

FOREMAN JUNIOR / SENIOR HIGH SCHOOL

MISSION STATEMENT:

We are focused on reaching our goals by providing opportunities for students to be successful. Foreman High School is dedicated to developing students' individual talents, critical thinking skills, and technology skills to prepare them for the changing world. Continuous commitment to improvement ensures students will be well-rounded, self-directed, life-long learners. By collaboratively promoting high expectations, stakeholders share in the responsibility of making certain that ALL BELONG, ALL TEACH, ALL LEARN, AND ALL SUCCEED.

MOTTO: Forming a
 Habit of
 Success

DISTRICT VISION: "WE ARE GATORS"

Guaranteed a safe and positive school environment
Always focusing on quality teaching and learning
Trying to improve our school, staff, and students
On the path to college and career readiness
Reaching out for parent and community involvement
Success driven everyday
! Emphasizing effort in all we do

SCHOOL COLORS- Maroon & White

SCHOOL MASCOT- Alligator

ALMA MATER

God bless ole Foreman High, Around the campus, though the
buildings,
It's as good as the best and To the flag
Better than the rest, with That's up above

School that we love,

Its principles and morals
High throughout.

God Bless ole Foreman High
The school we love.

**FOREMAN SCHOOL DISTRICT
SCHOOL CALENDAR
2014-2015**

August 18	Student's First Day of School
September 1	Labor Day Holiday
October 13	Fall Break
October 16	End of 1 st Nine Weeks (42 days)
October 28	Parent /Teacher Conference
November 24-28	Thanksgiving Break
December 19	End of 2 nd Nine Weeks (41days)
December 22-January 4	Christmas Break
January 5	First Day of 2 nd Semester
January 19	Martin Luther King, Jr. Holiday
February 16	Presidents' Day Holiday
March 13	End of 3 rd Nine Weeks (48 days)
March 23-27	Spring Break
April 3	Good Friday
April 7	Parent/Teacher Conferences
May 4	Weather Day
May 25	Memorial Day Holiday
TBA	K and 6 th Grade Graduation
May 29	Senior Graduation
May 29	End of 4 th Nine Weeks (47days)
May 29	Last Day of School

HANDBOOK COMMITTEE:

STAFF

**Kim Cody, Principal
Charlotte Leon
Kamille Davis
Lisa Frady**

STUDENTS

**Jaron Baker
Jensen Adcock**

PARENT/COMMUNITY

**Sherri Frye
Margaret Haywood**

EQUAL EDUCATIONAL OPPORTUNITY

No student in the Foreman School District shall, on the grounds of race, color, religion, nation 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.

FOREMAN SCHOOL DISTRICT

ADMINISTRATION:

George KennedySuperintendent

Kim Cody.....High School Principal

Pat Tankersley.....Elementary Principal

COUNSELORS:

Charlotte LeonHigh School

Kathy Hadaway.....Elementary

BOARD OF TRUSTEES:

Elbert Bradley.....President

Shane Mears.....Vice President

Don Way.....Secretary

Anita Carver.....Member

Will Segraves.....Member

**FOREMAN JUNIOR/SENIOR HIGH SCHOOL
STAFF**

Broomfield, Shirley.....	Art/G.T./History
Cooper, Darren.....	Music/Band
Corbell, Hunter.....	Coach/History
Cowling, Denzil.....	Athletic Dir/Coach/Health
Cox, Samantha.....	Math
Davis, Kamille.....	Science
Frady, Lisa.....	AP Biology/Math/Yearbook
Gauldin, Traci.....	English
Gross, Robyn.....	Special Education
Hall, John.....	History/Coach
Hall, Lacy.....	English/Coach
Kent, Tracie.....	Librarian
McMillan, Richard.....	PE/Coach
Sierra, Michael.....	Math
Smith, Karen.....	English/Drama/Journalism/Speech
Stone, Jake.....	Voc. Agri
Turner, Abbye.....	FACS
Wade, Gail.....	English
Wade Kelly.....	Special Education
Walker, Leslie.....	Science
Young, Alice.....	Math
Young, Michelle.....	Business

