

Horatio School District  
Parent/Student Handbook  
2015-2016



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HORATIO SCHOOL BOARD MEMBERS

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The material contained in this handbook is for information only and is subject to change.

**Assurance Statement**

It is the policy of the Horatio School District #67 not to discriminate on the basis of sex, color, race, religion, age, or national origin in its educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act of 1964, Title IX of Education amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance may be directed to the office of the Superintendent, 204 Lawson Lane, Horatio, Arkansas 71842. Telephone Number 870-832-1940, or the U. S. Department of Education, Office of Civil Rights, Washington, D. C. 20202-1328

**Vision Statement**

**Every Learner, Every Dream, Every Day**

**Horatio School District  
Student Handbook Notification  
2015 - 2016**

This handbook contains the Discipline Management Plan and the Code of Student Conduct for Horatio High and Horatio Elementary School. It is designed to inform you and your son/daughter. Please take the time to review the information together so that you will clearly understand the rules of acceptable conduct and the consequences of violation of established rules. With your support and encouragement, I am confident that your son/daughter will meet behavioral expectations of the high school. Students who fail to do so may expect to experience normal discipline management techniques, in-school suspension, suspension from school, or expulsion.

**THE HANDBOOK CONSENT FORM MAY BE FOUND IN YOUR STUDENT'S  
ENROLLMENT PACKET**

# Horatio School District Directory

## Administration Office 204 Lawson Lane

Superintendent's Office.....	870-832-1940
Bookkeeper.....	870-832-1943
District Manager/District Treasurer.....	870-832-1944
Federal Programs Coordinator.....	870-832-1945
Fax.....	870-832-4465
Director of Transportation.....	870-832-6899

## Horatio High School 1101 Metcalf

High School Office.....	870-832-1900
High School Office Fax.....	870-832-2174
Counselor's Office.....	870-832-1906
Football Field House.....	870-832-6138
Baseball Field House.....	870-832-2653
Special Education.....	870-832-1914
Cafeteria.....	870-832-1918
Vocational Agriculture.....	870-832-1916
Library.....	870-832-1910

## Horatio Elementary School 205 Isbell

Elementary Office.....	870-832-1930
Elementary School Office Fax.....	870-832-3222
Counselor's Office.....	870-832-1933
Cafeteria.....	870-832-3076
Library.....	870-832-1935
5 <sup>th</sup> & 6 <sup>th</sup> Building.....	870-832-1929

**2015-2016**  
**HORATIO SCHOOL DISTRICT**  
**SCHOOL CALENDAR**

August 17 & 18	Teacher In-Service	
August 19	1 <sup>st</sup> Day of School	
September 7	Labor Day – No School	
October 16	End of 1 <sup>st</sup> 9 Weeks	42 Days
October 19	Beginning of 2 <sup>nd</sup> 9 Weeks	
October 20	Parent/Teacher Conferences	
November 23-27	Thanksgiving Holidays	
December 18	End of 2 <sup>nd</sup> 9 weeks	40 Days
	<b>END OF 1<sup>ST</sup> SEMESTER</b>	<b>82 DAYS</b>
December 21-January 1	Christmas Holidays	
January 4	Beginning of 3 <sup>rd</sup> 9 weeks	
January 18	Martin Luther King Jr. Day - Teacher In-Service	
February 11	Parent/Teacher Conferences	
February 12-15	Winter Break – No School (Inclement Weather Days if needed)	
March 11	End of 3 <sup>rd</sup> Nine Weeks	47 Days
March 14	Beginning of 4 <sup>th</sup> 9 wks	
March 21-25	Spring Break	
April 18	Teacher In-Service	
May 17	Graduation	
May 27	End of 4 <sup>th</sup> Nine Weeks	49Days
	<b>END OF 2<sup>ND</sup> SEMESTER</b>	<b>96 DAYS</b>
	<b>TOTAL DAYS</b>	<b>178 DAYS</b>

**HORATIO SCHOOL BOARD DISTRICT POLICIES  
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## 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.

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

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

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

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

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

Legal References:     A.C.A. § 6-4-302  
                           A.C.A. § 6-18-202  
                           A.C.A. § 6-18-203  
                           A.C.A. § 9-28-113

Date Adopted: 09-10-07

Last Revised: 07-15-13

## 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, 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 and private school 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. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

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

For the purposes of this policy,

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

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

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

"Eligible child" means the children of:

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

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;

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

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. § 6-18-510  
 A.C.A. § 6-18-702  
 A.C.A. § 6-15-504 (f)  
 A.C.A. § 6-27-102, 105  
 A.C.A. § 9-27-103  
 Plyler v Doe 457 US 202,221 (1982)

Date Adopted: 09-10-07

Last Revised: 03-09-15

### **4.3—COMPULSORY ATTENDANCE REQUIREMENTS**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (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 form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Legal Reference: A.C.A. § 6-18-201  
 A.C.A. § 6-18-207

Date Adopted: 09-10-07

#### **4.4—STUDENT TRANSFERS**

The Horatio 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 grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

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

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

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

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)  
                           A.C.A. § 9-28-205  
                           State Board of Education Standards of Accreditation 12.05 A.C.A. § 6-18-206

Date Adopted: 09-10-07

Last Revised: 03-09-15

#### **4.5—SCHOOL CHOICE**

##### **Standard School Choice**

##### **Exemption**

The District is under an enforceable desegregation court order/court-approved desegregation plan regarding the effects of past racial segregation in student assignment and has submitted the appropriate documentation to the Arkansas Department of Education (ADE). As a result of the desegregation order/desegregation plan, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and



the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.

### **Definition**

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

### **Transfers into the District**

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

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

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

#### **Application Process**

The student's parent shall submit a school choice application on a form approved by ADE to this district. The transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. It is the District's responsibility to send a copy of the application that includes the date and time stamp to the student's resident district. Applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

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

#### **Accepted Applications**

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

examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who 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 of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School choice is eligible to remain in the District until completing his/her secondary education.

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

### **Rejected Applications**

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

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

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.

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

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

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 15 of the immediately preceding year. By December 15 of each year, 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, and students are not counted if the student transfers from a school or district in:

- Academic Distress under either A.C.A. § 6-15-430(c)(1) or A.C.A. § 6-18-227; or
- Facilities Distress under A.C.A. § 6-21-812.

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

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

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

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student's resident district remains in 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” 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. 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 School Choice provisions of this policy.

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

### **Transfers out of, or within, the District**

If a District school 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. § 6-13-113

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

Date Adopted: 05-13-13

Last Revised: 04-09-15

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

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;

3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

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

Legal References:       A.C.A. § 6-15-503  
                              A.C.A. § 6-41-206

Date Adopted: 09-10-07  
Last Revised: 05-14-12

#### **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).

11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

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.

### **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 10 UNEXCUSED ABSENCES IN A COURSE IN A SEMESTER MAY NOT RECEIVE CREDIT FOR THAT COURSE. AT THE DISCRETION OF THE PRINCIPAL AFTER CONSULTATION WITH PERSONS HAVING KNOWLEDGE OF THE CIRCUMSTANCES OF THE UNEXCUSED ABSENCES, THE STUDENT MAY BE DENIED PROMOTION OR GRADUATION. EXCESSIVE ABSENCES SHALL NOT BE A REASON FOR EXPULSION OR DISMISSAL OF A STUDENT.

WHEN A STUDENT HAS 4,8,10 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 10 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.

IT IS THE ARKANSAS GENERAL ASSEMBLY'S INTENTION THAT STUDENTS HAVING EXCESSIVE ABSENCES BE GIVEN ASSISTANCE IN OBTAINING CREDIT FOR THEIR COURSES. THEREFORE, AT ANY TIME PRIOR TO WHEN A STUDENT EXCEEDS THE NUMBER OF UNEXCUSED ABSENCES PERMITTED BY THIS POLICY, THE STUDENT, OR HIS/HER PARENT, GUARDIAN, OR PERSON IN LOCO PARENTIS MAY PETITION THE SCHOOL OR DISTRICT'S ADMINISTRATION FOR SPECIAL ARRANGEMENTS TO ADDRESS THE STUDENT'S UNEXCUSED ABSENCES. IF FORMAL ARRANGEMENTS ARE GRANTED, THEY SHALL BE FORMALIZED INTO A WRITTEN AGREEMENT WHICH WILL INCLUDE THE CONDITIONS OF THE AGREEMENT AND THE CONSEQUENCES FOR FAILING TO FULFILL THE AGREEMENT'S REQUIREMENTS. THE AGREEMENT SHALL BE SIGNED BY THE STUDENT, THE STUDENT'S PARENT, GUARDIAN, OR PERSON IN LOCO PARENTIS, AND THE SCHOOL OR DISTRICT ADMINISTRATOR OR DESIGNEE.

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

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

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.

Cross References: 4.8—MAKE-UP WORK  
4.57—IMMUNIZATIONS

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. § 6-18-702  
A.C.A. § 7-4-116  
A.C.A. § 9-28-113(f)  
A.C.A. § 27-16-701

Date Adopted: 09-10-07

Last Revised: 05-14-15

## **4.8—MAKE-UP WORK**

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make up work which is not turned in within the make up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make up work without the teacher having to ask for it.
8. Students who are absent on the day their make up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences **unless** the unexcused absences are part of a signed agreement as permitted by policy 4.7—ABSENCES. Out-of-school suspensions are unexcused absences.

Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57—  
IMMUNIZATIONS.

Cross References: 4.7—ABSENCES  
4.57—IMMUNIZATIONS

Date Adopted: 09-10-07  
Last Revised: 03-09-15

#### **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.

Each building student handbook will have consequences for excessive tardies.

Date Adopted: 09-10-07  
Last Revised:

#### **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.

Date Adopted: 09-10-07  
Last Revised: 05-14-12

#### **4.11—EQUAL EDUCATIONAL OPPORTUNITY**

No student in the Horatio 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. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non discrimination may be directed to the superintendent, who may be reached at 870-832-1940.

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

Legal References: 28 C.F.R. § 35.106  
34 C.F.R. § 100.6  
34 C.F.R. § 104.8



34 C.F.R. § 106.9  
34 C.F.R. § 108.9  
34 C.F.R. § 110.25

Date Adopted: 09-10-07  
Last Revised: 03-09-15

#### **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.

Fraternities, 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. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

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.

Date Adopted: 09-10-07  
Last Revised: 05-14-15

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

Except when a court order regarding a student has been presented to the district to the contrary, all students' educational 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<sup>1</sup> 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 educational records to any agency or individual not authorized by law to receive and/or view the educational records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information ("PII") from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests.

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

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

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

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission:

- The student must be in foster care;
- The individual to whom the PII will be released must have legal access to the student's case plan; and
- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

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

When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.<sup>2</sup>

For purposes of this policy, the Horatio 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, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student 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.<sup>3</sup>

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

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

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

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

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

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

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

Legal References: A.C.A. § 9-28 -113(b)(6)  
20 U.S.C. § 1232g  
20 U.S.C. § 7908  
34 CFR 99.3, 99.7, 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

Date Adopted: 09-10-07  
Last Revised: 03-09-15

#### **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 Horatio 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 some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, *etc.*, is not within the control of the District.

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

**THIS FORM CHECK LIST MAY BE FOUND IN YOUR CHILD'S ENROLLMENT PACKET.**

#### **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 endorse such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
  - a. Those that are obscene as to minors;
  - b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
  - c. Those that constitute an unwarranted invasion of privacy as defined by state law,
  - d. Publications that suggest or urge the commission of unlawful acts on the school premises;
  - e. Publications which suggest or urge the violation of lawful school regulations;
  - f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

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

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

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. Not contain any personally identifying information, as defined by "Directory Information" in **Policy 4.13** (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (18);
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

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

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

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of nonschool materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than five (5) days.

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)

Date Adopted: 09-10-07

Last Revised:

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

### **CONTACT BY PARENTS**

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

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

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, 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. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

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

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

### **Contact by Professional Licensure Standards Board Investigators**

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

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

Date Adopted: 09-10-07

Last Revised: 03-09-15

## **4.16—STUDENT VISITORS**

The board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register at the office.

Cross References:     For adult visits see Policy 4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL and  
                              Policy 6.5—VISITORS TO THE SCHOOLS

Date Adopted: 09-10-07

Last Revised:

## 4.17—STUDENT DISCIPLINE

The Horatio 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 Horatio 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 reports 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 Reference:       A.C.A. § 6-18-502  
                              A.C.A. § 6-17-113

Date Adopted: 09-10-07  
Last Revised: 05-13-13



## 4.17.A— STUDENT BEHAVIOR-HIGH SCHOOL

The best discipline is self-discipline. Any teacher in the Horatio School has jurisdictions over all students enrolled in the school. Any teacher shall have the authority to correct any misconduct in the building, on the school grounds, in the cafeteria, at school functions, or at any place students are representing the school. The administration encourages firm discipline, and the teachers are at liberty to use their most effective method to discipline any student enrolled in the school. The principal may use the form of discipline he deems correct to handle each situation. Minimum and maximum consequences for violations of the handbook discipline policy may range from a principal/student conference to expulsion by the Horatio School Board in accordance with the handbook policy.

### Student Conduct Not Permitted

#### Category I Offenses

1. Horseplay, running in building, and loud behavior
2. Inappropriate language
3. Littering: Throwing objects or items that will clutter the campus on the ground or other areas rather than in a designated trash receptacle. Student will be required to restore area in addition to receiving the demerit.
4. No food or drinks are allowed in the classroom or in the hallways except those allowed by the administration. This includes: clear bottled water and PowerAde purchased before class starts. All other food and drink items that are used at anytime must have administration approval (i.e. rewards or activities)
5. Minor damage of school property: marking on a desk, wall, feet on desk, leaning back in seat, etc. (Student will be required to repair or restore area in addition to receiving the demerit.)
6. Leaving designated areas without permission. Student will remain in designated areas.
7. Repeated disregard for classroom rules.
8. Other reasons as determined by staff and/or principal.

