

**LONOKE SCHOOL DISTRICT  
2013-14 HANDBOOK  
FOR  
STUDENT CONDUCT AND DISCIPLINE  
(APPROVED)**

**BOARD OF EDUCATION**

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

★★★★★

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

Handbook Committees

**Primary Committee**

Judy Bourne, Counselor  
Kris Miller, Teacher  
Jennifer Lassiter, Teacher  
Leslie Staton, Teacher  
Rebecca Reed, Principal  
Dean Campbell, Dean of Students  
Michelle Bettis, Parent  
Kristi Hyde, Parent  
Crystal Payne, Parent  
Deanie Sherrell, Secretary

**Elementary Committee**

DeAnna Harris, Teacher  
Jennifer Barbaree, Principal  
Staphanie Wedell, Teacher  
Sissy Fletcher, Counselor  
Chasity Reed, Teacher  
Andrew Duncan, Dean of Students  
Leslie Anderson, Secretary  
Amy Graham, Parent  
Nicole Stivers, Parent

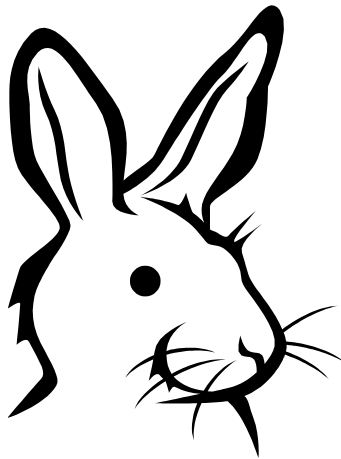
# **LONOKE SCHOOL DISTRICT**

## **Mission Statement**

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

## **Vision Statement**

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



## 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 2013-14 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.

Mrs. Suzanne Bailey  
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.*

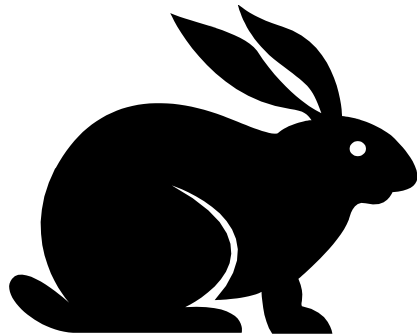
*When we leave you,*

*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:** Mrs. Rebecca Reed

**Dean Of Students:** Mr. Dean Campbell

**Pre-K Director:** Mrs. Amanda Rather

**Counselor:** Mrs. Judy Bourne

**Secretary:** Mrs. Deanie Sherrell

### **Lonoke Elementary School**

**Tel. 501-676-6740**

**Fax 501-676-7088**

**Counselor 501-676-3787**

**Nurse: 501-676-7085**

**Principal:** Mrs. Jennifer Barbaree

**Dean of Students:** Mr. Andrew Duncan

**Counselor:** Mrs. Sissy Fletcher

**Secretary:** Mrs. Leslie Anderson

### **Special Education Office**

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

**Tel. 501-676-7066**

### **Bus Information**

**Director:** Mrs. Kathy Halford

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

# Table of Contents

Absences.....	27-29
Anti-Gang/ Secret Societies .....	63-65
Attendance .....	19
Bullying .....	39-42
Bus Conduct and Discipline.....	45-48
Child Abuse and Neglect .....	81-82
Communicable Diseases & Parasites.....	79-80
Complaint Resolution Policy.....	102
Discipline Policy & Consequences .....	49
Dress Code/Expression .....	87-89
Entrance Requirements .....	20-23
Equal Educational Opportunity .....	102
Expulsion .....	60-61
Food Service/ Requirements .....	75
Forms to Complete and Return.....	9-18
Gifted Program .....	71-72
Grading .....	67
Head Lice .....	81
Homework .....	68
Honor Roll.....	69
In-school, Out-of-School Suspension, and ALE .....	58-60
Parental/Community Involvement in School.....	90-91
Physical Examinations .....	76
Placement .....	19
Pre-K School .....	19
Privacy of Students' Records .....	29-32
Promotion/Retention Guidelines, Remediation.....	66-67, 69-71
Residence Requirements.....	19-20
School Choice .....	24-25
School Day Schedule .....	66
Search and Seizure .....	57-58
Sexual Harassment Policy .....	62
Sick Student Policy .....	76
Smart Core Information.....	98-101
Standards of Conduct .....	61
Student Discipline .....	35-65
Technology Policies .....	14, 17-18, 93-98
Transfers .....	23
Transportation and Safety .....	83
Wellness Policy .....	73-75

