporal Punishment:

Any teacher or school administrator in a school district that authorizes use of corporal punishment in the district's written student discipline policy may use corporal punishment in the presence of an administrator or his/her designee, provided only that the punishment is administered in accord with the district's written discipline policy, against any pupil in order to maintain discipline and order within the public schools. Ark. Code Ann. 6-18-503 (Repl. 1993), as amended by Act 333 of 1995.

The following due process guidelines will be followed:

1. Before corporal punishment is administered, the student should be advised of the rule and the infraction for which the student may be punished.
2. The student should be allowed time to respond.
3. The school administrator should take the action he/she deems is most appropriate.
4. A formal hearing is not required prior to administering corporal punishment.

B. In-School Suspension

The administration will assign students who commit a severe infraction based on the administrators' consequences. Assignments are as follows:

- 1st Assignment – 3 Days
- *Assignment for students who repeat infractions:
- 2nd Assignment – 5 Days
- 3rd Assignment - 7 Days
- *Principal has discretion in all assignments.

Any student who is involved in a severe infraction as stated on pages after attending ISS the third time will be suspended from school. A parent conference is requested before a student is admitted back to school after a suspension. Any student assigned to ISS cannot attend or participate in any school or district sponsored activity or activities during their assigned days or time in In-School Suspension.

C. Out-of-School Suspension (Arkansas Law 6-18-507):

Schools may suspend students from school. A suspension is defined as dismissing the student from school for any time period not exceeding ten (10) days. Each principal in

the Lonoke School District is authorized to suspend students from school for disciplinary reasons. Unless the official imposing the suspension has personally witnessed the infraction, he/she will conduct such investigation into the matter as he/she deems necessary, including an interview with the subject students, before imposing the suspension. A suspended student may be allowed to make-up work for partial credit during the suspended time period.

Suspended students are subjected to the following rights (due process).

1. Prior to any suspension, the school principal, or his/her designee shall advise the student in question of the particular misconduct of which he/she is accused, as well as the basis for the accusation.
2. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
3. Written notice of suspension and the reasons for the suspension shall be given to the pupil.
4. The custodial parent or guardian will be notified of each suspension. This notification will include the reasons for the suspension. This notification will include the reasons for the suspension, its duration and the manner in which the students may be readmitted to school. A notice will also be mailed to the parent or guardian at the address reflected on the records of the school on the day the suspension is imposed (Act 159 of 2007)
5. Any parent, legal guardian, or person acting as a parent shall have the right to appeal to the superintendent or his/her designee.
6. All students returning to school after a suspension must be accompanied by a parent or guardian.

D. Alternative School

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.

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.

E. 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.

Legal Reference: A.C.A. § 6-18-507
Date Adopted: July 8, 2002
Date Revised: July 19, 2004

STANDARDS OF CONDUCT

All students are expected to conduct themselves at all times in a manner that will contribute to the best interests of the school and not infringe on the rights of others. School staffs have the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order.

The commission of or participation in criminal acts in school buildings, on school property, or at school-sponsored events by students is prohibited by school regulations. Disciplinary action will be taken by school authorities against students involved in criminal acts regardless of whether or not criminal charges result.

The following activities are among those defined as “criminal” under the laws of the State of Arkansas. However, criminal activities considered under this regulation are not limited to this list.

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 forcing someone to do something against his/her will by force or threat of 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 any person in his/her presence or hearing, which language in its common acceptation 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 below.

DISCIPLINE FOR HANDICAPPED STUDENTS

1. Students with a handicapping condition who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.
2. The individualized education plan (IEP) team for a handicapped student should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
3. Students with a handicapping condition may be excluded from school only in emergencies and only for the duration of the emergency. In no case should a student with a handicap be excluded for more than ten days in a school year.
4. After an emergency suspension is imposed on a student with a handicapping condition, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion.
5. The suspended student should be offered an alternate educational programming for the duration of the exclusion.
6. There should be a person designated as a grievance officer for Act 504.

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 and procedures unless otherwise stated in an individualized education plan developed by a 504 committee.

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

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

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

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

ANTI-GANG / 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 in the Arkansas statutes, is hereby expressly prohibited by the Lonoke School District.

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:

- a. 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;
- b. Wear or display any insignia for purpose of identification with any such secret society or organization while in and attending the Lonoke School District.