Christy Whisenhunt.....	Instructional Facilitator/Federal Programs
Arnetha Hardwick.....	Nurse
Michelle Oglesby.....	Digital Learning
Jackie Cox.....	ILC
Viola Moore.....	Secretary

TEACHER INSTRUCTIONAL DAY SCHEDULE

The regular instructional day begins at 8:00 a.m. Teachers will arrive at school by 7:40. Teachers may leave the campus at 3:40 p.m. From 3:15 p.m. until 3:40 p.m. is to be used for tutorial, meetings, lesson plans, or working in the classroom.

TEACHERS' MEETINGS

Teachers' meetings will be the first morning of each work week. The meeting will begin at 7:30 a.m. If you have an agenda item, please submit it to the principal.

2014-2015

CLASS SPONSORS

SEVENTH GRADE:

K. Davis, D. Cowling, R. Gross, S. Broomfield

EIGHTH GRADE:

M. Sierra, A. Young, T. Kent

NINTH GRADE:

T. Gauldin, S. Cox, J. Stone

TENTH GRADE:

L. Walker, A. Turner, L. Hall, J. Hall

ELEVENTH GRADE:

L. Frady, G. Wade, M. Young, H. Corbell

TWELFTH GRADE:

K. Wade, D. Cooper, K. Smith

CLUB SPONSORS

Band Council.....	Darren Cooper
Cheerleaders, Junior High.....	Cindy Grant
Cheerleaders, Senior High.....	Robyn Gross
Drama.....	Karen Smith
FBLA.....	Michelle Young
FCA.....	Traci Gauldin
FFA.....	Jake Stone
FCCLA.....	Abbye Turner
Homecoming.....	Karen Smith
Key Club.....	Charlotte Leon
Library.....	Tracie Kent
NHS.....	Michael Sierra
Science Club.....	Leslie Walker
Prom.....	Junior Sponsors
Student Council.....	Kamille Davis
Yearbook.....	Lisa Frady

**2014-2015
Bell Schedule**

7:55 am.....	1st Bell
8:00 - 8:45.....	First Period

8:50 - 9:35.....	Second Period
9:40 -10:25.....	Third Period
10:30 -11:15.....	Fourth Period
11:20 -11:50.....	Junior High Lunch
11:55 -12:40.....	Junior High Fifth Period
11:20 -12:05.....	High School Fifth Period
12:10 -12:40.....	High School Lunch
12:45 - 1:30.....	Sixth Period
1:35 - 2:20.....	Seventh Period
2:25 - 3:15.....	Eighth Period

*Buses Leave at 3:15 p.m.

GENERAL INFORMATION

It shall be the policy of the Foreman 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.

RESIDENCE REQUIREMENTS

Definitions:

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

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

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

The school of the district shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the district and to all persons between those ages who have 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 a 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 by A.C.A 6-18-203, a child or ward of an employee of the district or of the educational coop to which the district belongs may enroll in the district even though the employee and his/her child or ward resides outside the district.

NOTE: Residency requirements of homeless students are governed by policy 4.40 - Homeless Students. Residency requirements governing foster children are governed by policy 4.52- Students Who are Foster Children.

COMPLAINTS

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

The board formulates and adopts policies to achieve the district's vision and elects a Superintendent to implement its policies. Individuals with complaints concerning personnel, curriculum, discipline, coaching, or the day to day management of the schools need to address those complaints in the following sequence: 1. Teacher, coach, or other staff member against whom the complaint is directed. 2. Principal. 3. Superintendent.

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

Unless authorized by the board as a whole for a specific purpose, no individual board member has any authority when acting alone. District constituents are reminded that the board serves as jury in matters regarding student suspension initiated by the Superintendent, expulsion, & personnel discipline.

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 1st of the year in which they are seeking initial enrollment. Any student who has been enrolled in 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 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 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
 - 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 reverses 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 (rubella) 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 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 purpose 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 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 the 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 that 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 legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

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 case worker 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.