# **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.

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



# Section 1

## Forms to Complete and Return

### 4.40F—MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print)

---

This form is good for school year 2013-2014. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

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

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

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

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

Dosage \_\_\_\_\_

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

---

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

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

Parent or legal guardian signature

---

Date \_\_\_\_\_

## 4.40F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print)

---

This form is good for school year 2013-2014. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

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

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

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

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

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

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

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

Date \_\_\_\_\_

### 4.40F3—GLUCAGON ADMINISTRATION CONSENT FORM

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

This form is good for school year 2013-2014. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed a Section 504 plan acknowledging that my child has been diagnosed as suffering from diabetes. The 504 plan authorizes the school nurse or, in the absence of the nurse, trained volunteer district personnel, to administer Glucagon in an emergency situation to my child.

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

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon in accordance with this consent form and the 504 plan.

Parent or legal guardian signature

\_\_\_\_\_

Date \_\_\_\_\_

## 4.40F4—EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM

Student's Name (Please Print)

---

This form is good for school year 2013-2014. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

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

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

Date of physician's order \_\_\_\_\_

Circumstances under which Epinephrine may be administered

---

---

Other instructions

---

---

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

Parent or legal guardian signature

---

Date \_\_\_\_\_

**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**

**2013-14 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.**

-----  
**DISCIPLINE FORM**

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.96) 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.97, 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 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 display 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.

\_\_\_\_\_ All Surveys

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

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

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

# OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

**(Not to be filed if the parent/student has no objection)**

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

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

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

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

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

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

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

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

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

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



## STUDENT INTERNET USE AGREEMENT

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

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

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

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned technology device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
  - (a) using the Internet for other than educational purposes;
  - (b) gaining intentional access or maintaining access to materials which are "harmful to minors" as defined in the District's Internet Use Policy;
  - (c) using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - (d) making unauthorized copies of computer software
  - (e) accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
  - (f) using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - (g) posting anonymous messages on the system;
  - (h) using encryption software;
  - (i) wasteful use of limited resources provided by the school including paper;
  - (j) causing congestion of the network through lengthy downloads of files;
  - (k) vandalizing data of another user;
  - (l) obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - (m) gaining or attempting to gain unauthorized access to resources or files;
  - (n) identifying oneself with another person's name or password or using an account or password of another user without proper authorization;

- (o) invading the privacy of individuals;
- (p) divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
- (q) using the network for financial or commercial gain without district permission;
- (r) theft or vandalism of data, equipment, or intellectual property;
- (s) attempting to gain access or gaining access to student records, grades, or files;
- (t) introducing a virus to, or otherwise improperly tampering with the system;
- (u) degrading or disrupting equipment or system performance;
- (v) creating a web page or associating a web page with the school or school district without proper authorization;
- (w) providing access to the District's Internet Access to unauthorized individuals;
- (x) failing to obey school or classroom Internet use rules; or
- (y) taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- (z) Installing or downloading software on district computers without prior approval of technology director or his/her designee.

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

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

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

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

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

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

# Section 2

## Attendance and Enrollment

### **PRE-K SCHOOL**

A fully licensed pre-kindergarten program is available to all four year olds who have reached their fourth birthday on or before August 1. The program consists of 2 ABC funded classrooms and 1 tuition based classroom. The ABC funded classroom slots are income based. The tuition based slots are \$75.00 a week.

### **PLACEMENT**

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

### **RESIDENCE REQUIREMENTS**

Definitions:

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

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

“Residential address” means the physical location where the student’s parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in

loco parentis reside. A student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, or person standing in loco parentis only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District<sup>1</sup> and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools.<sup>2</sup> A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.<sup>3</sup>

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.<sup>4</sup>

## **ENTRANCE REQUIREMENTS**

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

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

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

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

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

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. 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.<sup>1</sup>

Prior to the child's admission to a District school:<sup>2</sup>

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.<sup>3</sup>

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.<sup>4</sup> To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

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

### **Uniformed Services Member's Children**

For the purposes of this policy,

"active duty members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

"uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

"veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

This policy applies to children of: active duty members of the uniformed services; members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;

5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

## **STUDENT TRANSFERS**

The Lonoke School District shall review and accept requests for transfers into the district on a case by case basis at regularly scheduled board meetings throughout the year. Transfers out of the district are approved only through the School Choice Act of 1272 of 2003. The only exceptions will be transfers of siblings or stepsiblings residing in the same residence of students who had previously been granted transfer approval by the board, or for extenuating circumstances up to September 1 for the same school 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.