Legal Ref.: Ark. Code Ann. 6-18-601 - 6-18-607 and Ark. Code Ann. 6-5-201 - 6-5-204.

SEARCH AND SEIZURE

1. Student lockers, desks, etc.

In the assignment of school property (lockers, desks, etc.) to a student, the school retains ownership and equal access of such property and the right to inspect it or reclaim it. A general search may be conducted by school personnel based on the following: A search shall be conducted upon receipt of information that the search would produce evidence indicating the student has violated the law or school rules.

2. Personal Search

A search of a student's person may be conducted by a school administrator based on a situation in which the administrator has reasonable suspicion that the search would produce evidence indicating that the student has violated the law or school rules. The following minimum guidelines should be followed:

- a. An adult witness should be present when a personal search is conducted.
- b. A search must be based on a reasonable suspicion that the student has violated the law or school rules, and the scope of the search must be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- c. The school district may elect to use a metal detector at the entrance of all schools.

Section 4

Academics

SCHOOL DAY SCHEDULE

First bell (to line up) rings at 7:55 a.m. Tardy bell rings at 8:05 a.m. The school day ends at 3:05 p.m. (Elementary-3:20 p.m.) Children who ride in cars and buses are dismissed at

3:05 p.m. (Elementary – 3:20 p.m.)

Breakfast - 7:30 a.m. to 7:55 a.m.

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

GRADING

The purposes of grading are:

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

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

Grades are to reflect performance of academic objectives. This means conduct and attendance can not be part of the grades. The following grades will be used to report progress in grades 1 and 5:

A =Excellent	90 - 100
B= Good	80 - 89
C=Satisfactory	70 - 79
D= Poor	60 - 69
F=Failing	59 or below

Lonoke Primary School Reading Expectations

To show proficiency the following are the grade level expectations for the end of each nine week periods:

	1st 9 Weeks Reading Levels	2nd 9 Weeks Reading Levels	3rd 9 Week Reading Levels	4th 9 Weeks Reading Levels
Kindergarten				3
First Grade	4	8	12	18
Second Grade	18	20	24	28

TRANSFERRING GRADES

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 $.25 (83) + .75 (73) = 75.5\%$

HOMWORK

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

GUIDELINES:

1. Parents and students may expect the following types of assignments:
 - a. Practice Assignments to provide either massed practice for a skill or concept recently taught or distributed practice for a skill or concept taught earlier but for which review is needed. Practice assignments should be made only after students understand the process and have had enough practice in class to do homework on the subject unaided.
 - b. Preparation-Assignments intended to provide additional background information before a class discussion. Such activities might include readings in the class text.
 - c. Extension-Assignments that encourage individualized and creative learning by emphasizing student initiative and research. Such activities include projects and research papers.
2. Parents can expect an average of 30-90 minutes three to five nights a week. This amount will vary due to the difficulty of the classes and the work habits of individual students. Since homework is an extension of the classroom, students are usually provided some class time to begin work on assignments.



Honor Roll and Merit List Criteria (Elementary School Only)

Academic excellence is recognized by the use of an honor roll and a list of merit. A student must have a grade point average of 3.5 and no grade below a “B” in order to be placed on the honor roll. A student must have a grade point average of 3.0 and no grade below a “C” to be placed on the merit list.

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.

Most Improved Student Recognition (Elementary School Only)

A student is considered as improved when he or she has a grade improvement of ten (10) points in a subject area while maintaining other grades and no grade below a “D”. This is only for those students who have not been rewarded on the honor roll or merit list for the nine weeks. An unsatisfactory conduct grade shall prohibit a student from participating in the most improved student recognition activities.

ACADEMIC DISHONESTY

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

REPORTING TO PARENTS - DEFICIENCY REPORTS

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

Parent-teacher conferences will be held in November and February. Parents are strongly encouraged to attend these conferences.

Students that have D's or F's will receive their progress reports by mail.

