

# OSCEOLA SCHOOL DISTRICT #1

## STUDENT HANDBOOK

### 2013-2014



***SUCCESS STARTS HERE***



This Handbook belongs to: \_\_\_\_\_

School: \_\_\_\_\_

**OSCEOLA SCHOOL DISTRICT  
2013-2014**

*Please contact your child's school if you have any questions or concerns*

**Administration  
870-563-2561**

Michael Cox, Superintendent  
Sandra Landry, LEA Supervisor  
Lisa Parks, Bookkeeper/HR  
Debbie Hale, Accounts Payable  
DeeDee Pace, Bookkeeper Assistant  
Jody Baugus, Technology Director  
Jeanette Walker, APSCN/E-Rate  
Rose Wright, Secretary

**North Elementary  
Grades PK – KF  
870-563-1155**

Sandra Landry, Principal  
Katrina Pearson, Secretary  
Pam Smith, Preschool & GT Dir.

**Carroll Smith Elementary  
Grades 1-4  
870-563-2371**

Stefanie Smithey, Principal  
Christel Smith, Dean of Students  
Kila Chew, Secretary

**Osceola STEM Academy  
Grades 5-8  
870-563-2150**

Ellouise Tubbs, Principal  
Vernon Wilson, Dean of Students  
Beatrice McCorkley, Secretary  
Phyllis Davenport, Secretary  
Keena Graham, Counselor

**High School  
Grades 9-12  
870-563-2192**

Tiffany Morgan, Principal  
Gwen Dyson, Secretary  
Stefanie Lewallen, Counselor  
Roy Pugh and Alan Teague Dean of Students

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**Osceola School District Board of Education**

Terry Cole, President  
Shannon Sullivan, Vice President  
Sylvester Belcher, Secretary  
James Baker  
Randy Carney  
Michael Ephlin  
Denise Williams

Please visit our website at [www.osd1.org](http://www.osd1.org)

**THE FOLLOWING FOUR  
(4) SIGNATURE PAGES  
MUST BE COMPLETED  
AND RETURNED TO YOUR  
CHILD'S SCHOOL**

**THANK YOU**

**Osceola School District  
Discipline Policy Signature Page  
2013-2014**

**THIS PAGE MUST BE COMPLETED AND RETURNED  
TO YOUR CHILD'S SCHOOL**

**Student's Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Part 1: Receipt of Student Handbook and Parental Involvement Plans**

By signing below, I agree that I have received the Osceola School District Student Handbook which includes the Osceola School District Parental Involvement Plan.

*Signature of Parent/Guardian:* \_\_\_\_\_

**PLEASE SIGN AND RETURN TO SCHOOL**

**OSCEOLA PUBLIC SCHOOLS-TITLE I COMPACT**

The purpose of the parent-school compact is to communicate a common understanding of home and school responsibilities to assure every student attains high standards and a quality education. It is imperative that each person involved in the compact assumes his/her responsibilities.

**PARENT/GUARDIAN AGREEMENT – I WILL STRIVE TO:**

- See that my child attends school regularly and is on time.
- Show respect and support for my child, staff, and the school.
- Attend fall and spring parent/teacher conferences.
- Provide adequate rest, food, and medical attention (including vision, hearing, and scoliosis referrals received from state-mandated school screening programs) so that my child is ready to learn.
- Help my child resolve conflicts in positive, non-violent ways.
- Listen to my child read the required amount of time in the Success for All program.
- Be involved in the amount and content of my child's TV viewing and music listening.

**Parent Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**STUDENT AGREEMENT – I WILL STRIVE TO:**

- Attend school regularly and complete assignments to the best of my ability.
- Show respect for myself, my school, others, and property.
- Come to school prepared with my homework and supplies.
- Complete assignments on time.
- Comply with school rules.
- Accept responsibility for my own actions.
- Work to resolve conflicts in positive, non-violent ways.
- I will follow the computer use policy

**Student Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**TEACHER AGREEMENT – I WILL STRIVE TO:**

- Provide quality teaching and leadership.
- Demonstrate professional behavior and a positive attitude.
- Accurately inform parents of the child's progress.
- Recognize that students are accountable for every assignment.
- Maintain open lines of communication with students and parents.
- Help students resolve conflicts in positive, non-violent ways.

**Teacher Signature:** \_\_\_\_\_

**Campus:** \_\_\_\_\_ **Date** \_\_\_\_\_

**THIS FORM MUST BE COMPLETED, SIGNED ON THE BACK  
AND RETURNED TO SCHOOL**

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**Osceola School District No. 1  
4.29F—STUDENT INTERNET USE AGREEMENT**

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

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

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

1. **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned technology device unless the Student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
4. **"Misuse of the District's access to the Internet"** includes, but is not limited to, the following:
  - a. using the Internet for other than educational purposes;
  - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined 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. cyberbullying using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - g. posting anonymous messages on the system;
  - h. using encryption software;
  - i. wasteful use of limited resources provided by the school including paper;
  - j. causing congestion of the network through lengthy downloads of files;
  - k. vandalizing data of another user;
  - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - m. gaining or attempting to gain unauthorized access to resources or files;

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

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

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

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

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

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

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

**5.20 F1—PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE**

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

The student’s name may be used in conjunction with the photograph or video clip. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District’s web site.

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

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

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

\_\_\_\_\_  
Date



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## INFORMATION FOR PARENTS

**GradeSpeed** is an online grade book that will allow parents to monitor student progress and attendance. It is our hope that this tool will help to improve parental involvement and student interest to ensure no child is left behind but all move forward to improve Osceola as a community. You can access Gradespeed through our website at [www.osceola.k12.ar.us](http://www.osceola.k12.ar.us). Click the “Parents” link, scroll down, and then click the GradeSpeed link under related links.

Parents are reminded to check in at the school office when they come on campus. See Policy 4.15 of this manual for more information.

**Athletic Events - Grades K-7** - All students grades K-7 will be required to attend ballgames with an adult. Admission will be denied at the gate without an adult. All students in grades K-5 will be required to sit with the adult who is responsible for them at the ballgame. If for any reason a student is placed out of a school event, he/she will be denied all attendance privileges for the remainder of the school year.

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

The Osceola 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

1. Involve parents and community representatives to have input in the review of the Parental Involvement Plan that includes programs and practices that enhance parental involvement and reflect the needs of students and their families.
2. Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities by providing training from the district parent coordinator on how to plan activities that parents can participate in with their children while learning tips on how to help their children at home. The parent facilitators in each school will assist staff in planning effective Parental Involvement Meetings that focus on Literacy and Math.
3. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start and Focus. Students from Head Start and Focus will be invited to take a tour of the Kindergarten Center, visit classrooms, meet teachers, and have lunch in the cafeteria to prepare for a smooth transition into Kindergarten. Parent Information Tips will be shared with the Head Start Center and Focus so they can distribute them to their parents.
4. 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. This information will be disseminated to parents and community members present for school Open Houses and Family Involvement Meeting Nights.
5. Provide parents with the materials and training they need to be better able to help their child achieve. The district will allow all parents to use the district wide parent resource center on the North Elementary School campus and visit each school library to receive parenting information that is available on the Parent Shelf. Parental training in Literacy, Math and Technology (when requested) will be provided by individual schools during activities throughout the school year.
6. 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. This will be achieved during planning/review of the plan and during professional development workshops.
7. 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. Parents will receive the information in the form of school newsletters, newspaper announcements, and in Family Information packets given at school Open Houses.
8. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. Raising Readers Workshops and Parent Volunteer Committee Meetings will be held at a variety of times
9. Find and modify other successful parent and community involvement programs to suit the needs of our district. This will be achieved by sending parent facilitators to conferences, technical assistance

meetings, and sending the District Parent Coordinator to the State Parental Involvement Conference each year.

10. Train parents to enhance and promote the involvement of other parents. The District Parent Coordinator will provide tips on recruiting estranged parents to attend school events. Parents will also have the opportunity to benefit from Success For all “Second Cup of Coffee” activities which invite parents into the school with a “no strings attached” approach.

11. The District will reserve a minimum of 1% of the Title I, Part A allocation for parental involvement.

12. Monitor each Title I school to ensure that each school performs the following tasks:

- a) Review/revise parental involvement plans.
- b) Offer flexible meeting times.
- c) Provide information to parents about the school’s program, including a parent information packet.
- d) Make sure the School-Parent Compact is included in the district policy handbook and signed by appropriate persons.
- e) Provide training for parents in working with their children

13. Ensure that the District Parental Involvement is posted on the District website ([www.osd1.org](http://www.osd1.org)).

14. Contact information for the District Parent Coordinator and parent facilitators is as listed:

Kim Reece, Parent Coordinator 870-563-1155  
Laura Williams, Parent Facilitator – North Elementary 870-563-1155  
Katie Stokes, Parent Facilitator – STEM Academy 870-563-2150  
Jennifer Lewis, Parent Facilitator – Osceola High School 870-563-2192

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, staff and district administrators

**OSCEOLA PUBLIC SCHOOLS**  
**STUDENT HANDBOOK**  
**Adopted by the School Board of Education**  
**July 22, 2013**  
*(Includes ASBA revisions as of June 28, 2013)*

The Osceola School District Code of Conduct was created by a committee of students, parents, teachers, administrators and board members. The purpose of this code is to provide a school atmosphere conducive to educating the young people of the district in the ideals of our democratic society. The rules of the code take into consideration the rights and responsibilities of each group involved (students, parents and the school) relative to the stated purpose.

The rules are comprehensive and govern all phases of the student's life at school. Conduct on a school trip or activity, computer or Internet, cell phones or telephones, other means of communication media where the communication originates or ends on District property, or any school function is considered within the limits of school jurisdiction, and the disciplinary code will be applied. All punishment for misconduct should be understood as a corrective measure. All codes of conduct shall ensure the equality of educational opportunity for all students regardless of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.

School discipline is a process through which students are expected to achieve success by having firm, consistent rules to follow. In order to guarantee all the students in our school the excellent learning climate they deserve, we are using the following discipline plan as approved by the Osceola Board of Education.

We believe all students can behave appropriately at school. No student will be allowed to disrupt learning. This code depends on the support of everyone to be effective.

The following general rules are designed to identify some but not all expected student behaviors while at school. These rules are expected to be enforced throughout the district.

1. Students will respect the rights of others by keeping their hands, feet, books or other objects to themselves and by leaving the property of others alone.
2. Any acts of misbehavior including horseplay, moving about in the room without permission, throwing objects, et cetera, that disturbs the learning process will be prohibited.
3. Students will **NOT** run, push other students or speak loudly in the halls, especially when other classes are in session.
4. Students will show proper respect to peers, school employees, parents and guests.
5. Students will behave appropriately in the cafeteria, restrooms, on the playground and all other areas outside the classroom. If a student chooses to break a rule, teachers may choose the following classroom discipline consequences:

**Severe Clause** - Offenses committed by students at school, while students are under school jurisdiction and considered to be anti-social and a persistent disregard for school rules, disruptive or of gross misconduct in nature shall be grounds for immediate corporal punishment and/or parent notification with possible suspension without going through each step.