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

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

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

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

## **SCHOOL CHOICE**

### **Definitions:**

For the purpose of this policy, "sibling" means each of two (2) or more children having a parent in common by blood, adoption, marriage, or foster care.

### **School Choice Transfers Out of the District**

The District shall date and time stamp all applications for school choice transfer out of the District as they are received in the District's central office. By August 1, the District shall approve all such applications unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than 3% of the previous year's student enrollment. By June 1 of each year, the ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the 3% cap, siblings are counted as one student.

Any applications for transfer out of the District which are denied due to the 3% limitation cap shall be given priority for a choice transfer the following year in the order in which the District received the original application.

### **School Choice Transfers Into the District**

The School Board will adopt a resolution containing the standards the District will use in determining whether to accept or deny a school choice application from another district's resident student. The District is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District is required on August 1 to estimate its student enrollment for the upcoming school year. Therefore, the superintendent shall have the authority to make an estimate based upon prior years of the probable increase of resident student enrollment in determining the capacity of a program, class, grade level or school building.

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program.

### **Application Process**

The student's parent shall submit a school choice application on a form approved by the ADE to both the student's resident district and to this District which must be postmarked or hand delivered on or before the June 1 preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. Applications postmarked or hand delivered on or after June 2 will not be accepted. By law, siblings (as defined in this policy) of students who are already enrolled in the District must be given priority in accepting choice applicants.



The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than 3% of its past year's student enrollment due to choice.

The superintendent will consider all properly submitted applications for School Choice. By August 1, the superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

### Accepted Applications

Applications which fit within the District's school choice standards shall be accepted, in writing, with the notification letter stating:

- A reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, the acceptance shall be null and void.
- Instructions for the renewal procedure for succeeding school years.

Students whose applications have been accepted and who have enrolled in the District are eligible to continue their enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements and the renewal procedure for succeeding school years is followed. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the standards applicable to the year in which the application is considered by the District.

A present or future sibling, as defined in this policy, of a student who continues enrollment in this District may enroll in the District until the sibling of the transfer student completes his/her secondary education. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the standards applicable to the year in which the sibling's application is considered by the District.

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

### Rejected Applications

The District may reject an application for a transfer into the District under school choice if its acceptance would cause the District to exceed its capacity in a program, class, grade level or school building. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within 10 days of receiving the rejection letter from the District.

## **HOME SCHOOLING**

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

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

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

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

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

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

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

## **ABSENCES**

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

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

### **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (4) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family (spouse, child, sibling, parent/guardian, grandparent, or any other relative living in the house)
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.

10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).

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

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

### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with **8** unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has **4** unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 8 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

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

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and

Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C"

average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

## **CLOSED CAMPUS**

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

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

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

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

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

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical

consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

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

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

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

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information"

includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

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

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

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

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

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

**NOTES:**

Districts may release directory information (DI) (as presently defined by the district) of former students to the extent there is not a signed prohibition against such release. As the definition of DI changes over time (for example, the addition of email addresses to the definition of DI), districts may release DI according to the current definition. It also applies to the release of information that is now defined as DI for students who left the district prior to 1974, when there was no such thing as DI.

As stated in this policy, once a student turns 18, the rights to his/her educational records transfers to the student. The release of educational records to a parent becomes permissive and not a right. At that point, the school gets to decide if it wants to release educational records to parents. The student, however, doesn't have the right to object one way or the other. If the parents don't establish dependency, once the student turns 18, the parents don't have an absolute **right** to see their student's educational records. "Dependency" in this regard is defined according to the IRS; if the student is claimed by either of their parents (regardless of custody issues, or filing jointly or separately) as a dependent, then the rights of the parent once the student turns 18 is as described. Without

dependency, the parents have no right to see their student's educational records once the student turns 18.