HOMELESS STUDENTS

The Foreman 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 local 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 home less child. (For the purpose of this policy "school or 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 parents 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 purpose 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 the 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 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 housing, bus or train stations, or similar settings; and includes
- d) Are migratory children who are living in circumstances described in clauses a)-c).

PLACEMENT OF MULTIPLE BIRTH SIBLINGS

The parent, guardian or other person having charge or custody of multiple birth siblings in grades Pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings request 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 teachers 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 siblings' assigned classroom environment
 - 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 classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

SCHOOL CHOICE

Standard School Choice

Definition:

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

School Choice Transfers Out of the District

The district shall date and time stamp all applications for school choice to transfer out of the district as they are received in the district's central office. By August 1, the district shall approve all such applications unless the approval would cause the district to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the

previous year's student enrollment. By June 1 of each year, the ADE shall determine and notify the district of the net number of allowable choice transfers. For the purpose of determining the three percent (3%) cap, siblings are counted as one student.

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

Any applications for transfer out of the district that are denied due to the three percent (3%) limitation cap shall be given priority for a choice transfer the following year in the order in which the District received the original 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, the requirements, and the 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 parents 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 shall date and time stamp all applications as they are received in the district's central office. Applications postmarked or hand delivered on or after June 2 will not be accepted. Statutorily, preference is required to be given to siblings (as defined in this policy) of students who are already enrolled in the district. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

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

Accepted Applications

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

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

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 or reasons for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the district.

SCHOOL CHOICE CAPACITY RESOLUTION

Whereas:

- The Board of Directors of the Foreman School District has approved by a vote of the board, the following capacity resolution for school choice applicants for the 2014/2015 school-year under the provisions of policy 4.5—SCHOOL CHOICE and applicable Arkansas law.
- Applicants, whose applications meet the provisions of policy 4.5—SCHOOL CHOICE, will be sent a provisional acceptance notification letter which will give instructions on the necessary steps and timelines to enroll in the district. Provisional acceptance shall be determined prior to July 1 with a final decision to be made by August 1 based on the district's available capacity for each academic program, class, grade level, and individual school.
- Applications that are not received on or before June 1, are to a student's resident district that has declared itself exempt due to an existing desegregation order, or, the acceptance of which would exceed the applicant's resident district's statutory limitation on student transfers out of its district will not be accepted.
- The district reserves to itself the ability to determine, based on an examination of student records obtained from the prior district, and other information, whether any student would require a different class, course or courses, program of instruction, or special services than originally applied for; If such an examination determines that capacity has been reached in the appropriate class, course or program of instruction, or that additional staff would have to be hired for the applicant, the district shall rescind the original provisional acceptance letter and deny the Choice transfer for that student.
- The district reserves to itself the ability to decline to accept under school choice any student, whose acceptance would require the district to add additional staff, for any reason.

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 academic distress or facilities distress may transfer under the provisions of this policy, but with the four (4) following differences.

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

Opportunity School Choice

Transfers Into or Within the District:

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

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

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

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

If the district rejects the application, the district shall state in the notification letter the specific reasons for the rejection. A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the district's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail,

return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the district.

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

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

Transfers out of, or within, the District

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

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

Compulsory Attendance

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (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 vocation-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).

TRANSFERS

The Foreman District shall review and accept or reject requests for transfers, both into and out of the district, on a case-by-case basis.

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 the 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.

HOME SCHOOL

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 parent choose to home school. More information is provided in Board Policy regarding Home School.

EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

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

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

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

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

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

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one 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 (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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

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

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

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

INSURANCE

School insurance is provided for each student. Our insurance policy is a limited coverage and will pay only after your personal insurance has paid. Our policy will not cover 100% of the remaining bill only a portion of what is reasonable and customary. Forms may be obtained in the High School Office. Any and all claims must be filed within 90 days of the injury.

ABSENCES

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

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

Excused Absences

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

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

returned from deployment to a combat zone or combat support posting. The number of additional absences shall be at the discretion of the superintendent or designee.

