

JIMMY BROWN ELEMENTARY SCHOOL
STAR CITY SCHOOL DISTRICT
2014-2015

ADMINISTRATION

Dr. Richard Montgomery, Superintendent
Sandra Lanehart, Assistant Superintendent

Paul Pickens, Principal (K-5)
Emilee Dutton, Assistant Principal (K-5)
Wendy James, Assistant Principal (K-5)

Member of the
North Central Association of Colleges and Schools



<http://www.starcityschools.com>

Policies in this handbook were approved by the Star City School Board on July 22, 2014.

**JIMMY BROWN ELEMENTARY
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Welcome to Jimmy Brown Elementary!

We urge you to read this Handbook carefully. The policies and procedures contained in this handbook are the results of a concerted effort on the part of students, parents, faculty and administration. This information has been carefully prepared and presented so that it will be of value in helping you to adjust to our school and to become an integral part of it.

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

Notice: Information that pertains to Jimmy Brown Elementary is located in the first half of the book. The second half contains district-wide policies that are mandated by state and federal laws.

MISSION STATEMENT

The mission of the staff of Jimmy Brown Elementary School is to provide opportunities for all students to develop their highest academic, physical, technological and social potential by providing a challenging curriculum with emphasis on math and literacy.

☆ SCHOOL MOTTO: ☆
Stand Tall and Reach

SCHOOL CALENDAR 2014-2015

| | |
|-------------------------------|-------------------------------------------------------------|
| August 18 | First Day of School |
| September 1 | Labor Day |
| November 7 | AEA Conference |
| November 24, 25, 26, 27, & 28 | Thanksgiving |
| December 22 - January 2 | Christmas Holiday |
| January 5 | Return to School |
| January 19 | MLK Day |
| February 16 | President's Day |
| March 23-27 | Spring Break |
| May 25 | Memorial Day |
| May 26 | Last Day of School (If there are no inclement weather days) |
| May 27, 28, 29, June 1, 2 | Inclement weather days (Senate Bill 814) |

PARENTAL/COMMUNITY INVOLVEMENT

Jimmy Brown Elementary understands the importance of involving parents and the community in promoting higher student achievement and general good will between the school and those it serves. JBE shall strive to develop and maintain meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and community. In an effort to keep parents better informed, Parent Information packets will be distributed at the beginning of school and as students transfer into the district. An effort will be made to keep parents informed about programs, meetings, and other activities they could be involved in during the school year.

JBE has a Parental Involvement Plan which can be downloaded from the school's website at

<http://www.starcityschools.com>.



Major Testing Dates:

| | |
|--------------------|---------------------------------------------------------|
| March 9 - April 10 | Window for PARCC Assessments (grades 3 - 5) |
| April 6-17 | Window for IOWA Tests (grades 1 & 2) |
| April 27 - May 22 | Window for PARCC End of Year Assessments (grades 3 - 5) |

School Hours

| | |
|--------------------------|-----------|
| Doors open for breakfast | 7:15 a.m. |
| Classes begin | 8:00 a.m. |

Lunches/Physical Activity

| | |
|-----------------------|------------------|
| Kindergarten | 11:00-11:30 a.m. |
| | 11:30-11:50 a.m. |
| 1 st Grade | 11:15-11:45 a.m. |
| | 11:45-12:05 p.m. |
| 2nd Grade | 11:35-12:05 p.m. |
| | 12:05-12:25 p.m. |
| 3rd Grade | 11:50-12:20 p.m. |
| | 12:20-12:40 p.m. |
| 4th Grade | 12:10-12:40 p.m. |
| | 12:40-1:00 p.m. |
| 5th Grade | 12:30-1:00 p.m. |
| | 1:00-1:20 p.m. |

Dismissals

| | |
|-----------------------|-----------|
| Walking Students | 3:25 p.m. |
| Circle Drive Students | 3:27 p.m. |
| Bus Students | 3:30 p.m. |



STUDENT CONDUCT

*Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote an atmosphere conducive to the teaching/learning process.

*It is in the best interest of your child that we work together to ensure maximum educational opportunity. Your child's teacher(s) will notify you of your child's conduct in the classroom on a regular basis.

*You will also be notified by mail of any discipline referral made to the principal. If you have questions or comments, you are encouraged to contact the teacher(s) or an administrator. For additional information, see **District Policy 4.17 Student Discipline**

GOOD BEHAVIOR

GOOD BEHAVIOR will be rewarded weekly/quarterly with positive reinforcement that may include one or more of the following:

- A. Praise from teachers and principals
- B. Planned activities
- C. Award certificates
- D. Treat/Treasure Chest
- E. Good behavior office referral



STAR RECOGNITION PROGRAM

(Students That Are Remarkable)

STAR Citizens will be chosen from each classroom each grading period for outstanding citizenship. Students who receive no tickets/strikes or no more than one strike and zero office referrals in the nine-week period will be named Star Citizen for that nine-week period. Students who receive **no** more than one ticket/strike per nine-weeks and zero office referrals during the school year will receive Star Citizen all year. ***Students must be enrolled three of the four 9-week periods to qualify for Star Citizen All Year.**

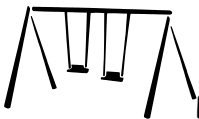
CLASSROOM RULES

Classroom rules shall be posted in each classroom.

1. Follow the teacher's directions.
2. Keep hands, feet and other objects to yourself.
3. Have materials, supplies and assignments ready.
4. No put-downs, cruel teasing or unacceptable language, or bullying.
5. Be in your seat on time and ready to work

*Citizenship grades will be determined by the number of disciplinary offenses.

*If a student chooses to break a rule, it will be noted as a "strike" or "ticket." The consequence for strikes/tickets varies by grade level.



PLAYGROUND RULES

Playground rules shall be posted in each classroom.

1. No contact games - touch football only.
2. No climbing trees or fences.
3. Benches are for sitting only.
4. No rough play or play fighting.
5. Do not throw rocks, sticks, or other objects.
6. NO BULLYING!
7. Do not leave the playground without permission.
8. When the bell rings, line up quickly and quietly.

OFFENSE CATEGORIES

(Requiring Disciplinary Action)

Realizing that the violation of some rules is more serious than the violation of others, and that school authorities must use discretion in dealing with each child as an individual, four categories of discipline have been established. An explanation and the consequences of each category follows.

****Category 1:** This is the least severe type of offense which usually results in a ticket/strike. These offenses are primarily committed in the classroom and include but are not limited to:

- | | |
|-------------------------------|----------------------------------------|
| *Violation of classroom rules | *Notes |
| *Cheating | *Hall misbehavior |
| *Gum/Candy | *Loitering (cafeteria, restroom, etc.) |

****Category 3:** Offenses of this nature are minor, but more serious than strike offenses. Consequences for offenders in the following areas may result in a visit with the principal. They include but are not limited to:

- | | | |
|------------------------------------------|-------------|---------------------|
| *Disruptive classroom/cafeteria behavior | *Gambling | *Cell phone |
| *Public display of affection | *Rough play | *Electronic devices |
| *Verbal abuse | *Theft | |
| | *Vandalism | |



CLASSROOM CONSEQUENCES

ACTIVITY CONSEQUENCES (Category 1 Offenses)

Kindergarten:

- | | |
|-----------|--------------------------------------------------|
| 1 ticket | Verbal warning |
| 2 tickets | Verbal warning/10 min timeout |
| 3 tickets | Verbal warning/1 day detention/Parent Conference |
| 4 tickets | Office visit (same as Category 3) |
- *Parents will be notified of each ticket.

Grade 1-2:

- | | |
|----------|--------------------------------------------------|
| Strike 1 | Verbal warning |
| Strike 2 | Verbal warning/10 min timeout |
| Strike 3 | Verbal warning/1 day detention/Parent Conference |
| Strike 4 | Office visit (same as Category 3) |
- *Parents will be notified of each strike.

Grades 3-5:

- | | |
|----------|-----------------------------------|
| Strike 1 | Verbal warning/10 min timeout |
| Strike 2 | Verbal warning/Parent Conference |
| Strike 3 | Office visit (same as Category 3) |

OFFICE CONSEQUENCES (K-5)

CLASSROOM AND ACTIVITY (For Category 1 and 3 Offenses)

| | |
|-----------------------|------------------------------------------------|
| 1 st visit | Reprimand/1 day detention |
| 2 nd visit | 3 days detention |
| 3 rd visit | Corporal punishment/1 day in school suspension |
| 4 th visit | 3 days in school suspension/5 days detention |
| 5 th visit | in school suspension |

*May include a referral to the counselor

Category 4: These offenses are of the most severe nature and require more severe disciplinary action.