Special education students follow the regular school discipline policy unless otherwise indicated in their individual educational plan (IEP).

## **DESCRIPTION OF DISCIPLINARY ACTIONS AND ABBREVIATIONS TO BE USED**

**Warning** – warning is issued as a first disciplinary action when it is applicable to the offense.

**Principal/Student Conference**-Meeting with Principal and Student.

**Corporal Punishment**- No more than three (3) swats, administered by certified personnel, witnessed by an administrator or certified designee, observing the student's due process rights, unless notified by parents that Corporal Punishment is not to be imposed.

**Saturday School** - detention served on Saturday mornings from 8:00 to 12:00. Tardiness to attend or non-attendance will result in OSS. Students are required follow proper school dress code. \*Failure to attend Saturday School unless prior approval by administrator for rescheduling will result in OSS. If a student is dismissed from Saturday School, that student will receive two (2) days OSS. Any Saturday School rescheduled will be made up by the student.

**After School Detention** – detention will be served immediately after school. Parents/guardians will be notified of the date and time. Tardiness to attend or non-attendance will result in Saturday School.

**ISS-In-School Suspension** - This is an in-house disciplinary program where a student may be assigned for a brief amount of time in place of out-of-school suspension. However, if a student acquires three additional days over their assigned time, the student will be placed in out of school suspension for his/her time owed. This shall not exceed more than ten days. Students are allowed to do their school work in ISS. During in-school suspension students are not allowed to participate in any extra-curricular activities.

**OSS-Out of School Suspension** - This is when a student is not allowed to attend school for a time period of one (1) to ten (10) days. Students may not be allowed to make-up school work and may not receive credit. In addition they may not be allowed to participate or attend extra-curricular activities and/or be present on school property.

**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 and in accordance with the District's Expulsion Policy 4.31

### **ABBREVIATIONS TO BE USED:**

- CP-Corporal punishment;
- ISS-In-school suspension;
- OSS-Out-of-school suspension



## 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<sup>1</sup> and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

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

## **4.2—ENTRANCE REQUIREMENTS**

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

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

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

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

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

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

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

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

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

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

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

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

For the purposes of this policy,

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

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

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

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

An eligible child as defined in this policy shall:

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

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

### **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).

**Operation Stay-in-School Program** - The program allows any certified law enforcement officer to stop and detain any unsupervised school-age student who is off school premises during school hours and request production of documentation excusing his absence from school.

Upon the student's failure to produce sufficient documentation, the law enforcement officer may take the student into custody and return the student to school or transport home.

This program went into effect during the 1997/98 school year. The school district will modify the student discipline policy manual to update parents with a notice of the program. All unsupervised students found off school premises during school hours shall be subject to questioning by a law enforcement officer.

The school district will provide valid documentation for students in work-study programs or other authorized absences from school premises to assist law enforcement officers in determining the validity of documentation excusing the student's absence from school during school hours.

#### **4.4—STUDENT TRANSFERS**

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

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

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

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

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

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.

#### **4.5—SCHOOL CHOICE**

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

##### **Exemption**

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

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

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

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

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

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

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

#### Capacity Determination and Public Pronouncement

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

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

#### Application Process

The student's parent shall submit a school choice application on a form approved by the ADE to both the student's resident district and to this district which must be postmarked or hand delivered on or before the June 1 preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the

District's central office. Applications postmarked or hand delivered on or after June 2 will not be accepted. Statutorily, preference is required to be given to siblings (as defined in this policy) of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

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

### Accepted Applications

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

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

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

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

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

### Rejected Applications

The District may reject an application for a transfer into the District under school choice if its acceptance would exceed the capacity standards specified by the Board of Director's resolution. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.

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 10 days of receiving the rejection letter from the District.

#### Facilities Distress Choice Applications

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

- 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.

#### **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:

At the beginning of each school year, but no later than August 15;

By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or

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 unexcused 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.

#### **4.7—ABSENCES**

Attendance is the primary responsibility of the parents. Regular attendance is required by the Osceola School district. Each student is expected to attend classes every day except when illness, injury or conditions beyond the student's and/or parent's control prevent attending classes. Frequent absences for any reason are certain to have a negative effect on a student's performance in school. It is important that parents understand the necessity of regular attendance and accept responsibility of their child's attendance.

According to ACT 473 of 1989, as amended by House Bill 1042, the Board of Education of each school district in this state shall adopt a student attendance policy as provided for in Arkansas code 6-18-209 which shall include a certain number of excessive absences which may be used as a basis for denial of course credit, promotion or graduation. However, excessive absences shall not be a basis for expulsion or dismissal of a student. The legislative intent is that a student having excessive absences because of illness, accident or other reasons should be given assistance in obtaining credit for the courses.

This policy applies to all students in grades K-12. It also applies to all courses or assignments for which a student is enrolled or assigned. Parents wishing attendance information may contact the school office.

Students must be present three (3) hours in order to be counted on-half day present or six (6) hours present to be counted a full day. In addition, all late arrivals or early dismissals will be counted as tardy.

Students are not permitted more than ten (10) absences from any one class per semester. Each student is granted five (5) days excused absences with a parent/guardian note. After these five (5) days, all absences will be unexcused and no make-up work given for the remainder of the semester. Any absence that does not have a parent/guardian note will be unexcused. A letter or note from a governmental entity, medical, dental or mental health professional rendering services to a student will be excused at all times. Students returning from an absence must give a note to the classroom teacher explaining the absence.

**NOTE:** When a student has accumulated a total of four (4), seven (7) and ten (10) absences per semester, excused or unexcused, the attendance clerk or principal will notify the parents/guardians by mail or phone of the student's absences. The ten (10) day notice will be an EXCESSIVE ABSENCE NOTIFICATION. Upon the eleventh absence during a semester for which an extension has not been given, the principal will refer the matter to the office of the prosecuting attorney or county juvenile official.

**EXCUSED ABSENCES** will allow the student to make up any work missed during the absence. Students will be allowed normal make-up time of one (1) day per absence for excused absences. Extra time for make-up work will be considered with teacher and/or principal approval. The definition of an excused absence is the first five parent notes each semester, or a letter or not from a governmental entity, medical, dental or mental health professional rendering services to a student.

**UNEXCUSED ABSENCES** will deny the student the opportunity to make-up work missed during the absence. No make-up work shall be given for assignments/tests given during times of out of school suspension, expulsion, or truancy. The definition of an unexcused absence is all absences not included in the excused absence definition

**Students missing classes because of school activities** must get class assignments before leaving school. It is imperative that homework and class work be ready when returning to class. School trips or functions approved by the administration will not be considered as a school absence. However, students who leave class or school before the approved time may be counted absent for these periods. A sponsor of a trip is to put a list of the students going on the trip in teacher mailboxes and to the attendance clerk three days before the trip. This also needs to include the days and times the students will be out of class.

#### **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 in grades 5-12 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 for students in grades K-4 and when asked by returning student in grades 5-12.
3. Students in grades 5-12 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 in grades 5-12 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 absences in excess of the number of allowable absences in a semester **unless** the absences are part of a signed agreement as permitted by policy 4.7—**ABSENCES**.

#### **4.9—TARDIES**

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

##### **Consequences for students in grades 5-12**

1<sup>st</sup> Offense – Warning

2<sup>nd</sup> Offense – After School Detention (failure to attend will result in Saturday School being assigned)

3<sup>rd</sup> Offense –Saturday School – Parent Contact

4<sup>th</sup> Offense –Saturday School – Parent Contact

5<sup>th</sup> Offense – In School Suspension – 3 days

6<sup>th</sup> Offense – Resource Officer Conference with parent with possible 1 day OSS

7<sup>th</sup> Offense – Administrative meeting – possible FIN File (Juvenile Court)

8<sup>th</sup> Offense – OSS – 3 days

9<sup>th</sup> Offense - OSS – 5 days

##### **Consequences for students in grades PK-4**

1<sup>st</sup> Offense – Warning-Parent Contact

2<sup>nd</sup> Offense – Parent Conference

3<sup>rd</sup> Offense –Resource Officer Conference with parent with possible 1 day OSS.

4<sup>th</sup> Offense - Administrative meeting – possible FIN File (Juvenile Court)

#### **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 and must sign out in the office upon their departure.

##### **Consequences**

1<sup>st</sup> Offense - Corporal Punishment/Saturday School

2<sup>nd</sup> Offense - Saturday School/ISS – 3 days

3<sup>rd</sup> Offense - OSS – 3 days

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

No student in the Osceola 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 Osceola School District's Equity Coordinator is Carissa Lacy. P.O. Box 528, Osceola, Arkansas 72370

#### **4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS**

Noncurriculum-related secondary school student organizations wishing to conduct meetings on school premises during noninstructional 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 noninstructional time;
4. Employees or agents of the school are present at religious meetings only in a nonparticipatory 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.

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

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

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

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff

and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

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

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

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

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters,

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

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

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is

enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

The right to opt out of the disclosure of directory information under FERPA does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional 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

**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 Osceola 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.

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

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

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

Deny disclosure to Potential employers \_\_\_\_\_

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

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

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

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

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

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

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

#### **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.

Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.

Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

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

Prohibited publications include:

- Those that are obscene as to minors;
- 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;
- Those that constitute an unwarranted invasion of privacy as defined by state law,
- Publications that suggest or urge the commission of unlawful acts on the school premises;
- Publications which suggest or urge the violation of lawful school regulations;
- 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

Not contain any non-educational advertisements. Additionally, student web publications shall;

Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.

State that the views expressed are not necessarily those of the School Board or the employees of the district.

A student or group of students who distribute ten (10) or fewer copies of the same nonschool literature, publications, or materials (hereinafter "nonschool materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of



nonschool materials shall have school authorities review their nonschool materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the nonschool materials, prior to their distribution and will bar from distribution those nonschool materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

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

The regulations shall:

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

Petitions by Students - Students shall have the right to express themselves by petition; however, all petitions shall be free of obscenities, libelous statements, and personal attack and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or retribution from the school administration.

#### Consequences for students in grades 5-12

1<sup>st</sup> Offense - Corporal Punishment/Saturday School

2<sup>nd</sup> Offense - Saturday School/ISS – 3 days

3<sup>rd</sup> Offense - OSS – 3 days

4<sup>th</sup> Offense – OSS – 5 days

5<sup>th</sup> Offense – OSS - 10 days OSS/recommendation of expulsion for the remainder of the semester.

#### Consequences for students in grades PK-4

1<sup>st</sup> Offense - 1-3 days ISS as age appropriate elementary students through grade 5

2<sup>nd</sup> Offense - 3-5 days ISS as age appropriate or CP

3<sup>rd</sup> Offense - 3 days OSS

4<sup>th</sup> Offense - 5 days OSS

## **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. 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 afterhours telephone number.

#### **4.16—STUDENT VISITORS**

The Osceola School 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.