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

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

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

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with (4) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student

When a student has (2) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absences occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds (4) unexcused absences in a semester, the district shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

Days missed due to out-of-school suspension or expulsion shall **not** be unexcused absences. The district shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and

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

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

ADMIT SLIPS

If a student is absent from school for any reason they are to go to the office for an admit slip on the morning they return. The student should have a Dr. or parent note with them when they return to school. They are to get their admit slip before the first period bell rings at 8:00.

TARDIES

Promptness is an important character trait that district staff is encouraged to model and help develop in our school's 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.

A student that is more than five (5) minutes late to a forty-five (45) minute class is considered absent from that class.

CLOSED CAMPUS

All schools in the district shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by a school official. Students must sign out in the office upon their departure. Students will not be allowed to go with parents/guardians to lunch. Meals may not be delivered to students.

ORGANIZATIONS/EQUAL ACCESS

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

- 1) The meeting is to be voluntary and student initiated
- 2) There is no sponsorship of the meeting by the school, the government, or its agents or employees
- 3) The meeting must occur during non-instructional time

- 4) Employees or agents of the school are present at religious meetings only in a non-participatory capacity
- 5) The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- 6) Non-school 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 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.

MAKE-UP WORK

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

1. Students are required to ask teachers for their assignments on their first day back at school
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students, not teachers, are responsible for asking for make-up work.
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 or receive a zero.
6. Out-of-school suspension student's make-up work will not exceed credit of 70%. All make-up work is due two days following the student's return.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day an assignment is due must turn in their work the day they return to school.
9. Individual Education Program or 504 Plans will be taken into consideration.

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.

COLLEGE DAYS:

Senior students will be allowed one (1) day per term/semester during the school year and juniors will be allowed (1) day per year. An approved college day will be a school related absence and not count against the student's attendance. In order to receive a college day, a senior student must meet the following requirements.

1. The junior or senior student must have an over-all 2.0 G.P.A.
2. The junior or senior student must have a signed permission slip from their parent/guardian turned in to the principal for approval, two (2) days prior to the college visit.
3. The college day must be pre-approved with the college or institution before scheduling a college day visit.
4. The junior or senior student must return to school with written proof or a statement form from the college or institution visited.
5. College Days **may not be taken** during scheduled testing.
6. Assignments due on the day of the college day visit must be completed before the absence or turned in the day the student returns or at the teachers discretion.
7. If a student fails to do the required work, he/she will receive zeros for the missed day(s).

ACTAAP DAYS

ACTAAP Days are earned by students scoring proficient and advanced on his/her state tests. A maximum of three (3) days can be earned by the student.

To schedule an ACTAAP Day a student must

1. Notify the office by 8:00 a.m. the day before the ACTAAP day is taken
2. Pick up a voucher to be signed by each of their teachers the day before the designated ACTAAP day.
3. Return voucher with parent signature to the office when they come back to school for admit.
4. May not be taken during ISS or OSS days.

If these steps are not followed, the student will be counted as absent instead of "school business."

**Students are not permitted to schedule ACTAAP days during the weeks of final exams or on days State Tests are scheduled.

PRIVACY OF STUDENT'S RECORDS/DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students' educational records are available for inspection and copying by the parents of any student who is under the age of eighteen (18), at or after as student is age eighteen (18) the right to inspect and copy a student's record transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's educational 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 educational records to any agency or individual not authorized by law to receive and/or view the educational records without prior parental permission. The district shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information (hereinafter "PII") from the educational records of each student. Disclosure of educational 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 educational 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 discipline 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 educational 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 personally 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 Foreman 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 that 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 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. 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 annual yearbooks and graduation announcements. "Directory information" includes a student's name, address, telephone number, 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 educational records except when used in conjunction with one or more factors that authenticate the user's identity, such 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 registration packet or in the office and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

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

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

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

INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY

Definition

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

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

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

Technology Protection Measures

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

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

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

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

Internet Use and Safety

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

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

Misuse of Internet

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

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

INTERNET USE and ELECTRONIC DEVICE AGREEMENT

****A copy of the Internet Use Agreement will be included in the student registration packet for the student and parent/guardian to sign. The agreement will be housed in their student file in the office.