Disciplinary action for the offenses above offenses may range from 1 day of lunch detention to 3 days of suspension based on the severity and reoccurrences of the offense may range from 1 day of lunch detention to 3 days of suspension based on the severity and reoccurrences of the offense.

#### Category II Offenses

1. Public display of affection (holding hands, hugging, embracing, kissing, etc.)
2. Profanity/ Obscene gestures: a student shall not use physical gestures or hand signals that convey a connotation of obscene or highly disrespectful acts, gang meanings, infringe upon the rights of others or cause or begin an overt and immediate disruption of the educational process.
3. Possession/ use of tobacco: No student shall **possess** or use tobacco in any school area. All students are prohibited by Arkansas law from smoking or using smokeless tobacco on a school bus. Nor shall a student have matches or any kind of lighter in his or her possession while on school grounds or in school vehicles.
4. Gambling: A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object of value.
5. Disrespectful behavior: A student shall at all times address teachers, staff, administrators, or any other school employee with courtesy and respect.
6. Truancy or skipping class: Students absent from class without permission whether on or off campus, or those students leaving campus without checking out are considered truant.
7. Disregard for reasonable directions: A student shall comply with reasonable directions

or commands of school employees.

8. Disorderly, disruptive conduct: A student shall not engage in behavior, which produces situations in which instructional activities or other students are adversely affected. (Arkansas statute 41-2969)
9. Lying, cheating, and falsifying documents: Students are responsible for truthfully responding. A student will not cheat on tests or other assignments, nor will a student aid other students in cheating. A student will receive no credit or lowered credit for cheating. A student will not forge or falsify any information, parent/guardian signatures, etc.
10. Significant damage to school property.
11. Other reasons as determined by administration.  
Disciplinary action for the above offenses may range from 1 day of ISS to 3 days of suspension based on the severity and reoccurrence of the offense.

### Category III Offenses

1. Insubordination: A blatant refusal or denial to comply with reasonable commands of school employees.
2. Possession/ use of fireworks.
3. Theft or extortion: A student shall not cause or attempt to cause damage or steal or attempt to steal property of another student or any other person, nor shall a student obtain or attempt to obtain something of value from another person by either physical force or threat of illegal acts. (Arkansas statute 41-2203). Restitution will be made. This offense applies to items of \$200 or less.
4. Severe damage, destruction, or theft of school property: A student shall not steal, or cause or attempt to cause damage to school or personnel property. Restitution must be made.
5. Indecent exposure: A student shall not deliberately commit indecent exposure or immoral acts in school.
6. Gang activity: Gang related activity—whether genuine or pretense—is prohibited on school grounds and campus and at any school-sponsored activity. Gangs or secret societies and those which threaten the safety or well being of persons or property on school grounds or school-sponsored activity. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or attribute, which indicates or implies membership or affiliation with such a group, presents a clear and present danger.
7. Fighting: All parties involved in the fight will be suspended. The only exception will be if the building principal determines that the student was attacked, unprovoked and without warning, and did not have an opportunity to avoid the fight. A student may also be suspended for agitation or encouraging a fight.
8. Other reasons as determined by administration.

**1<sup>st</sup> Offense - 3 days suspension**

**2<sup>nd</sup> Offense - 5 days suspension**

**3<sup>rd</sup> Offense – Expulsion for semester**

### Category IV Offenses

\*\*Please refer to the Administrative Handbook for details on these offenses\*\*

1. Weapons - Possessing, using or selling a weapon, displaying what appears to be a weapon, intent to use or threatening 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. A weapon defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, num chucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm. Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or

search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school 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. The School Board shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. The principal or his/her designee shall report within a week to the Department of Education the name, current address, and social security number of any student who is expelled for possessing a firearm or other prohibited weapon on school property or for committing other acts of violence. The Department of Education will maintain a registry of students who are expelled for these offenses. The names, address, and social security numbers of all students listed in the registry shall be available by phone, fax, or mail to any school principal in the state. 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.

For the purposes of the Gun Free Schools Act as it relates to the required expulsion for possession of a firearm, "firearm" is defined in Section 921(a) of Title 18 of the United States Code.

According to Section 921(a), the following are included within the definition:

\*any weapon (including a starter gun) that will be, or is designed to or may readily be, converted to expel a projectile by the action of an explosive

2. Assault and abuse of students and/or staff members
3. Bomb Threats
4. Terrorist Threatening – Terroristic threatening, cursing, physically abusing, or seeking to inflict physical abuse, assaulting, or using abusive language toward another student, school employee, or school visitor. The principal or his/her designee will report all assaults and other violent acts committed against a school employee or fellow student(s) to the appropriate local law enforcement agency.
5. Using, possessing, attempting to possess, consume, distribute, sell attempting to sell, give to any person, or be under the influence of any substance as defined in this policy, including illegal narcotics, inhalants, steroids, alcoholic beverages, prescription drugs not prescribed to that student, any controlled substance, or illicit drugs, as defined in the Arkansas Act 590 or 1971 as amended.  
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 campus; is en route to or from school or any school sponsored activity. In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law means in or on school grounds or within 1,000 feet of school grounds.  
Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2006).
6. Sexual Harassment by a student of another student or member of the faculty and staff, or other school employee.

**\*\*Note: Violation of any category IV rule will result in an immediate mandatory suspension and recommendation to the Horatio School Board for expulsion to be determined at the next School Board meeting (to be held within 10 days of suspension)**

**The police department will be notified of each violation.**

Date Adopted: 08-11-08

Last Revised: 08-08-11

## 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, cameras on the school campus during normal school hours - unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Posses, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying; and
23. Operating a vehicle on school grounds while using a wireless communication device.

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.

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  
Prohibited Conduct # 23— Policy # 4.47

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

Date Adopted: 09-10-07

Last Revised: 03-09-15

#### **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 bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

Legal Reference: A.C.A. § 6-19-119 (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

Date Adopted: 09-10-07

Last Revised:

#### **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

Date Adopted: 09-10-07

Last Revised:

#### **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)

Date Adopted: 09-10-07

Last Revised:

#### **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 exempted

A weapon is defined as any firearm; knife; razor; ice pick; dirk; box cutter; numchucks; pepper spray, mace, or other noxious spray; explosive; Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; 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 a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

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

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

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

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. § 5-4-401  
                                  A.C.A. § 5-27-210  
                                  A.C.A. § 5-73-119(b)(e)(8)(9)(10)  
                                  20 USCS § 7151

Date Adopted: 09-10-07

Last Revised: 03-09-15

## **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

Date Adopted: 09-10-07

Last Revised: 07-15-13

## **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 deleterious 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 Horatio School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

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

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

Date Adopted: 09-10-07

Last Revised: 05-14-12

## **4.25—STUDENT DRESS AND GROOMING**

The Horatio 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)

Date Adopted: 09-10-07  
Last Revised: 08-08-11

#### **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 by students on school property or at school functions:

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

Date Adopted: 09-10-07  
Last Revised: 05-09-11

#### **4.27—STUDENT SEXUAL HARASSMENT**

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

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

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

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

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

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

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

Date Adopted: 09-10-07

Last Revised: 05-09-11

#### **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 school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

Legal References: A.C.A. § 6-18-512

A.C.A. § 5-60-122

Date Adopted: 09-10-07

Last Revised:

#### **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 minors<sup>1</sup>; therefore, it is the policy of the District to protect each electronic device with Internet filtering software<sup>2</sup> 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 use<sup>3</sup> 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 handbook<sup>4</sup> 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

Date Adopted: 09-10-07

Last Revised: 05-12-14

## 4.29F—STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

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

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

The Horatio School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. **[Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]**
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
  - a. using the Internet for other than educational purposes;
  - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
  - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - d. making unauthorized copies of computer software;
  - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
  - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - g. posting anonymous messages on the system;
  - h. using encryption software;
  - i. wasteful use of limited resources provided by the school including paper;
  - j. causing congestion of the network through lengthy downloads of files;
  - k. vandalizing data of another user;
  - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - m. gaining or attempting to gain unauthorized access to resources or files;

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

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

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

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

8. Signatures: **THIS CHECK LIST CAN BE FOUND IN YOUR STUDENT'S ENROLLMENT PACKET**

#### 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 readmittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.

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

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

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

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

During the period of their suspension, students serving out Out-of-school suspensions 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.<sup>3</sup>

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

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

Cross Reference: 4.7—ABSENCES

Legal References: A.C.A. § 6-18-507  
*Goss v Lopez*, 419 U.S. 565 (1975)

Date Adopted: 09-10-07

Last Revised: 05-14-12

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

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

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

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of 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 Reference: A.C.A. § 6-18-507

Date Adopted: 09-10-07

Last Revised: 07-14-08

#### **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 and individualized 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 Reference:       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

Date Adopted: 09-10-07  
Last Revised: 03-09-15

#### **4.33—STUDENTS' VEHICLES**

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

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

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

Student must have a pass from school personnel (East Lab will make pass for parking lot).

Date Adopted: 09-10-07  
Last Revised: 05-14-12

#### **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 as soon as possible. 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

Date Adopted: 09-10-07

Last Revised: 5-13-13

## 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 and type 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 and type of the medication(s).

Medications, including those for self-administration must be in the original container and be properly labeled with the student's name, the ordering health care provider's name, the name of the medication, the dosage, frequency, instructions for the administration of the medication (including times), and a written prescription or MD order for medication to be given at school nurse. 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.

### **Option One**

The only Schedule II medications that shall be allowed to be brought to the school are 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).

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 and 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 on file with the District may:

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;

- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or
- 5) Possess on his or her person:
  - a) A rescue inhaler or auto-injectable epinephrine; or
  - b) the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students 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.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination 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, insulin, or both 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 that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

### Emergency Administration of Epinephrine

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

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

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

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

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

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. § 6-18-711  
A.C.A. § 6-18-1005(a)(6)  
A.C.A. § 17-87-103 (11)  
A.C.A. § 20-13-405

Date Adopted: 09-10-07

Last Revised: 05-14-15

#### **4.35F—MEDICATION ADMINISTRATION CONSENT FORM**

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

This form is good for school year 2015-2016. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

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

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

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

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

Dosage \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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

Date \_\_\_\_\_

Physician signature \_\_\_\_\_

Date \_\_\_\_\_

Date Adopted: 09-10-07

Last Revised: 05-14-12

#### **4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM**

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

This form is good for school year 2015-2016. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The following must be provided for the student to be eligible to self-administer asthma inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year. This consent form must be renewed each year and/or anytime a student changes schools.

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

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

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

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

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

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

Physician signature \_\_\_\_\_ Date \_\_\_\_\_

Date Adopted: 09-10-07

Last Revised: 07-15-13



### 4.35F3— GLUCAGON AND/OR INSULIN ADMINISTRATION CONSENT FORM

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

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

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from diabetes. The IHP authorizes the school nurse to administer Glucagon or insulin to my child in an emergency situation.

In the absence of the nurse, trained volunteer district personnel may administer to my child in an emergency situation:

Glucagon \_\_\_\_\_

Insulin \_\_\_\_\_

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

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

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

Date \_\_\_\_\_

Date Adopted: 05-14-12

Last Revised: 05-14-15

#### 4.35F4—EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM

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

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

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

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

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

Circumstances under which Epinephrine may be administered \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

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

Date \_\_\_\_\_

Date Adopted: 07-15-13

Last Revised:

### **4.36—STUDENT ILLNESS/ACCIDENT**

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

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

Date Adopted: 09-10-07

Last Revised:

### **4.37—EMERGENCY DRILLS**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. The training will include a lockdown exercise with panic button alert system training.<sup>3</sup> Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.

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

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency, or the District's Panic Button Alert System. Students shall be included in the drills to the extent practicable.

Legal Reference:       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

Date Adopted: 09-10-07

Last Revised: 05-14-15

#### **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 days after the date a request from the receiving school district is received.

Legal References:       A.C.A. §6-18-901  
                              ADE Rule Student Permanent Records

Date Adopted: 09-10-07  
Last Revised: 07-14-08

#### **4.39—CORPORAL PUNISHMENT (Option #1)**

The Horatio 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 the 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 Reference:       A.C.A. § 6-18-503 (b)  
                              A.C.A. § 6-18-505 (c) (1)

Date Adopted: 09-10-07  
Last Revised:

#### **4.40—HOMELESS STUDENTS**

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

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

To the extent feasible, the District shall do one of the following according to what is in the best 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 becomes 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 becomes permanently housed during an academic year for the remainder of the academic year; or
3. enroll the homeless child in the school appropriate for the attendance zone where the child lives.

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

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

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

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

- (a) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (b) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- (c) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes
- (d) are migratory children who are living in circumstances described in clauses (a) through (c).

Legal References\*\*:  
42 U.S.C. § 11431 et seq.  
42 U.S.C. § 11431 (2)  
42 U.S.C. § 11432(g)(1)(H)(I)  
42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II)  
42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii)  
42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii)  
42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii)  
42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii)  
42 U.S.C. § 11432 (g)(3)(G)  
42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E)  
42 U.S.C. § 11434a

Date Adopted: 09-10-07

Last Revised: 05-14-12

#### **4.41—PHYSICAL EXAMINATIONS OR SCREENINGS**

The Horatio 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 his/her 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 form 4.41F 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 (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(D),  
                              (2)(A)(i)(ii)(B)(C)(iii)(I)(II)(III), (4)(B)(ii), (5)(B), (6)(B)(C)]

Date Adopted: 09-10-07

Last Revised:

#### 4.41F—OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS

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

Physical examination or screening being objected to:

\_\_\_\_ Vision test

\_\_\_\_ Hearing test

\_\_\_\_ Scoliosis test

\_\_\_\_ Other, please specify \_\_\_\_\_

Comments:

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

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

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

## 4.42—STUDENT HANDBOOK

It shall be the policy of the Horatio 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.