PROMOTION/RETENTION GUIDELINES

The State of Arkansas recognizes and declares that students who are not performing at grade-level standards of academic proficiency are especially harmed by social promotion because they are not equipped with the necessary academic skills to be successful and productive members of society (A.C.A. 6-15-402). Promotion or retention shall be based in part on academic proficiency on state benchmark tests or successful completion of remediation requirements as defined in Act 855 of 1999, Act 35 of 2003, and Act 2243 of 2005 (see pp. 82-89). Promotion/retention of students with an Individualized Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP. Parents or guardians shall be kept informed of the progress of their students and parents are encouraged to request a conference if there are questions concerning promotion, retention or remediation requirements. Guidelines for promotion/retention are as follows:

Under Act 35 of the Second Extraordinary Session, students must be proficient at grade level skills and demonstrate acceptable performance on required course work in order to be promoted to the next grade. A student who is not proficient in either reading or math must have an academic improvement plan developed in the deficient area(s) for the upcoming year. The child's parent and teacher are responsible for developing and implementing this plan. If the child is not proficient by the end of the school year, he/she may be retained in the same grade.

Students who have an excessive tardiness miss instruction. This could be a factor in determining promotion if student performance is not at proficient level. In addition, students may need to be retained if they are absent an excessive number of days during the school year.

Students not performing at grade level during the regular school year should participate in the approved State Department of Education remediation program to be eligible for promotion for the next grade.

In all cases, the school will base its decision to retain on the best interest of the child and the recommendation of the principal, teacher, parent, and/or school counselor.

REMEDIATION

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

Students in kindergarten through grade two (K-2) not performing at grade level in reading during the regular school year shall participate in a school approved remediation program or a summer school remediation program to be eligible for promotion to the next grade. Grade level will be determined by diagnostic testing and reading assessments.

Any student in grade three (3) not performing at grade level during the regular school year shall participate in a district remediation program or a district summer school remediation program or a district approved summer school program to be eligible for promotion to the next grade.

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

Act 35 of 2003
(A.C.A. 6-15-1804)

Public school student progression — Remedial instruction — Reporting requirements — Reading deficiency and parental notification.

(a) It is the ultimate goal of the General Assembly that every student read at or above his or her grade level. Any student who exhibits a substantial deficiency in reading, based upon statewide assessments conducted in grades kindergarten through two (K-2), or through teacher observations, shall be given intensive reading instruction utilizing a reading program approved by the State Board of Education as soon as practicable following the identification of the reading deficiency. The student's reading proficiency shall be reassessed by utilizing assessments within the state board approved reading program. The student shall continue to be provided with intensive reading instruction until the reading deficiency is corrected.

(b) Beginning with the 2005-2006 school year, the parent or guardian of any student who exhibits a substantial deficiency in reading, as described in subsection (a) of this section, shall be notified in writing of the following:

- (1) That his or her child has been identified as having a substantial deficiency in reading;
- (2) A description of the current services that are provided to the child; and
- (3) A description of the proposed supplemental instructional services and supports that will be provided to the child that are designed to remediate the identified area of reading deficiency.

Act 2243 of 2005
Public School Assessments and Remediation

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

Students in appropriate grades shall participate in those end-of-course assessments required by §§ 6-15-419 and 6-15-433 as established by the State Board of Education. The State Board of Education shall determine a satisfactory passing level score of student performance on each assessment required in (a)(1), (2), and (3). The State Board of Education shall promulgate the passing levels of student performance in rules and regulations.

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

If a student with disabilities identified under the Individuals with Disabilities Education Act, 20 U.S.C. 1400, et seq., has an individualized education program that addresses any academic area or areas in which the student is not proficient on state-mandated criterion-referenced assessments, the individualized education program meets the requirements of an academic improvement plan under this section.

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

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

GIFTED PROGRAM

Nomination:

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

Selection Procedure:

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

Program Options:

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

Special Testing:

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

Program Goals:

All instruction generally falls into 5 categories:

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

Removal From Program:

Parents may ask that students be removed from the gifted program at any time, provided that a written cause is given. Students who are not performing up to the expectations of the program will be placed on probation; removal will be only if improvement is not made and the placement committee concurs. The expectation of the program will be documented in the student's quarterly progress report, and those having an excessive number of "Needs Improvement: grades (3 to 6) or below grade of "C" in the core classes, will be considered for probation.



Section 5

Health and Illness Policies

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;
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. Provide professional development to all district staff on the topics of nutrition and/or physical activity;
16. 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;
17. 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.

Legal References: Richard B. Russell National School Lunch Act 42 U.S.C. § 1751 et seq.
Child Nutrition Act of 1966 42 U.S.C. § 1771 et seq.
A.C.A. §§ 20-17-133, 134, and 135
ADE Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools
Allowable Competitive Foods/Beverages - Maximum Portion Size List for Middle, Junior High, and High School
Nutrition Standards for Arkansas Public Schools
(Commissioner's Memo FIN-06-106)

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, elementary school site 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. 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. Exceptions to this requirement are listed in Standard 5.02.