These include but are not limited to:

| | | |
|-------------------|-----------------------|----------------------|
| *Drugs/Alcohol | *Indecent Exposure | *Bullying |
| *Tobacco | *Profanity | *Fireworks |
| *Assault/Fighting | *Pornography | *Password Violations |
| *Paging Devices | *Sexual Harassment | *Insubordination |
| *Weapons | *Rock/Object Throwing | *Sexual Misconduct |
| *Threats | *R-rated Materials | *Aggressive Behavior |
| *Gang Activity | *Internet Violations | |
| *Biting | *Lasers | |

OFFICE CONSEQUENCES (For Category 4 Offenses)

(Consequences mandated by law will take precedence.)

Consequences for Grades K-2

| | |
|-----------------------|-----------------------------------------------------------------------------|
| 1 st visit | 3 days detention/1 day in school suspension |
| 2 nd visit | 5 days detention/in school suspension |
| 3 rd visit | Corporal punishment/in school suspension |
| 4 th visit | Detention/corporal punishment/in school suspension/out of school suspension |
| 5 th visit | Detention/corporal punishment/in school suspension/out of school suspension |

Consequences for Grades 3-5

| | |
|-----------------------|---------------------------------------------------------|
| 1 st visit | 5 days detention/1 day in school suspension |
| 2 nd visit | Corporal punishment/in school suspension |
| 3 rd visit | Detention/corporal punishment/in school suspension |
| 4 th visit | Detention/in school suspension/out of school suspension |
| 5 th visit | Detention/in school suspension/out of school suspension |

- Second Semester: Consequences for Categories 1 and 3 will begin with 2nd visit (3 days detention) if the child had office referral(s) during the first semester. Students with no previous referrals will receive the consequence for the 1st visit (reprimand/1 day detention).
- Parent/guardian will be notified by mail of all offenses and consequences for all categories.

BUS REGULATIONS

Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitch-hike a ride or walk to or from school. If you must cross the road or highway to enter the bus, try to always be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus (unless the driver directs you otherwise). Students who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus. Cross the road only after the driver or the student patrol has signaled for you to do so.

****ELEMENTARY STUDENTS CANNOT RIDE ANY BUS EXCEPT THEIR OWN WITHOUT PERMISSION FROM THE OFFICE.**

PERMISSION WILL BE GRANTED ONLY IN CASES OF EMERGENCY.

****It should be regarded as a privilege to ride to and from school on a bus. Treat the driver and others with respect. See additional information in District Policy 4.19 **Conduct to and from School.****



BUS RULES

- *OBEY THE DRIVER AT ALL TIMES.
- *Enter the bus orderly and quickly.
- *Speak in a normal tone of voice. No shouting/profanity.
- *Keep hands, feet and objects to yourself.
- *No firearms, knives, sharp objects, pets/animals of any kind.
- *REMAIN SEATED WHEN THE BUS IS MOVING.
- ***NO EATING, DRINKING OR CHEWING GUM IS ALLOWED.**
- *Do not deface or damage the bus.
- *Dispose of trash properly.
- *Keep the bus aisle clear.
- *Student must identify name and grade to driver when requested.

****Category 2:** These are offenses committed on the school bus. The driver submits a written referral, which usually results in an office visit. Disciplinary action for these offenses basically follows the bus consequences listed on page 10. When the safety of students on the bus is threatened, progressive discipline is not necessary. See Bus Regulations and District Policy 4.19—**Conduct to and from school.**



BUS CONSEQUENCES (For Category 2 Offenses)

| | |
|-----------------------|----------------------------------------------------------------------------|
| 1 st visit | Reprimand and/or 1-3 days noon detention |
| 2 nd visit | 3/5 days detention |
| 3 rd visit | Corporal punishment or 1 day bus suspension |
| 4 th visit | 3 days bus suspension and parent conference |
| 5 th visit | 5 days bus suspension |
| 6 th visit | 10 days bus suspension |
| 7 th visit | Removal from bus for remainder of semester or not less than 30 school days |
| FIGHTING----- | Automatic 5 day bus suspension |



DO NOT BRING THE FOLLOWING ITEMS TO SCHOOL:

1. Hard balls, baseballs, and wooden/metal bats.
2. Skateboards
3. Hard frisbees
4. Play guns or knives of any kind
5. Radios, walkie-talkies, jam boxes, cameras, or tape players, MP3 players, etc.
6. Computer/video games and game players (ex. PSP or DSi, etc.)/DVD Players
7. Paging devices, beepers, or similar electronic devices (Exemptions may be made if a student is required to use a device for health or other compelling reasons.)
8. Trading Cards
9. Batons
10. Shocking devices or trickster objects (ex. device which snaps finger)

The student, parent, or guardian will be allowed to pick up the item from the office at the end of the confiscation period. When the confiscation period ends on a day when we are not in school, the item will be available for return on the next school day.

Cell phones can only be used for academic purposes under the supervision of the teacher. Phone calls and texts are not considered academic. This is in effect in all parking lots, grounds and buildings of the Star City School District. **In the event the cell phone is used for non-academic purposes without the permission of the teacher, the cell phone will be confiscated. Furthermore, if a device makes noise during a class, it may be subject to confiscation.**

In the event that an item is confiscated from a student, the student may receive discipline and the following penalties:

- 1st offense -item held in the office and returned to the student at the end of the school day
- 2nd offense - item held in the office for 3 calendar days
- 3rd offense - item held in the office for 5 calendar days

CONFLICT CONTRACTS (UPPER GRADES)

Conflict contracts may be used with students that have been identified as having a severe and/or lengthy conflict with another student and the conflict is causing a disruption in the learning environment or has the potential of causing a disruption in the learning environment.

Each student being placed on a conflict contract will meet with the principal, assistant principal, or dean of students where the rules of the conflict contract will be explained. The rules of the conflict contract are as follows:

1. Will not say anything to each other.
2. Will not have physical contact between both parties.
3. Will not hang out in the same area and/or same group.
4. Will not send messages to the other one.
5. Will not sit together in the cafeteria, bus line, gym, etc. while on school property.
6. Will be separated in the classroom.
7. Will not say anything about the other party to another student.

After the rules are explained, each student will sign the conflict contract agreeing to their understanding of the rules, their willingness to follow the contract, and their understanding that consequences will follow if the contract is broken.

Consequences for breaking a conflict contract will be left to the discretion of the principal, assistant principal, or dean of students.

BEHAVIOR NOT COVERED

The school district reserves the right to punish behavior that is not conducive to good order and discipline which is not covered in the preceding written rules. The penalty for violation will depend on the urgency and seriousness of the situation and will be left to the discretion of the principal. Students are expected to follow the provisions of this handbook and obey the directions of certified staff as well as non-certified staff and school volunteers who have been assigned responsibilities that include the supervision or oversight of students. Failure to follow the reasonable directions of a volunteer or non-certified staff member is a violation of this handbook and will result in disciplinary action being taken against the student, ranging from a warning to expulsion, depending on the circumstances.

DISCIPLINARY PROCEDURES:

CORPORAL PUNISHMENT

The Star City School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued certificate as a condition of their employment. Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges. All corporal punishment shall be administered privately, out of sight of other students, and shall be administered in the presence of another certified staff member as a witness, shall not be excessive, or administered with malice. Refusal to take corporal punishment will result in suspension or other disciplinary actions at the discretion of the principal/assistant principal.

DETENTION

When a student is assigned detention, a note will be mailed to the parent. Detention will be held during noon recess school hours. Students who choose to misbehave during detention will receive additional days of detention, corporal punishment, or in-school suspension. There will be absolutely no talking, sleeping or looking around in detention.

IN-SCHOOL SUSPENSION (ISS)

Assignment will be at the discretion of the administrator and based on the needs of the student and his learning environment. Continued misbehavior while in ISS will result in an additional day(s) of ISS or other disciplinary measures. Students with an IEP will continue to receive special education services while assigned to ISS.

SUSPENSION OR EXPULSION

Parents will be notified by the principal/assistant principal with the reasons for Out of School Suspension. Out of School Suspension assignment will begin on the date set by the administration.

Any student placed in Out of School Suspension will not be allowed on campus for any reason. Students will be required to make up all work missed during the suspension. Students will be given an opportunity to make up the missed assignments during intervention. Students will have the same number of days as assigned in the suspension to make up the work missed. Example: 3 days of out of school suspension = 3 days to make up work.