Date Adopted: 09-10-07

Last Revised: 05-13-13

## 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, threat, or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical 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:

Examples of "Bullying" may 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, and/or
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,
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

Date Adopted: 09-10-07  
 Last Revised: 07-15-13

**PROCESS FOR ADDRESSING PARENTAL CONCERNS**

1. Conference with teacher by appointment with knowledge of principal
2. Conference with principal by appointment
3. Conference with superintendent and principal by appointment
4. Obtain permission to address the school board

#### **4.44— ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9 - 12**

Students in grades nine through twelve (9-12) are required to schedule and attend at least 350 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

##### **Study Halls**

Students may be assigned to no more than one (1) class period each day for a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building.

##### **Extracurricular Classes**

Students may be assigned to no more than one (1) class period each day for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes is defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

##### **Course Enrollment Outside of District**

Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The district shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the district may grant a waiver for the student for the duration of the semester in which the placement is unable to be made.

In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. For the purpose of this policy, proven financial hardships is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. The School Board shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.

In any instance where a provision of a student's Individual Education Plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail.

Legal References:       A.C.A. § 6-18-210, 211  
Arkansas Department of Education Rules Governing the Mandatory Attendance Requirements  
for Students in Grades Nine through Twelve

Date Adopted: 09-10-07

Last Revised:

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

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.

#### **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.)

- 1. Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;
- 2. 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.

- 3. Algebra II; and
- 4. The fourth unit may be either:
  - A math unit 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); or
  - one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

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

One unit of Biology; and either:

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 ; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (½) unit
- World 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 (½) unit – dependent upon the licensed 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 (6) units**

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

**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)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

\*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; and  
Two units chosen from the following three categories:
- Physical Science;
- Chemistry;
- Physics; or  
One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.
- one (1) unit of a physical science

Social Studies: three (3) units

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

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

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

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

Economics – one half (1/2) unit – dependent upon the licensed 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 (6) units**

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

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 Beginning  
Smart Core Waiver Form Beginning

Date Adopted:

Last Revised: 05-14-15

## **SMART CORE INFORMED CONSENT FORM (GRADUATING CLASS OF 2014 AND AFTER)**

**Name of Student:**

**Name of Parent/Guardian:**

**Name of District:**

**Name of School:**

Smart Core is Arkansas's college- and career-ready curriculum for high school students.

College- and career-readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core *is the foundation* for college- and career-readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core and to instead participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

## **SMART CORE CURRICULUM**

### **English – 4 units**

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

### **Mathematics – 4 units; One unit must be taken at 11<sup>th</sup> or 12<sup>th</sup> grade**

- Algebra I or First Part and Second Part Algebra I (Grades 7-8 or 8-9)
- Geometry or First Part and Second Part Geometry (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math--Choice of: Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Linear Systems and Statistics, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics

### **Natural Science – 3 units with lab experience chosen from:**

- Biology (1 unit)

Two units from the following three options:

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

### **Social Studies – 3 units (see note beside economics)**

- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit

### **Oral Communication – ½ unit**

### **Physical Education – ½ unit**

### **Health and Safety – ½ unit**

### **Economics – ½ unit (may be counted toward Social Studies or Career Focus)**

### **Fine Arts – ½ unit**

### **Career Focus – 6 units**

*(Comparable concurrent credit may be substituted where applicable.)*

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core curriculum and am choosing the Smart Core curriculum for my child.

**Parent/Guardian Signature Date School Official Signature Date**

Arkansas Department of Education—May 24, 2013 **SMART CORE INFORMED CONSENT FORM  
(GRADUATING CLASS OF 2014 AND AFTER)**

**Name of Student:**

**Name of Parent/Guardian:**

**Name of District:**

**Name of School:**

Smart Core is Arkansas's college- and career-ready curriculum for high school students.

College- and career-readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core *is the foundation* for college- and career-readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core and to instead participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

**SMART CORE CURRICULUM**

**English – 4 units**

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

**Mathematics – 4 units; One unit must be taken at 11<sup>th</sup> or 12<sup>th</sup> grade**

- Algebra I or First Part and Second Part Algebra I (Grades 7-8 or 8-9)
- Geometry or First Part and Second Part Geometry (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math--Choice of: Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Linear Systems and Statistics, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics

**Natural Science – 3 units with lab experience chosen from:**

- Biology (1 unit)

Two units from the following three options:

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

**Social Studies – 3 units (see note beside economics)**

- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit

**Oral Communication – ½ unit**

**Physical Education – ½ unit**

**Health and Safety – ½ unit**

**Economics – ½ unit (may be counted toward Social Studies or Career Focus)**

**Fine Arts – ½ unit**

**Career Focus – 6 units**

*(Comparable concurrent credit may be substituted where applicable.)*

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core curriculum and am choosing the Smart Core curriculum for my child.

**Parent/Guardian Signature Date School Official Signature Date**

Arkansas Department of Education—May 24, 2013 **SMART CORE INFORMED CONSENT FORM  
(GRADUATING CLASS OF 2014 AND AFTER)**

**Name of Student:**

**Name of Parent/Guardian:**

**Name of District:**

**Name of School:**



Smart Core is Arkansas's college- and career-ready curriculum for high school students. College- and career-readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core *is the foundation* for college- and career-readiness. All students should supplement with additional rigorous coursework within their career focus. Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs. Parents or guardians may waive the right for a student to participate in Smart Core and to instead participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

## **SMART CORE CURRICULUM**

### **English – 4 units**

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

### **Mathematics – 4 units; One unit must be taken at 11<sup>th</sup> or 12<sup>th</sup> grade**

- Algebra I or First Part and Second Part Algebra I (Grades 7-8 or 8-9)
- Geometry or First Part and Second Part Geometry (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math--Choice of: Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Linear Systems and Statistics, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics

### **Natural Science – 3 units with lab experience chosen from:**

- Biology (1 unit)

Two units from the following three options:

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

### **Social Studies – 3 units (see note beside economics)**

- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit

### **Oral Communication – ½ unit**

### **Physical Education – ½ unit**

### **Health and Safety – ½ unit**

### **Economics – ½ unit (may be counted toward Social Studies or Career Focus)**

### **Fine Arts – ½ unit**

### **Career Focus – 6 units**

*(Comparable concurrent credit may be substituted where applicable.)*

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core curriculum and am choosing the Smart Core curriculum for my child.

**Parent/Guardian Signature Date School Official Signature Date**

Arkansas Department of Education—May 24, 2013

Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, and IB Computer Science. Students may replace a required 4th math and/or 3rd science credit under Smart Core or Core with a computer science credit(s) and meet graduation requirements.

#### **4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 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.

There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

### 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.

### 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.)

- 1. Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;
- 2. 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.

- 3. Algebra II; and
- 4. The fourth unit may be either:

A math unit 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); or one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

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

One unit of Biology; and either:

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; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

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

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

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

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

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

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

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

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

**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)  
one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

\*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; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;

- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

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 (½) 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

\*Computer Science – (flex unit) A unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4<sup>th</sup> math unit requirement or the 3<sup>rd</sup> Natural Science Requirement. Two distinct units of the computer science courses listed above may replace the 4<sup>th</sup> math unit requirement and the 3<sup>rd</sup> Natural Science Requirement. If the 4<sup>th</sup> Math requirement and the 3<sup>rd</sup> Natural Science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

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

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION  
5.11—DIGITAL LEARNING COURSES

Legal References: Standards for Accreditation 9.03 – 9.03.1.9, 14.02  
ADE Guidelines for the Development of Smart Core Curriculum Policy  
ADE Rules Governing the Digital Learning Act of 2013  
Smart Core Informed Consent Form 2016  
Smart Core Waiver Form 2016  
A.C.A. § 6-16-1406

Date Adopted: 05-12-14

Last Revised: 4-14-15

#### **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

Date Adopted: 09-10-07

Last Revised:

##### **Period of Silence**

- (a) A public school in this state shall observe a one (1) minute period of silence at the beginning of school each school day.
- (b) During the period of silence a student may, without interfering with or distracting another student:
  - (1) Reflect;
  - (2) Pray; or
  - (3) Engage in a silent activity.
- (c) A teacher or school employee in charge of a public school classroom shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence.

#### **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.

To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing, Assessment and Accountability Program (ACTAAP), no electronic device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan.<sup>1</sup> This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

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.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle which is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

Legal References:     A.C.A. § 6-18-515  
                           A.C.A. § 27-51-1602  
                           A.C.A. § 27-51-1603  
                           A.C.A. § 27-51-1609  
                           ADE Test Administration Manual

Date Adopted: 09-10-07

Last Revised: 03-09-15

#### **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 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 30 days after they were created.

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

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

Legal References:      20 USC 1232(g)  
                                 20 U.S.C. 7115  
                                 34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

Date Adopted: 09-10-07

Last Revised: 05-12-14

#### **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 Americans With Disabilities Act, and Arkansas Statutes.

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 in 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.

Date Adopted: 06-16-08

Last Revised:

#### **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)

Date Adopted: 07-13-09

Last Revised:

#### **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 Arkansas Department of Education (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 school of origin, 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 with DHS 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 Reference: A.C.A. § 9-28-113

Date Adopted:

Last Revised: 05-11-15

## **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 14<sup>th</sup> calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

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

- There have been a minimum of 30 instructional days since the start of the school year; and

- After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
  - Detrimental to the educational achievement of one or more of the siblings;
  - Disruptive to the siblings' assigned classroom learning environment; or
  - Disruptive to the school's educational or disciplinary environment.

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

Legal Reference: A.C.A. § 6-18-106

Date Adopted: 08-08-11

Last Revised:

#### **4.54—STUDENT ACCELERATION**

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

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

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

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

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

Legal Reference: ADE Gifted and Talented Rules

Date adopted: 05-13-13

Last Revised:

## **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.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

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

- a) The building principal or designee;
- b) The student's teacher(s);
- c) School counselor
- d) A 504/special education representative (if applicable); and
- e) The student's parents.

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 applicable 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 State assessments 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 (AIP), 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 AIP 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  
                          A.C.A. § 9-28-205  
                          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 (8<sup>th</sup> Cir. 1988)

Date Adopted: 05-12-14

Last Revised: 05-14-15

## **4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS**

### **Definitions:**

“Academic Courses” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. If a student passes

an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

“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.

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

### **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. A student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

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 superintendant 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.

### **Interscholastic Activities**

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.

### **ACADEMIC REQUIREMENTS: Junior High**

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first

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

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

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

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

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

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

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

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

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

### **ARKANSAS ACTIVITIES ASSOCIATION**

In addition to the foregoing rules, the district shall abide by the rules and regulations of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in a AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

#### **Intrascholastic Activities**

#### **AAA Governed Activities**

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

#### **Non-AAA Governed Activities**

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intrascholastic extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

Cross References: 4.55—STUDENT PROMOTION AND RETENTION  
4.56.1—EXTRACURRICULAR ACTIVITIES – ELEMENTARY

Legal References: State Board of Education Standards for Accreditation 10.05 and 10.06  
Arkansas Activities Association Handbook

Date Adopted: 05-12-14

Last Revised:

## **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. 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.

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

Date Adopted: 05-12-14

Last Revised:

## **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 zone 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 signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

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

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

A 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

Date Adopted: 05-12-14

Last Revised:

**4.56.2F— HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY**

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

Parent or Guardian's Resident Address

Street \_\_\_\_\_ Apartment \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student's date of birth \_\_/\_\_/\_\_ Last grade level the student completed \_\_\_\_\_

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education. \_\_\_\_\_

Name of test, Date taken, and score achieved \_\_\_\_\_

Extracurricular activity(ies) the student requests to participate in

\_\_\_\_\_

Course(s) the student requests to take at the school \_\_\_\_\_

Proof of identity \_\_\_\_\_

Date Submitted \_\_/\_\_/\_\_

Parent's Signature \_\_\_\_\_

Date Adopted:

Last Revised:

## 4.57—IMMUNIZATIONS

### Definitions

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).

"Serologic testing" refers to a medical procedure used to determine an individual's immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

### General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

The only types of proof of immunization the District will accept are immunization records provided by a:

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. Official record from another educational institution in Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating "up-to-date", "complete", "adequate", and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student's record.

In order to continue attending classes in the District, the student must have submitted:

- 1) Proof of immunization showing the student to be fully age appropriately vaccinated;
- 2) Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student's next immunization;
- 3) A copy of a letter from ADH indicating immunity based on serologic testing; and/or
- 4) A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

### **Temporary Admittance**

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1<sup>st</sup> is later in the current school year than the thirty (30) days following the student's admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

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

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

### **Exclusion From School**

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- for the remainder of the week by the end of the initial school day of the student's exclusion; and

- by the end of each school's calendar week for the upcoming week until the student returns to school.

It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

Cross References: 4.2—ENTRANCE REQUIREMENTS  
4.7—ABSENCES  
4.8—MAKE-UP WORK

Legal References: A.C.A. § 6-18-702  
ADE Rules Governing Kindergarten Through 12<sup>th</sup> Grade Immunization Requirements  
In Arkansas Public Schools  
ADH Rules and Regulations Pertaining to Immunization Requirements

Date Adopted: 03-09-15  
Last Revised:

## **4.58—FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA**

### **Food Sharing Table**

**Option 2:** The District has no food sharing system for food items other than milk and juice. Students who do not intend to drink milk or juice received as part of a meal may place the milk/juice in a designated ice-filled cooler located at the end of the service line where another student may retrieve it at no charge. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the cooler to place for sharing or retrieve an item after the student has left the service line.

At all times, the cooler will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item is to remain in the cooler for longer than four (4) hours.

### **Removing Food Items from the Food Service Area**

**Option B:** No student shall remove school provided food items from the food service area at the end of the meal period, especially milk, juice, and other items requiring temperature controlled environments.