#### **4.17—STUDENT DISCIPLINE**

The Osceola School District 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 Osceola School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

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

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief

that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

#### **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; (Policy 4.20)
2. Disruptive behavior that interferes with orderly school operations; (Policy 4.20)
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee; (Policy 4.21)
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual; (Policy 4.22)
5. Possession or use of tobacco in any form on any property owned or leased by any public school; (Policy 4.23)
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons; (Policy 4.47)
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; (Policy 4.24 and 4.25)
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; (Policy 4.24)
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; (Policy 4.25)
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy; (Refer to Policy 4.7 - Attendance)
16. Excessive tardiness; (Policy 4.9)
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited; (Policy 4.26)
21. Sexual harassment; (Policy 4.21)
22. Bullying; (Policy 4.43)

23. Fireworks – No student shall possess, handle or store firecrackers, smoke bombs, cherry bombs or any other kind of fireworks that reasonably could be a danger to himself/herself or to other students, that could cause damage to school property or that could be disruptive to the learning climate of the school.

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.

### **INFRACTIONS TO AVOID - Statement of Policy**

Students are to keep their hands to themselves and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting, or threatening others with physical injury, et cetera, constitutes battery and/or assault and are strictly forbidden. Profanity and rude and abusive language directed at others is considered abuse and is also strictly forbidden. Violations of this policy will result in a possible suspension or expulsion from school depending on the severity and may also constitute a criminal offense. By law local law enforcement must be notified whenever a felony or an act of violence may have been committed on campus or at school related activities.

The following actions are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school, and/or notification of law enforcement officials. **The violation of a rule will occur whether the conduct takes place on the school grounds, at a school supervised activity, function, or event, or en route to or from school. This includes students at the bus stop.** Below each rule is a standardized list of disciplinary actions to be taken. Normally, this list will be adhered to in alphabetical order after each occurrence. However, the administration may exercise more extreme action in severe situations or in case of a student being involved in other concurrent infractions. Students who have been assigned in-school suspension and still choose to disrupt will be subject to out-of-school suspension for the remainder of the assigned time. Parents will be notified ahead of time and by mail for out-of-school suspension, expulsion and loss of credit. Should a student be arrested at school, the school will attempt to contact the parent/guardian until the end of the school day, at which time a note shall be dropped in the mail.

**Solicitation** - No solicitation is allowed on school premises without the expressed written consent and approval of the superintendent or assistant superintendent.

### **DISREGARD OF DIRECTION OR COMMANDS**

A student shall comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendents, school bus drivers, school security officers, or other authorized school personnel.

A student shall be considered insubordinate when he/she refuses to obey any rule or regulation of the school or school district or the reasonable instructions of school district personnel.

### **Consequences for students in grades 5-12**

1<sup>st</sup> Warning

2<sup>nd</sup> Offense - After School Detention

3<sup>rd</sup> Offense - Corporal Punishment/Saturday Detention – Parent Contact

4<sup>th</sup> Offense - Corporal Punishment/Saturday Detention – Parent Contact

5<sup>th</sup> Offense - ISS – 3 days – Parent Contact

6<sup>th</sup> Offense - OSS – 3 days – Parent Contact

- 7<sup>th</sup> Offense - OSS – 5 days – Parent Contact
- 8<sup>th</sup> Offense - OSS – 10 days – Parent Contact
- 9<sup>th</sup> Offense - Recommendation of expulsion for the remainder of the semester

#### **Consequences for students in grades PK-4**

- 1<sup>st</sup> Offense - Warning
- 2<sup>nd</sup> Offense - 1-3 days ISS as age appropriate for elementary students through grade 5.
- 3<sup>rd</sup> Offense - 3-5 days ISS as age appropriate/or CP
- 4<sup>th</sup> Offense – 1-3 days OSS
- 5<sup>th</sup> Offense – 3-5 days OSS
- 6<sup>th</sup> Offense – 10 days OSS

#### **PERSISTENT DISREGARD FOR SCHOOL RULES**

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to the rules is subject to being recommended for expulsion. Efforts toward behavior modification will be made prior except when very serious offenses have been committed.

#### **Consequences for students in grades 5-12**

- 1<sup>st</sup> Offense - 5 days OSS
- 2<sup>nd</sup> Offense - 10 days OSS
- 3<sup>rd</sup> Offense - Recommendation for expulsion for remainder of semester

#### **Consequences for students in grades PK – 4**

- 1<sup>st</sup> Offense - 3-5 days OSS as age appropriate
- 2<sup>nd</sup> Offense - 5-10 days OSS as age appropriate
- 3<sup>rd</sup> Offense - Recommendation of expulsion for the remainder of the semester

#### **DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY**

No student shall cause or attempt to cause damage to school property or steal or attempt to steal school property.

Students are notified that the school district will take legal action to recover damages from the student destroying school property. Parents of any minor student under the age of eighteen (18) and living with the parents may be liable for damages to school property caused by a minor.

It shall be unlawful for any person to remove library materials, without authorization, from the premises wherein such materials are maintained or to retain possession of library materials without authorization.

It shall be unlawful for any person to willfully mutilate library materials. However, before a charge of retaining possession of library material without authorization shall be filed against any person, the library shall send written notice, by ordinary mail, addressed to the last known address of the person who checked out or otherwise removed the books or materials from the library, notifying them that if the books or materials are not returned to the library within thirty (30) days from the date of the notice, charges will be filed against them under the provisions of this policy and upon conviction, such person may be fined in an amount as provided in this policy.

## **PROFANITY-VERBAL ABUSE OR OBSCENE GESTURES**

A student shall not use profane, violent, vulgar, abusive or insulting language at any time. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause, initiate or be involved in overt and immediate disruptions of the educational process. (Ark. Stat. 41-2908, 2910, 2922, 2923)

### **Consequences for students in grades 5-12**

- 1<sup>st</sup> Offense - Corporal Punishment/Saturday School
- 2<sup>nd</sup> Offense - Saturday School/ISS – 3 days
- 3<sup>rd</sup> Offense - OSS – 3 days
- 4<sup>th</sup> Offense - 5 days OSS
- 5<sup>th</sup> Offense - 10 days OSS/ recommendation of expulsion for remainder of semester

### **Consequences for students in grades PK – 4**

- 1<sup>st</sup> Offense - 1-3 days ISS as age appropriate
- 2<sup>nd</sup> Offense - 3-5 days ISS as age appropriate or CP
- 3<sup>rd</sup> Offense - 3 days OSS
- 4<sup>th</sup> Offense - 5 days OSS
- 5<sup>th</sup> Offense - 10 days OSS/ recommendation of expulsion for remainder of semester

## **OVERT AFFECTION**

A student shall not use physical contact such as hugging or kissing with another student that conveys a connotation that can be perceived as sexually explicit during the regular school day, at school activities at home or away, nor during extra-curricular events on school property.

### **Consequences for students in grades 5-12**

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense - After School Detention
- 3<sup>rd</sup> Offense - Corporal Punishment/Saturday Detention – Parent Contact
- 4<sup>rd</sup> Offense - Corporal Punishment/Saturday Detention – Parent Contact
- 5<sup>th</sup> Offense - ISS – 3 days – Parent Contact
- 6<sup>th</sup> Offense - OSS – 3 days – Parent Contact
- 7<sup>th</sup> Offense - OSS – 5 days – Parent Contact
- 8<sup>th</sup> Offense - OSS – 10 days – Parent Contact
- 9<sup>th</sup> Offense - Recommendation of expulsion for the remainder of the semester

### **Consequences for students in grades PK-4**

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense – Principal/Parent conference
- 3<sup>rd</sup> Offense - 1-3 days ISS as age appropriate
- 4<sup>th</sup> Offense - 3-5 days ISS as age appropriate/or CP
- 5<sup>th</sup> Offense - 3 days OSS
- 6<sup>th</sup> Offense - 5 days OSS
- 7<sup>th</sup> Offense - 10 days OSS/recommendation of expulsion for the remainder of the semester

## **FORGERY AND/OR FALSIFICATION OF GENERAL INFORMATION**

A student shall not forge another person's name to any pass, schedule, note, et cetera. He/she shall not falsify phone numbers, addresses, et cetera, on registration forms, notes from home, passes or report cards.

### **Consequences for students in grades 5-12**

- 1<sup>st</sup> Offense - After School Detention
- 2<sup>nd</sup> Offense - Corporal Punishment/Saturday Detention – Parent Contact
- 3<sup>rd</sup> Offense - Corporal Punishment/Saturday Detention – Parent Contact
- 4<sup>th</sup> Offense - ISS – 3 days – Parent Contact
- 5<sup>th</sup> Offense - OSS – 3 days – Parent Contact
- 6<sup>th</sup> Offense - OSS – 5 days – Parent Contact
- 7<sup>th</sup> Offense - OSS – 10 days – Parent Contact
- 8<sup>th</sup> Offense - Recommendation of expulsion for the remainder of the semester

### **Consequences for students in grades PK – 4**

- 1<sup>st</sup> Offense - 1-3 days ISS as age appropriate
- 2<sup>nd</sup> Offense - 3-5 days ISS as age appropriate or CP
- 3<sup>rd</sup> Offense - 3 days OSS
- 4<sup>th</sup> Offense - 5 days OSS
- 5<sup>th</sup> Offense - 10 days OSS/recommendation of expulsion for remainder of semester

### **CHEATING ON TESTS/ASSIGNMENTS**

A student shall not cheat on tests or assignments nor shall a student aid others in cheating on tests or assignments. Collaborative learning is encouraged by individual teachers on announced assignments and/or projects.

#### **Consequences**

- 1<sup>st</sup> Offense - Student receives zero and must call parent
- 2<sup>nd</sup> Offense - Student receives zero, calls parent, and receives 1-3 days ISS as age appropriate
- 3<sup>rd</sup> Offense - Student receives zero, calls parent, and receives 3-5 days ISS as age appropriate/or CP
- 4<sup>th</sup> Offense - Student receives zero, calls parent, receives 3 days OSS
- 5<sup>th</sup> Offense - Student receives zero, calls parent, receives 5 days OSS
- 6<sup>th</sup> Offense - Student receives zero, calls parent, receives 10 days OSS/recommendation of expulsion for semester

### **TRUANCY**

A student shall not be absent from school without parent and/or school administration's prior knowledge and consent. After arrival on campus, a student absent from his/her assigned learning station without permission from school authorities shall be considered as truant. After arrival on the school campus, a student shall not leave the campus or designated area without permission from school administration. (Ark. Stat. 80-15120)

### **Consequences for students in grades 5-12**

- 1<sup>st</sup> Offense - Corporal Punishment/Saturday School
- 2<sup>nd</sup> Offense - Saturday School/ISS – 3 days
- 3<sup>rd</sup> Offense - OSS – 3 days
- 4<sup>th</sup> Offense – OSS – 10 days and send information to juvenile authorities

### **Consequences for students in grades PK-4**

- 1<sup>st</sup> Offense - 1-3 days ISS as age appropriate
- 2<sup>nd</sup> Offense - 3-5 days ISS as age appropriate/or CP
- 3<sup>rd</sup> Offense - 5-10 days ISS as age appropriate/report to juvenile authorities

### **NEGLECT OF TEXTBOOKS**



The school provides textbooks for students to use. Students must take care of them. They may not leave books unattended in the halls, floors, outside, in cafeteria or anywhere else that they might be damaged lost or destroyed. Books that are marked on or damaged will be paid for by parents on a pro-rated basis.