Food Services

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.

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 \$1.50 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 \$1.75 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. Any additional costs for extras are identified in the parent and student handbooks.

Payment for Meals

Parents/students may choose to pay for meals daily or in advance (i.e. weekly, monthly, etc.). While it is the intention of the district for every student to eat from the regular menu each day, the district is not able to subsidize meal costs through charges. **All meals must be paid for at the point of service or in advance.** 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 charge, 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). All accounts must be promptly paid in full by May 1 of each school year.

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.



Sign-up is easy & free!

PHYSICAL FITNESS

Every child has an opportunity, and is expected to participate in our physical fitness program (A.C.A. 6-16-132). This program is a regular part of our school curriculum and is required unless a written statement is received from your family doctor.

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.

Legal Reference: A.C.A. §6-18-701 (b), ©, (f)

20 USC § 1232 (c)[NCLB Act of 2001, Part F, Section 1061 (c)
(1) (D), (2)(A)(i)(ii)(B)(C)(iii)(I)(II)(III), (4)(B)(ii), (5)(B), (6)(B)(
C)]



STUDENT ILLNESS

When your child shows symptoms of illness, please keep him/her at home. If your child had a fever of 100 degrees or higher, your child should be kept at home until they have been fever free for at least 24 hours. This will not only benefit your child, but will prevent unnecessary exposure of other children.

SICK STUDENT 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 school'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 at school.



ALL STUDENTS WHO NEED MEDICATION DURING SCHOOL HOURS MUST DO THE FOLLOWING

1. Physicians or pharmacists should provide written orders and/or labels on prescription bottles stating the name of the drug, the dosage and time to be given, and the recommended interval between doses.
2. Have note to be signed by parents. This note should include: request for medication to be given, student's name, grade, medication and dosage plus time to be given; what the medication is for; and emergency numbers in case the child has a reaction to the medication. Long term medication may be given by district personnel provided that the prescribing physician and parent or guardian completes the district medication permission request form.
3. All medication should be in the original container with child's name on label. (Pharmacists should provide second container to be sent to school upon request). Drugs should not be mixed in a container.
4. Non-prescription drugs will be given at school at the nurse's discretion. If a child needs OTC medications frequently, his/her family should provide the medication to the nurse.
5. Two doses of medication may be given at school daily. Parents should be able to give the others. The time should be specified. The exception to this is medication for attention deficit disorder (hyperactivity). Long term medication to be given for attention deficit disorder should have a district medication request form signed by the parent or guardian on file at the school before given.
6. No medicine except for medicines or medication used in first aid will be administered to students by school personnel unless the student requires the medication in order to attend school. 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, the child will be taken home or 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 parent's expense.
 - a. Students may carry and use inhalers if they are prescribed by a physician and documentation is filed in advance in the principal's office (Act 1694 of 2005).

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 108th 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:
 - Student's name
 - Date of birth
 - Age
 - ID number
 - Parent's info
 - Address
 - Emergency contact info
 - 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
 - Instructions to follow after admin of rescue med
 - Specific adverse reactions to be aware of

- Allergies including potential triggers necessitating use of epinephrine
- Parent/guardian signature as part of official request to allow for self administration
- Parent/guardian signature to allow nurse to contact prescriber
- 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:
 - 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)
 - 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.

INFECTIOUS - COMMUNICABLE DISEASES

The following regulations are to provide school districts personnel with a framework within which to guide decision making and program development for students and other individuals with an infectious/communicable disease within the school setting:

1. Generally, students and other individuals with certain chronic infectious/communicable diseases shall be allowed to attend school unless a recommendation is made to the contrary by the School Health Advisory Committee, the school nurse, the individual’s physician or state health authorities.
2. The school nurse and the coordinator of nurses will function as the liaison with the student’s physician, the building principal and other staff responsible for providing educational services.
3. Based on individual circumstances, special programming may be warranted. Special education may be provided when deemed necessary by the District’s Special Education Department.
4. Under the following circumstances, a student/individual with an infectious/communicable disease may pose a risk of transmission to others:
 - if the student lacks toilet training,
 - if the individual/student has open sores that cannot be covered, or
 - demonstrates behavior (e.g., biting) which could result in direct inoculation of potentially infected body fluids into the bloodstream.