## **HOMELESS STUDENTS**

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

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

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

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

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

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

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

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

- (a) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack



of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

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

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

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

(c). **STUDENTS WHO ARE FOSTER CHILDREN**

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

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

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

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

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

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

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

## **PLACEMENT OF MULTIPLE BIRTH SIBLINGS**

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

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

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

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

# 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

## **STUDENT DISCIPLINE**

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

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

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

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

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

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

### **Good Behavior – Behavior Bucks**

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 school year. Students will earn Behavior Bucks throughout the week. Each Friday, students will have the opportunity to visit the Behavior Bookstore and spend their earned bucks. Students who earn 25 or more Behavior Bucks in a week will be recognized via Station LES TV with a "shout out" on Mondays. Every month, a Good-Guy recess will be attended by students who have accumulated the required amount of Behavior Bucks.

Any student that receives an ISS assignment, suspension, or other serious consequence for behavior from the office will automatically lose the week's Behavior Bucks. Students with no office referrals and exhibit good behavior all year are eligible to attend the end-of-year principal field trip.

### **Good Behavior-Purple Stars**

Lonoke Primary School believes that students should accept responsibility for their own behavior. We would like to award students for being well behaved during the course of the school year. Students that maintain top behavior for the week will be awarded a good guy recess coupon to be used on Friday, weather permitting. Students that go above and beyond top behavior can earn purple stars. Each time a student earns 3 purple stars, they will be eligible to trade it for a prize in the office treasure chest. The number of stars will be 5 during second semester.

## PROHIBITED CONDUCT

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;

18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
21. Sexual harassment
22. Bullying.

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

## **BULLYING**

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

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

### **Definitions:**

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

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

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;

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

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

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

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

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

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

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

- 1) Building a fake profile or website of the employee;
- 2) Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- 3) Posting an original or edited image of the school employee on the Internet;



- 4) Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- 5) Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- 6) Signing up a school employee for a pornographic Internet site; or
- 7) Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

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

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.

## **TOBACCO AND TOBACCO PRODUCTS**

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

## **DRUGS AND ALCOHOL**

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

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

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

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

Student due process:

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

## **WEAPONS AND DANGEROUS INSTRUMENTS**

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

A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon, other than a firearm, to school including a weapon, other than a firearm, that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office.

Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

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

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

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

## **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.

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

We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate students stopping drivers from doing their job or preventing other students from having safe transportation.

All buses are covered with liability insurance. All bus drivers have met legal employment requirements.

Buses are operated for the benefit of those students who live more than (2) miles from school.

Riding the school bus is a privilege.

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

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

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

Parents are urged to cooperate by having the student at the loading point at least 5 minutes before the bus arrival time each day. Young students should be accompanied by an adult and escorted if they have to cross the road.

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.

An information packet which includes bus safety procedures, bus conduct regulations and conduct information will be given to your child by the driver on the first day he/she rides. In order for your child to continue riding the bus, the contact information sheet (last page) must be completely filled out, signed by a parent/guardian and turned in to the driver the next day your child rides.

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.

Arkansas State Law:

It is illegal to smoke on school buses.

It is unlawful to threaten, curse, or use abusive language to a school bus driver in the presence of students in this state.

Act 247 of 2005 restricts entry of a school bus by anyone over 18 who enters a bus school bus with criminal intent, disrupts driver, or refuses to leave. Warning signs are posted next to school bus entrances.

When approaching a school bus that is stopped and red warning lights on the bus are activated, all approaching vehicles are required to stop. Regardless of where the driver may be in relation to the bus, whether it's in same lane of traffic, opposing lane or at an intersection, traffic must come to a complete stop until the school bus turns off the warning lights and begins to move.



## 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. Consequences may involve bus and school as reflected in handbook.