See District Policy 4.30-Suspension from School and District Policy 4.31-Expulsion from School.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

Students with disabilities 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 (FAPE). The individualized education plan (IEP) team for a student with disabilities should consider whether particular discipline procedures should be adopted for that student and included in the IEP. If an emergency suspension exceeds ten (10) days, 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. The suspended student shall be offered alternate educational placement if the exclusion exceeds ten (10) days.

ARKANSAS LAW RELATED TO OFFENSES AND CONSEQUENCES

The consequences for many serious student offenses are mandated by Arkansas Law. See the District Policies section for more information about these offenses and their consequences. Most offenses described in the District Policies are considered Category 4 offenses and/or criminal offenses.

Drugs and Alcohol: Substance abuse by any student shall be dealt with at the discretion of the principal. If the situation warrants, school personnel will communicate all available information to the proper law enforcement agencies and offer full cooperation of the Star City School District in an investigation. Penalty will include at least one of the following:

- A. 5 days suspension and parent notification
- B. Suspension and/or recommendation for expulsion

Information about drug and alcohol counseling and rehabilitation may be found in the counselor's office. Controlled substances may be used by a student who has a prescription for the substance, provided the substance remains in the original container obtained from a pharmacist and is taken under the supervision of the school nurse or her designee. **See District Policy 4.24—Drugs and Alcohol**

Insubordination: A student shall comply with reasonable directions or commands of administrators, teachers, instructional assistants, interns, bus drivers, school security officers, or other authorized school personnel. Students will be disciplined when they refuse to obey any rule or regulation of the school or school district or the reasonable instructions of school personnel. The penalty for violation of a verbal or written command will depend on the urgency and seriousness of the situation. **See District Policy 4.18—Prohibited Conduct**

Making a False Alarm: Communicating a false alarm to or about a public educational institution is a Class D felony if physical injury results.

Threats: The Star City School District takes all threats of violence or property damage seriously. Students should be aware that uttering threats can not only lead to disciplinary action being taken against a student, but can also lead to serious criminal penalties. Profanity and rude and abusive language is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action ranging from a warning to permanent expulsion and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or an act of violence may have been committed on campus. **See District Policies: 4.20 Disruption of School 4.21 Student Assault or Battery**

Obscene Pictures, or Notes: A student shall **not** have or be in possession of pornographic material.

Profanity, Lewdness, or Obscene Gestures, Verbal Harassment. A student will not use profane, violent, vulgar, abusive, or insulting language or gestures at any time. ***Any student who uses profanity, violent, vulgar, or abusive language directly to a teacher will be suspended with the possibility of expulsion.*** A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process.

Verbal Abuse to a School Employee (Act 1565 of 2001). It is unlawful for any person to use profane, violent, vulgar, abusive, or insulting language toward any school employee. A person who violates this policy shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) or more than one thousand five hundred dollars (\$1500).

Vandalism: Damage or destruction of school property

A student shall not cause or attempt to cause damage to school property, or steal or attempt to steal property. The school district will attempt to recover damages from the student destroying school property. Vandalism at school during school hours or after school hours can result in suspension and/or expulsion. Parents of any minor student under the age of 18 and living with parents may be liable for damages caused by said minor in an amount not in excess of \$2000.00

OTHER CATEGORY 4 OFFENSES AND CONSEQUENCES

Biting/Spitting

A student who bites or spits on another person will be sent to the office for disciplinary action. Kindergarten students will be verbally reprimanded and assigned one day detention for their first offense. All others will follow the steps for major (Category 4) offenses.

Fireworks/Incendiary Devices

Students shall not possess, handle, or store ammunition, fireworks, smoke bombs, cherry bombs, matches, lighters, or any other kind of incendiary device on school property. The level of disciplinary action will depend on the seriousness of the offense.

Rock/Object Throwing

A student is not to throw rocks, sticks, or any other object that could cause harm to another child. Kindergarten students will be verbally reprimanded and assigned one day detention for their first offense. All others will follow the steps for major (Category 4) offenses.

Threatening Behavior

When behavior threatens the security and well order of the school, progressive discipline is not necessary. Consequences will be determined by the nature and severity of the offense.

Walk-outs

Any student who walks out of class and leaves the building or fails to go to class after a break due to some form of protest will receive disciplinary action ranging from a warning to in-school suspension.

GENERAL INFORMATION

ACADEMIC IMPROVEMENT PLANS (AIP)

An academic improvement plan (AIP) will be written for any student that does not score proficient on the Arkansas Benchmark Exam. The AIP will outline a remediation plan for the student in the areas of weakness. The student will be required to participate in this remediation plan or be retained in school.

ANIMALS

No animal may be brought to school without permission from the principal. Classroom pets must be kept in appropriate cages/containers and are not to be handled by students. Animals are not allowed on buses at any time.

ARRIVAL AND DISMISSAL

*Students who do not ride buses should not arrive before 7:15 a.m. Students who arrive before that time will not be supervised.

*School begins at 8:00 a.m. Students arriving after 8:00 a.m. must be checked in at the office by an adult before proceeding to class and will be considered tardy.

*Tardies and early check-outs interrupt your child's learning and the learning of others. They should be limited to emergencies or doctor's appointments only. Tardies and early check-outs will count against your child's attendance record. See District Policy 4.9-Tardies

*Parents will be requested to attend a conference with the principal if tardies and/or early dismissals become excessive.

***If changes are made in your child's daily schedule (such as circle drive instead of bus), parents must write a note to the teacher or notify the school office. Notification must be received before 2:30 p.m.** to assure we have enough time to let your child know of the change.

*When school is dismissed in the afternoon, students are to leave the school as soon as possible. Students should not re-enter the building without a teacher or a teacher's written permission.

ATTENDANCE

Regular attendance is essential to a student's success in school. Parents must assume the responsibility of seeing that their child is in regular attendance. **A note from the parent or a doctor's excuse is recommended within 48 hours of any absence.**

Excessive absences may be used as a basis for denial of promotion. In this case, a review committee will be formed which includes the principal, and/or assistant principal, counselor and the teachers of the student involved. This committee will determine if promotion should be allowed or denied. The following district policies contain important information about attendance:

4.3—Compulsory Attendance

4.7—Absences -- This policy has changed. Review carefully.

BICYCLES

Permission must be obtained from the principal before a student is allowed to ride a bicycle to school. Any student who rides a bicycle to school may not move that bicycle during the school day. Bicycle locking devices are required.

CAFETERIA

Lunches will be paid daily at the point of service (or in any amount in advance). For example, a parent may prefer to pay for a week's or a month's worth of lunches in advance. Our system will account for this payment, and your child will be served accordingly. No charges for lunches will be allowed after the fifth accumulated charge. Following the fifth accumulated charge, the student will be provided up to five alternative lunches. If the account is not brought current by the fifth alternative lunch, a FINS will be filed.

*Unduly loud talking will not be allowed.

*One carton of milk is furnished with the meal. **Additional milk must be purchased.

*No drinks in glass containers are allowed.

CAMPUS

Students who walk home after school should go directly home. The school building and grounds are available for school-related activities only. Permission to use the facility must be given by the superintendent. **See District Policies: 4.10—Closed Campus and 4.12—Student Organizations/Equal Access**

CHECKING OUT (EARLY)

Students will not be allowed to check out of school with a note or telephone call. The student's parent/guardian will have to come to school in person in order to check out their son/daughter. If the parent is aware several days in advance, he/she may come in and designate a time/date in the future when the child must leave school. A student cannot be checked out by an older brother or sister unless prior arrangements have been made by the parent. **Early check-outs will count against your child's attendance record.**

CHILD ABUSE

All school employees are legally responsible for reporting child abuse and suspected child abuse or neglect to proper authorities. **(Act 214 of 1999)** Parent notification is not required if school personnel make a report or file a complaint based on suspected child abuse or neglect or if student access is granted to law enforcement personnel for purposes of investigation of suspected child abuse or neglect.

CONFERENCES

Conferences may be initiated by either the parent or the teacher. If a conference is desired, please call the school to schedule a time and date. All teachers have a scheduled planning/conference time. It is requested that parents schedule during these times so the teaching/learning process is not disturbed. Parent Visitation is scheduled twice each year at which time parents may visit with teachers.

More frequent communication will be required for students not performing at grade level.

Conferences will also be held in the spring to explain retention/promotion policies and parent/student obligations.

CIRCLE DRIVE/WALKING STUDENTS

Students will be dismissed in the following manner:

***3:25 Bell-** Walking students will be dismissed to leave. These students must have a note filed in the office stating that they will be walking students to specific destination unless the school is notified otherwise by the parent.