### **Consequences**

1<sup>st</sup> Offense – Warning

2<sup>nd</sup> Offense - Principal Conference

3<sup>rd</sup> Offense - 1-3 days ISS as age appropriate

4<sup>th</sup> Offense - 3-5 days ISS as age appropriate/or CP

5<sup>th</sup> Offense - 3 days OSS

6<sup>th</sup> Offense - 5 days OSS/recommendation of expulsion for the remainder of the semester

### **CONTRABAND AND NUISANCE ITEMS**

A student shall not possess, handle or transmit any object that might reasonably be considered contraband materials, i.e. shockers, laser pointers, cigarette lighters, fireworks, darts, playing or trading cards of any kind et cetera. (Ark Stat. 41-3104, 3151, 3171, et.seq 80-1916m 80-1917, Ark. Code 1408 of 1999)

### **Consequences for students in grades 5-12**

1<sup>st</sup> Offense - Corporal Punishment or Saturday School

2<sup>nd</sup> Offense - Saturday School

3<sup>rd</sup> Offense –ISS – 3 days

4<sup>th</sup> Offense - ISS - 5 days

5<sup>th</sup> Offense – OSS –5 days

6<sup>th</sup> Offense - May be recommended for expulsion

### **Consequences for students in grades PK – 4**

1<sup>st</sup> Offense - ISS – 1 - 3 days as age appropriate

2<sup>nd</sup> Offense – ISS – 3 -5 days as age appropriate or CP

3<sup>rd</sup> Offense – OSS - 3 days

4<sup>th</sup> Offense – OSS - 5 days

5<sup>th</sup> Offense – OSS – 10 days or may be recommended for expulsion for the remainder of the semester.

### **LOITERING BY SUSPENDED STUDENTS**

A student who has been provided written notification that, because of an act of misbehavior, he/she is prohibited from being in a school building or on school campus for a specified period of time shall not enter any school building or be present at any function of the school or on any school grounds. (Ark. Stat. 41-2914, 80-1906, 1915)

### **Consequences**

1<sup>st</sup> Offense - Warning and ordered off campus

2<sup>nd</sup> Offense - Student shall be arrested and charged in accordance with Arkansas Law

### **CAFETERIA REGULATIONS**

Courtesy is always commendable in our cafeteria. We would appreciate your cooperation in complying with the following rules: (1) Stay in line; don't push or run. (2) Have money and/or account number ready for cashier. (3) Be polite to fellow students and to the cafeteria workers. (4) Remove trays and milk cartons from your table when done. (5) Students who bring lunches from home may eat in the cafeteria but must follow the same rules as those who eat cafeteria

food. (6) Leave the cafeteria when dismissed. Take no food outside. (7) Behave in an orderly manner. (8) Leave your area neat and clean. (9) No sitting on tables, in the floor or on other students. (10) Don't save seats without permission.

### **Consequences for students in grades 5-12**

- 1<sup>st</sup> Offense - After School Detention
- 2<sup>nd</sup> Offense - Corporal Punishment/Saturday Detention – Parent Contact
- 3<sup>rd</sup> Offense - Corporal Punishment/Saturday Detention – Parent Contact
- 4<sup>th</sup> Offense - ISS – 3 days – Parent Contact
- 5<sup>th</sup> Offense - OSS – 3 days – Parent Contact
- 6<sup>th</sup> Offense - OSS – 5 days – Parent Contact
- 7<sup>th</sup> Offense - OSS – 10 days – Parent Contact
- 8<sup>th</sup> Offense - Recommendation of expulsion for the remainder of the semester

### **Consequences for students in grades PK – 4**

- 1<sup>st</sup> Offense - Student-Teacher Conference
- 2<sup>nd</sup> Offense - 1-3 days Lunch Detention as age appropriate
- 3<sup>rd</sup> Offense - Principal Conference/Action Plan
- 4<sup>th</sup> Offense - 1-3 days ISS as age appropriate
- 5<sup>th</sup> Offense - 3-5 days ISS as age appropriate or CP
- 6<sup>th</sup> Offense - 3 days OSS
- 7<sup>th</sup> Offense - 5 days OSS

### **BOMB THREATS OR OTHER DISRUPTIVE INTRUSIONS SUCH AS FALSE FIRE ALARMS INTO THE SCHOOL**

A student who calls in a bomb threat and/or other threat violates the health and safety of students and/or employees, and shall face the following: (Ark. Stat. 41-2911, 2912)

#### **Consequence**

10 days OSS/recommendation of expulsion for the remainder of the semester, expulsion for one (1) year or permanent expulsion, depending upon the seriousness of the offense.

### **FELONY REPORTS**

Whenever the principal has direct knowledge or has received information leading to a reasonable belief that a student enrolled in the school has committed a felony on school property, or while under school supervision, or has committed any other violent criminal act against a teacher, school employee or student, the principal shall immediately report the incident to the appropriate local law enforcement agency for investigation and to the appropriate school district for resolution.

**DISCIPLINE FOR HANDICAPPED** - Handicapped students who engage in misbehavior shall be subject to normal school disciplinary rules and procedures, so long as such treatment does not abridge the right to free, appropriate public education.

**Individualized Education Plan (IEP)** - The Individualized Education Plan (IEP) team for a handicapped student should consider whether the particular discipline procedures should be adopted for that particular student and included in the IEP.

**Exclusion from School** - Handicapped students should be excluded from school only in emergencies and only for the duration of the emergency. In no case should a handicapped student be excluded for more than ten (10) days in a school year.

**Evaluation of Suspension** - After an emergency is imposed on a handicapped student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension, with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion. A suspended handicapped student should be offered alternate educational programming for the duration of the exclusion.

**BEHAVIOR NOT COVERED ABOVE**

Osceola School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even if such behavior may not be specified in the preceding written rules.

ADMINISTRATION MAY ALTER SEVERITY OF PUNISHMENT BASED ON CIRCUMSTANCES AND OTHER CONDITIONS AS DEEMED APPROPRIATE.

#### **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.

Students and parents are reminded that riding the school bus is a privilege not a right and violation of the bus rules could result in the student not being allowed to continue riding the bus.

- A. All students must obey the driver's directions promptly and cheerfully.
- B. There is to be no eating, gum chewing or drinking of anything on the bus.
- C. Students are to stay in their seat and face forward at all times.
- D. Students must keep the bus aisle clear of books, bags, feet, legs, et cetera, at all times.
- E. Students must use proper boarding and departing procedures.
- F. Students may not bring on board balloons, glass, live or dead animals, or any item too large to hold in the student's lap or fit under the seat in front of the student.
- G. Students must keep their hands and head inside the bus at all times.
- H. Students are not to tamper with safety equipment or use emergency exits unless instructed to do so by authorized personnel.
- I. No loud or distracting noises allowed, including singing, yelling or screaming.
- J. No vandalism to school or personal property is allowed.
- K. No rude, vulgar, obscene language or actions are allowed.
- L. Students must keep hands, feet and other objects to themselves at all times.
- M. Students are not allowed to spit or throw objects on the bus.
- N. No horseplay, scuffling or fighting is allowed.
- O. No ethnic, racial or derogatory comments towards students or school personnel will be tolerated.
- P. No matches, lighters or other flammable materials are allowed on the bus.
- Q. Any action by a student that is deemed unsafe is prohibited.
- R. No students may bring any unsafe or potentially hazardous material on the bus.
- S. Students are expected to maintain proper conduct while at designated bus stops.

#### **Consequences for students in grades 5-12**

- 1<sup>st</sup> Offense - Three (3) day bus suspension and parent contact
- 2<sup>nd</sup> Offense - Five (5) day bus suspension and parent contact
- 3<sup>rd</sup> Offense - Ten (10) day bus suspension and parent contact
- 4<sup>th</sup> Offense - **Bus suspension for the remainder of the school year**

#### **Consequences for students in grades PK-4**

- 1<sup>st</sup> Offense – Warning-Parent Contact
- 2<sup>nd</sup> Offense - Three (3) day bus suspension and parent contact
- 3<sup>rd</sup> Offense - Five (5) day bus suspension and parent contact
- 4<sup>th</sup> Offense - Ten (10) day bus suspension and parent contact
- 5<sup>th</sup> Offense - **Bus suspension for the remainder of the school year**

#### **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.

No student shall:

1. Block the doorway or corridor.
2. Prevent students from attending classes or school activities.
3. Block normal pedestrian or vehicular traffic.
4. Use violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption.
5. Refuse to identify him/her on request.
6. Encourage other students to violate any rule or school board policy.

#### **Consequences for students in grades 5-12**

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense - After School Detention
- 3<sup>rd</sup> Offense - Corporal Punishment/Saturday Detention – Parent Contact
- 4<sup>th</sup> Offense - Corporal Punishment/Saturday Detention – Parent Contact
- 5<sup>th</sup> Offense - In-School Suspension – 3 days – Parent Contact
- 6<sup>th</sup> Offense - Out of School Suspension – 3 days – Parent Contact
- 7<sup>th</sup> Offense - Out of School Suspension – 5 days – Parent Contact
- 8<sup>th</sup> Offense - Out of School Suspension – 10 days – Parent Contact
- 9<sup>th</sup> Offense - Recommendation of expulsion for the remainder of the semester

#### **Consequences for students in grades PK – 4**

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense - 1-3 days ISS as age appropriate
- 3<sup>rd</sup> Offense - 3-5 days ISS as age appropriate or CP
- 4<sup>th</sup> Offense - 3 days OSS

#### **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.

A student who commits assault and/or battery upon a member of the faculty or staff of the Osceola School District shall be expelled from the Osceola School District for the remainder of the school year. (Ark. Stat. 41-1601, 1604, 3104, 80-1905)

**Consequence:** Expulsion may be recommended for up to one (1) year, or permanent expulsion depending on the seriousness of the offense.

## **FIGHTING**

When students fight, it may be difficult to determine who is at fault. When a cooling off period is needed, both students may be immediately suspended (ISS) in different areas of the building until an effort to determine fault is made. (Ark. Stat. 4108)

### **Consequences for students in grades 5-12**

1<sup>st</sup> Offense - OSS – 5 days – Parent Contact

2<sup>nd</sup> Offense – OSS – 10 days

3<sup>rd</sup> Offense – Expulsion

### **Consequences for students in grades PK - 4**

1<sup>st</sup> Offense – 3-5 days ISS

2<sup>nd</sup> Offense – 3 days OSS

3<sup>rd</sup> Offense - 5 days OSS

4<sup>th</sup> Offense - 10 days OSS/recommendation of expulsion

**\* Any student who rushes to view or encourage fighting shall be subject to the same consequences as the students who are fighting.**

## **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 excepted.

A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or

adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

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

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

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

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

#### **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.

Note: The statute requires the statute's posting "...in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport students"

### **Consequences**

1<sup>st</sup> Offense – Corporal Punishment/Saturday School

2<sup>nd</sup> Offense – Saturday School/ISS

3<sup>rd</sup> Offense – OSS – 3 days

## **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 Osceola 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.