The Foreman School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply

whether the access is through a district or student owned electronic device: (as used in this Agreement, “electronic device” means anything that can be used to transmit or capture images, sound, or data):

1. Conditional Privilege: The Student’s use of the district’s access to the internet is a privilege conditioned on the student’s abiding to this agreement. No student may use the district’s access to the internet whether through a district or student owned electronic device unless the student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District’s Internet access for educational purposes only. In using the internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any internet use rules instituted by 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 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 illegal activity, including computer hacking and copyright or intellectual property law violations
 - d. making unauthorized copies of computer software
 - e. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member
 - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others
 - g. posting anonymous messages on the system
 - h. using encryption software
 - i. wasteful use of limited resources provided by the school including paper
 - j. causing congestion of the network through lengthy downloads of files
 - k. vandalizing data or another user
 - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks
 - m. gaining or attempting to gain unauthorized access to resources or files
 - n. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization
 - o. invading the privacy of individuals
 - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student’s academic endeavor. Personally identifying information includes full names, address, and phone number.

- q. using the network for financial or commercial gain without the districts 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 app
5. Liability for debts: Students and their consigners 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.

USE OF COPYRIGHTED MATERIALS

Use of Copyrighted Work in Face-to-Face Classroom

The Board of Education encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted

materials, the Superintendent, or designee, will provide district personnel with information regarding the “fair use” doctrine of the U.S. Copyright Code as detailed in the “Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals” and “Guidelines for Educational Uses of Music.”

Use of Copyrighted Works in Digital Transmissions

Definitions

“Class session” means the length of time provided for students to access the materials necessary for the completion of course assignments and tests. Depending on the copyrighted work's overall importance to the course, which can vary from a single assignment to an entire course focusing on the copyrighted work, the class session will end on:

- The date set by the teacher for an assignment to be submitted; or
- The date on the school calendar for the end of classes.

“Course packs” are premade compilations of book excerpts; newspaper, magazine, and journal articles; and instructor-authored materials.

"Mediated Instructional activities" includes textbooks, workbooks, and course packs.

“Transmission” is the remote accessing, whether on or off campus, by students of a copyrighted work by means of a closed circuit television, an educational television channel, or in a digital format on a password protected secure webpage.

The district recognizes that advances in technology have resulted in the need for guidelines for the use of copyrighted materials that are transmitted to students through a digital network. While the requirements to use a copyrighted work in a digital transmission have many similarities to those required to use a copyrighted work in a face-to-face classroom, Federal law places several additional requirements on the district’s teachers, IT staff, and librarians for the use of a digitally transmitted copyrighted work. The district is dedicated to providing the tools necessary for teachers, IT staff, and librarians to meet these additional Federal requirements.

The district shall make sure the server where materials are stored is secured, whether the server is located locally or remotely.

The district’s Informational Technologies staff shall develop the proper protocols and train teachers on their use in order to ensure:

1. The transmission of the copyrighted work is limited to only the students enrolled in the course
 - Each student shall have a unique ID and password for accessing digital courses/materials; or
 - Each course shall have a unique password to access course materials; and
 - The password to access the course materials shall be changed immediately following the close of the course.

2. To prevent students from retaining or further disseminating the copyrighted work for more than one class session
 - The print function will be disabled
 - A transparency shall be placed over any literary work, sheet music, or photograph
 - Audio and video transmissions will be set to be streamed; and
 - The link to the webpage with a copyrighted work shall be deactivated at the end of the applicable class session.