***3:27 Bell-** Circle Drive students will be dismissed from classrooms to go to assigned areas until they are picked up in a vehicle in front of the school. **K, 1st, 2nd grade students are to be picked up near the north front door of the school.** Drivers should use the left lane and should exit through the parking lot. **3rd, 4th, and 5th grade students are to be picked up near the south front door of the school.** Drivers should use the right lane and should exit on the drive leading to Hwy 11 (Arkansas St.). Day Care van riders are considered Circle Drive students. These students will report to the gym. If you have any questions, call the school. **(For your child's safety, no pick-up of students at the sidewalk gate will be allowed).**

COMPUTERS/TECHNOLOGY

See District Policy 4.29-Computer/Internet Use Policy

DEBTS/FEES OWED

All debts must be paid by the end of the school year in which they were incurred.

DISTRIBUTION OF LITERATURE

See District Policy 4.14-Student Publications and the Distribution of Literature

DRESS CODE/APPEARANCE

Students will appear at school clothed and groomed in an appropriate manner which is dictated by principles of good personal hygiene. While it is recognized that the choice of attire and grooming are matters of expression and are subject to fashion and current fads, the school board expects that good grooming shall be stressed at all times. Any article of clothing or manner of hair style or make-up which is determined by the building administrators to materially and substantially interfere with the educational process is prohibited. Teachers/Administrators will attempt to phone and/or send a letter home to notify parents of the dress code violation. Repeated dress code violations will be handled at the discretion of the principal.

Kindergarten – 2nd grade

- * The elementary school will be somewhat lenient with K-2 students regarding the length of shorts/skirts. ***It is recommended that students wear shorts under their skirts and dresses.***
- *Clothing torn or with holes will NOT be permitted if torn area or holes are above the knee. Garments or patches worn underneath will not make this type of clothing acceptable.
- *No clothing will be allowed that results in immodesty. Unduly tight shorts, pants, skirts, and shirts are not allowed.
- *Students are not permitted to wear halter tops or tops with spaghetti thin straps. Stomachs and backs should not be exposed. Tops must have straps on both shoulders.
- *Shirts must have appropriate neck lines. No cleavage should be shown.
- *All students must wear shoes at all times for health and safety reasons. **To avoid injury, be sure your child's shoes are appropriate for school and playground activities.** *****Flip-flops are not recommended at any time.*** **Tennis shoes are required for P.E. No shoes with cleats or cleat-like soles are allowed. No "heelies" (shoes with wheels) are allowed.**
- *Pants are to be worn at the waist as intended.
- *Students will not wear hats, caps, or other head coverings inside the building.
- *T-shirts and other clothing items may not display obscene/profane/pornographic expressions; may not represent illegal behavior, drug/alcohol use, or gang affiliation; and may not allude to demeaning concepts such as race, religion, sex, pain, death, or suicide.

3rd grade – 5th grade

***Repeated dress code violations will be handled at the discretion of the principal.**

The following rules should be followed:

- * Shorts, skirt, or dress length should not result in immodesty. No split sides and/or cutoffs are allowed. ***It is recommended that students wear shorts under their skirts and dresses.***
- *Clothing torn or with holes will NOT be permitted if torn area or holes are above the knee. Garments or patches worn underneath will not make this type of clothing acceptable.
- *No clothing will be allowed that results in immodesty. Unduly tight shorts, pants, skirts, and shirts are not allowed.
- *Students are not permitted to wear halter tops or tops with spaghetti thin straps. Stomachs and backs should not be exposed. Tops must have straps on both shoulders.
- * Boys' shirts must have sleeves.
- *Shirts must have appropriate neck lines. No cleavage should be shown.
- *All students must wear shoes at all times for health and safety reasons. **To avoid injury, be sure your child's shoes are appropriate for school and playground activities.** *****Flip-flops are not recommended at any time.*** **Tennis shoes are required for P.E. No shoes with cleats or cleat-like soles are allowed. No "heelies" (shoes with wheels) are allowed.**
- *Belts are to be buckled. Shoes laces are to be tied.
- *Pants are to be worn at the waist as intended.
- *Students will not wear hats, caps, or other head coverings inside the building.
- *T-shirts and other clothing items may not display obscene/profane/pornographic expressions; may not represent illegal behavior, drug/alcohol use, or gang affiliation; and may not allude to demeaning concepts such as race, religion, sex, pain, death, or suicide.

EMERGENCY DATA

The school office and child's teacher must have **current** home and emergency phone numbers and address in case of emergencies. Parents should also notify the school nurse about any critical student health or medical information. ****PLEASE NOTIFY THE SCHOOL OFFICE OF ANY CHANGE OF ADDRESS OR TELEPHONE NUMBER.**

EMERGENCY DRILLS



FIRE

Fire drills are conducted once each month. The signal for a fire is the continuous sound of the fire drill buzzer or three (3) short bells. Students are to evacuate the building rapidly and quietly according to the evacuation chart in each room. Students are under the control of the supervising teacher at the time of the drill. Homeroom teachers will join their class outside the building if the students were in special activities.



STORMS

Tornado safety drills are conducted not less than four times per year in the months of September, October, January, and February. The storm/tornado drill signal is one long bell. Teachers will give students directions on what action to take, depending on which room the student happens to be in at the time. Other types of emergency drills may also be conducted.

See District Policy 4.37-Emergency Drills

EXTRACURRICULAR ACTIVITIES

Opportunities are provided for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior. Examples of extracurricular activities include, but are not limited to, classroom parties, assemblies, field trips, and competitions such as spelling bees, science fairs, and G/T activities.

District Policy 5.19—Extracurricular Activities.

FOOD



During lunch period, students are to eat their food in the cafeteria only.

*Students may bring a lunch from home, but it is against State Law for any of this food to be shared with children other than your own.

*If a student forgets to bring his/her lunch he/she will need to eat in the cafeteria.

*Parents/Guardians may bring lunch for their student at the appropriate lunch time. Lunches may not be left in the office for your child to pick up nor be delivered to the school by a vendor.

***Parents bringing lunch for their own children may sit at the designated table with only their child(ren).**

***The cafeteria rules and policies will be posted in the cafeteria. Violations of the policy may result in the loss of privileges.**

***Snacks are allowed for students in Kindergarten and those students needing a snack for medical reasons. These students should bring the snack to school with them. These will be eaten in the classroom at times designated by the teacher. Snacks may not be left in the office for your child to pick up nor be delivered to the school by a vendor.**

*** Classroom instruction will not be interrupted for the delivery of a lunch or snack.**

GIFTS



If a student receives a gift or flowers at school, it will not be delivered until the end of that school day. **No balloons will be allowed at school.**

GUIDANCE

Guidance is a developmental program, K-12. This area of effective education emphasizes self-growth and emotional well-being through Character Education. Building self-concepts, getting along with others, and understanding feelings are some of the most important concepts taught. Counseling is the heart of the program. Grades can be improved, study skills increased, and personal crises worked through by the use of the guidance program.

HEALTH/MEDICATIONS

See District Policy 4.35

HEALTH ROOM/EMERGENCY PROCEDURES

The parent/guardian will be asked to sign an Emergency Medical Authorization form in case of serious injury or illness.

District Policy 4.36-Student Illness/Accident will be followed from that point.

HEALTH STATEMENT



If a student has a physical condition or a psychological disorder, it is important that the school be fully informed so that cases may be properly handled. **Do not assume that last year's teacher will tell this year's teacher that a condition exists.** The provision for medical/dental care and treatment is not the responsibility of the school. For additional health information, see **District Policy 4.34 Communicable Diseases Policy 4.34A Head lice.**

HOMEWORK

Each teacher is encouraged to assign appropriate and meaningful homework regularly. Homework is meant to promote the development of students' independent study skills, reinforce and strengthen academic skills, broaden the educational experiences of students, and relate those experiences to the real life of the community. Therefore, a certain amount of independent work is necessary at each level. Grade and achievement levels will be considered before assigning homework. **Homework will never be assigned as punishment.**

****The following are guides for assigning homework:**

***Homework will only be assigned on material previously taught.**

***Some time will be allowed in class for practice.**

***Family life and recreation are important, and homework will not be so extensive as to eliminate both of these.**

INCOMPLETE ASSIGNMENTS

A student who does not complete an assignment may receive disciplinary action.

INSTRUCTIONAL PROGRAM

Elementary students will follow educational requirements as listed under state standards. Use of the Common Core Standards has been mandated by the Department of Education in the areas of reading, mathematics, language arts, science, social studies, art, music, and physical education.