If any of these circumstances exist, the school nurse shall consult with the student’s physician, the coordinator of nurses and State Health Department authorities regarding the risks involved to determine whether the student/individual should be excluded and/or educated in an alternative educational environment.

5. A student with an infectious/communicable disease may be temporarily removed up to ten (10) school days from the classroom for the reasons stated above until either an appropriate school program adjustment can be made, an appropriate alternative educational program can be established or the School Health Advisory Committee determines that the student can be returned to the classroom.
 - a. An educational program must continue to be provided for students removed from the classroom.
 - b. A student temporarily removed from the classroom will be readmitted only with (1) a permit for readmission by the State Health Department, (2) certificate of the attending physician attesting to the individual's recovery and noninfectiousness, or (3) after a period of time corresponding to the duration of the communicability of the disease as established by the State Health Department and confirmed by the school nurse.
6. Each removal of a student with an infectious/communicable disease from normal school attendance will be reviewed by the local school nurse, the district school physician in consultation with the student's physician and the coordinator of nurses at least monthly.
7. Students who have immunodeficient diseases or conditions may need to be removed from the classroom for his/her protection when cases of highly contagious diseases occur in school. The decision will be made by the student's physician, parent/guardian and the district school physician.
8. Routine and standard procedures of cleanliness and hygiene as recommended by the State Health Department will be used to clean up after a student/individual who has an accident or injury at school. Blood or other body fluids (saliva, vomitus, feces, urine) emanating from any student/individual including ones known to have an infectious disease, should be treated cautiously. The school nurse shall assure that all school staff are instructed regarding the hygienic procedures necessary to maintain a safe, clean school environment.

RIGHT TO PRIVACY

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

PROCEDURES FOR STUDENTS IDENTIFIED WITH AIDS/ARC

1. Student is identified as having AIDS/ARC.
2. Superintendent of schools and/or coordinator of Nurses call for meeting of Advisory Committee.
3. Committee reviews medical and other relevant data, assesses suitability of school placement, and makes recommendation to Superintendent of Schools
4. If school placement is recommended, the Superintendent of Schools notifies the District Board of Directors.
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. Standard procedures for minimizing the risk of disease transmission shall be followed.
10. Confidentiality is maintained at each step of the process.

HEAD LICE

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

Examinations of students' hair will be made by school district's nurse to determine if the student is infested with lice or nits.

If a student is infested with lice or nits, information will be sent home with the student instructing the parents on how to treat the problem.

Before a student is readmitted to school, the school district nurse must examine the student's hair to confirm the findings of family doctor or health nurse, and/or parents.

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

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



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, any one 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 or 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.

The following procedure will be used in reporting abuse:

Any person with reasonable cause to suspect child maltreatment or that a child has died as a result of child maltreatment, or who observes a child being subjected to conditions or circumstances that would reasonably result in child maltreatment, may immediately notify the child abuse hotline.

When any mandated reporter has reasonable cause to suspect that a child has been subjected to child maltreatment or has died as a result of child maltreatment or observes a child being subjected to conditions or circumstances that would reasonably result in child maltreatment, he or she shall immediately notify the child abuse hotline by telephone call, facsimile transmission, or online reporting.

A.C.A. 12-12-507

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

indicators.

HEALTH SERVICE

Any child who becomes ill or injured at school will be cared for by the teacher, certified first aid person, nurse, or principal. If the child's condition is thought to be serious, the child will be taken home or 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 some doctor at the parents' expense.



Section 6

Transportation and Safety

SAFETY

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

CAR RIDERS

Every effort should be made to have your children at school by 7:55 a.m. and pick them up at 3:10 p.m. (Elementary – 3:20 p.m.) each day.

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

Students, who have not been picked up by 3:30 p.m., will be placed in a STARS after-school classroom until the parent/guardian has picked up him/her. In such a case, the parent/guardian will be charged a day care fee to be specified by the principal.

BICYCLES

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



FIRE DRILL AND TORNADO DRILLS

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 signal for a fire drill is a whooping sound. Upon hearing the signal, all students are expected to file quietly from the building to the designated areas of assembly. The “all clear” signal is one long ring of the bell. 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 is **one long continuous ring followed by instructions over the intercom.** (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 exit the classroom and walk to designated area. Students are to be seated on the floor and will cover their heads with their hands in the turtle position. Students will stay in that position until the principal announces it is safe to return to the classroom.