Teachers who wish to provide copyrighted works to students through a digital transmission as part of a digital course as well as teachers wishing to supplement a face-to-face classroom course with a digital transmission must meet applicable copyright statutes and policy 5.11—DIGITAL LEARNING COURSES as well as the following requirements in order to use a copyrighted work:

- A. The use of the copyrighted work(s), whether in whole or in part, must be a part of regular classroom instruction and must be directly related and of material assistance to the course content;
- B. The extent of a copyrighted work that is used must comply with one or more of the following criteria:
 - The entirety of a non-dramatic literary or musical work may be used. A non-dramatic literary work includes poems and short stories. A non-dramatic musical work covers all music that is not part of an opera or musical and does not cover the use of the music video format of a song.
 - Dramatic literary and musical works as well as videos may only be used in limited portions. Dramatic literary and musical works may only be used in the same amount as set forth in the requirements for a face-to-face classroom while videos, including music videos, may only have the portion used that is directly related to the subject of the class session and may not be transmitted in their entirety.
 - Still images or slides that a teacher would have used in the ordinary course of a face-to-face classroom session on a projector or a transparency may be used in a transmission.
 - Works primarily produced or marketed for use in the digital education market may not be transmitted.
 - Works the teacher had knowledge or reasonably believes to be unlawfully made or acquired may not be used.
 - Mediated Instructional activities may not be transmitted.
- C. A statement that works may be subject to copyright shall be placed in at least one of the following areas to provide notice to students of copyright status:
 - Course syllabus
 - Home webpage for the course
 - Webpage for the particular class session; and/or
 - Webpage with the copyrighted work.

The teacher and the district librarian shall work together when making digital copies of copyrighted work from physical or analog versions and shall fulfill the following requirements:

- I. The amount converted is only the amount allowed by law; **and**
- II. The district has no digital copy of the copyrighted work available; **or**

III. The district's digital copy of the copyrighted work that is available has technological protections that prevent the use of the copyrighted work in the manner prescribed by law.

The district will not be responsible for any employee violations of the use of copyrighted materials.

WEB SITE PRIVACY POLICY

The Foreman School District operates and maintains a web site for the purpose of informing the citizens of the district about its activities. The web site does not use "cookies" for ISP addresses to collect or retain personally identifying information about visitors to its web site nor is any such information given to "third parties". Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors. The site serves no commercial purpose and does not collect any information from individuals for such purpose.

Photographs of students, when associated with the student's name, shall not be displayed on any page of the district's school web site without the prior written consent of the parent (or the student if 18 or older).

The site provides for email communication between district and individuals for the purpose of exchanging information regarding the district and its activities or between teachers and their students. The site may also provide password-protected communication between the district and its staff.

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. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the district's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Material may not be forbidden if the offensive portions may also be found in material that is made available to students through school facilities, i.e. the school library or course work.
3. The material shall not be critical of school or administration personnel if there is a reasonable forecast that such criticism will result in a disruption of normal school operations.
4. Prohibited publications include:
 - a. Those that are obscene to minors as defined by state law

- b. Those that are libelous or slanderous, as defined by state law, including material containing defamatory falsehoods about public figures or government officials, which are made with knowledge of their falsity or reckless disregard of the truth
- c. Those that constitute an unwarranted invasion of privacy as defined by state law;
- d. Publications that so incite students as to create a clear and present danger of the commission of unlawful acts on the school premises.
- e. The violation of lawful school regulations
- f. The material and substantial disruption of the orderly operation of the school
- g. 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 plus they shall:

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

Student Distribution of Non-school Literature, Publications, and Material

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or material (hereinafter "non-school 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 non-school materials shall have school authorities review their non-school materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertised 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 non-school materials.

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression
2. Be uniformly applied to all forms of non-school materials
3. Allow no interference with classes or school activities
4. Specify times, places, and manner where distribution may and may not occur; and

5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations

6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than two (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 time lines for the review of materials.

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 the current court orders granting visitation may eat lunch, volunteer in the 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 a 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, 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 student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of states social services or an agent of a court 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 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.

VISITORS TO THE SCHOOLS

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit district schools. For the protection of all students and 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, **sign in, and receive a visitor's badge**. 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 in individual class rooms 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 office.

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

STUDENT VISITORS

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

DISCIPLINE

The Foreman 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 Foreman 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.

Note: Consequences of the district's code of student conduct will range from a minimum of reprimands/conferences to a maximum of expulsion.

CORPORAL PUNISHMENT

The Foreman 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 licensed staff member employed by the district.