INSURANCE PROGRAM

Officials of your school have completed arrangements for a school insurance plan for the school year. It is hoped that all students will avail themselves of this protection by purchasing the student insurance policy. The master policy will be on file with school authorities. Benefits will be described in materials sent to the parents.

LOST AND FOUND ARTICLES

Students finding lost articles should turn them into the office secretary. Students who have lost articles should inquire at the office. Lost and found items are stored in the custodian's room until the end of the year. Any items not claimed by the end of the school year will be donated to charities.

MAKE-UP WORK

See District Policy 4.8 Make-Up Work

MONEY

No money may be collected at public expense and spent for private pleasure. All money collected for fund raising will be turned over to the principal's office. Any fund raising projects must be cleared through the office.

OFFICE TELEPHONE

Pupils may use the school telephone only in an emergency and with permission of the principal or secretary. All long distance calls will be collect calls. Messages for students need to be made only in cases of an emergency.



PARTIES

The following parties will be allowed: Christmas, Valentine's Day, and End-of-the-Year. **The parties will be held the day of the holiday or on the last day of school before the holiday.** Due to safety concerns, no inflatables or water activities will be allowed. Time and type of party will be determined by the classroom teacher and approved by the principal.

No privately contracted limousines will be allowed during school hours. It disrupts the educational process.

Private birthday and/or other party invitations CANNOT be distributed at school.

PROMOTION/RETENTION

Students not performing at grade level during the regular school year shall participate in a remediation program during the school year to be eligible for promotion to the next grade.

*Students in grades K-2 who are performing below grade level in reading will participate in Intensive Reading Intervention (IRI).

*Students in grades 3-5 who are performing below grade level will require an Academic Improvement Plan. Parents will be requested to participate in constructing these plans.

*Kindergarten through 3rd grade students below grade level in reading and/or mathematics will be considered for retention.

*Students in the 4th and 5th grades must pass three (3) core subjects to be eligible for promotion.

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

*Below grade level will be determined by measures including teacher-made tests, teacher observations, performance-based assessments including portfolios and other achievement instruments.

*Excessive absences, tardies, and/or early check-outs will be factors when considering retention.

The parents or guardians of any student who is to be retained at any grade level shall promptly be given notice of the reasons for such retention in a personal conference that 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.



RECORDS (EDUCATIONAL/SCHOOL)

Requests for records should be directed to the school principal. **See District Policy 4.13 Privacy of Student Records.**



REGISTRATION REQUIREMENTS

If the district questions legal residency, it shall be the responsibility of the parent/guardian to prove legal residency in the district. **See District Policy 4.1 Residence Requirements.** Certain immunizations and documentation are required before a child can enter school.

For further information, **see District Policy 4.2 Entrance Requirements.**

*It is the responsibility of each parent/guardian to provide the school with this information.

Note: The legal name of the child is the name the school will use. If you have documents to change a child's legal name, the school should be made aware of them.

REPORT CARDS/GRADES

Student grades are available on-line. Teachers will submit grades in a timely manner. Progress reports are issued midway through each grading period. Report cards are sent home at the end of each nine-week grading period. Parent visitation is scheduled once each semester to provide parents an opportunity to discuss their students' progress. The following grading scale is used for report card/progress report grades:

First through 5th grades:

- A 90%-100% Superior
- B 80%-89% Above Average
- C 70%-79% Average
- D 60%-69% Below Average
- F 59% and below is failing

Kindergarten will use a performance-based report card. The following grading scale will be used:

- 3 Proficient** Student shows full control of skill (On grade level)
- 2 Basic** Student shows inconsistent control or some control with support (Approaching grade level)
- 1 Below Basic** Student shows little or no control of the skill (Below grade level)

*Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

**Any student who alters grades on a report card or elsewhere shall receive disciplinary action.

AWARDS

Academic Awards are determined by the student's *GPA* (Grade Point Average) on all basic subjects (reading, spelling, language, math, science, and social studies).

All A's Award-4.0

Honor Roll-3.5 to 3.99

Merit List-3.0 to 3.49

*Grades from special education classes will be averaged with grades from regular classes.

***Students enrolling from another public or private school may be eligible for the All A's All Year award if grades are received from the previous district prior to the scheduled Awards Assembly.**



SHINING STARS are students showing excellence in an area including, but not limited to, character, academics, and/or conduct. They are selected by the teacher and will be recognized each grading period.

***STAR CITIZENS** - see policy on page 6 ***Students must be enrolled three of the four 9-week periods to qualify for Star Citizen All Year.**

***PERFECT ATTENDANCE** (annual award): To be eligible for this award, the student may not be absent, tardy, or have any early checkouts during the school year.

SEARCH AND SEIZURE

See District Policy 4.32 Search, Seizure, and Interrogations

STUDENT COUNCIL

The student council, representing the student body, serves as a forum for free expression of student opinion and a channel of cooperation between faculty and students. Realizing that final decisions of any matters must have approval of the administration, the council shall make no attempt to be a governing body.

Fifth grade students interested in running for student representative will sign up during the spring semester (April-May) for the upcoming school year. Two students will be elected at the beginning of the school year (August-September).

The council offers valuable training to the youth of SCMS by giving them actual experience in proper government participation.

To be eligible to serve as a Student Council member, a student must:

1. Have a 1st semester grade average of C in each of the four required core courses.
2. Must have a satisfactory (S) conduct grade in each class.

*After the sign up period has ended, grades and conduct grades will be reviewed to determine eligibility for running for student representative. Eligible candidates will be placed on the ballot.

TEXTBOOKS

The school furnishes textbooks to each student. These must be used for several years; therefore, it is necessary that students take care of their books. Parents will be responsible for any lost or damaged books. Books damaged or lost while in the custody of the student will be paid for by the student/parent. The cost of the book will be the price of a new book regardless of the age or condition of that lost/damaged book.



TOYS/RADIOS/ELECTRONIC DEVICES

The school does not accept responsibility for any toy that is brought to school and becomes lost, broken, or stolen. If you feel that the item is valuable, we recommend that you leave it at home. *No radios, MP3 players, walkie-talkies, DVD players, hand-held games or gadgets, cameras, or beepers may be brought to school by students. (See page 10 for the complete list of items not allowed at school.)*

TRANSFER OF STUDENTS FROM ANOTHER SCHOOL (ACCREDITED OR NONACCREDITED)

See District Policy 4.2 Entrance Requirements

TRASH

Paper, food, and/or trash on any school property should always be disposed of in the proper receptacle.

VISITORS/VISITING OTHER CAMPUSES

For your child's safety, all visitors are required to check in through the office. Adults not wearing a current visitor's pass will be asked to report to the office or leave the building.

Parents are always welcome, but are encouraged to make an appointment to see a teacher, a principal, or visit their child's classes. **See District Policy 4.16 Student Visitors, for additional information.**

WEAPONS

A student shall not possess, use or attempt to use a bladed instrument, knife, razor, razor blade, box cutter, ice pick, brass knuckle, unauthorized tool, chemical deterrent (mace, etc.), or any other dangerous object of no reasonable use to the students at school which may cause bodily harm. This rule may include rocks if thrown at another person to cause harm.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon. The following procedure will be followed in these situations:

1. The weapon will be secured by an administrator.
2. The incident will be documented as a disciplinary referral with documentation of what consequences the student will incur if he/she possesses a weapon again at school or a school function.
3. The student's parent or guardian will be informed of the incident.
4. A copy of the disciplinary referral will be placed in the student's discipline records and a copy will be mailed to the student's parent or guardian.
5. The confiscated weapon shall be held in the office until the end of the school year at which time 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.**

WEATHER

In cases of severe weather, the principal will advise the students of what radio and television stations to listen to for information. Channel 7 television station and KSSN radio station will broadcast if Star City Schools are closed due to inclement weather. The School Messenger service will also call all available phone numbers for a student. Students should expect to remain in the classroom with a duty teacher during recess if it is rainy or extremely cold (below 40 degrees F). Indoor rules will be posted in the classroom and will be sent home for parent notification.