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than four (4) times per year with at least one each in the months of September, October, January, and February. Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

EMERGENCY CLOSING OF SCHOOL

The superintendent will notify the local TV stations as soon as possible. Alerts will appear on the District website also.



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.

<u>SCHOOL</u>	<u>ALTERNATE SITE</u>
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

VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

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

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

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. 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 or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

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

Section 7

Miscellaneous information

DRESS CODE

All students are expected to come to school each day dressed in clean clothing suitable for effective learning experiences.

Dress Codes to be followed:

Girls may wear shorts, dresses, or skirts of appropriate length. Appropriate length is such that when arm is extended down leg, fingers cannot touch skin.

Girls may also wear jeans or slacks with blouses or sweaters.

No shirts which show any bare stomach are to be worn. When arms are raised, skin cannot be seen. (This includes mid-drift tops or blouses.)

Halter tops, tank tops, or spaghetti strap tops are not to be worn to school.

Boys may wear shorts of appropriate length. Appropriate length is such that when arm is extended down leg, fingers cannot touch skin.

Boys may wear jeans or slacks with shirts or sweaters.

No shirts which show any bare stomach are to be worn (muscle shirts, mesh shirts, or jerseys). A t-shirt may be worn under a mesh shirt or jersey.

Sagging is prohibited.

Caps, hats, or head scarves may not be worn to school.

No cleats or Heely's permitted.

Any shirt which promotes beer, drugs, vulgarity, and/or tobacco will not be permitted.

Students will not be permitted to wear anything which interferes with a positive school climate and learning. This includes altering hair color such as dying hair a color other than a natural occurring color.

The administration will make the final decision as to the appropriateness of dress.

Good grooming is very important for self-esteem.



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.

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

B. Written Expression

Students have the right to distribute or post printed material (pamphlets, posters, leaflets, newspapers, brochures, circulates 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 (the wearing of insignia, hair style, clothing, physical gestures) which does not

1. Cause disruption of the education process,

2. Infringe upon the rights of other students and faculty,
3. Prevent the Board of Education from performing its statutory obligations,
4. Cause accidents or endanger the health or physical well being of students or faculty.

VISITORS

All visitors must check through the principal's office before going to any of the classrooms. Children, unless accompanied by parents, are not permitted as visitors.

CONTACT WITH STUDENTS WHILE AT SCHOOL

Parents wishing to visit their children during the school day shall register first with the office. If there is any question concerning the legal custody of the student, the parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student or legal right of visitation. It shall be the responsibility of the custodial parent known to the principal by presenting a copy of a file-marked court order. Estranged parents may visit their child during school hours with the consent of the custodial parent.

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.

INSURANCE

Insurance will be available through the school. You will receive information on this before the time for enrolling for these benefits.

School insurance, or other adequate insurance, is optional. Benefit claim checks will be made payable to the doctor and the parents.

STUDENT RESPONSIBILITIES

Each student has the responsibility to:

1. Be involved by
 - coming to school each day.
 - coming to school on time.
 - doing your school work in class.
 - doing your homework.
 - having the necessary materials for each class.
2. Show self-control by
 - obeying all school rules; if you break rules, you may be disciplined.
 - using acceptable language.
 - conducting yourself in an orderly manner to help you and other students learn.
 - helping to care for books, materials and other school property.
3. Respect school workers by
 - being polite to the principal, teachers, aides, and other adults in the school.
 - obeying the principal, teachers, aides and other adults in school.
4. Respect other students by
 - being fair with other students.
 - treating other students in a way that will not hurt them.
 - avoiding fights.
 - speaking kindly to other students and avoiding name calling.
 - asking for help from school workers in solving problems so that you will be fair with others.
5. Respect the property of others by
 - not taking their possessions such as lunch, money, pencils, etc.
 - turning in any items you find to an adult in charge.
6. Avoid
 - selling anything to another student.
 - playing games for money.
 - forming or joining a group which would interfere with the rights of others

THE RESPONSIBILITY OF THE PARENT IS:

1. To provide good conditions for study: a quiet, well lighted and comfortable room with a suitable desk or table without the interference of TV or radio.