### **Consequences for students in grades 5-12**

1st Offense - OSS - 10 days and notify law enforcement, recommended for expulsion for remainder of semester with loss of credit.

2<sup>nd</sup> Offense - OSS - 10 days and be recommended for expulsion with loss of credit for one (1) calendar year, or permanent expulsion, depending on the seriousness of the offense, and notification to law enforcement.

### **Consequences for students in grades PK – 4**

1<sup>st</sup> Offense - OSS - 5 days and notify law enforcement

2<sup>nd</sup> Offense - OSS - 10 days and notify law enforcement

3<sup>rd</sup> Offense - OSS - 10 days or may be recommended for expulsion for the remainder of the semester

## **STUDENTS INVOLVED IN SALE OF DRUGS AND ALCOHOL**

A student who is determined to be involved in the sale of controlled substances (illegal drugs), alcohol, marijuana, or other materials prohibited as outlined above shall be recommended for expulsion. Furthermore they may be prosecuted according to Arkansas Act 590 of 1971 as amended. Arkansas law prohibits the sale or attempted sale of any substance which the person



selling or attempting to sell claims to be controlled substance, whether the claim is valid or not (Ark. Stat. 82115) Act 612 of 1989 provides that sentences for the sale of controlled substances within 1000 feet of public or private schools or colleges shall be enhanced by two years and a fine of no less than \$1000.

### **Consequence**

Expulsion may be recommended for up to one (1) year or permanent expulsion may be recommended depending upon the seriousness of the offense.

## **4.25 - OSCEOLA DRESS AND APPEARANCE CODE**

It is felt that learning to dress appropriately is an important aspect of a student's education. To dress improper is also a distraction and a deterrent to the educational process. Any student may be sent home immediately if clothing does not meet the dress code or attracts undue attention to the student and thus creates a disturbance in the school. All garments must be worn in a manner as not to detract from the dignity of the student, school, and community. What is or is not appropriate will be at the Principal's discretion.

The Board of Education adopts the following dress code:

1. It is at the discretion of the administration to determine acceptable dress and appearance and dress must not present health and safety hazards or cause disruption of the educational process.
2. Clothing that advertises drugs, tobacco, alcoholic beverages, suggest obscenities or violence, or represent double messages may not be worn.
3. Students must wear shoes (No flip flops or house shoes).
4. With the exception of school issued uniforms, students may not wear any garment that exposes the body between the shoulder and anything more than four (4) inches above the knee. All tops (girls and boys) must cover front back and sides of upper body. Spaghetti straps are not allowed. Dresses and tops must not be open back or show cleavage.
5. Pants, jeans, or shorts must be in good, clean repair that does not expose skin.
6. Spandex shorts, tight fitting cotton shorts or leggings may only be worn under clothing that is no shorter than four (4) inches above the knee.
7. Students are not to wear HATS, CAPS, TOBOGGANS, SWEATBANDS (head), THE HOODS OF "HOODIES", and/or BANDANAS on campus. Exception: Hats, caps, toboggans and hoods may be worn outside buildings in extremely cold or wet weather and to school sponsored activities (If permitted by principal).
8. Students are not to have chains on wallets or clothing.
9. Pants, shorts etc. must be worn no lower than the top of the hips. Sagging and/or excessively loose clothing will not be tolerated. Arkansas law states that students are prohibited from wearing, while on school grounds during the school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.
10. Extreme styles in hair or clothing that may cause a disturbance or disruption will not be permitted. Hair must not cover a student's eyes.
11. Excessive jewelry will not be tolerated. Principal will decide what is excessive.
12. Any clothing accessory, i.e., bracelets, necklace, etc., that can be used to inflict physical injury to another person will be deemed as a weapon and will receive punishment as specified in the Discipline section of the handbook.

13. The wearing of pajamas, sleep pants, and/or slippers are prohibited.
14. Students are to wear PE clothes only during PE class. They are not to be worn to or from school.
15. Gloves (with or without fingers) may be worn outside the buildings only during extremely cold weather.
16. Students are not to wear sunglasses inside the building.
17. The wearing of clothing that promote hate or violence is prohibited.
18. A student shall not wear or display emblems, insignias, badges, or other symbols that may mock, ridicule, or otherwise demean, or provoke others because of race, religion, or national origin, or other individual views.

**Consequences for students in grades 5-12**

- 1<sup>st</sup> Offense –Parent Contact – Change Attire/ISS
- 2<sup>nd</sup> Offense –After School Detention – Parent Contact
- 3<sup>rd</sup> Offense –Saturday Detention– Parent Contact
- 4<sup>th</sup> Offense –ISS -1 day – Parent Contact
- 5<sup>th</sup> Offense – In- School Suspension – 3 days – Parent Contact
- 6<sup>th</sup> Offense – ISS – 5 days – Parent Contact
- 7<sup>th</sup> Offense –OSS – 3 days

**Consequences for students in grades PK-4**

- 1<sup>st</sup> Offense - Warning - parent contact
- 2<sup>nd</sup> Offense – After School Detention- Parent Contact - Change Attire
- 3<sup>rd</sup> Offense – ISS –1 day - Parent Contact - Change Attire
- 4<sup>th</sup> Offense –ISS -3 days - Parent Contact - Change Attire
- 5<sup>th</sup> Offense – OSS - 3 days – Parent Contact - Change Attire
- 6<sup>th</sup> Offense –OSS - 5 days – Parent Contact - Change Attire
- 7<sup>th</sup> Offense – OSS 10 days/recommendation of expulsion for the remainder of the semester

**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

**Consequences for students in grades 5-12**

- 1<sup>st</sup> Offense – OSS – 3 days – Parent Contact
- 2<sup>nd</sup> Offense – OSS – 5 days – Parent Contact
- 3<sup>rd</sup> Offense – OSS – 10 days - Law Contact
- 4<sup>th</sup> Offense – Expulsion

**Consequences for students in grades PK-4**

- 1<sup>st</sup> Offense - 1-3 days ISS as age appropriate
- 2<sup>nd</sup> Offense 3-5 days ISS as age appropriate/or CP
- 3<sup>rd</sup> Offense 3 days OSS
- 4<sup>th</sup> Offense 5 days OSS
- 5<sup>th</sup> Offense 10 days OSS/recommendation of expulsion for the remainder of the semester

**4.27—STUDENT SEXUAL HARASSMENT**

The Osceola 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.

**Definitions** - Prohibited sexual harassment includes, but is not limited to, sexual advances, requests for sexual favors, and other verbal, visual or physical conduct or communication of a sexual nature when:

1. Submission to the conduct or communication is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct or communication by an individual is used as the basis for academic or employment decisions affecting the individual.
3. Submission to or rejection of the conduct or communication by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.
4. The conduct or communication has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work performance.

**Examples** - Sexual harassment may include, but is not limited to the following:

1. Unwanted verbal or written harassment or abuse. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; comments about an individual's sexual orientation; telling "dirty jokes" that are unwanted and

considered offensively by others; sexually suggestive letters, notes, computer messages, graffiti, or invitations; spreading sexual rumors; or any other sexually-demeaning comments, innuendoes or actions that offend others.

2. Requests for sexual activity.
3. Repeated, unwanted remarks to a person, with sexual or demeaning implications. This means sexual slurs, epithets, threats, derogatory comments, or sexually degrading descriptions; or teasing or sexual remarks about students enrolled in a predominantly single-sex class.
4. Unwelcome touching. This means patting, pinching, brushing up against, hugging, cornering, or blocking of normal movement, kissing, fondling, touching an individual's body or clothes in a sexual way, or any other similar physical contact which is considered unacceptable by another individual.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's educational opportunities, student benefits, or services.
6. Creating an educational environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually-demeaning conversation, suggestions, requests, demands, physical contacts or attention.
7. Creating an educational environment that is intimidating, hostile or offensive because of the existence at the school site of sexually demeaning materials including, but not limited to, photographs, posters, and graffiti.

The above list is not intended to be comprehensive.

### **Informal Complaint Procedure**

1. Students may use an informal complaint procedure. This seeks to achieve a resolution that both the complainant and the alleged harasser agree upon, whether or not it was determined sexual harassment has occurred.
2. An informal complaint may be oral or in writing. It should be brought to the student's teacher or counselor. The complainant may be advised of ways to resolve the problem on his or her own. If that is unsuccessful or if the complainant does not wish to confront the alleged harasser, the teacher or counselor will discuss the complaint with the alleged harasser and an informal resolution may be proposed. The complainant may accept or reject the proposed resolution.
3. If the proposed resolution is accepted, the teacher or counselor will keep a record of the complaint, the investigation, and its resolution. The teacher or counselor will also follow up with the complainant to ensure that the problem has in fact been resolved. If the proposed resolution is rejected or the complaint cannot be resolved, the school will investigate and resolve the case according to the formal complaint procedure.

### **Formal Complaint Procedure**

1. Any student who is subject to or observes harassment and who feels comfortable doing so should directly inform the person engaging in the harassment that such conduct or communications are unwelcome and offensive and must stop.
2. Students are encouraged and expected to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school site. Nothing in this policy shall prevent any person from reporting harassment directly to the district complaint officer or the Superintendent.
3. Any teacher, counselor, or administrator who has received a report, verbally or in writing, from any student regarding sexual harassment, must inform the complainant of his or her

rights under this policy, provide immediate counseling, referral, or similar assistance as the complainant may require.

4. The teacher, counselor, or administrator receiving the report from the student must forward that report to the building principal and Superintendent/designee immediately or within a reasonable extension of time thereafter for good cause.
5. Verbal reports of sexual harassment will be put in writing by the individual complaining or the person who received the complaint and will be signed by the person complaining.
6. The complaint should state the: name of the complainant, date of the complaint, date of the alleged harassment, name(s) of the alleged harasser(s), location where such harassment occurred, and a detailed statement of the circumstances constituting the alleged harassment.

### **Formal Complaint Investigation Procedure**

1. The school district will designate management employees at each school site who are trained to investigate sexual harassment complaints. All formal complaints of sexual harassment will be investigated immediately.
2. Upon receipt of an allegation of sexual harassment, the principal will designate the investigator who will initiate an investigation into the complaint immediately or as soon as is practicable.
3. Each complaint of sexual harassment will be promptly investigated in a way that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances.
4. The student's parent(s)/guardian(s) will be notified that they may attend any investigatory meetings in which their child is involved. The parent(s)/guardian(s) will be kept informed of the investigation's progress.
5. The investigator will consult with all individuals reasonably believed to have relevant information, including the student and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist.
6. The complaint investigator will make a written report, summarizing the results of the investigation and proposed disposition of the matter, within twenty (20) school/business days, unless the time limit is extended by mutual consent. Copies will be provided to the principal, Superintendent, or designee, and others as directed by the Superintendent.
7. If the student complainant is dissatisfied with the result of the investigation, he or she may file a written appeal within ten (10) school/business days to the Superintendent or designee, who will review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the superintendent or designee will respond to the complainant, in writing, within ten (10) school/business days.
8. If the complainant remains unsatisfied, he or she may appeal through a signed written statement to the Board of Education within ten (10) school/business days. The written request for reconsideration must contain a statement as to why the complainant is not satisfied with the decision or the position of the district. The Board of Education will meet with the concerned parties at the next regular board meeting. A copy of the board's disposition of the appeal will be sent by the board secretary to each concerned party within ten (10) school/business days of this meeting.
9. If at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20202; or to courts having proper jurisdiction.