Except for food service workers as required by their job duties, District employees may only remove school provided food items from the food service area when required by a 504 plan or a student's IEP.

Legal References: Commissioner's Memo FIN 08-076  
Commissioner's Memo FIN 15-052

Date Adopted: 03-09-15  
Last Revised:

## **5.14—HOMEWORK**

Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Parents shall be notified of this policy at the beginning of each school year.

Legal Reference: State Board of Education Rules & Regulations: Accreditation Standards 10.07

Date Adopted: 09-10-07

Last Revised:

## **5.15—GRADING**

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

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

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

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

Students in grades K-1 will receive a grade in literacy and math. Checklists and a report card will be used to inform parents of student progress.

The grading scale for all schools in the district shall be as follows (excluding K-1).

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69-60

F = 59 and below

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

A = 4 points  
B = 3 points  
C = 2 points  
D = 1 point  
F = 0 points

The grade point values for AP and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points. All classes taken are computed in GPA.

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

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

Legal References: A.C.A. § 6-15-902  
A.C.A. § 9-28-113(f)  
State Board of Education: Standards of Accreditation 12.02  
Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools

Date Adopted: 09-10-07  
Last Revised: 10-13-14

## **5.17—HONOR ROLL AND HONOR GRADUATES**

### **HONOR ROLL**

Students in grades K-6 who maintain a B & above for the grading period will be recognized as honor roll students for that grading period. All A's – Superintendent's Honor Roll - A's & B's Principal's Honor Roll. Semester grades will determine the honor roll at the end of each semester.

Students in grades 7-12 who participate in the Smart Core Curriculum and maintain a B or above for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

### **HONOR GRADUATES**

Students who have successfully completed the minimum core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education and have a cumulative GPA of 3.5 or higher will be designated as honor students. The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12).

### **VALEDICTORIAN AND SALUTATORIAN**



The honor student with the highest GPA and who has been enrolled in public school in grades 9 through 12 and in Horatio High School for his/her entire junior/senior year shall serve as the valedictorian of his/her graduating class. Students who finished their 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade year enrolled in a high school which has been closed due to consolidation/annexation with the Horatio District shall be selected valedictorian on the basis of the criteria in existence in their high school at the time of the closure and their subsequent academic achievement in Horatio High School. Their selection shall be separate from and in addition to selection of the valedictorian from non-consolidated/annexed students enrolled in Horatio High School.

The honor student with the second highest GPA and who has been enrolled in public school in grades 9 through 12 and in Horatio High School for his/her entire junior/senior year shall serve as the salutatorian of his/her graduating class. Students who finished their 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade year enrolled in a high school which has been closed due to consolidation/annexation with the Horatio District shall be selected salutatorian on the basis of the criteria in existence in their high school at the time of the closure and their subsequent academic achievement in Horatio High School. Their selection shall be separate from and in addition to selection of the salutatorian from non-consolidated/annexed students enrolled in Horatio High School.

Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student not be so identified.

Legal References:     A.C.A. § 6-18-101 (a) (1)  
                              A.C.A. § 6-18-101 (a) (2)  
                              A.C.A. § 6-18-101 (b)  
                              A.C.A. § 6-18-101(e)  
                              A.C.A. § 6-61-217(a)

Date Adopted: 09-10-07

Last Revised:

## **5.21—ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, and HONORS COURSES**

Students in grades 7-12 who take advanced placement courses,<sup>1</sup> International Baccalaureate courses, or honors or concurrent credit college courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule.

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

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

A = 5 points  
B = 4 points  
C = 3 points  
D = 2 point  
F = 0 points

For a student to be eligible to receive weighted credit for an AP, or IB course, the student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan.

Additionally, for students taking AP or International Baccalaureate courses to receive weighted credit - they must take the applicable AP or IB examination after completing the entire course . Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

"Honors Courses" are those courses that have been approved by a Department of Education Committee as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses, International Baccalaureate courses, honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

Legal References: Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools  
ADE Rules for Advanced Placement and International Baccalaureate Diploma Incentive Program  
A.C.A. § 6-15-902(c)(1)  
A.C.A. § 6-16-806

Date Adopted: 09-10-07

Last Revised: 05-13-13

## **5.22—CONCURRENT CREDIT**

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

A student who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

Participation in the concurrent high school and college credit program must be documented by a written agreement between:

- The District's student, and his or her parent(s) or guardian(s) if the public school student is under the age of eighteen (18);
- The District; and

- The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see Policy 4.44) are to be received by the school within ten (10) school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities and graduation.

Students will retain credit earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited, public school.

Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

Legal Reference: A.C.A. § 6-15-902(c)(2)  
Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade

Date Adopted: 09-10-07

Last Revised: 08-12-13

## **5.26—ALTERNATIVE LEARNING ENVIRONMENTS**

The District shall provide an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a District school. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in an ALE shall not be punitive in nature.

The superintendent or designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.

The team is to be comprised of the following:

- a school counselor from the referring school;
- the ALE administrator and/or ALE teacher;
- the building principal or assistant principal from the referring school;
- a parent or legal guardian (if they choose to participate);
  - The District shall document its efforts to contact the student's parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian's convenience, and maintain such documentation in the student's Student Action Plan (SAP).
- LEA special education/504 representative (if applicable);
- at least one (1) of the student's regular classroom teacher(s); and
- if the District so chooses, the student.

Students who are placed in the ALE shall exhibit at least two of the following characteristics a through l:

- a) Disruptive behavior;
- b) Dropping out from school;
- c) Personal or family problems or situations;
- d) Recurring absenteeism;

For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:

- a) Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- b) Abuse: physical, mental, or sexual;
- c) Frequent relocation of residency;
- d) Homelessness;
- e) Inadequate emotional support;
- f) Mental/physical health problems;
- g) Pregnancy; or
- h) Single parenting.

No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE, the parent or legal guardian (if they choose to participate), and the student, outlining the responsibility of the ALE, parent or legal guardian, and the student to provide assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student's current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention services to be provided to the student that is in compliance with the Arkansas Department of Education (ADE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student's return to the regular educational environment.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules.

Legal References:     A.C.A. § 6-20-2305(b)(2)  
                              A.C.A. § 6-48-101 et seq.  
                              ADE Rules Governing the Distribution of Student Special Needs Funding and the  
                              Determination of Allowable Expenditure of These Funds – 3.01, 4.00, and 8.0

Date Adopted: 09-10-07

Last Revised: 05-12-14

## **6.5—VISITORS TO THE SCHOOLS**

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

Visitors, including parents wishing to speak with students during the school day shall register first with the office.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

Cross Reference: For non-adult visits see Policy 4.16—STUDENT VISITORS  
For Level 3 and Level 4 sex offenders see Policy 6.10—SEX OFFENDERS ON CAMPUS (MEGAN'S LAW)

Legal References: A.C.A. § 6-21-606  
A.C.A. § 6-21-607

Date Adopted: 09-10-07  
Last Revised: 03-09-15

## **6.11—PARENTAL/COMMUNITY INVOLVEMENT - DISTRICT**

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

- Involve parents and the community in the development of the long range planning of the district;
- Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities;
- Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
- Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement;
- Provide parents with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.

- Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
- Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
- Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
- Find and modify other successful parent and community involvement programs to suit the needs of our district;
- Train parents to enhance and promote the involvement of other parents;
- Provide reasonable support for other parental involvement activities as parents may reasonably request.

To ensure the continued improvement of the district's parental/community involvement program, the district will conduct an annual review of its parental involvement policies to examine their affect on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, certified and classified staff, and member(s) of the administration.

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

Legal References: 20 U.S.C. § 6318 (a)(2),(A),(B),(D),(E) (NCBL Act of 2001, Section 1118)  
 20 U.S.C. § 6318 (e)(1),(2),(3),(4),(5),(6),(8),(9),(10),(11),(13),(14) (NCBL Act of 2001, Section 1118)

Date Adopted: 09-10-07

Last Revised:

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

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

13. Involve parents and the community in the development and improvement of Title I programs for the school;
14. Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPIE, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;

15. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
16. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
17. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
18. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
19. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
20. Find and modify other successful parent and community involvement programs to suit the needs of our school;
21. Train parents to enhance and promote the involvement of other parents;
22. Provide reasonable support for other parental involvement activities as parents may reasonably request.

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

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

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

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

Legal References: 20 U.S.C. § 6318 (b)(1) (NCBL Act of 2001, Section 1118)  
 20 U.S.C. § 6318 (c)(1),(2),(3),(4) (NCBL Act of 2001, Section 1118)  
 20 U.S.C. § 6318 (d) (NCBL Act of 2001, Section 1118)  
 20 U.S.C. § 6318 (e)(1),(2),(3),(4),(5),(6),(8),(9),(10),(11),(13),(14) (NCBL Act of 2001, Section 1118)

Date Adopted: 09-10-07

Last Revised:

## **PARENT INVOLVEMENT PLAN**

In order to promote and encourage parent involvement in our District, a Parent Involvement Plan has been developed for each campus. Communication information, opportunities to volunteer and additional information not listed in the student handbook are included. Please contact High School Principal James Dobbins or Elementary Principal Susan Nelson to request a copy and become a school partner.

## **Horatio School District School Bus Safety Plan**

### **1. Plan Authorization**

The Horatio School District recognizes that we have a need for a Bus Safety Plan. We are responsible for the transportation of over 850 students to and from school each day. Along the way we come across many hazards that change from day to day and need a plan to address those hazards when they do arise. By planning ahead we will do everything within our power to avoid any accident that could affect our students and drivers.

#### **a. Statutory Authority**

As instructed by Act 1206 of 2006, §27-51-1004 and §27-51-1005, our Superintendent/Transportation Director will work in conjunction with the Arkansas State Police, Sevier County Sheriff's Department and Judges' Office, and our local deputy prosecuting attorney to develop a bus safety plan designed to ensure the safety of the children being loaded onto and unloaded from school buses.

#### **b. Applicable Participants**

Our plan at the Horatio School District will involve many different agencies. It will begin at the school with our drivers, the transportation director, the principals, and the Superintendent. Outside of school we will need help from many different agencies to make our routes as safe as possible. We will have to work with the county judge and county road department to keep the trees cut and obstructions out of the way at intersections and blind curves. We will ask the Arkansas State Police and sheriff's office to help patrol and issue tickets to motorists that fail to follow the law when it comes to passing stopped school buses. And lastly, we will call on our local deputy prosecuting attorney to prosecute those motorists that fail to abide by the school bus safety laws.

#### **c. Initial Plan and Updates**

Initially, our plan will call for our bus drivers to make our transportation director aware of any safety issues they observe while driving their bus routes. The transportation director will check into these issues and see what steps need to be taken to remove the safety threat from the routes. If the route can be changed, the transportation director will make these necessary changes. If a change in the route doesn't help, the transportation director will notify the proper agency to help alleviate the safety problem. Review of the plan will be constant. As people move in and out of our district, the routes change daily. Anytime that the driver changes his/her route and feels that there is a safety hazard, he/she will be persuaded to go to the transportation director. An annual meeting will be held at the beginning of each school year to go over the routes and safety issues.



# Horatio Jr/High School

## MISSION STATEMENT

*Our mission is to inspire and motivate all students  
through equitable learning opportunities  
in order that each individual student  
can successfully perform  
and contribute to society.*

## Alma Mater

by Louise Pride Thompson

Once again, here, our schoolmates assemble,  
We proudly lift our hearts in song—  
To our high school, our dear alma mater!  
Let gladness our moments prolong.  
We are proud of our lads and our lasses,  
Of honors won in days gone by.  
So, here's a cheer for our old high school,  
For our old high school, our dear old high!  
Here's to the classes! Here's to the lasses!  
Here's to the lads they adore!  
Here's to the SENIORS so mighty! JUNIORS so flighty!  
FRESHIES and SOPHOMORES!  
Hooray for the EIGHTH grade! Cheer for the SEVENTH!  
And, as the Days go by, we promise you'll find us ready,  
Earnest, and steady—Boosting for our old high!

## Horatio Junior /Senior High School Faculty and Staff

Allen, Mondie.....	English
Bakenhus, Dustin.....	Softball/Football Coach
Billings, Sarah .....	Science
Boyd, Danielle.....	Administrative Assistant
Brackett, Lindy.....	Math
Bright, Kevin.....	Boys Basketball
Cassady, Angela.....	Para Professional
Click, Pam.....	English
Cowling, Sean.....	ISS
DeVore, Vickie.....	ALE
Dunn, Daniel.....	Music & Band
Eastridge, Shelly.....	Nurse
Edwards, Rita.....	Administrative Assistant
Elmore, Ashley.....	Family & Consumer Science
Fawcett, Becky.....	English
Frachiseur, Cindy .....	Special Education Supervisor
Lisa Frady.....	Science
Gaddis, Stacey.....	Business/Marketing
Quinn, Brandon.....	Math
Guinn, Shasta.....	Math
King, Mark.....	Head Football Coach
Lee, Samantha .....	Science
Lindsey, Jamey.....	Agriculture
McAda, Jeana.....	Math
McAlister, Amanda.....	English
Minor, Kathy.....	Social Studies
Litchford, Nikki.....	Agriculture
Roberts, Lisa.....	Special Education
Royal, Regina.....	Para Professional
Russell, Tammy.....	Media Specialist
Seale, Jennifer.....	Gifted & Talented/EAST Lab
Sheppard, Tyler.....	Baseball Coach/Social Studies
Smith, R. J. ....	Girls Basketball/Softball
Spigner, Lance .....	Athletics Director & Baseball Coach
Stuart, Rebecca.....	Special Education
Surber, Sherry .....	Science
Vaught, Lori.....	Math
Walls, Desmond.....	History
West, Jennifer .....	Art
Young, Ginger.....	Counselor
Young, Raylene.....	Technology Coordinator

## 2015-2016 Club Sponsors

Junior High Cheerleaders.....	Jeana McAda
Senior High Cheerleaders.....	Stacy Gaddis
FBLA.....	Stacy Gaddis
FFA.....	Nicki Litchford & Jamey Lindsey
FCCLA.....	Ashley Elmore
NHS.....	Sherry Surber & Lindy Bowens
Jr. High Student Council.....	Mondie Allen
Sr. High Student Council.....	Shasta Guinn & Lori Vaught
Art Club.....	Jennifer West
Year Book.....	Tammy Russell
Jr. High First Priority.....	Becky Fawcett & Jeana McAda
Sr. High First Priority.....	Lori Vaught & Shasta Guinn

***Each student and his/her parents should read and have an understanding of the contents of the student handbook.***

The office is a place for the business affairs of the school and shall be treated accordingly. Students are not permitted in the office, unless they are there on business. Before a student enters the office area, he/she is to report to the window. Office personal will answer any questions and /or direct the student as needed. When students are in the office area, they are to conduct themselves properly, no excessive talking or moving around. Students are to remain behind the counter until told otherwise.