2. To help the child budget his/her time to include a regular time for homework.
3. To show interest in what is being done and to see that the assignment is completed.
4. To supply a good dictionary.
5. When possible, supply a good set of encyclopedias, and a constant supply of good books, magazines, and newspapers.
6. To refrain from doing the child's work for him/her.
7. Always ask the student to show work that has been done to praise or motivate the student.

A time limit cannot be set for any homework due to the difference in the ability of each child.

There should be a limited amount of homework to reinforce skills taught daily in the classroom.

Always talk positively about school with your child.

Treat Days

According to state requirements, our schools have defined our "Treat Days" to include: Halloween, Christmas, Valentine's, Easter, Field Day, Field Trips and Picnics, and State Testing days. The state allows 9 treat days per year.

BIRTHDAY PARTIES

Birthday party invitations may be distributed only if every student in the class receives one.



LIBRARY BOOKS

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



TEXTBOOKS

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

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

SOLICITATIONS

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

MARKETING OF PERSONAL INFORMATION

The Lonoke School District shall not collect, disclose, or use personal information for the purpose of marketing or for selling that information or to otherwise provide that information to others for that purpose.

Personal information is defined, **for the purposes of this policy only**, as individually identifiable information including

1. a student or parent's first and last name,
2. a home or other physical address (including street name and the name of the city or town),
3. telephone number, and
4. social security identification number.

The district may collect, disclose, or use personal information that is collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazines, and programs providing access to low cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school related or educational related activities; and
6. Student recognition programs.

NON-SCHOOL ACTIVITIES

All non-school sponsored activities such as piano lessons, dance lessons, are to be scheduled after school hours. Students who miss school for such activities will be counted absent.

STARS AFTER-SCHOOL PROGRAM

A fee-based after-school childcare program is provided to parents who need a safe environment for students after school. The program that begins at the end of the regular school day provides students with a staff tutoring, homework assistance, recreational activities and snacks. The fee is \$5 per day to be paid on Monday of the week of attendance. STARS classrooms are located on both the primary and elementary school campuses. Contact the principal for information about the STARS program in your child's school and for the hours of service.

USE OF TELEPHONE

1. Students may not use the phone without permission and then only in case of emergency.
2. Pupils must not be called from classes to answer the telephone. Messages will be given to students. Please restrict these messages to emergencies.



Section 8

Technology Policies

INTERNET POLICY **Act 801 of 1997**

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology (which may involve loss of credit if the technology use was course work). Students who violate technology user agreements are also subject to the penalties outlined in the agreement.

Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation.

Example: A student sends a threatening e-mail message to another student. This student will be disciplined for misusing technology as well as threatening another student.

- Penalties:
- a. Suspension from using technology for the remainder of the nine week grading period.
 - b. In-School Suspension and prohibition from using the related technology for the remainder of the semester
 - c. Out-of-School Suspension and prohibition from using the related technology for the remainder of the school year.

LONOKE PUBLIC SCHOOLS TECHNOLOGY USAGE POLICY

INTRODUCTION:

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of the Lonoke Public Schools to provide all students and employees with access to a variety of technology resources.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Mission Statement and instructional goals of the Lonoke Public Schools.

Thus, it is the intention of the Lonoke Public Schools that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Lonoke Public Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

POLICY STATEMENT

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Lonoke Public Schools.

Use of any and all technology resources is a privilege and not a right.

Individuals may use only accounts, files, software, and technology resources that are assigned to them under his/her account. Individuals may not attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet. Individuals must take all reasonable precautions to prevent unauthorized access to account and data and any other unauthorized usage within and outside the Lonoke Public Schools.

Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement.

According to the license agreement, a backup copy of all purchased software programs should be made and, thus become the working copy. All original copies of software programs, including those purchased with departmental funds, and hardware will be stored in a secure place. For security and insurance purposes, the District and Local Technology Coordinators will be the only people with access to original software disks at

a given school location. System-wide software originals will be housed at the District Technology Coordinators' office.

If a single copy of a given software package is purchased, it may only be used in one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," is NOT allowed.

If more than one copy of a software package is needed, a site license, lab pack, or networking version must be purchased. The District or Local Technology Coordinator will be responsible for determining how many copies should be purchased. Either the District or Local Technology Coordinator in each school is designated to sign license agreements for a school within the system or the system itself. Copies of any system-wide license agreement that is signed will be distributed to all schools that will use the software.