Student's Name	Grade	Date of Incident
Driver's Name	Bus Number	Trip Morning or Afternoon
<b>Class I Offenses</b>		
<ol style="list-style-type: none"> <li>1. Eating, drinking or chewing gum</li> <li>2. Out of seat or in the aisle when bus is in motion</li> <li>3. In seat other than one assigned</li> <li>4. Turned around in seat, not sitting properly in seat facing front</li> <li>5. Horseplay, yelling out window, loud noises</li> <li>6. Blocking aisle (body parts or items)</li> <li>7. Rudeness, improper language or obscene gestures</li> <li>8. Disruptive use of cell phones or electronic devices</li> <li>9. Littering</li> <li>10. Failure to obey bus driver</li> </ol>		
<b>Class I Consequences</b>		
<ol style="list-style-type: none"> <li>1. First Offense – Warning</li> <li>2. Second Offense – Parent Conference</li> <li>3. Third Offense – 3-5 day suspension</li> <li>4. Fourth Offense – Suspended for the balance of school semester</li> </ol>		
<b>Class II Offenses</b>		
<ol style="list-style-type: none"> <li>1. Profanity, verbal abuse, bullying (directed at students or driver)</li> <li>2. Body parts or any item out of window</li> <li>3. Throwing/shooting of any object (paper, pencils, rubber bands, paper clips, etc.)</li> <li>4. Physical aggression/fighting (of any kind)</li> <li>5. Destruction of school property (restitution will be made by parent)</li> <li>6. Loading or unloading bus improperly or tampering with any portion of bus</li> <li>7. Spraying or application of any substance (Ex. Cologne, perfume, deodorant, lotion, hand sanitizer, air fresher, etc.)</li> <li>8. Riding of any bus while suspended from one</li> <li>9. Sexual Harassment of any kind</li> <li>10. Use of tobacco products of any kind, including electronic devices</li> <li>11. Refusal to obey bus driver</li> </ol>		
<b>Class II Consequences</b>		
<ol style="list-style-type: none"> <li>1. First Offense – 3- 5 day suspension</li> <li>2. Second Offense - 5-7 day suspension</li> <li>3. Third Offense – 7-10 day suspension</li> <li>4. Fourth Offense – Loss of bus service for remainder of year</li> </ol>		
<b>Zero Tolerance: Suspension from bus for remainder of school year</b>		
<ol style="list-style-type: none"> <li>1. Use of inhalants, any controlled substance, alcohol, or possession of a weapon</li> <li>2. Lighting matches, fireworks, or any flammable object or substance</li> <li>3. Any act that endangers the safety of students and/or driver</li> </ol>		

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

## STATE LAWS

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

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

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

**The driver of a school bus who observes an operator of a motor vehicle violating 27-51-1004 or 27-15-1005 (violation of passing a school bus) shall 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 local prosecuting attorney (Act 718 of 2007).**

**It is unlawful for any person or persons to threaten, curse, or use abusive language to a school bus driver in the presence of students in this state.**

**Any person who violates the provisions of this section shall be guilty of a misdemeanor and upon conviction shall be punished by a fine not less than twenty-five dollars (\$25.00) nor more than one hundred dollars (\$100.00)**



## **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.

## **SCHOOL 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**

1. No student within ten (10) feet of a car.
2. Hallway procedures on the way to recess.
3. Stay in designated places.
4. Play fair and solve disagreements calmly.
5. Avoid aggressive physical contact/behavior.
6. Listen and follow adults' requests promptly.
7. Line up promptly at the signal.

### **IV. Hall Rules**

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

### **V. Restroom Rules**

1. Flush the toilet.
2. Help keep the restroom clean by throwing trash away.
3. Respect others' privacy.
4. Respect school property.
5. Be conservative by not wasting paper towels and toilet paper.

### **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).

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:

Minimum:	Student conference Contact parent by telephone or letter Parent conference Recess Detention In-House Suspension Corporal punishment with parent permission Suspension Alternative School
Maximum:	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.

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.

### **Consequence - 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 his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occurs on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

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

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 2<sup>nd</sup>; 5-13-206, assault 3<sup>rd</sup>; 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

## **SEARCH, SEIZURE, AND INTERROGATIONS**

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

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

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, or

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

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

## **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.**

### **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:

1<sup>st</sup> Assignment – 3 Days

\*Assignment for students who repeat infractions:

2<sup>nd</sup> Assignment – 5 Days

3<sup>rd</sup> 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. Alternative classrooms are located on the elementary campus for grades K-5 and on the CORE campus for grades 6-12.