10. Nothing in this investigation procedure shall relieve any employee in the school district from the reporting obligation imposed under the laws relating to child abuse.

**Discipline/Sanctions** - A substantiated charge against a staff member or agent of the district will subject such staff member or agent to disciplinary action, up to and including discharge, consistent with procedures established by board policy.

A substantiated charge against a student will subject that student to disciplinary action up to and including suspension or expulsion, consistent with the student discipline policies.

The district will discipline any employee who has knowledge of sexual harassment of students and who fails to take prompt and appropriate action or who receives a complaint of sexual harassment and does not act promptly to forward that complaint.

The district will discipline any individual found to have made false allegations of sexual harassment. Submission of an unsubstantiated good faith complaint or report will not subject the individual to disciplinary action.

**Confidentiality** - The school district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

**Retaliation** - The school district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation reprisal or harassment.

Submitting a sexual harassment complaint will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

### **Notification**

1. This policy will be conspicuously posted throughout each school building in areas accessible to students and staff members.
2. This policy will appear in handbooks for students and staff members.
3. This policy will be included in notifications that are sent to parents/guardians at the beginning of each school year.
4. This policy will be reviewed with all employees at the beginning of the school year.
5. This policy will be discussed in age-appropriate and developmentally appropriate ways with all students at the beginning of each school year.
6. This policy will be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session.
7. This policy will be provided to new employees within one week of their beginning employment.

### **Consequences**

- A. 1-3 days ISS as age appropriate for students in grades PK-4. 1-5 days OSS for students in grades 5-12
- B. 5-10 days OSS

- C. Expulsion may be recommended for up to one (1) year or permanent expulsion depending upon the seriousness of the offense.

#### **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.

##### **Consequences for students in grades 5-12**

1<sup>st</sup> Offense - Corporal Punishment or Saturday School

2<sup>nd</sup> Offense - Saturday School

3<sup>rd</sup> Offense – ISS – 3 days

4<sup>th</sup> Offense - ISS - 5 days

5<sup>th</sup> Offense – OSS – 5 days

6<sup>th</sup> Offense - May be recommended for expulsion

##### **Consequences for students in grades PK – 4**

1<sup>st</sup> Offense - ISS – 1 - 3 days as age appropriate

2<sup>nd</sup> Offense – ISS – 3 -5 days as age appropriate or CP

3<sup>rd</sup> Offense – OSS - 3 days

4<sup>th</sup> Offense – OSS - 5 days

5<sup>th</sup> Offense – OSS – 10 days or may be recommended for expulsion for the remainder of the semester.

#### **4.29—COMPUTER USE POLICY**

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

(A) taken as a whole and with respect to minors, appeals to a 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.

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



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

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

### **Use of Equipment**

- a. All student computer use will be under the supervision of a teacher or designated adult. Students may not use any computer without first obtaining permission.
- b. Students and faculty are to use computers and their related software in a manner which supports the educational goals of the Osceola School District. Any other use is prohibited.
- c. Students and faculty members are not to engage in any action which damages or disrupts a network or computer system, changes its performance, or causes it to malfunction.

**Legal & Ethical Practices** - All students and faculty members are responsible for following local, state, federal, and international laws. Because of the ability to use computer technology to access a global network, the Osceola School District will not be liable for deliberate acts of computer misuse by students or faculty members which violate any of these laws.

**The Internet** - One of the exciting technologies available to our students and faculty members is access to the Internet. This worldwide network gives them the ability to utilize information that would be unavailable in any other way.

However, the Osceola School District is aware of the areas on the Internet which contain material which is unsuitable for student viewing. Although state implemented filter helps to block harmful materials, we have also implemented the following rules:

- a. Students may only access the Internet under adult supervision.
- b. Students may not exit the Internet until after receiving permission to do so. All teachers will have the capability to check which areas of the Internet a student has been accessing. Random, unannounced checks of student use may be made at any time. This will help deter any unauthorized use.

**Electronic Mail** - In the interest of providing a complete computer education experience for our students and faculty members, E-mail privileges may be made available at the discretion of district officials. However, those who are granted these privileges are responsible for using them properly. The following policies apply:

- a. Participants should check E-mail daily and delete unwanted messages.

- b. Never assume that your E-mail can be read by no one except yourself, others may be able to read or access your mail. Never include sensitive information such as your social security number, credit card information, unlisted phone number, etc.
- c. Keep messages short and to the point.
- d. Write all messages in the style of a personal note or letter. Include your name at the conclusion of all messages. Do not use nicknames or “code” names to disguise your identity.
- e. E-mail shall not be used to harass or injure someone.
- f. Students are prohibited from signing up for and/or accessing personal E-mail accounts through any free Internet Mail Provider such as but not limited to Hot Mail and Yahoo Mail.

Passwords - Students and faculty members may not use, add, or change a password for computer usage without permission from an adult supervisor or the District Systems Administrator. It is the general policy of the district that all computers for student and faculty use will be freely accessible by all, and that no passwords will be implemented to deny access to computer programs.

### **MISUSE OF EQUIPMENT – CONSEQUENCES**

Vandalism - The Osceola School District will have a zero tolerance attitude toward vandalism. Any deliberate act of vandalism, including pulling keys off keyboards, removing mouse balls, inserting foreign objects into disk drives, disconnecting or damaging computer cables, or any other damaging occurrence which is determined to be deliberate and malicious will result in the permanent revocation of student or faculty computer privileges for the remainder of their career in the Osceola School District. This period of revocation of computer privileges may be modified by the School Board or Superintendent upon due consideration of circumstances. The party responsible for the vandalism will also be required to pay for the cost of repairs that may be needed to return the equipment to working order.

In addition, if a student is enrolled in a computer course and commits an act of vandalism, the student will immediately be removed from the course with loss of credit.

**Software** - Students or faculty members may not deliberately and maliciously change the proper functioning of software. The following policies will apply:

- a. Files may not be deleted without permission.
- b. Icons may not be changed, deleted, added to, or relocated.
- c. Malicious messages on screen savers are strictly prohibited.
- d. No one may alter the system settings of any computer, including network settings, printer settings, or other settings in a manner as to alter the proper functioning of the computer.
- e. Destruction of diskettes, CDs, or DVDs is strictly prohibited.
- f. No student or faculty member may insert an unauthorized password into any computer system with the intent of denying access to other users.
- g. The introduction of computer viruses into any computer system will suffer serious consequences, including disciplinary action and/or referral to the proper legal authorities.

The minimum consequence for 1-7 above is the loss of computer privileges for one (1) month, with the maximum consequence being loss of computer privileges for one (1) calendar year. The consequence for 7 above is permanent loss of computer privileges.

**The Internet** - Students who misuse the Internet, such as accessing unauthorized areas, will result in disciplinary actions as follows:

**E-mail** - Students or faculty members who send E-mail messages which are designed to harass or injure, or are considered to be obscene or not in keeping with good taste will lose E-mail privileges for six (6) months or the remainder of the school year, whichever is longer.

**Violations Not Covered Above** - Computer misuse which is not covered above will be considered on the basis of the severity of the situation, and appropriate consequences will be assessed against the student or faculty member involved at the discretion of the building principal and/or the Superintendent.

### **General Regulations**

- a. No game playing is allowed without teacher permission.
- b. Students may not bring diskettes from home or take school diskettes home to use in their personal computers.
- c. Soft drinks or food are not allowed around computers.
- d. No horseplay or other physical misbehavior around computers.

### **Consequences for students in grades 5-12**

1<sup>st</sup> Offense - Corporal Punishment/Saturday School

2<sup>nd</sup> Offense - Saturday School/ISS – 3 days

3<sup>rd</sup> Offense - OSS – 3 days

4<sup>th</sup> Offense – OSS – 5 days

5<sup>th</sup> Offense – OSS - 10 days OSS/recommendation of expulsion for the remainder of the semester.

### **Consequences for students in grades PK-4**

1<sup>st</sup> Offense - 1-3 days ISS as age appropriate elementary students through grade 5

2<sup>nd</sup> Offense - 3-5 days ISS as age appropriate or CP

3<sup>rd</sup> Offense - 3 days OSS

4<sup>th</sup> Offense - 5 days OSS

5<sup>th</sup> Offense - 10 days OSS/recommendation of expulsion for the remainder of the semester

**Changes or Additions to Computer Policy** - The Osceola School District reserves the right to modify this computer use policy, including consequences for misuse, without notice to parents or students as necessary to protect the resources and programs of the district.

## **4.30—SUSPENSION FROM SCHOOL**

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

school or a school activity. A student may be suspended for behavior including, but not limited to that which:

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

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

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

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

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

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

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

In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

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

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

**Procedure** - The principal of a school may suspend a student from school and shall inform the superintendent and the parents of the student involved, in writing, stating the reasons for the suspension. Contact with the parents will, if possible, be on the day when the decision to suspend the student has been reached. The contact will be by telephone or in person. The principal, at his/her discretion, will decide the length of the suspension based upon such factors as the seriousness of the violation and the previous disciplinary history of the student.

Parents should accompany their child upon returning to school for a conference with the principal before the student is readmitted to class.

**Long-Term Suspension** - Definition: a suspension that does not amount to expulsion for the remainder of the semester, but is more than ten (10) days, if authorized. This long-term suspension, however, shall come only after the student has been afforded notice, opportunity for a hearing and the same procedural rights as for expulsion.

**Emergency Suspension** - Notwithstanding the policy concerning suspension and expulsion, students may be suspended indefinitely without notice, hearing and the other rights provided herein having been first given if the school is undergoing a violent upheaval or if orderly educational processes have otherwise been substantially disrupted.

This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and board to consider the case within the usual time. In all such cases, notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.

**Recommendation of Expulsion** - The policy and procedure relating to suspension does not prohibit a principal or Superintendent from recommending the expulsion of the student if a satisfactory student-parent-principal conference has not been held.

In this event, the suspension will be treated procedurally as a recommendation for expulsion, and the notices will be given by the Superintendent or designee provided under the procedure for expulsion.

#### **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<sup>1</sup> 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.

Procedure - The principal of a school may recommend that a student be expelled from school for the remainder of the semester, school year, or permanently with loss of credit and shall make said recommendation to the superintendent, in writing, which will include a written statement of the charge or charges against the student. If the superintendent concurs with the recommendation of the principal, he/she shall schedule a hearing before the School Board. The School Board may expel a student for the remainder of the semester, for the remainder of the school year, or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate, where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members. A recommendation of permanent expulsion is appropriate for possession of a firearm, knife or other weapon on school property; any unlawful touching or assault upon any staff member (certified or non-certified); threatening to cause physical injury to any staff member (certified or non-certified) or damage to the property of any staff member (certified or non-certified); and instances in which serious bodily harm occurred or reasonably could have been expected to occur to any other person, student or staff member (certified or non-certified).