WITHDRAWAL FROM SCHOOL

Parents should check students out in the school office and get their withdrawal form. All debts need to be paid at this time. **All school books must be turned in before withdrawing.**

DISCIPLINE/HANDBOOK COMMITTEE

Paul Pickens, Principal
Wendy James, Assistant Principal
Emilee Dutton, Assistant Principal
Rachel Merritt, Kindergarten Teacher
Renee McBryde, 1st Grade Teacher
Alex Lindsey, 2nd Grade Teacher
Donna Poye, 3rd Grade Teacher
Suzanne Roberts, 4th Grade Teacher

DeeDee Walker, 5th Grade Teacher
Suzi Davis, Art Teacher
Penny Lay, Teacher
Christy Johnson, Paraprofessional
Ashley Hawkins, Counselor
Amber Owen, Parent
Anden Owen, Student

DISTRICT POLICIES

4.1 RESIDENCE REQUIREMENTS

Definitions:

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

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

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

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

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise. This revision is triggered by Act 314 of 2009. The pertinent code cites within the act relating to this sentence are A.C.A 6-27-102 and 112. This is a provision of A.C.A. § 9-28-113(a) and (b).

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.

If legal residency is questioned by the District it shall be the responsibility of the student (or representative of the student) to prove legal residency in the District.

It is the intention of the Star City School District to not exclude any student who is considered homeless under the state definition of homelessness from attending school.

Cross References: Policy 4.40 - HOMELESS STUDENTS

Policy 4.52 - STUDENTS WHO ARE FOSTER CHILDREN

A.C.A § 6-4-302

A.C.A § 6-18-202

4.2—ENTRANCE REQUIREMENTS

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

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

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

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

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

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

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

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.

3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.
5. All students entering public school for the first time must have a physical examination by a licensed physician. This physical examination must have occurred within two years prior to the student's initial enrollment in kindergarten.

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 Service 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 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 Individual 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 from performing subsequent evaluations to ensure appropriate placement of the student;
7. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

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

Legal References: A.C.A. § 6-4-302
 A.C.A. § 6-18-201 (c)
 A.C.A. § 6-18-207
 A.C.A. § 6-18-208
 A.C.A. § 6-18-702
 A.C.A. § 6-15-504 (f)
 A.C.A. § 9-28-113
 Plyler v Doe 457 US 202,221 (1982)

4.3 COMPULSORY ATTENDANCE

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1 RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

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

A.C.A. § 6-18-201

A.C.A. § 6-18-207

4.4—STUDENT TRANSFERS

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

The District may reject a 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.

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.

Legal References: A.C.A. § 6-18-316
 A.C.A. § 6-18-510
 A.C.A. § 6-15-504 (f)
 A.C.A. § 9-28-113(b)(4)
 State Board of Education Standards of Accreditation 12.05

4.5—SCHOOL CHOICE

Standard School Choice

Exemption

By March 31 of each year, the Board shall determine if the District is subject to a desegregation order or mandate of a federal court or agency remedying the effects of past racial segregation. A District that determines it is subject to such an order or mandate may declare an exemption from the provisions of the School Choice Act of 2013 (the Act) codified at A.C.A. § 6-18-1901 et seq. If the District determines it is eligible for an exemption, it will notify the Arkansas Department of Education (ADE) by April 1 whether or not it will declare an exemption from the Act. If the District has previously declared an exemption from the Act and chooses to no longer exercise its exemption option, it shall notify the ADE by April 1 of the District's decision to participate in the school choice provisions of the Act. If the District chooses to exercise its exemption option, it should notify the superintendents of each of its geographically contiguous school districts of its decision. Each decision regarding exemption is binding for one-year from the date the District notifies the ADE of the declaration of exemption.

Definition:

For the purpose of this policy, "sibling" means each of two (2) or more children having a common 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 to 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 three percent (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 three percent (3%) cap, siblings are counted as one student.

If, prior to August 1, the District receives sufficient copies of requests from its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each parent from which it has received a school choice application and the district the student applied to transfer to that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.

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

School Choice Transfers Into the District

Capacity Determination and Public Pronouncement

The Board of Directors will adopt a resolution containing the capacity standards the District will use in determining whether to accept or deny a school choice application from another district's resident student. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. In determining the capacity of the District to accept choice applications, the Board of Directors shall consider the probable, locally generated growth in student enrollment based on recent District enrollment history.

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

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. Statutorily, preference is required to be given to siblings (as defined in this policy) of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

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 stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating:

- A reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.
- 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 capacity 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 capacity standards applicable to the year in which the sibling's application is considered by the District.

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

Rejected Applications

The District may reject an application for a transfer into the District under school choice if its acceptance would exceed the capacity standards specified by the Board of Director's resolution. 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.⁷

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

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

Facilities Distress Choice Applications

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

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

Opportunity School Choice

Transfers Into or Within the District

For the purposes of this section of the policy, a "lack of capacity"⁹ is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the ADE Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school classified by the ADE to be in academic distress is eligible to transfer to the school closest to the student's legal residence that is not in academic distress. The student's parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

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

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

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

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

Transfers out of, or within, the District

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

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

Legal References: A.C.A. § 6-1-106
 A.C.A. § 6-15-430(b)
 A.C.A. § 6-18-227
 A.C.A. § 6-18-510
 A.C.A. § 6-18-1901 et seq.
 A.C.A. § 6-21-812
 ADE Rules Governing the Guidelines, Procedures and Enforcement of the Arkansas
 Opportunity Public School Choice Act

4.6 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 of 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.

A.C.A. 6-15-503

A.C.A. 6-41-20

4.7—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 (6) 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;

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 7 unexcused absences in a course in a semester 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.

A student's parent, guardian, or persons in loco parentis shall be notified by School Messenger after a student's first unexcused absence.

When a student has 3 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 6 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.

Legal References:

A.C.A. § 6-4-302

A.C.A. § 6-18-209

A.C.A. § 6-18-220

A.C.A. § 6-18-222

A.C.A. § 6-18-229

A.C.A. § 6-18-231

A.C.A. § 6-18-507(g)

A.C.A. § 7-4-116

A.C.A. § 9-28-113(f)

A.C.A. § 27-16-701

4.8—MAKE-UP WORK

Students who miss school due to an absence will make up the work they missed during their absence under the following rules.

1. Students who miss school due to an absence shall be allowed to make-up the work they missed during their absence. It is the school districts desire that students take the responsibility of arranging for all make-up work with his/her teacher(s). Failure by the student to take this responsibility will result in the teacher(s) communicating the time frame for make-up work. Students will be allowed one day for each day absent to make-up work unless other arrangements are made with an individual teacher. Failure to meet this time-line will result in a deduction of point value of 5% per day up to three days at which time an academic referral will be made to the principal's office. The student will be assigned Academic Support during lunch until the assignments are complete. A 5% deduction will continue until make-up work is complete.
2. As required/permitted by the student's Individual Education Program or 504 Plan.

Cross Reference: 4.7 - Absences

4.9 TARDIES

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

4.10 CLOSED CAMPUS

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

*The campus is off limits except for a reasonable length of time after the end of a school sanctioned or sponsored activity.

4.11 EQUAL EDUCATIONAL OPPORTUNITY

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

*Inquiries concerning application of this policy may be referred to:

Equity Coordinator: Sandra Lanehart

Address: 206 Cleveland Street, Star City, AR 71667

Phone: 870-628-4237

4.12 STUDENT ORGANIZATIONS/EQUAL ACCESS

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

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

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

Fraternalities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program.

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

4.13 PRIVACY OF STUDENTS' RECORDS

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

five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

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

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

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

The form for objecting to making directory information available is in the back of this handbook and 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. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

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

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

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

Legal References: A.C.A. § 9-29-113(b)(6)
20 U.S.C 1232g
20 U.S.C. 7908 (NCLB Section 9528)
34 CFR 99.3, 99.7, 99.31, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35,
99.36, 99.37, 99.63, 99.64

Cross References:

Policy 4.34-Communicable Diseases and Parasites
Policy 5.20-District Web Site
Policy 5.20.1-Web Site Privacy Policy
Policy 5.20F1-Permission to display photo of student on web site.

4.14 STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

Student Publications

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

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.

Prohibited publications include:

- a. Those that are obscene as to minors;
- b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
- c. Those that constitute an unwarranted invasion of privacy as defined by state law,
- d. Publications that suggest or urge the commission of unlawful acts on the school premises;
- e. Publications which suggest or urge the violation of lawful school regulations;
- f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

Student Publications on School Web Pages

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

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

Non-School Publication

School authorities shall review non-school publications prior to their distribution and will bar from distribution those materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that disruption will likely result from the distribution.

Distribution of Literature

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

The regulations shall:

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

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

Legal References: A.C.A. § 6-18-1202, 1203, & 1204

Tinker v. Des Moines ISD, 393 U.S. 503 (1969)

Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

4.15 CONTACT WITH STUDENTS WHILE AT SCHOOL

Contact by Parents

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

Contact by Non-Custodial Parents

If there is any question concerning the legal custody of the student, the parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student or legal right of visitation. It shall be the responsibility of the custodial parent to make any visitation 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 volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

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.