All software in use on the local area network and/or individual workstations within the Lonoke Public Schools must be installed by the District Technology Coordinator.

Students and staff are not authorized to install software.

For purposes of this agreement, "install" is defined as copying software of any kind in any form, downloading software from the internet, and/or loading software from any external source onto an individual computer (c:\drive), your home directory (g:\drive) and/or any network directory (f:\drive, shared drive, or any mapped drive).

Individuals are not authorized to make copies of any software or data without the knowledge and permission of the District Technology Coordinator. Any questions about copyright provisions should be directed to the District Technology Coordinator. Illegal copies of software may not be created or used on district equipment.

Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the Principal or District Technology Coordinator.

Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy. Users must not attempt to disrupt any computer services or data by spreading viruses or by any other means. Students and employees of the Lonoke Public Schools must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.

This policy will be prominently displayed in all rooms throughout the system that contain one or more computers.

All Lonoke Public Schools technology resources, regardless of purchase date, location, or fund, are subject to this policy.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the District Technology Coordinator before proceeding.

Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

TECHNOLOGY 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

Information from electronic sources alters 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 communication on the Internet is, 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.

The following activities are examples of inappropriate activities for any Lonoke Public Schools network, e-mail system, or the Internet. This list is not all-inclusive. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in

electronic form.

- Sending, displaying, or downloading offensive messages or pictures.
- Using obscene, profane, discriminatory, threatening, or inflammatory language. Participating in on-line chat rooms without the permission/supervision of an adult staff member.
- Downloading, installation; or copying software of any kind onto a workstation, your home directory, or any network drive.
- Harassing, insulting, or attacking others via technology resources.
- Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.).
- Violating copyright laws.
- Using another user's password or attempting to find out another user's password.
- Sharing your own password.
- Trespassing in another users files, folders, home directory, or work.
- Intentionally wasting limited resources such as disk space and printing capacity.
- Use of any Lonoke Public School Technology resources for personal gain, commercial or political purposes.
- Posting any false or damaging information about other people, the school system, or other organizations.
- Posting of any personal information about another person without his/her written consent.
- Plagiarism of materials that are found in the Internet.
- Broadcasting network message and/or participating in sending/perpetuating chain letters.
- Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, changing a report card, etc.)
- Accessing inappropriate web sites (sites containing information that is violent, illegal, satanic, sexual, etc.)
- Saving information on ANY network drive or directory other than your personal Home directory OR a teacher specified and approved location.

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.



STUDENT TECHNOLOGY USE AGREEMENT

2011-12 School Year

(See the Documentation of Receipt form in the front of this Handbook)

The Lonoke School District agrees to allow the student identified on the Documentation of Receipt form in the front of this Handbook (“Student”) to use the district’s technology to access the Internet under the following terms and conditions:

1. **Conditional Privilege:** The Student’s use of the district’s access to the Internet/Technology is a privilege conditioned on the Students abiding to this agreement. No student may use the district’s access to the Internet/Technology 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/Technology access for educational purposes only. In using the Internet/Technology, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet/Technology 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/Technology, the Student shall be subject to disciplinary action.
 - First Offense:** Suspension from using technology for the remainder of the nine week grading period.
 - Second Offense:** In-School Suspension and Prohibition from using the Related Technology for the remainder of the Semester
 - Third Offense:** Out-of-School Suspension and Prohibition from using the Related Technology for the Remainder of the School Year.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.

4. Misuse of the District's access to the Internet/Technology 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 Technology Use Policy;
 - c. using the technology 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 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. using the network for financial or commercial gain without district permission;
 - p. divulging personally identifying information about himself/herself or anyone else either on the internet or in an e-mail. Personally identifying information includes full name, address, and phone number.
 - q. theft or vandalism of data, equipment, or intellectual property;
 - r. invading the privacy of individuals;
 - 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 technology to unauthorized individuals;
 - x. failing to obey school or classroom technology use rules; or
 - y. taking part in any activity related to technology use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
 - z. installing or downloading software on district computers without prior approval of the technology director or his/her designee.
5. Liability: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or 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 Technology 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 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 (**see the following section for pages to sign and return.**)

Section 9

Smart Core and Your Child's Future

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.

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

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

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

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 may count as part of the six (6) units of career focus electives required by the state.

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.

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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 required.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2011-12 and 2012-13

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 may count as part of the six (6) units of career focus electives required by the state.

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

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)