The office telephone is just that, an office telephone for school business. The telephone may be used, by students, in extreme emergency situations only. Leaving a book or assignment at home is NOT an emergency; it is a responsibility the student the student should have taken care of before leaving for school. Office personal will not deliver messages to students, unless it is an emergency. Parents are requested that they not call asking to speak to their son/daughter unless it is an emergency.

### **CHECK OUT PROCEDURE**

**DUE TO OFFICE AND CAMPUS DISRUPTIONS STUDENTS ARE NOT ALLOWED TO CHECK OUT TO GO TO LUNCH OFF CAMPUS. PLEASE HELP US BY NOT ALLOWING YOUR CHILD TO CALL YOU TO CHECK OUT. THIS CAN BECOME A BIG PROBLEM WITHOUT YOUR HELP. THANKS FOR YOUR COOPERATION.**

**PARENTS: PLEASE DO NOT BRING LUNCH TO YOUR CHILD DURING LUNCH HOURS. THIS IS A SAFETY ISSUE TO PREVENT UNWANTED VISITORS ON CAMPUS WHO WILL USE LUNCH AS A REASON TO BE ON CAMPUS AND POTENTIALLY PUT YOUR CHILD IN DANGER.**

In order to properly account for every student, certain procedural steps must be followed to leave school before 3:10 pm. The student's parent or guardian must phone an explanation or come by the office in person. (Check-out notes from parents or guardians are no longer allowed by school policy.) When the student gets to school in the morning, he or she should report to the principal's office and get a slip that will allow him/her to be dismissed early. When it is time to leave, the student will present the slip to the teacher, return to the office and sign out. **(Students who fail to check out through the office will be considered truant.)** Students returning later that day must sign back in.

### **Bell Schedule**

Minute of Silence/Pledge of Allegiance	
1 <sup>st</sup> period	8:00 - 8:50
2 <sup>nd</sup> period	8:55 - 9:45
3 <sup>rd</sup> period	9:50-10:40
4 <sup>th</sup> period	10:45-11:35
<b>A Lunch</b>	<b>11:35-12:05</b>
Sr. High 5 <sup>th</sup> Period	11:40 -12:30
<b>B Lunch</b>	<b>12:30 - 1:00</b>
Jr. High 5 <sup>th</sup> period	12:10 - 1:00
6 <sup>th</sup> period	1:05 - 1:55
P. A.W.S.	1:55 - 2:15
7 <sup>th</sup> period	2:20 - 3:10

## **SCHOOL DAY APPEARANCE**

Maintaining a proper appearance is the responsibility of the individual student. However, when appearance begins to disrupt the learning process, it becomes a matter for disciplinary actions. Students are expected to abide by the following guidelines with regard to appearance during the school day.

1. Students should dress and groom themselves in accordance with good health, neatness and sanitary practice.
2. Students will not be allowed to wear clothing or hairstyles that are hazardous to them in their educational activities.
3. Students will not be allowed to dress in any manner that would substantially disrupt the process of learning as determined by the administration.
4. Students will not be allowed to wear insignias, badges, or emblems that would cause disruption in school.
5. No student will be allowed to wear clothing which identifies him or her as a member of a gang.
6. Students will not be allowed to wear clothing, which promotes alcoholic beverages, drugs, or any form of obscenity.
7. Students will not be allowed to wear sunglasses, hats, or head covers of any kind (example: bandanas or toboggans) on campus from 7:30 a.m. until 3:30 p.m.
8. Clothing that is too tight or revealing (see through) is unacceptable.
9. Shorts, skirts and dresses must be in good taste. (Students should be aware of the length of their shorts, skirts and dresses at all times, and they should be no more than 4 inches from the knee).
10. Shirts, blouses, and dresses must completely cover the abdomen, back, sides and shoulders, and cleavage. The shirts or tops must cover the waistbands of pants, shorts, or skirts with no visible midriff.
11. Clothes shall be worn as they are designed – suspenders over the shoulder, pants secured at the waist (no sagging), and belts buckled, no underwear as outerwear or no underwear exposed.
12. Shoes must be worn at all times. (No house shoes.)
13. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sleepwear, (4) skin-tight outer materials including spandex, and (5) no clothes with excessive holes or tears that reveal undergarments that might be deemed a distraction or safety issue or (6) inappropriate patches.

**ACT 835 OF THE ARKANSAS STATE LEGISLATURE PROHIBITS STUDENTS IN ARKANSAS FROM WEARING CLOTHES THAT EXPOSE THE BUTTOCKS, UNDERWEAR, OR BREAST AREA. THIS IS NOW A VIOLATION OF STATE LAW NOT JUST LOCAL DISTRICT POLICY!**

**1<sup>st</sup> Offense** – Written warning.

**2<sup>nd</sup> Offense** – 1 day ISS. Letter home to parents and change clothes in office. If letter is not signed and returned in one week, parents will be called, and an additional day of ISS will be assigned.

**3<sup>rd</sup> Offense** – Must change clothes and 3 days ISS.

**4<sup>th</sup> Offense** – Must change clothes and 5 days ISS.

**5<sup>th</sup> Offense** – 5 days suspension.

## **PARKING**

Students should park in the numbered areas assigned to students only. This number should correspond to the vehicle parking tag. Any students parking in an unassigned area will be subject to **3 DAYS ISS** unless they have written permission from the Horatio Administration.

## **TRANSPORATION**

The riding of a school bus is a privilege not a right. Students and parents should realize the importance of correct behavior while riding a school bus in order to protect all of those involved in the transportation process. In order to provide a safe environment for both students and drivers, the Horatio School District has equipped all buses with video surveillance cameras which will provide both video and audio monitoring of both students and drivers. Student's discipline infractions will be handled according to the Student Handbook policy-punishment for infractions may range from a conference with the principal to expulsion and may include a suspension from riding the school bus. Vandalism may result in restitution of damages cause on a bus or prosecution if restitution is not made.

## **TARDINESS**

Tardies for 1<sup>st</sup> period will be a little different from the rest of the day to try and do away with skipping 1<sup>st</sup> period entirely to get out of a tardy.

### **Late Arrivals for 1<sup>st</sup> Period**

- 3 tardies = 1 day lunch detention
- 4 tardies = 2 days lunch detention
- 5 tardies = 1 day ISS
- 6+ tardies = 3 days ISS

### **Tardies to Class 2<sup>nd</sup> -7<sup>th</sup> Period**

- 1 tardy = warning
- 2 tardies = 1 day lunch detention
- 3 tardies = 1 day ISS
- 4+ tardies = 3 days ISS

Tardies will start over at the beginning of the spring semester.

**STUDENT TEACHER EDUCATIONAL PROGRAM (STEP)** – Horatio High School offers an advisory program in order to better meet the individual needs of specific students. Each student is assigned a specific “advisor” who will serve as a source of help and information through the year. STEP Groups will meet the 4<sup>th</sup> Friday of each month.

## **HALL PASSES**

Students who leave the classroom during class must have permission from the teacher and possess an orange vest. Failure to do so could result in truancy.

## **VISITORS**

Visitors are asked to report to the school office when arriving on campus to get a pass.

**No student visitors.**

## **TEXTBOOKS**

Free textbooks are provided by the state of Arkansas through taxes paid by your parents. The textbooks are expected to last for five years. Students who abuse their textbooks may expect to be fined when the books are returned. Students who lose their textbooks maybe be required to pay replacement cost for the books.

### **CLOSED CAMPUS**

THE HORATIO SCHOOL CAMPUS IS CLOSED FROM THE TIME A STUDENT ARRIVES IN THE MORNING UNTIL THE COMPLETION OF THE SCHOOL DAY. A STUDENT MAY LEAVE ONLY WHEN PROPERLY CHECKED OUT THROUGH THE OFFICE (WITH PARENT PERMISSION). STUDENTS WHO LEAVE CAMPUS WITHOUT PERMISSION WILL BE CONSIDERED TRUANT. STUDENTS WILL NOT BE ALLOWED TO LEAVE CAMPUS FOR LUNCH. STUDENTS ARE ALSO NOT ALLOWED TO HAVE LUNCH DELIVERED TO SCHOOL DURING THE DAY. THEY MAY BRING THEIR LUNCH IN THE MORNING.

### **COMMUNICATION DEVICES**

Cell phones, I-pads, I-pods, and other electronic devices are not permitted to be used in any manner during instructional time UNLESS it is part of the teacher's instructional process. This includes PE, agriculture, shop and any other class that may meet out of the normal classroom setting.

1<sup>st</sup> Offense – Confiscation of the phone and turned into the office, the device will be returned at the end of the day.

2<sup>nd</sup> Offense – Confiscation of the device and 1 day of In-School-Suspension, the device will be returned after term has been served.

3<sup>rd</sup> Offense – Confiscation of the device and 3 days of In-School-Suspension, the device will be returned after term has been served.

4<sup>th</sup> Offense – 3 days suspension and parents must pick up the phone from the office. The parent may pick up device after the term has been served.

### **TELEPHONE USE**

By permission, students will be allowed to use the telephone only in cases of emergency and in cases where the parent(s) MUST be contacted. Other reasons for telephone use must be approved by the office personnel. Students will be called to the phone only in cases of emergency. Students will not be allowed to use the office phone for personal calls. Students must sign the phone log before making a call.

**EMERGENCY DRILLS** – Emergency drills will be held frequently to be sure that students know and understand the procedure. Students will proceed rapidly and orderly to an area designated outside the building where they will remain until the bell recalls them to the classroom.

During a tornado drill, students will proceed rapidly to an area designated inside the building where they will assume a protective position on the floor. Students will remain in the designated area until the bell recalls them to the classroom. Other drills will be signaled over the intercom and will follow the emergency evacuation procedures posted in each classroom.

### **COLLEGE DAY**

Seniors who wish to visit a college may do so by applying in advance through the counselor's office. Each senior will be allowed two college days, which be considered school business. It will be necessary for the student to secure a form from the counselor, have it signed by each teacher at least two school days prior to the absence and obtain the signature of a representative of the college. All rules regarding homework and

makeup work in the attendance policy will apply to the College Day policy. No college days may be taken during nine weeks or semester exams.

## **SENIOR ACTIVITIES**

To participate in graduation exercises or the senior trip, a student must have earned at least 18 credits by the end of the fall term of the senior year. To take part in the senior trip, seniors must not have missed over eighteen days of school each semester, been in ISS over three times and cannot have been suspended.

## **SUSPENSION**

The principal is authorized to suspend any student from school for disciplinary reasons. The suspension can last up to ten days. In cases of suspension, a letter will be mailed to the parent explaining the reason for the suspension. A parent-student-principal conference may be required to readmit the student to school. Students who are suspended from school are not allowed to be on school property at any time during the suspension period. This includes extra-curricular and after-school activities.

## **7<sup>th</sup> and 8<sup>th</sup> Grade Pass/Fail**

A student may not be promoted if they fail 2 or more core subjects. Summer school is not an option for promotion.

## **Foreign Exchange Student**

Horatio High School welcomes international students. We will accept two students per school year. Those students will enroll as seniors and will be able to participate in senior activities. They will not be able to participate in graduation nor will they be issued a diploma as they have not completed the 24 requirements as set forth by the Arkansas Department of Education nor are international courses aligned with the Arkansas Frameworks and Common Core Standards.

## **REMEDIATION**

Horatio High School is obligated by state law to require students who did not score proficient or advanced on all state mandated benchmark tests to participate in a remediation program of some type. This remediation is not voluntary and must be documented on Academic Improvement Plans (AIPs) and signed by teachers, parents, and administrators.

The types of remediation may include: 1) Tutoring before or after school, 2) Extended school year, 3) Learning Lab during the school day, 4) Saturday school, 5) Double blocked instruction. The type of remediation used will be determined by the teachers and administrators.

State law mandates that students who do not participate in required remediation will be retained and/or be failed in corresponding courses.

Act 1307 of 2009 mandates the administration of high-stakes end-of-course assessments in Algebra I and English II; Beginning 2009-2010 school year, all students who are enrolled in Algebra I must pass the Algebra I End-of-Course Examination in order to receive an academic credit toward graduation. Beginning with the 2014-2015 school year, students who are enrolled in English II must pass the End-of-Course Examination for English II in order to receive an academic credit toward graduation. Any student identified as not passing an initial high-stakes assessment shall be remediated through an Individualized Academic Improvement Plan (IAIP) and will have two additional retest opportunities in order to pass the assessment. If a student does not



pass the Algebra I End-of-Course Examination after being administered three tests, then the student shall successfully complete a formative or strand analysis program as determined by the ADE in order to receive an academic credit toward graduation.