The ALE program is staffed by licensed instructors and is supported by the services of a school counselor and/or mental health professional. Students placed in the program typically manifest one or more of the following characteristics: disruptive behavior, drop out from school, personal or family problems or situations, recurring absenteeism or transition to or from residential programs. In placing students in the ALE, an agreement will be developed with the parent, ALE teacher and student outlining the responsibilities of each participant. Students may be placed in the ALE program for a time period up to one school year. An assessment will determine the need to continue in the ALE program or to return to the traditional classroom setting.

## **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.

## **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 acceptance is calculated to arouse to anger the person to whom it is spoken.

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

## **DISCIPLINE FOR STUDENTS WITH DISABILITIES**

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

## **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.

## **ARKANSAS CODE**

### **School Zone Restrictions**

27-51-1609. Restrictions of telephone use in school zones:

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

b) A driver of a motor vehicle who is passing a school building or school zone during school hours when children are present and outside the building may use a handheld wireless telephone while operating a motor vehicle for an emergency purpose.

### **Public School Property Prohibitions**

6- 6-21-609. Prohibition against smoking or use of tobacco or tobacco products:

a) Smoking or use of tobacco or products containing tobacco in any form in or on any property owned or leased by a public school district, including school buses, is prohibited.

# Section 4

## Academics

### SCHOOL DAY SCHEDULE

**Primary:** Line Up bell rings at 7:55 a.m. Tardy bell rings at 8:05 a.m. Breakfast - 7:30 a.m. to 7:55 a.m. The school day ends at 3:05 p.m. Children who ride in cars are dismissed at 3:05 p.m. Children who ride the bus are dismissed at 3:10.

**Elementary:** Line Up bell rings at 7:55 a.m. Tardy bell rings at 8:05 a.m. Breakfast - 7:30 a.m. to 7:55 a.m. The school day ends at 3:15 p.m. Children who ride in cars are dismissed at 3:15 p.m. Children who are walkers or ride the bus are dismissed at 3:20.

**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.

### PROMOTION & RETENTION FOR GRADES K-5

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

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

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

In addition to the Benchmark Exam requirements and unless exempted by the student's individualized education program (IEP), students who take a course requiring an end-of-course (EOC) assessment must either receive a passing score on the initial assessment or successfully participate in an Individualized Academic Improvement Plan (IAIP) created for them to receive academic credit for the course.

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

## **GRADING**

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

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

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

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

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

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69-60

F = 59 and below

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

## **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

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 cannot be part of the grades.

## **HOMEWORK**

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

### **GUIDELINES:**

1. Parents and students may expect the following types of assignments:
  - a. Practice Assignments to provide either massed practice for a skill or concept recently taught or distributed practice for a skill or concept taught earlier but for which review is needed. Practice assignments should be made only after students understand the process and have had enough practice in class to do homework on the subject unaided.
  - b. Preparation-Assignments intended to provide additional background information before a class discussion. Such activities might include readings in the class text.
  - c. Extension-Assignments that encourage individualized and creative learning by emphasizing student initiative and research. Such activities include projects and research papers.

2. Parents can expect an average of 30-60 minutes three to five nights a week. This amount will vary due to the difficulty of the classes and the work habits of individual students. Since homework is an extension of the classroom, students are usually provided some class time to begin work on assignments.

### **All A's and A-B Honor Roll (Elementary Only)**

Academic excellence is recognized each nine weeks. Students in grades 3-5 who earn an A in every subject listed on the report card will be on the "All A Honor Roll". Students who earn "A s" and "B s" in the subjects on their report card will be on the "A & B Honor Roll". Note: the student must have at least one A and nothing lower than a B to be on the A & B Honor Roll.

### **Superintendent's Award (Elementary Only)**

Students maintaining all "A s" throughout third-fifth grades will be awarded the Superintendent's All "A s" award. Students maintaining all "A s-B s" throughout third-fifth grades will be awarded the Superintendent's A-B award. Awards will be presented to fifth graders at the end-of-year assembly.

## **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.

## **REMEDATION**

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.

## **STUDENT ACCELERATION**

The Board believes that acceleration is an effective and research-based intervention for the academic growth of students who are ready for an advanced or faster-paced curriculum. It can allow a student to move through the traditional educational setting more rapidly, based on assessed readiness, capability and motivation. At the same time, the Board understands that acceleration is not a replacement for gifted education services or programs.