A.C.A. § 6-18-513

A.C.A. § 9-13-104

A.C.A. § 6-18-513

A.C.A. § 12-18-609, 610, 613

A.C.A. § 12-18-1001, 1005

4.16 STUDENT VISITORS

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

4.17—STUDENT DISCIPLINE

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

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

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

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

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

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

4.18 PROHIBITED CONDUCT

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented as 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, including inhalers;
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; and
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.

Legal References:

A.C.A 6-18-502
A.C.A 6-18-707
A.C.A 6-15-1005
A.C.A 6-21-609

A.C.A 6-18-506
A.C.A 6-18-222
A.C.A 6-5-201
A.C.A 6-18-514

CROSS REFERENCES:

Prohibited Conduct #1—Policy #3.17
Prohibited Conduct #2—Policy #4.20
Prohibited Conduct #3—Policy #4.21, 4.26
Prohibited Conduct #4—Policy #4.22
Prohibited Conduct #5—Policy #4.23
Prohibited Conduct #7—Policy #4.47
Prohibited Conduct #8—Policy #4.24
Prohibited Conduct #13—Policy #4.25

Prohibited Conduct #14- Policy#4.21
Prohibited Conduct #15—Policy #4.7
Prohibited Conduct #16—Policy #4.9
Prohibited Conduct #17 - Policy #4.43
Prohibited Conduct #19—Policy #4.12
Prohibited Conduct #20—Policy #4.26
Prohibited Conduct #21—Policy #4.27
Prohibited Conduct #22 - Policy #4.43

4.19 CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's transportation privileges. ***Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent or legal guardian.***

In Arkansas there is no requirement that the district provide bus transportation for any of its students. The Superintendent or his/her designee(s) shall annually establish the routes and may modify them as needed.

Legal Reference: A.C.A 6-19-199 (b)
Ark. Division of Academic
Facilities and Transportation Rules Governing Maintenance and Operations of Ark.
Public School Buses and Physical Examinations of School Bus Drivers 4.0

4.20 DISRUPTION OF SCHOOL

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

Legal Reference: A.C.A 6-18-511

4.21 STUDENT ASSAULT OR BATTERY

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs. Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

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

Students found to be in possession on the school campus of a firearm shall be expelled for a period of not less than one year. The Superintendent shall have the discretion, however, to modify such expulsion recommendation for a student on a case-by-case basis. In addition, the District will submit to the Arkansas Department of Education the names, addresses, and social security numbers of all students expelled under this policy. The expulsion shall be noted on the student's permanent school record.

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

When a parent, stepparent, legal guardian or person in *loco parentis* knows that a minor is in illegal possession of a firearm in or upon the premises of a public or private school, or the school's athletic stadium or other facility, and the parent, stepparent, legal guardian, or person in *loco parentis* fails to report the possession to the appropriate school or law enforcement officials, the parent, stepparent, legal guardian, or person in *loco parentis* shall be guilty of a Class B misdemeanor.

Legal References:

A.C.A. 6-18-502 (c) (2)(A)(B)

A.C.A. 5-73-119 (e)(8)(9)(10)

A.C.A. 6-18-507 (e) (1)(2)

A.C.A. 5-27-210

A.C.A. 6-21-608

20 USCS 7151

US Department of Education Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act

4.22—WEAPONS AND DANGEROUS INSTRUMENTS

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

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 to school including a weapon that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

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

Cross Reference: Policy 4.31—EXPULSION

Legal References:

A.C.A. § 6-18-502 (c) (2)(A)(B)

A.C.A. § 6-18-507 (e) (1)(2)

A.C.A. § 6-21-608

A.C.A. § 5-4-201

A.C.A. § 5-4-40

A.C.A. § 5-27-210

A.C.A. § 5-73-119(b)(e)(8)(9)(10)

20 USCS § 7151

4.23—TOBACCO AND TOBACCO PRODUCTS

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

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

Legal Reference: A.C.A. § 6-21-609

4.24 DRUGS AND ALCOHOL

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the harmful 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 Star City School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, buy, 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 is prohibited.

4.25 STUDENT DRESS AND GROOMING

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

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

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

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

4.26 GANGS AND GANG ACTIVITY

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

The following actions are prohibited:

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

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

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

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

4.27 STUDENT SEXUAL HARASSMENT

The Star City 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 that 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 or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual; 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.

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.
A.C.A. 6-15-1005 (b)(1)

4.28 LASER POINTERS

Students shall not possess any hand-held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from any school-sponsored activity, and off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it.

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

4.29— INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY

Definition

For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

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

Technology Protection Measures

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors¹; therefore, it is the policy of the District to protect each electronic device with Internet filtering software² that is designed to prevent students from accessing such materials. For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

(A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

(B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

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

Internet Use and Safety

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use³ including, but not limited to:

- interacting with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness; and
- Cyberbullying response.

Misuse of Internet

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook⁴ and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

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

4.30 SUSPENSION FROM SCHOOL

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

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

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

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

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

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

- It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means:
 - The contact may be by voice, voice mail, or text message
 - An email address
 - A regular first class letter to the last known mailing address

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

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

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

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent.

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

Legal References: A.C.A. 6-18-507

Goss v Lopez, 419 U.S. 565 (1975)

Cross Reference: 4.7 Absences

4.31 EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

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

After hearing all testimony and debate on a suspension, expulsion, or appeal, the board of directors may consider its decision in executive session without the presence of anyone other than the board members. At the conclusion of an executive session, the board of directors shall reconvene in public session to vote on the suspension, expulsion, or appeal.

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

The Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

Legal References: A.C.A. 5-27-210
A.C.A 6-18-507

4.32 SEARCH, SEIZURE, AND INTERROGATIONS

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable suspicion to believe such student or

property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

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

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

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

Legal References: A.C.A. 6-18-513
A.C.A. 9-13-104

A.C.A. § 12-18-609, 610,613
A.C.A. § 12-18-1001, 1005

4.33 STUDENTS' VEHICLES

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

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

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

4.34—COMMUNICABLE DISEASES AND PARASITES

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

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

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

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

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

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

Cross References: 4.2—ENTRANCE REQUIREMENTS
4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

Legal References: A.C.A. § 6-18-702
Arkansas State Board of Health Rules And Regulations Pertaining To Immunization Requirements

4.34 A. HEAD LICE

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.

The following policy is used by the Star City School District to help contain and prevent lice infestation.

1. Screening of students by trained personnel will be left to the discretion of school officials. School personnel should be sensitive to the psychological impact on both the child and parent.

2. Identified students will be removed from the classroom and attempts to contact parents will be made. **STUDENTS WILL NOT BE ALLOWED TO RETURN TO SCHOOL UNTIL ITEM #4 HAS BEEN MET.**

3. Parent/guardian will be provided with information on treatment. It is the parent/guardian's responsibility to ensure the child is treated before returning to school.

4. **A RESPONSIBLE ADULT MUST ACCOMPANY THE STUDENT TO SCHOOL AND REMAIN UNTIL THE STUDENT IS RE-EXAMINED. SCHOOL PERSONNEL WILL RE- EXAMINE THE STUDENT. THERE MUST BE NO SIGNS OF LICE INFESTION (NO NITS/EGGS) BEFORE THE RE-ENTRY IS APPROVED.**

5. In case of body lice (scabies) a doctor's clearance will be required before re-entry.

Cross References: 4.2 - Entrance Requirements
4.13 - Privacy of students' records/directory information
A.C.A. 6-18-702
Arkansas State Board of Health Rules and Regulations Pertaining to Immunization Requirements

4.35—STUDENT MEDICATIONS

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. 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). **No over-the-counter medication shall be administered to any student except upon order of a physician.**

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.

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

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

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

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

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an asthma 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 an asthma 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 chooses to not carry an asthma 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.

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

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities
Arkansas Department of Education and Arkansas State Board of Nursing Rules Governing the Administration of Glucagon to Arkansas Public School Students Suffering from Type I Diabetes
A.C.A. § 6-18-707
A.C.A. § 6-18-1005(a)(6)
A.C.A. § 17-87-103 (11)

4.36 STUDENT ILLNESS/ACCIDENT

If a student has one or more of the following, attempts to notify the parent/guardian will be made.

The student must be picked up from school.

- *Becomes too ill to remain in class
- *Could be contagious to others
- *Temperature of 100 degrees or greater

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for the transportation or treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. **Parents are strongly encouraged to keep this information up to date.** If a student becomes ill at school, he/she should ask the classroom teacher for a pass to report to the health clinic and/or office.