### **GPA INFORMATION**

Horatio High School computes GPA two ways, State and Local. Honor graduates, Valedictorian, and Salutatorian are computed according to local guidelines. For local GPA, every course taken is computed including athletics and math labs and literacy labs. Courses not included in local GPA computing are teacher's aides, study halls, and any non credited course. BEGINNING WITH THE CLASS OF **2017**, LOCAL GPA WEIGHTS ONLY AP COURSES. For the 2015 and 2016 graduates, no courses are weighted in local GPA.

The Arkansas Department of Education requires districts to compute a State GPA. In this system AP, IB, and other appropriate courses are weighted, provided the student successfully completes two semesters and takes the end of course exam. Every course taken is computed with the exception of athletics, math labs, literacy labs, local credit courses, study halls, teacher's aides, and any non credited course.

For both systems GPA begins in the 9th grade. Exceptions to this are any course that a student took in the 7th or 8th grade for high school credit. An example of this would be an Algebra I course taken at the 7th or 8th grade level.

**GPA will be rounded to three decimal places** (four digits all together).

**Driver's test** - must have a 2.0 at the end of a grading period to take the driver's test.

**Extra Curricular Activities** - must have a 2.0 GPA based on the prior semester only.

**National Honor Society** - must have cumulative 3.50 GPA.

All membership requirements are from the National Honor Society and are not changed for this chapter. Criteria include outstanding performance in Scholarship, Leadership, Service, and Character. Only those students who have attended Horatio High School the equivalent of *one* semester may be considered for membership. Membership is open to only juniors and seniors who meet the conditions of membership. Membership is granted only to those students selected by the Faculty Council in each school.

The membership requirements are:

- \*GPA and Character *MUST* be 3.5 or above
- \*Leadership and Service may be below 3.25
- \*Overall average of all 4 *MUST* be 3.25 or above

### **Early Graduation Policy**

Students that elect to graduate early (i.e. before their final semester as a senior) must declare their intent by the following deadlines.

May 1 their junior year if they wish to graduate the following semester. (The end of the first semester of their senior year)

May 1 their sophomore year if they wish to graduate the end of their junior year.

Student wishing to graduate early must meet all requirements as outlined by the Arkansas Dept. of Education and Horatio High School for the year they wish to receive their diploma. These requirements can be found in the student handbook. In order to meet these requirements it is often necessary to complete college courses. It is the students' responsibility to register and pay for these classes. The school will provide guidance.

Students who wish to take the early graduation option will not be able to participate in activities that are deemed senior activities. For seniors wanting to graduate early they can only participate in Graduation Exercises for second semester. They may not participate in any other senior activities for 2<sup>nd</sup> semester.

Students wanting to graduate the end of their junior year will be classified as juniors and thus will participate in only junior activities. The only exception is Graduation Exercises.

For all students graduating early it is each student's responsibility to order graduation materials, sign the diploma list, etc. it is their responsibility to get with the senior sponsor and make sure they have made necessary arrangements for these things.

In accordance with policy students electing to graduate early may not receive the distinction of being Valedictorian or Salutatorian. Students wishing this honor must attend both semesters their junior and senior year.

### **VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS**

To be valedictorian or salutatorian, a student must have attended HHS as a full time student during both the junior and senior years. Please note that honor graduates, valedictorian, and salutatorian will be chosen based on seven semesters of high school work. Final transcripts and grade reports will be computed at the completion of the senior year (eight semesters). The final ranking and GPA will be recorded on transcripts, and final transcripts will be mailed to the proper institution of higher education.

Any student wishing to be considered for valedictorian or salutatorian must meet the following requirements:

### ***Classes of 2015 & 2016***

The Smart Core Courses

Physics *or* AP Chemistry

Pre Cal *or* AP Calculus *or* AP Statistics

A total of 3 AP Courses of which *two must* be AP US History or AP English

2 years of a foreign language

### ***Beginning with Class of 2017***

The Smart Core Courses

AP Chemistry or AP Biology

AP Calculus or AP Statistics

AP US History

AP English

A total of 4 AP Courses must be taken - one from each of the subject areas

2 years of a foreign language

Computer Science

Students must complete the full year of these courses and must have a credited course every period.

Valedictorian will be the student with the highest GPA having met the above criteria.

Salutatorian will then be the student with the second highest GPA having met the above criteria. Valedictorian and Salutatorian will be determined by local GPA. There are two ways to figure GPA. In the local GPA, everything that is taken by the student is figured into his or her GPA. The state GPA is sent to colleges and universities and goes by state guidelines. Both Valedictorian and Salutatorian rankings will be based on local GPA.

### **AP Honor Graduates (Summa Cum Laude)**

All other students having met the above criteria while maintaining a 3.5 GPA or above.

### **Prerequisites and Adding/Dropping Courses**

Students must take courses according to the timeline and policies as set forth by the Horatio School district. Some course such as AP Requires prerequisites that must be completed prior to enrolling in the course. A student may not take two English courses at the same time unless a student has to take a course in which he/she received an F and are trying to stay on track for graduation. Students in alternative education are under these same guidelines; however exceptions may be made by the administration on an individual basis.

Students may only retake classes in which they have received a D or F. In the event that a student retakes a class the original grade remains on the transcript and is still figured into the GPA according to the district guidelines. The new grade will be posted onto the transcript and figured into the GPA.

Students have two weeks at the beginning of each semester to add or drop a class. Exceptions to this are advanced and AP courses in which the student has until the 9 week grading period to drop providing

approval from the administration and parental approval has been given. In some cases the student may have to forfeit credit for that period. In the event that a student is able to transfer to another class the 9 weeks grade from the class the student is dropping will transfer to the new class.

### **Semester Exam Policy**

Semester exams WILL be given in some form in ALL classes for both the fall and spring semester. Students may be exempt from their semester test in accordance with the exemption policies listed below. **Students who miss a semester exam for any reason will make up the exam (s) AT A LATER DATE TO BE DETERMINED BY THE TEACHER AND ADMINISTRATION. *There will be NO tests given or taken early!***

### **For Grades and Attendance**

A student may be exempt in grades 9 - 12 if they have no more than 3 days of ISS, no out of school suspensions or expulsions, and meet the following criteria in a given class:

- Have a class average of **90%** or above, no more than **5 absences** of ANY type and no more than **5 tardies**.
- Have a class average of **80%** or above, no more than **3 absences** of ANY type and no more than **3 tardies**.
- Have a class average of **70%** or above, no more than **1 absence** of ANY type and no more than **3 tardies**.

### **Special Exemptions**

If a student scores proficient or advanced on an EOC exam in a given area, he or she may be exempt during the Fall semester only from that subject area if they meet the following criteria: students must have at least a **70%** or above in the course, have no more than **3 absences**, have no more than **3 tardies**, have no more than **3 days of ISS**, and no out of school suspensions or expulsions.

If a student scores 70% or above on a Vocational Competency Tests, he or she may be exempt in the current semester in which the test is taken if they meet the following criteria: students must have at least a **70%** or above in the course, have no more than **3 absences**, have no more than **3 tardies**, have no more than **3 days of ISS**, and no out of school suspensions or expulsions.

\*Note 1 : Students who are not exempt must take the semester test in order to receive credit in a course.

\*Note 2: School Business does not count as an absence.

### **CONCURRENT CREDIT**

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective. A student, who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

Participation in the concurrent high school and college credit program must be documented by a written agreement between:

- The District's student, and his or her parent(s) or guardian(s) if the public school student is under the age of eighteen (18);
- The District; and
- The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see Policy 4.44) are to be received by the school within 10 school days of the end of the semester in which the course is taken.<sup>1</sup> Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities and graduation.

Students will retain credit earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited, public school.

Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

**Horatio High School offers various concurrent credits on campus in the course of a school day. For these courses, should a student decided to take the same course on another campus at another time that course will only count toward elective credit graduation. No college course will count for Junior English.**

Legal References:           A.C.A. § 6-15-902(c)(2)  
Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade

### **Thirty-eight (38) Units Requirements**

Grades 9-12

Reading, writing, and mathematics shall be incorporated into all curriculum areas. The following courses shall be taught annually for a total of 38 units.

Language Arts – 6 Units

4 units English

1 unit oral communications, or ½ unit oral communications and ½ unit drama

1 unit journalism

(Other options as determined by the Department)

Science – 5 Units (Active participation in laboratory experience is required for a minimum of 20% of instructional time.)

1 unit physical science

1 unit biology  
1 unit physics  
(Other options as determined by the Department)

Mathematics – 6 Units

1 unit Algebra I  
1 unit geometry  
1 unit Algebra II  
1 unit pre-calculus mathematic to include trigonometry  
(Other options as determined by the Department)

Foreign Languages – 2 units of the same language

Fine Arts – 3½ Units

1 unit art  
1 unit instrumental music  
1 unit vocal music  
½ unit survey of fine arts or an advanced art or an advanced music course

Computer Applications with emphasis on current applications 1 Unit

Social Studies – 4 Units

1 unit American history with emphasis on 20<sup>th</sup> Century America  
1 unit world history  
1 unit civics/government  
1 unit of sociology  
½ unit of Arkansas history if not taught in grade 7 or 8  
(Other options as determined by the Department)

Health and Safety Education and physical education – ½ Unit

## Courses offered by Horatio High School

### **English**

9<sup>th</sup> grade English\*  
10<sup>th</sup> grade English\*  
11<sup>th</sup> grade English\*  
12<sup>th</sup> grade English\*  
Pre AP English  
AP English\*  
Journalism  
Speech

### **Math**

Algebra I\*  
Geometry \*  
AP Calculus A-B\*  
Algebra II\*  
Pre Cal with Trig\*  
Algebra III  
College Algebra  
AP Statistics\*  
Advanced Topics

### **Science**

Physical Science\*  
Biology\*  
Chemistry\*  
Physics \*  
Env. Science  
AP Biology\*

### **Social Studies**

Civics  
World History  
US History  
AP US History\*  
Sociology  
Psychology

### **Art/Music**

Art I  
Art II  
Choir  
Band  
Drama

### **Business**

Bus. Applications  
EAST Lab  
Digital I & II  
Digital III & IV

### **Agriculture**

Ag. Sci. & Tech  
Ag. Mech. I & II  
An. Sci./ Bio. An. Sci.  
Ag. Metals I & II  
Ag. Power Systems I & II  
Ag Structures I & II  
Horticulture / Greenhouse  
Nursery Land/ Adv. Ani.  
Management Natural Res/Env. Res.

### **Family & Consumer Sci.**

Fam. & Consumer Sci. I  
Parenting  
Food / Nutrition  
Clothing  
Personal Finance  
Human Development

### **Athletics**

Football  
Girl's Basketball  
Boy's Basketball  
Baseball  
Softball  
PE/Health  
Golf

### **Foreign Language**

Spanish I  
Spanish II  
Spanish III

### **Vocational Center at CCCUA secondary**

Med Pro Ed  
Auto Repair

### **\*Computer Science – (flex unit)**

A unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4<sup>th</sup> math unit requirement or the 3<sup>rd</sup> Natural Science Requirement. Two distinct units of the computer science courses listed above may replace the 4<sup>th</sup> math unit requirement and the 3<sup>rd</sup> Natural Science Requirement. If the 4<sup>th</sup> Math requirement and the 3<sup>rd</sup> Natural Science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

\*Courses are required for Honor Graduate, College Core, and Scholarships.

\*Course requires a pre-requisite.

### **PARENT INVOLVEMENT PLAN**

In order to promote and encourage parent involvement at our school, a Horatio High School Parent Involvement Plan has been developed. Communication information, opportunities to volunteer and additional information not listed in the student handbook are included. Please contact James Dobbins at HHS to request a copy and to become a school partner.

### **Horatio High School Library Policies**

All library materials become the responsibility of the student who checks out the materials.

A library fine of .05 cents per day will be charged on all overdue library items.

The school reserves the right to withhold library privileges to any student who fails to meet these obligations.

### **Selection of library/media center materials**

The ultimate authority for the selection and retention of materials for the school media center rests with the Board of Education which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make the initial selections in consultation with school and district licensed staff. Materials selected shall be in accordance with the guidelines of this policy.

The purpose of the school library media center is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in the library consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the school's students and that will help them attain the District's educational goals.

### **Selection Criteria**

The criteria used in the selection of media center materials shall be that the materials:

1. Support and enhance the curricular and educational goals of the district;
2. Are appropriate for the ages, learning styles, interests, and maturity of the schools' students, or parents in the case of parenting literature;
3. Contribute to the examination of issues from varying points of view and help to broaden students understanding of their rights and responsibilities in our society;
4. Help develop critical thinking skills;
5. Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
6. Have literary merit as perceived by the educational community

### **Retention and Continuous Evaluation**

Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. Those materials no longer meeting the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired shall be withdrawn from the collection and disposed of. A record of withdrawn media materials including the manner of their disposal shall be maintained for a period of three years.



**Gifts**

Gifts to the media center shall be evaluated to determine their appropriateness before they are placed in any media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media center. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist.

**Challenges:**

The parent of a student affected by a media selection, or a District employee may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. The challenged material shall remain available throughout the challenge process.

Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference through the principal's office with a licensed media center employee. The complainant shall be given a copy of this policy and the *Request for Formal Reconsideration Form* prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.

In the meeting, the media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain his/her reasons for objecting to the selected material. If, at the completion of the meeting, the complainant wishes to make a formal challenge to the selected material, he/she may do so by completing the *Request for Formal Reconsideration Form* and submitting it to the principal's office.

To review the contested media, the principal shall select a committee of five (5) to seven (7) licensed personnel consisting of the principal as chair and the media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. Additionally, two (2) parents may be appointed if appropriate. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the *Request for Formal Reconsideration Form* submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the contested material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given to the complainant.

If the decision is to not remove the material, the complainant may appeal the committee's decision to the district Board of Directors by filing a written appeal to the Superintendent within 5 working days of the committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within 15 days of the committee's decision. The Board shall review the material submitted to them by the Superintendent and make a decision within thirty (30) days of receipt of the information. The Board's decision is final.