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the District's Gifted and Talented Program Coordinator who shall convene the individuals necessary to make an informed decision which shall include the student's parents or guardians.

While the needs of the student should dictate when acceleration decisions are considered, the Board believes the optimal time for referrals is in the spring which gives adequate time for working through the determination process and for preparing those concerned for a smooth transition to the acceleration beginning in the following school-year.

The District's Gifted and Talented Program Coordinator will create a written format to govern the referral and determination process which shall be made available to any parent or staff member upon request.

The parents/guardians of any student whose request for acceleration has been denied may appeal the decision, in writing, to the District's GT Coordinator. The District's GT Coordinator and the Acceleration Placement Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the Committee will either request additional new testing be conducted to help the Committee make its determination or it will uphold the initial decision. The Committee's decision may not be further appealed.



# 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.

## **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 the Lonoke Public School District Food Service Director Elen Smith, [elen.smith@lonokeschools.or](mailto:elen.smith@lonokeschools.or) 501-676-7020.

#### **Prices**

School lunches are reasonably priced and include all nutritional requirements mandated by the Arkansas Department of Education. Students at Lonoke School District pay \$1.25 per meal for breakfast and \$2.00 per meal for lunch. Free and reduced meals are offered for students who qualify. Adult breakfast cost is \$2.00 and lunch cost is \$3.00.

#### **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.

**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.

**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.

## STUDENT MEDICATION POLICY

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. All signed medication consent forms are to be maintained by the school nurse.

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

Medications, including those for self-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. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

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

Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse)<sup>1</sup> shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence<sup>1</sup> shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes **only** to the extent the student's doctor has specifically authorized such attendance and participation.<sup>2</sup> A doctor's prescription for a student's Schedule II medication is **not** an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall **not** be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.<sup>3</sup>

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

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

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

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

#### Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained<sup>1</sup> and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

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

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

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

employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.<sup>2</sup>

<sup>1</sup> A partial, but not all-inclusive listing of Schedule II medications not specifically permitted includes Opium, morphine, codeine, hydromorphone (Dilaudid), methadone, meperidine (Demerol), cocaine, oxycodone (Percodan), amobarbital, pentobarbital, sufentanil, etorphine hydrochloride, phenylactone, dronabinol, secobarbital, and fentanyl.

<sup>2</sup> The specific authorization should be provided on the doctor's letterhead along with the completed Medication Administration Consent Form (4.35F) .

<sup>3</sup> A student who had surgery or was in an accident and is taking a Schedule II medication may be told by his/her doctor to not attend class. In such a case, a 504 plan can be developed to cover the duration of the student's recovery. The plan could include homebound instruction.

## **COMMUNICABLE DISEASES AND PARASITES**

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

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

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

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

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

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

## **RIGHT TO PRIVACY**

The school shall respect the child/individual's right to privacy and need for confidentiality. Therefore, the knowledge that a student/individual has an infectious/communicable disease will be confined to those with a direct need to know (e.g., principal, school nurse, teacher, and selected administrative personnel) as deemed appropriate by the advisory committee. These persons will be provided pertinent information concerning any 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 Lonoke School System or 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 3:05 p.m. (Elementary – 3:15 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.

### **EMERGENCY DRILLS**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses,<sup>1</sup> shall also participate in emergency evacuation drills at least twice each school year.

For school-year 2013-14, an annual active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel.<sup>2</sup> Students will be included in the drills to the extent that is appropriate to the age of the student and grade configuration of the school.<sup>3</sup>

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of an earthquake or terrorist attack that might include the

use of biological or chemical agents. Students shall be included in the drills to the extent practicable.<sup>2</sup>

## **EMERGENCY CLOSING OF SCHOOL**

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

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

The Lonoke school district purchased front entry security systems for each campus. The systems have 24 hour surveillance monitoring camera that can be reviewed by administrative staff and school resource officers. The doors remain locked during school hours and visitors must request access into the building. If access granted, visitors **MUST REPORT DIRECTLY TO THE OFFICE. All visitors must have their driver's license available in order to gain a visitor's pass.** This is for the safety of our children and faculty

### **CONTACT BY PARENTS**

Parents wishing to speak to their children during the school day shall register first with the office. Please be advised that learning is taking place at all times and interruptions for one child can disrupt the learning process for all students. Please handle minor issues before or after school. Important messages can be left in the office and will be given to your child during a transition period. Interruptions will only occur if the issue is considered an emergency. This will be at the discretion of administration.