The superintendent or designee shall give written notice, mailed within ten (10) calendar days from the alleged incident which caused the expulsion recommendation, to the parent, if the student is a minor, or to the student if he/she is an adult. Such hearing will be conducted not earlier than three (3) calendar days nor more than seven (7) calendar days following the date of the notice, except that the superintendent and the student and the student's parent may agree, in writing, to a date not conforming to this limitation.

The notice also will state charges against the student in clear and concise terms, the names of witnesses who will appear against the student and a brief statement concerning the nature of their testimony.

The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues. Normally, formal cross-examination will not be permitted.

During the course of the hearing, if the board determines that the credibility of any of the witnesses is an issue, it will permit cross-examination by the student, the Superintendent, or their representatives of those witnesses whose credibility has become an issue. The student may observe all evidence offered against him/her. Members of the school board may question any witness.

At the conclusion of the hearing, the board may discuss the matter and dispose of it by vote. If the board does not expel the student with loss of credit, it may impose less severe disciplinary actions, such as long-term suspension, which may be with or without opportunity for makeup of schoolwork. The school board shall briefly state its findings in writing within ten (10) days after the hearing.

The school board shall make a record of the evidence taken at the proceedings by use of either a court reporter or a tape recorder. If the student desires, the record will be transcribed, and a copy furnished the student. Copies of all statements used as evidence will be included with the record.

The school administration has the responsibility to present the evidence to the board, and the administration is entitled to open and conclude the hearings.

The president of the school board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

It shall be the policy of the Osceola Public Schools to have a formal conference whenever a student reenters our school system after any expulsion.

This conference should involve the principal, parents, counselor, and student. At this conference, a contract stipulating behavior will be signed by all parties. Parents will be made aware that any similar episodes will result in an immediate recommendation to the school board for expulsion.

Group Hearings for Suspension or Expulsion - When two or more students are charged with violating the same rule and have acted in concert, and the facts are basically the same for all such students, a single hearing may be conducted for them if the president of the board believes the following conditions exist:

A group hearing will not likely result in confusion; and,  
No student will have his/her interest substantially prejudiced by a group hearing.

If, during the hearing, the president finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student.

#### **4.32—SEARCH, SEIZURE, AND INTERROGATIONS**

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

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

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

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

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



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

Locker Searches - Lockers belong to the school district; therefore, the locker and student's property in the locker are subject to periodic administrative searches, and the district reserves the express authority and right to search student lockers, without the consent of the student, by the Superintendent, principal or designee upon reasonable belief that the locker may contain illegal contraband, dangerous weapons or stolen property. Trained sniff dogs may be used by the district, without notice, at any time to establish reasonable belief that a locker contains a controlled substance or other contraband. Searches of lockers should be made under the following conditions:

Students shall be informed of the conditions governing the use of school lockers when locker assignments are made and of the school district's right to search student lockers, without notice, upon reasonable belief that the locker contains illegal contraband, dangerous weapons, or stolen property.

Searches should be made only by the building principal or an official duly authorized for that purpose by the principal, with a witness present. The search of a particular locker should be made only upon reasonable belief that the student is secreting a controlled substance, dangerous weapon or other contraband.

Blanket searches of every locker should not be permitted except in unusual circumstances, such as in the case of a bomb threat.

If practical, the student should be given the opportunity to be present when a search of personal possessions of his/her locker is conducted and if there is no reason to believe that his/her presence would be a threat to the safety of the student or others.

Search of School-Owned Property - Any school official employed in a supervisory capacity of students, teacher, principal, or other administrator shall, upon receipt of information that beer, alcoholic beverages or illicit drugs or firearms or weapons or other dangerous instruments are concealed in school-owned property, shall have the authority to investigate and search any school-owned property for any such items or contraband which may be concealed in the school-owned property, without the necessity of obtaining a search warrant from local authorities.

In the event that such items are found or discovered in any school-owned property assigned to the use of an identifiable student or any other identifiable person, appropriate discipline action shall be taken within the guidelines established in this student discipline policy manual.

Search of Student Vehicles - All automobiles or other vehicles driven by students to school and parked in the area designated for student parking shall, during regular school hours, be subject to search upon reasonable belief by the principal or designee that the vehicle contains a controlled

substance, dangerous weapon or other contraband, and, if practical, the student driving the automobile to school should be present when the search of the automobile is conducted. Trained sniff dogs may be used, without notice, at any time to establish reasonable belief to search automobiles which may be parked in the area designated for student parking for a controlled substance or other contraband during regular school hours.

Report to Authorities - Dangerous items, such as firearms, weapons, knives, and controlled substances or other contraband and other items which may be used to disrupt substantially the educational process will be removed from the student's possession, locker, or automobile and will be reported and transmitted to the proper law enforcement authorities.

#### **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 that vehicle.

All motorcycles and motor vehicles brought on campus must be registered in the office. Parking permits will be issued to all students driving a vehicle to school if they meet all State laws governing driving. A student must present his/her valid driver's license when registering for insuring his/her vehicle in accordance with the state of Arkansas.

Students must purchase a parking permit and park in the areas designated for student parking.

The school assumes no responsibility for any loss caused by theft, damage, or injury. However, the school does not prohibit students or staff from parking on designated areas and we attempt to supervise, as much as possible, for the student's protection.

#### **Regulations**

1. Vehicles must have a parking permit.
2. Excessive speed and the reckless handling of vehicles are prohibited.
3. Students are not allowed to sit in vehicles after the vehicles are parked on the campus.
4. Cruising around the school during lunch, before school and after school is not allowed.
5. All vehicles must be parked on the school campus unless special permission is given.
6. Due to safety factors, students shall not park on the streets adjacent to the school campus.
7. This policy has and will be enforced by law officials.
8. Students who are picked up by someone not already on campus should arrange to be picked up in front of the school, not on the student's parking lot.
9. Students that leave the campus without permission in vehicles may forfeit their driving and parking privileges.

10. Students must park in designated parking spaces and no vehicles may be parked diagonally in these spaces.

### **Consequences**

1<sup>st</sup> Offense - Principal Warning

2<sup>nd</sup> Offense - Suspension of right to drive any vehicle for one week

3<sup>rd</sup> Offense - Suspension of right to drive any vehicle for the remainder of the semester/school year

### **4.34—COMMUNICABLE DISEASES AND PARASITES**

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

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

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

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

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment. Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

### **Consequence**

Suspension until the disease is controlled. Proof of treatment is required before student can be readmitted.

### **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-medication, 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, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

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

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 provider to self-administer either an asthma inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing,

transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an asthma inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who chooses to not carry a rescue inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

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

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

### Emergency Administration of Epinephrine

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

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

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

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

The school shall not keep outdated medications or any medications past the end of the school year. By this policy, parents are notified that ten (10) days after the last day of school, all medications will be disposed of that are left at the school. 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.

### Consequences for students in grades 5-12

- 1<sup>st</sup> Offense - Student will be detained until the situation is resolved
- 2<sup>nd</sup> Offense – Corporal Punishment/Saturday Detention
- 3<sup>rd</sup> Offense – OSS – 3 days – Parent Contact.
- 4<sup>th</sup> Offense – OSS – 5 days – ALE

Consequences for students in grades PK – 4

- 1<sup>st</sup> Offense - Student will be detained until the situation is resolved
- 2<sup>nd</sup> Offense - 1-3 days ISS as age appropriate
- 3<sup>rd</sup> Offense - 3-5 days ISS as age appropriate
- 4<sup>th</sup> Offense - 3 days OSS
- 5<sup>th</sup> Offense - 5 days OSS

**STUDENTS INVOLVED IN SALE OF MEDICATIONS**

A student who is determined to be involved in the sale of controlled substances (illegal drugs), alcohol, marijuana, or other materials prohibited as outlined above shall be recommended for expulsion. Furthermore they may be prosecuted according to Arkansas Act 590 of 1971 as amended. Arkansas law prohibits the sale or attempted sale of any substance which the person selling or attempting to sell claims to be controlled substance, whether the claim is valid or not (Ark. Stat. 82115) Act 612 of 1989 provides that sentences for the sale of controlled substances within 1000 feet of public or private schools or colleges shall be enhanced by two years and a fine of no less than \$1000.

**Consequence**

Expulsion may be recommended for up to one (1) year or permanent expulsion may be recommended depending upon the seriousness of the offense.

**4.35F—MEDICATION ADMINISTRATION CONSENT FORM**

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

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

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

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

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

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

Dosage \_\_\_\_\_

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

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

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

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

Date \_\_\_\_\_

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

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

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

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

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

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

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

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

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

Date \_\_\_\_\_



#### **4.35F3—GLUCAGON ADMINISTRATION CONSENT FORM**

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

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

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

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

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

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

Date \_\_\_\_\_

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

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

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

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

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

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

Circumstances under which Epinephrine may be administered

\_\_\_\_\_  
\_\_\_\_\_

Other instructions

\_\_\_\_\_  
\_\_\_\_\_

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

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

Date \_\_\_\_\_

#### **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.

#### **4.37—EMERGENCY DRILLS**

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

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

Student involvement will need to be worked out school by school and determined relative to grade and age considerations in conjunction with the actual content of the drill. There may be a drill conducted that don't include any students due to the explicit nature of the drill and the age of the students while a drill in another school would include students.

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

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of an earthquake or terrorist attack that might include the use of biological or chemical agents. Students shall be included in the drills to the extent practicable.

#### **4.38—PERMANENT RECORDS**

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

#### **4.39—CORPORAL PUNISHMENT**

The Osceola 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

**Purpose** - To provide certain procedures for the administration of corporal punishment, as a means of discipline, so that school personnel who administer corporal punishment shall have civil immunity and adequate protection from civil liability, provided that corporal punishment is administered in accordance with the procedures set forth herein, as provided by Act 51 of 1994. To further provide a written student discipline policy which meets the guidelines and procedural requirements as required by Act 51 of 1994.

#### **Procedure**

1. Corporal punishment shall only be administered according to the following requirements:
  - It shall be administered following and after warnings that the misconduct or misbehavior will not be tolerated.
  - It shall be administered for cause.
  - It shall be administered in a reasonable manner and shall not be excessive or severe.
  - It shall be administered in the presence of a school administrator, in addition to the certified employee administering the corporal punishment, or vice-versa. A school administrator must be present at the time the punishment is administered.
  - It shall not be administered in the presence of other students.
  - It shall not be administered until after the administrator or certified personnel has advised of the reason for which the student is being punished, in the presence of both the school administrator and certified personnel.
  - It shall be grounds for suspension or other disciplinary measures for a student to refuse corporal punishment.
2. A written report, including, but not limited to: the sex, age, race, special education or regular class, type or description of offense, and number of offenses, shall be completed by the school administrator or certified personnel administering corporal punishment and filed with the Superintendent's office within ten (10) working days of the administration of corporal punishment.
3. Parents may make written request annually to the building principal if corporal punishment is not to be administered to their child.