4.37—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, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

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

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of 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.

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

4.38 PERMANENT RECORDS

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

4.39 CORPORAL PUNISHMENT

The Star City School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

Legal References: A.C.A. 6-18-503 (b)
A.C.A. 6-18-505 (c) (1)

4.40 HOMELESS STUDENTS

The Star City 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 is 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 interests 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) migratory children who are living in circumstances described in clauses (a) through (c).

Legal References:

| | |
|--------------------------------------------------------------|-----------------------------------------|
| 42 U.S.C. 11431 | 42 U.S.C. 11432 (g)(3)(B)(i),(ii),(iii) |
| 42 U.S.C. 11431 | 42 U.S.C. 11432 (g)(3)(C)(i),(ii),(iii) |
| 42 U.S.C. 11432(g)(1)(H)(I) | 42 U.S.C. 11432 (g)(3)(E)(i),(ii),(iii) |
| 42 U.S.C. 11432(g)(1)(J)(I) | 42 U.S.C. 11432 (g)(3)(G) |
| 42 U.S.C. 11432(g)(1)(J)(i),(ii),(iii)(I),(iii)(II) | 42 U.S.C. 11432 (g)(4)(A)(B),(C),(D)(E) |
| 42 U.S.C. 11432(g)(3)(A),(A)(i),(A)(i)(I),(A)(i)(II),(A)(ii) | 42 U.S.C. 11434a |

4.41 PHYSICAL EXAMINATIONS OR SCREENINGS

The Star City School District may provide from time to time for the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to their full potential.

The district shall notify parents, at least annually, of the specific or approximate dates of any non-emergency, invasive physical examination or screening that is:

1. required as a condition of attendance;
2. administered by the school and scheduled by the school in advance; and
3. not necessary to protect the immediate health and safety of the student, or of other students.

For the purposes of this policy, "Invasive Physical Examination" is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

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 a form provided by the school nurse or by providing certification from a physician that he/she has recently examined the student.

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

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

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

20 USC 1232h{NCLB Act of 2001, Part F,

Section 1061(c) (1)(D)(2)(A)(i)(ii)(B)(C)(iii)(I)(II)(III), (4)(B)(II), (5)(B), (6)(B)(C)}

4.42—STUDENT HANDBOOK

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

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

Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

4.43—BULLYING

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

A school principal or 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:

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

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

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

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

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

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

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

Copies of this policy shall be available upon request.

Legal Reference: A.C.A. § 6-18-514
 A.C.A. § 5-71-217

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2015, 2016, AND 2017 AND THEREAFTER

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

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

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

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

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;

- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

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.

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 will require the following:

Beginning with the Class of 2016, credits for graduation will increase from 22 to 23 by requiring two digital courses, one-half credit of Career Ready 101 and one-half credit of ACT Prep.

Beginning with the Class of 2017 graduation credit requirements will increase to 26 credits including a fourth science credit and two additional elective credits; the District will award local science credit for 2nd, 3rd, and 4th year Project Lead the Way Biomedical and Engineering Courses. Elective credit may be earned through existing course offerings and/or Virtual Arkansas digital courses.

Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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.

Beginning 2017, four (4) credits will be required. The District will award local science credit for 2nd, 3rd, and 4th year Project Lead the Way Biomedical and Engineering Courses or any other Arkansas Department of Education Approved science offering.

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) unit - dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

CAREER FOCUS: - Six (8) 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.

Beginning 2017, nine (8) credits of career focus electives will be required. Elective credit may be earned through existing course offerings and/or Virtual Arkansas digital courses.

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

Beginning 2017, four (4) credits will be required. The District will award local science credit for 2nd, 3rd, and 4th year Project Lead the Way Biomedical and Engineering Courses Or any other available Arkansas Department of Education offerings.

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 ($\frac{1}{2}$) unit - dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

CAREER FOCUS: - Six (8) 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.

Beginning 2017, nine (8) credits of career focus electives will be required. Elective credit may be earned through existing course offerings and/or Virtual Arkansas digital courses.

Cross References:

4.55—STUDENT PROMOTION AND RETENTION

Legal References: Standards of Accreditation 9.03 - 9.03.1.9, 14.02
 ADE Guidelines for the Development of Smart Core Curriculum Policy
 Smart Core Informed Consent Form
 Smart Core Waiver Form

4.46 PLEDGE OF ALLEGIANCE

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

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

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

Legal Reference: A.C.A 6-16-108

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

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

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. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion. A.C.A. 6-18-502(b)(3)(D)(ii)

4.48 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 greater than 14 days after they were created.

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

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

20 USC 1232(g)

34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

4.49 SPECIAL EDUCATION

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals With Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, the American With Disabilities Act, and Arkansas Statutes.

It is the policy of the Star City School District that all services will be discontinued for a student on the date he or she reaches the age of 21. If the student is receiving special education services, the IEP team will meet prior to or on, that date to determine service progression and transition from the school setting.

It is the intent of the district to ensure that students who are disabled within the definition of section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided to state and federal statutes which govern special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for

overseeing district fulfillment of its responsibilities regarding handicapped students. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents.

Legal References: 34 C.F.R. 300 et seq.

42 U.S.C. 12101 et seq. American with Disabilities Act

29 U.S.C. 794 Rehabilitation Act of 1973, Section 504

20 U.S.C. 1400 et seq.

Individuals with Disabilities Education Act, P.L. 108-446

The 2004 Reauthorization of the Individuals with Disabilities Act

A.C.A. 6-41-201 et seq.

4.50 SCHOOL LUNCH SUBSTITUTIONS

The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit a Certification of Disability for Special Dietary Needs Form completed by a licensed physician to the district's Director of Child Nutrition. The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

Legal References: Commissioner's Memo FIN -09-044

7 CFR 210.10(g)

4.52—STUDENTS WHO ARE FOSTER CHILDREN

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the 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.

Cross References: 4.1—RESIDENCE REQUIREMENTS
4.2—ENTRANCE REQUIREMENTS
4.7—ABSENCES

Legal References: A.C.A. § 9-28-113

4.53— PLACEMENT OF MULTIPLE BIRTH SIBLINGS

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

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

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

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

Legal Reference: A.C.A. § 6-18-106

4.55—STUDENT PROMOTION AND RETENTION

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

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference between the building principal, the student's teacher(s), counselor, a 504/special education representative (if applicable), and the student's parents shall be held before a final

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

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the assessment. The student:

- does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
- takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

The Superintendent or designee may wave this provision when the student's failure was due to exceptional or extraordinary circumstances.

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.

All students must successfully pass all end-of-course (EOC) assessments they are required to take unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her transcript in a course requiring a student to take a EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her Individualized Academic Improvement Plan (IAIP) which shall focus on the areas in which the student failed to meet the necessary passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her IAIP which may include additional opportunities to retake the measurement.

Such remediation shall not require the student to pass a subsequent college and career readiness measurement in order to graduate from high school.

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

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The

student shall remain ineligible to participate until the student takes the same or a following State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The Superintendent or designee may wave this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

Cross References: 3.30—PARENT-TEACHER COMMUNICATION
4.56—EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS
4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Legal References: A.C.A. 6-15-433
A.C.A. § 6-15-2001
A.C.A. § 6-15-2005
A.C.A. § 6-15-2009
ADE Rules Governing the Arkansas Comprehensive Testing, Assessment, and Accountability Program and the Academic Distress Program
ADE Rules Governing Public School End-Of-Course Assessments and Remediation
Murphy v. State of Ark., 852 F.2d 1039 (8th Cir. 1988)

4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Definitions

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

"Field Trips" are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

"Interscholastic Activities" means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

"Intrascholastic Activities" means athletic or non-athletic/academic activities where students compete with students from within the same school.

Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed 18 per semester per extracurricular activity (tournaments or other similar events excepted with approval of the principal. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.³

Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
4.56—EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS

Legal Reference: State Board of Education Standards for Accreditation 10.05 and 10.06

4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

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

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

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

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone² as permitted by this policy. Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the sign-up, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course³ in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A home-schooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and
- participation or activity fees.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

Legal References: A.C.A. § 6-15-509
 Arkansas Activities Association Handbook

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

4.13F OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

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

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Star City School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of 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 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 to as follows:

Deny disclosure to military recruiters_____

Deny disclosure to Institutions of postsecondary education_____

Deny disclosure to Potential employers_____

Deny disclosure to all public and school sources_____*

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