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

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

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

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances

where the interviewers deem it necessary, they may exercise a “72-hour hold ” without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

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

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

## **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.

### **SCHOOL ALTERNATE SITE**

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 90 compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

# Section 7

## Miscellaneous information

### **DRESS CODE**

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

Any visual image which advertise alcoholic beverages tobacco products or drugs, or which have vulgar obscene or offensive messages will not be allowed on campus. Students who refuse to abide by rules will be subject to disciplinary action.

1. Caps, hats, and knit caps may not be worn in the building.
2. All clothing must be worn properly
  - a. No sagging
  - b. Belts and overall straps are to be snapped and buckled
  - c. Toboggans and hoods attached to jackets may only be worn outside of the building
  - d. Shoes or sandals must be worn at all times
  - e. Tank tops, sleeveless shirts, tops with spaghetti straps, or low-cut tops are not permitted. Students are prohibited from wearing while on school grounds during the day and at school sponsored events, clothing that exposes underwear, buttocks, or the chest of a female. A shirt must be worn under a mesh shirt or jersey.
  - f. Jeans, pants may not have holes above the knee even if clothing is worn under the jeans/pants.
  - g. Shorts, skirts, and dresses may be worn, but students wearing them are to follow these regulations as listed: 1. Tight shorts are not allowed. 2. They are not to be shorter than 4” above the knee when standing. Leggings may not be worn without a skirt, shorts, dress, or pants that extend to the length no shorter than 4” above the knee.
  - h. No pajamas or house shoes (sleepwear, lounge wear, etc.)
  - i. No bandanas

### **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.

## **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.

## **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.

## **PARENTAL/COMMUNITY INVOLVEMENT - SCHOOL**

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

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

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

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

The schools shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.

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



## **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 PARTY INVITATIONS**

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.

## **EXTRACURRICULAR 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**

### **TECHNOLOGY USE POLICY**

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

- (A) taken as a whole and with respect to minors, appeals to a pruient interest in nudity, sex or excretion;
- (B) depicts describes, or represents, in a patently offensive way with respect to what is sutiable for minors, an dactual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

(C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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

Student use of computers shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

### **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.

## EMAIL

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.

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

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

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

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

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

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

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

The student and/or the student’s parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school’s administration office by the student’s parents or guardians.<sup>1</sup> Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.<sup>2</sup>

Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.<sup>3</sup>

# Section 9

## Smart Core and Your Child's Future

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records.<sup>1</sup> 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.<sup>2</sup> 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<sup>3</sup> to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.<sup>4</sup>

- 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 licensed 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 licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.<sup>5</sup>

## **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 1/2 unit to graduate for a total of 22 1/2 units. The additional required units may be taken from any electives offered by the district.<sup>6</sup> There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

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

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

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

- 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
- Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable)

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

One unit of Biology; and

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

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

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History - one unit
- American History - one unit

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

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

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

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>8</sup>

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

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

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

The Smart Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires \_\_ units for a total of \_\_ units to graduate which may be taken from any electives offered by the district.<sup>6</sup>

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

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

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

Mathematics: four (4) units

- Algebra or its equivalent\* - 1 unit
- Geometry or its equivalent\* - 1 unit

- All math units must build on the base of algebra and geometry knowledge and skills.
  - (Comparable concurrent credit college courses may be substituted where applicable)
- \*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

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

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

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

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

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

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>8</sup>

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

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

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

The Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires \_\_ units for a total of \_\_ units to graduate which may be taken from any electives offered by the district.<sup>6</sup>

## COMPLAINT RESOLUTION POLICY

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

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

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

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

### *Contact for Complaints*

Please call your child's principal at  
Lonoke Primary School- 501-676-3839

or

Lonoke Elementary School- 501-676-6740

## 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.

Any person having inquiries concerning compliance with Title VI, Title IX, or section 504 is directed to contact the coordinator, Mrs. Cindy O'Riley.

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)

**Mrs. Cindy O'Riley, Coordinator Title VI, Title IX, and Section 504**  
**Lonoke School District**  
**501-676-2042**  
**401 Holly St. Lonoke, AR 72086**