#### **4.40—HOMELESS STUDENTS**

The Osceola 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).

**4.41—PHYSICAL EXAMINATIONS OR SCREENINGS**

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

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

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.

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

#### 4.43—BULLYING

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

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

##### **Definitions:**

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

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

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



**Electronic act** means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

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

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

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

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

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

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,

5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles.

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.<sup>1</sup>

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

Copies of this policy shall be available upon request.

#### **Consequences for students in grades 5-12**

1<sup>st</sup> Offense - Corporal Punishment/Saturday School

2<sup>nd</sup> Offense - Saturday School/In-School Suspension – 3 days

3<sup>rd</sup> Offense - OSS – 3 days

4<sup>th</sup> Offense - 10 days OSS/Recommendation for expulsion for the remainder of the semester

#### **Consequences for students in grades PK-4**

1<sup>st</sup> Offense - 1-3 days ISS as age appropriate

2<sup>nd</sup> Offense - 3-5 days ISS as age appropriate

3<sup>rd</sup> Offense - 3 days OSS

4<sup>th</sup> Offense - 5 days OSS

5<sup>th</sup> Offense - 10 days OSS/Recommendation for expulsion for the remainder of the semester

#### **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 Hall** - 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, schoolwork 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 schoolwork 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 wavier 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 superintendent 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.

#### 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

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

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

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

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

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

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

## 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.

### SMART CORE: Sixteen (16) units

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

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

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

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

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

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

Natural Science: a total of three (3) units with lab experience chosen from  
One unit of Biology; and

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

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

Social Studies: three (3) units

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

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

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

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

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

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

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

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

The Smart Core and career focus units must total at least twenty-two (22) units to graduate.

**CORE: Sixteen (16) units**

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

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

Social Studies: three (3) units

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

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

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

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

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

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

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

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the

curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Core and career focus units must total at least twenty-two (22) units to graduate.

#### **4.46—PLEDGE OF ALLEGIANCE/PERIOD OF SILENCE**

The Pledge of Allegiance shall be recited and a brief period of silence shall be observed 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.

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

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

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

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

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

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

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

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

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

#### **Consequences for students in grades 5-12**

1<sup>st</sup> Offense – Device will be taken and returned to parents at the end of the day.

2<sup>nd</sup> Offense - Corporal Punishment/Saturday School- return device to parents at the end of the day.

3<sup>rd</sup> Offense - Saturday School/ISS – 3 days- return device to parents at the end of the day.

4<sup>th</sup> Offense - OSS – 3 days –return device to parents at the end of the day. Student cannot bring device back to school.

#### **Consequences for students in grades PK-4**

1<sup>st</sup> Offense – Device will be taken and returned to parents at the end of the day

2<sup>nd</sup> Offense - 1-3 Days ISS - return device to parents at the end of the day

3<sup>rd</sup> Offense - 3-5 Days ISS –return device to parents at the end of the day

4<sup>th</sup> Offense –3 Days OSS –return device to parents at the end of the day. Student cannot bring device back to school.

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

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

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

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

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

#### **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.

#### **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.

#### **4.52—STUDENTS WHO ARE FOSTER CHILDREN**

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

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

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

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

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

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

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

#### **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.

## **5.11—PROMOTION/RETENTION/COURSE CREDIT FOR 9-12 SCHOOLS**

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

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

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

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

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

## **5.12—PROMOTION/RETENTION/COURSE CREDIT FOR K-8 SCHOOLS**

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. The criteria for promotion of students to the next grade are as follows: Criteria for Grades K-8

1. Teacher Recommendation /Educational Development of the Student.
2. School Assessments
  - a. Report Card
  - b. District and State Testing
  - c. Reading Level
3. Student Attendance
4. All of the above plus failure in one or more of the following subjects: Math, Science, Literacy

Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention shall be included with the student's grades sent home to each parent/guardian. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

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

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

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

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

## **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.

It shall be the policy of the Board of Education to delegate the responsibility of assigning homework for students to professional staff in accordance with the following general procedures and guidelines:

1. New concepts shall not be given as a homework assignment.
2. Teachers will present materials that can be seen clearly and have instructions to be used in completing them.
3. Homework assignments will emphasize the application of knowledge.
4. A record of homework completions by students shall be maintained, and homework completion will be promptly assessed by the teacher.
5. Homework should provide immediate feedback to the teacher on areas of weakness in the students' understanding of concepts and/or acquisition of skills.
6. The level of difficulty and complexity of practice must be at or below the level at which the learner may proceed without supervision and guidance.
7. The type of homework assignments should be varied.
8. Professional staff will exercise judgment relative to the quantity and frequency of homework assignments in relation to the above procedures and guidelines. The emphasis will be on quality rather than quantity.
9. Maximum use of classroom time for input and supervised study.
10. Teachers will take into account school sponsored extracurricular activities when assigning homework.

The following general guidelines for frequency of assignments and time components are to be considered as maximum not minimum.

Grade: K - Frequency of assignments: 2-3 days per week. Time required to complete daily assignments: 15-30 minutes.\*

Grades: 1-3 - Frequency of assignments: 3-4 days per week. Time required to complete daily assignments: 30-45 minutes.\*

Grades: 4-5 - Frequency of assignments: 3-5 days per week. Time required to complete daily assignments: 30-60 minutes.\*

Grades: 6-8 - Frequency of assignments: 3-5 days per week. Time required to complete daily assignments: 45-60 minutes.\*

Grades: 9-12 - Frequency of assignments: 3-5 days per week. Time required to complete daily assignments: 60-150 minutes.\*

\*Daily assignments for independent skill practice for new learning should range from 15-18 minutes per subject.

## **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.

The grading scale for all schools in the district shall be as follows.

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

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

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

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

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

## 5.19—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

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.

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

### **Definitions:**

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

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

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

### ACADEMIC REQUIREMENTS: 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 the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of

which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.

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

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

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

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

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

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

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

### **ARKANSAS ACTIVITIES ASSOCIATION**

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



## **5.19.2—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 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 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) 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; 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.

## **ARKANSAS ACTIVITIES ASSOCIATION**

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

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

Students in grades 7-12 who take advanced placement courses, International Baccalaureate courses, 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.

## **HONOR'S PROGRAM**

Students who have successfully completed the Smart Core/College Preparatory Curriculum required by the Arkansas Department of Education will be ranked according to the following criteria:

Special Honor Graduate – Students must have a cumulative GPA in the range of 4.000 to 3.500 or higher overall AND have met the Honor requirements listed below to be designated as a Special Honor Graduate.

Honor Graduate – Students must have a cumulative GPA in the range of 3.499 to 3.000 AND have met the Honor requirements listed below to be designated as an Honor Graduate.

### **Specialized Honor Graduates and Honor Graduates must meet the following criteria:**

- Score at proficient or above on the State Literacy Examination administered to juniors. (Starting with the graduating class of 2015)
- Score at proficient or above on the End of Course Algebra and Geometry exams (Starting with the graduating class of 2017).
- Score a composite score of 19 or above on the ACT (Starting with the graduating class of 2014)
- Complete at least one Pre-AP or AP each high school year. (Starting with the graduating class of 2017).
- Complete 4 credits of Science courses
- Complete 4 credits of High School Level Mathematics with at least one course beyond Algebra II.

Regular Graduate- This group will consist of all remaining students. Rankings will be based only on their GPA.

\*The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12).

## **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 five (5) 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, graduation, or credits.

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.

#### **5.26.1—ALE Program Evaluation**

The ALE program shall be evaluated at least annually to determine its overall effectiveness. The evaluation shall specifically address how the use of ALE funds is in alignment with the district's ACSIP in addressing identified achievement gaps and student performance deficiencies.

#### **5.27—ENGLISH LANGUAGE LEARNERS**

The district shall utilize the special needs funding it receives for identified English Language Learners on activities, and materials listed in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

The expenditures of ELL supplemental funding shall be evaluated at least annually to determine their overall effectiveness. The evaluation shall specifically address how the use of ELL funds is in alignment with the district's ACSIP in addressing identified achievement gaps and student performance deficiencies.

#### **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).

## **MEDICAL HOMEBOUND**

Any student may request homebound services if illness or injury prevents them from attending school for more than five (5) days.

### **Procedure**

1. Contact your principal.
2. Bring a letter from your doctor stating the nature of your illness or injury and the approximate amount of time you expect to be out of school. The school district reserves the right to request a second opinion.
3. When students are ready to begin homebound services, the parent or student must contact your principal.
4. Principal contacts central office for approval. Principal contacts classroom teachers to notify them of the possible homebound.
5. Principal contacts homebound teacher.
6. The homebound teacher will make contact with student and set up a schedule. Weekly tutoring sessions are expected to be a minimum of four (4) hours, two (2) hours twice weekly.
7. If the student or teacher cannot keep an appointment, contact must be made before the end of the school day, by the party that is not able to keep the appointment. This will be an excused absence. Any absence would convert to a zero for all the work due. This would be counted as an unexcused absence.
8. Classroom teachers will provide assignments for homebound students. If the classroom would like for the homebound teacher to grade the assignment they must provide a teacher to grade the assignment, they must provide a key. Assignments must be turned back to teachers weekly for progress updates.
9. The homebound teacher will make assignments based on the work given by the classroom teacher. The homebound teacher will set a time limit on how long a student has to complete an assignment by the set time; the homebound teacher has the authority to assign a grade of zero which would be averaged into the final grade.
10. The homebound teacher will be responsible for picking up and returning all assignments. The homebound teacher will make every attempt to limit all extra work on behalf of the regular classroom teacher.
11. If the homebound student has to remain home for more than four (4) weeks, a second letter from the doctor will be needed for services to continue after review by the school district's nurse who recommends continuation of services.
12. Any student receiving homebound services will not be able to attend extracurricular school functions.
13. Homebound services will take place on the school campus designated by the principal.
14. Special Education:
  - a. Special Education students must receive homebound by a certified Special Education staff/designee.
  - b. Special Education students must have all due process completed before services can begin. A Special Education Committee can determine if additional homebound time is necessary.

## **NEW STUDENTS TO THE DISTRICT**

Credits earned at other districts are not transferable to the advanced program at Osceola High School, with exception of AP courses. However, regular academic credit will be awarded. Transfer students may complete OHS advanced requirements as follows:

1. Entering freshmen and sophomores must meet our entire policy;
2. Entering juniors must meet our policy but are only required to complete a total of eight advanced credits (with six being from the Specialized Advanced Course list);
3. Entering seniors must meet our policy but are only required to complete a total of four advanced credits (with three credits being from the Specialized Advanced Course list);
4. Transfer students with AP courses from another school will get credit for Specialized advanced Courses and,
5. In order to be considered for Valedictorian or Salutatorian, a student must meet all requirements for graduation AND attend the LAST FOUR semesters at OHS.

GPA calculation for students who move into the district with Algebra I will be based on the math credits received in grades 9-12.

Students in Osceola School District are required to obtain a minimum of 22 credits and meet state graduation requirements in order to graduate.

All students in grades nine through twelve (9-12) shall be required to schedule and attend a full school day.

### **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.

Parents wishing to speak to their children 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.