# Horatio Elementary School

## MISSION STATEMENT

*The mission of Horatio Elementary is to provide a safe, disciplined environment with relevant educational opportunities for obtaining knowledge, experience, and a high level of cognitive skills for all students.*

Horatio Elementary Office Phone Number (870)832-1930

Horatio Elementary Fax Number (870)832-3222

Email – [snelson@horatioschools.org](mailto:snelson@horatioschools.org) or [cblack@horatioschools.org](mailto:cblack@horatioschools.org)

Webiste – [www.horatioschools.org](http://www.horatioschools.org) [www.heslions.org](http://www.heslions.org)

To join Remind 101 and receive text messages:

Send a text message to 81010

Text this message @93d1b

## Elementary Office Staff

### **Office Staff**

Susan Nelson – Principal  
Curtis Black – Dean of Students/ESL District Coordinator  
Diane Van Houtan & Cindy Derington – Administrative Assistant  
Karen Cunningham – Nurse  
Chrystal Whisenhunt - Nurse

**Preschool** - Kendra VanWinkle, Amanda Culp, Pam Bright, & Mandy Dixon

**Kindergarten** - Dixie Dowdy, Stephanie Haarmeyer, Dedra McCastlain

**First Grade** - Lori Marshall, Traci Lyon, Ashton Parson

**Second Grade** - Labrada Vann, Stephanie Baker, Tara Williamson, Sharrell Pearce

**Third Grade** - Beverly Chandler, Karen Woods, Melissa Patrick

**Fourth Grade** - Jennifer Ray, Charlotte Izzo, Elizabeth Bollinger

**Fifth Grade** - Glenda Butler, Christy George, Jessica Glasgow

**Sixth Grade** – Gwen DeVasier, Sara Dockins, Debbie Longacre

**Special Education** – Patricia Ayers, Cindy Webb, Rebecca Stuart

**Support Staff** – Shelly Crenshaw – Instructional Facilitator, Liz Power – Computer Lab,  
Tyler Matthew – Media Specialist, Janet Potts – Music, Lisa Kraus – Art,  
Kaitlin Adwell – Counselor, Robert Collum – P.E., Jennifer Seale – GT

**Educational Assistants** – Sharon Johnson, Barbara Pulliam, Tonya McKinley, Kim Leonard, Leslie Ray,  
Christine Melendez, Brittany Allen, Cathy Day, Chrystal Whisenhunt

**Custodians** – Nancy Nelson, Mary Ellen Buss, Kayla Stephens

**Cafeteria** – Sherry Tallant, Caree Rehm, Melissa Chavez

**VISITORS (See District Policy VISITORS TO THE SCHOOLS 6.5)**

All visitors must report to the main office located in the K-4 building. The school secretary will contact the personnel or student you need to see. Do not go directly to the classroom unless you have signed in at the office and have been given a visitor sticker. This procedure includes visitors for the 5<sup>th</sup>-6<sup>th</sup> grade building also. Parents may eat lunch with his/her child during the school day after properly checking in at the office. The office will issue a visitor pass at that time. Parents may bring food for his/her child only. For medical issues and safety purposes, sharing food with other children will not be allowed.

**ARRIVAL**

School begins promptly at 7:55 a.m. Early morning duty teachers will be on duty at 7:30 a.m.

**Students should not arrive at school earlier than 7:30 a.m.**

Please drop your student(s) off in the designated area each morning. A duty person will be there to ensure your child's safety and promptness to class. All car riders will be dropped off at the pavilion in front of the gym.

Bus riders will be dropped off on the west side of the cafeteria.

K-4 students who are eating breakfast will walk to the cafeteria. Students who are not eating breakfast will go directly inside the building of their homeroom and sit in the hallway outside of their classroom. Students are expected to read a book or visit quietly, if the duty teacher allows. Fifth and sixth grade students not eating breakfast will go directly to the gym. Students will sit in the stands while being monitored by a duty teacher until released to go their classroom at 7:50.

\*If a student is tardy he/she must be signed in through the office by a parent/guardian. Students should not go directly to the classroom.

**TARDIES (See District Policy TARDIES 4.9)**

Parents of students which have excessive unexcused tardies (5 per semester) will be required to meet the principal and may be reported to the Judicial District Juvenile Intake Officer.

School begins at 7:55 a.m. Students will be noted as tardy after 8:00 a.m.

**\*If a student is tardy he/she must be signed in through the office by a parent/guardian.**

**EARLY CHECK-OUT PROCEDURE**

In order to properly account for every student, certain procedural steps must be followed to leave school before 3:10 p.m. The parent/guardian (or a designee) will need to personally check-out the child. DO NOT go to your child's classroom unless you have cleared it through the office first. Excessive early checkouts (5 per semester) will require the child's guardian to meet with the principal. When a student is checked out early, valuable instruction time is lost that could hinder his/her academic achievement. In addition, it is inconsiderate to frequently interrupt the instruction of the other students in the classroom.

**Checking students out early in order to avoid the car rider line is unacceptable.** Please understand that this is a procedure to insure the safety of our students as well as protecting quality instructional time.

### **DISMISSAL**

Car riders will be dropped-off and picked up in the same manner. Car riders will exit their respective buildings at 3:05 p.m. Students who are “car riders” will not be released to the parent unless the parent is in the car rider line or arrangements for “Parent Pick-up” have been made in the office prior to dismissal.

Bus riders will be dismissed at 3:10 p.m. and will load on the east side of the cafeteria.

### **AFTERNOON CHANGE IN TRANSPORTATION**

If a K-6 student is going home in a manner that is not his/her normal routine, then a phone call must be made to the office. A note sent with the child that day or personal visit is also acceptable. Messages are delivered to classroom teachers at 2:45 p.m. Please contact the office no later than 2:30 p.m. regarding transportation changes.

### **TELEPHONE USE**

Students will be allowed to use the telephone only in case of an emergency and in cases where the parent(s) MUST be contacted. Faculty/Staff members must approve use. Students will be called to the phone only in case of an emergency. Students will not be allowed to use an office phone for personal calls. Faculty/Staff members must be present when the phone is used and the phone call must be documented.

## **Horatio Elementary Student Discipline Management Plan and Code of Student Conduct**

Discipline consequences may range from a minimum of verbal warning to a maximum of expulsion.

**Disciplinary Conference:** A meeting between the student, parent, and principal where the child is advised that he/she has violated a school policy. The purpose of this meeting is to warn the student that if the violation occurs again, he/she will receive more severe disciplinary action.

**Noon Detention:** Noon detention will be held during the student’s lunch and recess time to make up time for an infraction of rules. Students will be isolated from other students during this time and will complete assignments or participate in character building activities directed by Coach Black.

**7:00 a.m. Detention:** Students will be required to arrive before school and complete assignments made by the homeroom teacher until 7:30 a.m. Students who are late to 7:00 a.m. detention will receive an extra day for tardiness.

**In School Suspension (ISS):** ISS is a form of suspension where the student is sent to the designated area for the entire school day. In this area, the child is isolated from peers and is subject to a ridged daily routine. Students receive credit for work completed and are not penalized for the time out of the regular classroom. Only the principal/designee may assign

students to ISS. Students will not be allowed to participate in events away from school during school hours (ex. Field trips during the semester if the student attended ISS).

**Suspension:** See District Policy 4.30 SUSPENSION FROM SCHOOL

**Expulsion:** See District Policy 4.31 EXPULSION

**Corporal Punishment:** See District Policy 4.39 CORPORAL PUNISHMENT

**The principal/Dean of Students may use the form of discipline he/she deems correct to handle each situation.**

### **PROCESS FOR ADDRESSING PARENTAL CONCERNS**

1. Conference with teacher by appointment with the knowledge of principal
2. Conference with principal by appointment
3. Conference with superintendent and principal by appointment
4. Obtain permission to address the school board

### **STUDENT BEHAVIOR NOT PERMITTED**

#### **CATEGORY I OFFENSES**

1. Horseplay, running in building, and loud behavior
2. Inappropriate language
3. Littering: throwing objects or items that will clutter the campus or other areas rather than in a designated trash receptacle
4. Minor damage of school property: marking on a desk or wall, feet on desk, leaning back in seat, etc. Student will be required to repair or restore area.
5. Leaving designated area without permission. Students will remain in designated areas.
6. Repeated disregard of classroom rules.
7. Other reasons as determined by staff and/or principal.

#### **Disciplinary Actions for Category I Offenses**

1<sup>st</sup> Offense – Noon detention 1 day (minimum consequence)

2<sup>nd</sup> Offense – Noon detention 2 days

3<sup>rd</sup> Offense – 7:00 a.m. detention 3 days or corporal punishment

#### **CATEGORY II OFFENSES**

1. Public display of affection (holding hands, hugging, embracing, kissing, etc)
2. Possession/Use of tobacco: No student shall possess or use tobacco in any school area. Arkansas Law prohibits all students from smoking or using smokeless tobacco on a school bus. Nor shall a student have matches or any kind of lighter in his or her possession while on school grounds.
3. Gambling: A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object of value.
4. Disrespectful behavior: A student shall at all times address teachers, staff, administrator or any

- other school employee with courtesy and respect.
5. Truancy or skipping class: Students absent from class without permission whether on or off campus or those students leaving campus without checking out are considered truant.
  6. Disregard for reasonable directions: A student shall comply with reasonable directions or commands of school employees.
  7. Disorderly, disruptive conduct: A student shall not engage in behavior which produces situation in which instructional activities or other students are adversely affected.
  8. Lying, cheating, and falsifying documents: Students are responsible for truthfully responding. A student will not cheat on tests or other assignments, nor will a student aid other students in cheating. A student will not forge or falsify any information, parent/guardian signatures, etc.
  9. Significant damage to school property.
  10. Other reasons as determined by administration.

### **Disciplinary Actions for Category II Offenses**

1<sup>st</sup> Offense – Noon detention 2 day (minimum consequence)

2<sup>nd</sup> Offense –7:00 a.m. detention 3 days or corporal punishment & mandatory parent conference

3<sup>rd</sup> Offense – ISS 3 days

### **CATEGORY III OFFENSES**

1. Insubordination: A blatant refusal or denial to comply with reasonable commands of school employees.
2. Profanity/Obscene gestures: A student shall not use physical gestures or hand signals that convey a connotation of obscene or highly disrespectful acts, gang meanings, infringe upon the rights of others or that cause or begin an overt and immediate disruption of the education process.
3. Possession/Use of fireworks.
4. Theft or extortion: A student shall not cause or attempt to cause damage or steal or attempt to steal property of another student or any other person, nor shall a student obtain or attempt to obtain something of value from another person by either physical force or threat of illegal acts. (Arkansas statute 41-2203). Restitution will be made. This offense applies to items of \$200 or less.
5. Severe damage, destruction, or theft of school property: A student shall not steal or cause or attempt to cause damage to school or personal property. Restitution must be made.
6. Indecent exposure: A student shall not deliberately commit indecent exposure or immoral acts in school.
7. Gang activity: Gang activity-whether genuine or pretense is prohibited on school grounds and at any school sponsored activity. Gangs or secret societies are those, which threaten the safety or well being of persons or property on school grounds or school sponsored activity. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or attribute which indicates or implies membership or affiliation with such a group presents a clear and present danger.
8. Fighting: Students shall not provoke fighting
9. Other reasons as determined by administration.



### **Consequences for Category III Offenses**

1<sup>st</sup> Offense – ISS 1 day (minimum consequence)

2<sup>nd</sup> Offense – ISS 2 days

3<sup>rd</sup> Offense – ISS 3 days

\*Parents will be contacted by phone for Category III Offenses, Fighting and Bullying.

### **CATEGORY IV OFFENSES**

1. Weapons
2. Assault and abuse of students and/or staff members
3. Activation of Fire Alarm by a student/Bomb Threat
4. Terroristic Threatening
5. Possession of or under the influence of illegal drugs, narcotics, alcohol, stimulants, and depressants, etc.
6. Sexual Harassment
7. Other reasons as determined by administration

### **Consequence for Category IV Offenses**

Immediate suspension of 1 to 10 days, and the proper legal authorities will be notified. A mandatory conference with the student and the student's guardian will be scheduled. If a satisfactory solution cannot be reached, the student will be suspended from school until the Horatio School Board can hold a meeting to resolve the issue.

### **FIGHTING/INFLECTING BODILY HARM**

Students shall NOT fight or cause harm to another student by scratching, biting, striking, choking, etc. Students found guilty of fighting or intentionally harming another student no matter the reason shall be punished as follows:

1<sup>st</sup> Offense – ISS 3 days & conference with parent

2<sup>nd</sup> Offense – Suspension from school 3 days

3<sup>rd</sup> Offense – Suspension from school 5 days

4<sup>th</sup> Offense – A conference with the student and the student's guardian will be scheduled.

If a satisfactory solution cannot be reached, the student will be suspended from school until the Horatio School Board can hold a meeting to resolve the issue.

### **Bullying** (See District policy BULLYING 4.43)

It is the policy of the Horatio School District that pupil harassment, also known as "bullying," will not be tolerated in any form. Students found to be in violation of this policy shall be subjected to disciplinary action up to and including expulsion.

**All school employees who have witnessed pupil harassment or have knowledge that it exists will report this to the building principal.**

### **Consequences of Bullying**

**1<sup>st</sup> Offense** – Disciplinary conference involving the student, parent, counselor, and administration & Noon detention 1 day (minimum consequence)

**2<sup>nd</sup> Offense** – Disciplinary conference involving the student, parent, counselor, and administration & noon detention 3 days

**3<sup>rd</sup> offense** – Disciplinary conference involving the student, parent, counselor, and administration & ISS 5 days

**4<sup>th</sup> Offense** – Suspension from school 5 days

**5<sup>th</sup> Offense** – Possible expulsion from school

Bullying incidents will be documented. Parents will be contacted if a student has been bullied or if their child is accused of bullying.

### **CELL PHONE POLICY (See District Policy POSSESSION AND USE OF CELL PHONES AND OTHER ELECTONIC DEVICES 4.47)**

Students are allowed to bring their cell phones to school under the following conditions:

- The phone is turned off and not used on school property (unless it is used in the presence of and has permission from a certified Horatio Elementary staff member).
- The cell phone is turned into the child's homeroom teacher (the phone will be returned at the end of the day).
- Inappropriate use of a cell phone may result in disciplinary action.
- Continued inappropriate use of a cell phone may result in the loss of the privilege to bring a cell phone to school at all.
- Cell phones (after inappropriate use) may be taken away from the student and returned only to a parent.

### **SCHOOL DAY APPEARANCE (See District Policy STUDENT DRESS AND GROOMING 4.25)**

Maintaining a proper appearance is the responsibility of each individual student and parent/guardian. However, when appearance begins to disrupt the learning process, it becomes a matter for disciplinary actions. Students are expected to abide by the following guidelines with regard to appearance during the school day.

1. Students should dress and groom themselves in accordance with good health, neatness and sanitary practice.
2. Students will not be allowed to wear clothing, facial piercing, or hairstyles that are hazardous to them in their educational activities.
3. Students will not be allowed to dress in any manner that would substantially disrupt the process of learning.
4. Students will not be allowed to wear insignias, badges, or emblems that would cause disruption in school.
5. No student will be allowed to wear clothing, which identifies him/her as a member of a gang.
6. Students will not be allowed to wear clothing which promotes the following:

alcoholic beverages, drugs, any form of obscenity, sexually suggestive materials, or racially discriminatory material.

7. Students will not be allowed to wear sunglasses, hats, or head covers of any kind (example: bandanas) on campus from 7:30 a.m. until 3:30 p.m.
8. Clothing that is too tight or revealing (see through) is unacceptable.
9. Shorts, skirts, or dresses, must be decent and in good taste.
10. Shirts, blouses, and dresses must completely cover the abdomen, back, sides, and shoulders. The shirts or tops must cover the waistbands of pants, shorts, or skirts with no midriff visible.
11. Clothes shall be worn as they are designed – suspenders over the shoulder, pants secured at the waist (no sagging), belts buckled, no underwear as outerwear, no underwear exposed.
12. Shoes must be worn at all times. (No house shoes)
13. Prohibited items include: large, long, or heavy chains, studded or chained accessories, sleepwear, skin-tight outer materials including spandex, and clothes with holes, tears or inappropriate patches.

Failure to comply with these guidelines may result in a call home and/or written reprimand.

Act 835 states that Student Discipline Policies prohibit the wearing of clothing that exposes underwear, buttocks or the breast of a female.

#### **BUS CONDUCT AND DISCIPLINE (See District Policy 4.19)**

Riding a bus is a privilege, not a right. Riding a bus is not mandated by the state. State transportation Regulations must be observed at all times. Please be advised that Horatio School District reserves the right to monitor all buses with audio and video cameras. The following local regulations are in effect:

1. Students are expected to behave properly while riding a bus.
2. Students are not to distract the attention of the driver or disturb other riders on the bus (includes keeping your hands to yourself, be reasonably quiet, etc)
3. Students are to sit facing the front, with their backs up against the back of the bus seat and their feet directly in front of them. They are to remain seated while the bus is in motion (includes not putting any body part out of the window).
4. Students are not to deface the bus or any school property. Students will be required to clean or be charged for any damage they do.
5. Eating or drinking is not permitted on the bus without the permission of the bus driver. Students are not to throw paper, food, or other objects on the bus. Students are not to tamper with safety devices such as door latches, fire extinguishers, etc.
6. Act 814 of 1977 makes it unlawful to threaten, curse, or use abusive language toward a school bus driver in the presence of students (this could result in a fine).
7. Students should not ask the driver to let them off the bus any place except their regular stop. For any stop other than their regular stop, they must have the following:
  - A. Note/phone call from a parent/guardian to the school providing a 911/physical address.
  - B. School office personnel will issue a bus pass.
8. No balloons or glass items are permitted on the bus.
9. Smoking/Tobacco including e-cigarettes is prohibited.
10. Students are not to play radios, tape players, band instruments or use cell phones while on the bus unless permitted by the bus driver.
11. Students should be at the bus stop approximately five minutes before the bus is scheduled to arrive.

Disciplinary actions for inappropriate behavior on the bus:

<b>1<sup>st</sup> Offense</b>	Disciplinary conference
<b>2<sup>nd</sup> Offense</b>	Contact Parent
<b>3<sup>rd</sup> Offense</b>	One to three (1-3) days suspension off the bus
<b>4<sup>th</sup> Offense</b>	Five (5) days suspension off the bus
<b>5<sup>th</sup> Offense</b>	Loss of privilege of riding the bus for the remainder of the semester

**Parents who have concerns regarding bus transportation should contact the Horatio School District Transportation Director (870) 832-6899.**

**GRADING: (See District Policy GRADING 5.15)**

Parents will be informed of student progress through progress reports issued each nine-week grading period and Parent/Teacher conferences held twice during the school year.

The Developmental Reading Assessment (DRA) or other Benchmark books will be used to determine proficiency levels at each grading period.

Students in grades K-6 will receive grades in literacy, math, science, and social studies. In K-1 checklists and a report card will be used to inform parents of students progress.

Grades reflect educational objectives only.

Student behavior will be assessed in the following manner:

- E – Excellent
- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

**HOMEWORK POLICY (District Policy Homework 5.14)**

1. Homework is necessary for the educational process. When homework exists in the school system it should supplement, compliment, and reinforce classroom teaching and learning. For most students, homework will be any work they did not complete during the day.
2. Homework for K-3 students in literacy consists of short reading assignments and an occasional worksheet. Homework for math consists of (usually) a worksheet which follows the lesson from the particular class day. Parents are encouraged to read to and with their child and do the homework assignments with them.
3. Beginning with grade 4 and continuing through grade 6, each grade will require more outside, independent activities, in addition to the basic assignments needed to reinforce skills taught in the classrooms.

The outside activities will be necessary to build the independent thinking and working skills required for Junior High/Senior High. Parents should expect their children to have homework in subject areas to reinforce skills taught in classrooms. Homework on Friday and holidays will be

discouraged.

Teachers will use the following criteria when assigning homework:

1. Students should never be sent home with homework that has not been reinforced or discussed in class.
2. Most homework should be short, (K-3 grades 15-20 minutes per night, 4-6 grades 20-30 minutes per night)
3. Homework should be a reinforcing activity.

Grade level teachers will send home their own homework procedure and policy that follows the above mentioned guidelines.

### **PROMOTION/RETENTION (see District Policy 4.55 STUDENT PROMOTION AND RETENTION)**

### **TESTING PROGRAM**

Note the following testing/assessment programs currently administered:

- Grades 3-6 PARCC (Partnership for Assessment of Readiness for College & Careers) assessment in literacy and math (Students must score at least proficient or remediation is required, and the student will be on an Academic Improvement Plan).
- Grades 2-6 students may also take a portion of a norm-referenced assessment.
- Kindergarten students are administered the Qualls screening at the beginning of the school year.
- Formative assessments are administered throughout the school year for each grade.

### **REMEDICATION**

Beginning with the 2005-2006 school year, students in grades 3-8 were required by state law to be retained if they failed to participate in a remediation program while being on an Academic Improvement Plan (this signifies not having scored proficient or advanced on all state tests).

### **REMEDIAL PROGRAMS**

Based on need and availability of funds, the district will provide a remedial program for students in grades K-6. Such programs will be designed to assist those students who need additional instruction in reading, math or language arts to make satisfactory progress in their required courses. The remedial program will include the use of Title I, Foster Grandparents Programs, and Title VI funds and district funds as needed. This program will be used for Horatio Public School which qualifies and presently participates in the "School Wide Title Program."

### **GIFTED AND TALENTED PROGRAM**

The district provides a Gifted and Talented Program which shall:

- a) Identify, in accordance with the board approved Gifted and Talented Program, gifted and talented students from all grade levels 3-12.
- b) Provide program of experiences, which is substantially differentiated from the regular school program and is based on the unique developmental needs and interest of the gifted and talented.
- c) Be constructed in a framework following state guidelines, statutes, and school board policy.

d) Enrichment is provided in grades K-2.

The ultimate goal of the program will be to develop within the individual a desire for self-learning excellence, and a sense of individual responsibility to self, school, community, and society.

**SPECIAL EDUCATION (See District Policy SPECIAL EDUCATION 4.49)**

The board authorized the superintendent to prepare a comprehensive plan for the development and implementation of individual instructional programs for all exceptional children of school age residing within the school district who are in need of specialized assistance and who meet qualifications of the program.

The superintendent shall be instructed to include within this plan procedures, which fully comply with the equal protection and due process clauses of the constitution as these relate to

(1) identification (2) testing procedures relative to assignment (3) actual assignments and instruction and (4) other legal aspects concerning exceptional children.

All development and implementation procedures shall comply with specified state and federal statutes concerning educational programs for exceptional students.

Also, it shall be the policy of the board that special education students shall be required to accomplish goals and objectives stated in their individual plans for the current year before progressing to the next grade. The professional staff is directed to establish procedures for implementing this policy and maintain records documenting its implementation.

**ENGLISH AS A SECOND LANGUAGE (ESL)**

Every student entering Horatio School District will complete a Home Language Survey. If this survey indicates that English is not the student's primary language, the student will be administered an English Proficiency Test. If this test indicates the student is not proficient in the English language, students will be placed into the District's ESL program. Parents will be notified and may choose to waive the rights to ESL services. However, the student will still be required to take a yearly English Proficiency Test in order to monitor progress.

**GUIDANCE PROGRAM**

Character Education will be taught to the students in grades K-6. The counselor is also available for individual and group counseling.

**LIBRARY**

The library shall be organized as a resource center for instructional materials of the entire educational program. The number of library and reference books, periodicals, newspapers, information files, audio-visual materials, and other teaching aids shall be adequate for the number of pupils.

The Horatio Elementary Library Media Center Policy and Procedures Manual is kept on file in the library and principal's office. In this manual you will find the following:

- HES Library Mission Statement
- Process for selection of materials

Process for gifts to the Horatio Elementary Library  
Process and procedure for challenging questionable materials in the library

### **TEXTBOOKS**

Free textbooks are provided by the state of Arkansas through taxes paid by taxpayers. The textbooks are expected to last for five years. Students who abuse their textbooks may expect to be fined when the books are returned. Students who lose their textbooks may be required to pay replacement cost for the books.

### **TEXTBOOK SELECTION/ADOPTION**

The selection of basal textbooks and supplementary materials are based on Arkansas Department of Education guidelines. State law establishes these guidelines and the administrative staff establishes the procedures. Final approval of textbooks shall be made by the board of education.

### **COMMUNITY RESOURCES/SCHOOL VOLUNTEERS**

1. It shall be the policy of the board for the school staff to take full advantage of the available instructional resources of the community and surrounding area. Resources of the community will include available personnel, business, industry, governmental agencies, and other facilities which could be useful in instructional activities.
2. The board of education recognizes that volunteers can make many valuable contributions to the schools. Therefore, the board endorses a volunteer program in the school district, subject to suitable regulations and safeguards, including the constant monitoring to assure proper management, to be promulgated by the superintendent or staff in cooperation with the schools.
3. Every effort shall be made to incorporate the use of school programs or activities of the school district.
4. The Parent Center will be available all day equipped with a computer and printer.

### **FOSTER GRANDPARENTS K-3**

Horatio Elementary participates in The Foster Grandparents Program. These volunteers work with small groups of students in grades K-3.

### **PARENT/TEACHER COMMUNICATION POLICY**

Horatio Elementary requires teachers to make frequent contact with parents/guardians when students are not performing at the level expected for their grade. Phone documentation logs will be kept as well as documentation of conferences with the parent or guardian.

Two Parent/Teacher conferences will be scheduled as specified in the standards and law – note these dates on the school calendar. Sign-in sheets will be present at the conferences. Please sign-in with your child's homeroom teacher.

### **PARENT INVOLVEMENT PLAN**

In order to promote and encourage parent involvement at our school, a Horatio Elementary Parent Involvement Plan has been developed. Communication information, opportunities to volunteer and additional information not listed in the student handbook are included. Please contact Susan Nelson at HES to request a copy and to become a school partner.

### **EDUCATIONAL PROGRAMS OUTSIDE THE TRADITIONAL CLASSROOM**

Horatio Elementary has taken advantage of the following educational programs (outside of the classroom)

- Nutrition Program (1<sup>st</sup> grade) through the Sevier County Extension Office
- Electrical Safety (grades K-6) through SWEPCO
- Arbor Day (5<sup>th</sup> grade) through the Sevier County Extension Office
- Fire Safety (K-6) through Weyerhaeuser
- Body Walk (K-4) through Sevier County Extension Office
- K-6 students take at least one educational field trip a year.

The following sites have been visited:

- State Capitol (Little Rock)
- Diamond Mine (Murfreesboro)
- Beavers Bend State Park (Broken Bow)
- Cossatot State Park (Wickes)
- Ash Grove Cement Plant (Foreman)
- Mid-America Museum (Hot Springs)
- Little Rock Zoo
- Local City Park in Horatio
- Perot Theater (Texarkana)
- Discovery Center (Texarkana)

Parents may to attend these functions with their child's classes. Some of these programs may change from year to year. Due to limited bus seating parents will have to provide their own means of transportation.

### **CLASS PARTIES**

Class parties are as follows:

- Halloween – Kindergarten Trick-or-Treating
- Christmas & Valentine's Day K-6
- Easter Egg Hunt – Kindergarten and 1<sup>st</sup> grade

To preserve valuable educational time, students are NOT allowed to have individual birthday parties at school or pass out private party invitations.