BUS TRANSPORTATION POLICY

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. The driver of a school bus shall not operate the school bus until every passenger is seated.

Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent or legal guardian.

State transportation regulation must be observed at all times. In addition, because of dangers or inconveniences involved, the following local regulations are in effect:

- 1) Students must report directly to the loading zone, located by the cafeteria when school is dismissed,
- 2) Students are expected to behave properly while riding a bus. Any student not behaving properly may have his/her privileges revoked and/or be disciplined by the principal
- 3) The use and/or possession of tobacco products is not allowed on the bus
- 4) Students must remain seated while the bus is in motion. Students are not to put any part of their anatomy out of the window of the bus
- 5) Students are not to deface the bus or any school property
- 6) Students are not to request to be let off at any place other than their regular stop
- 7) Visitors are not allowed on the buses unless except in the event of an emergency
- 8) Load and unload buses as instructed by the driver

9) Act 814 makes it a misdemeanor for students or adults to threaten or use abusive language to a school bus driver in the presence of students.

“Consequences for bus rider violations are listed in the “Code of Student Conduct.”

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 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.

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 gesture, 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.

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 accepted.

A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, nun chucks, 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.

TOBACCO AND TOBACCO PRODUCTS

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a district school, including school buses owned or leased by the district, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures. With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

DRUGS AND ALCOHOL

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the 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 Foreman 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.

GANGS AND GANG ACTIVITY

The board is committed to ensuring a safe 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.

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 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 damaged 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 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, personnel, 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 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 transmissions, 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, and/or
10. Threats of harm to student(s), possessions or others
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example:”Slut”) or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: “You are so gay,” “Fag”, “Queer”).

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be 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 which if allowed to continue would constitute bullying, shall report the incident(s) to the principal.

Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

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

Notice of what constitutes bullying, the district’s prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria,

restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Copies of this policy shall be available upon request.

STUDENT SEXUAL HARASSMENT

The Foreman 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 or 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 would be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, request 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 as 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.

POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

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

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

electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

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

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

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

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

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

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

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

Additional Usage

Students will be allowed to use cell phones before the morning bell at 7:55 a.m. and after the last bell in the afternoon at 3:15 p.m. Students will also be permitted to use their cell phones outside during their lunch periods. Students will be allowed to have their phone in their possession as long as it does not interfere with the positive and orderly environment of the classroom.

LASER POINTERS

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from any school-sponsored activity; 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.

SUSPENSION FROM SCHOOL

Students who are not present at school cannot benefit from the educational opportunities the school environment provides. 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 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) or legal guardian(s) prior to the suspension. Such notice shall be handed to the parent(s) or legal guardian(s) or mailed to the last address reflected in the records of the 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, voicemail, or text message
- An email address
- A regular first class letter to the last known mailing address

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

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

During the period of their suspension, students serving in-school suspension shall not attend any school-sponsored activities during the imposed suspension no shall the student participate in any school-sponsored activities. Failure to follow this policy will result in additional days of suspension added onto the original suspension.

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.

EXPULSION

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

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the district's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the board and student may agree in writing to a date not conforming to this limitation. The President of the Board, Board Attorney, or other designated board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel.

The hearing shall be conducted in open session of the board unless the parent request that the hearing be conducted in excessive 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, which 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 of 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 weapon 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 was initiated because the student possessed a firearm of other prohibited weapon on school property regardless of the enrollment status of the student.

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 a 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 Service 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 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 designees, and leave both a day and an after-hour telephone number.

SNIFF DOGS: (Search & Seizure)

1. No Arkansas case has been litigated in the federal court, the Eighth Circuit Court of Appeals, or United States Supreme Court on “sniff dog” searches.
 2. “Sniffing” by trained dogs in public hallways or autos in public lots is not a search. (The Fourth Amendment requirements do not apply).
 3. “Sniffing” of a student/person is a search and the legality of such sniffing can only be defended if there is reasonable suspicion that the search will produce evidence that the student is violating the law or school rules.
- 1st Offense Consequence: Use only if there is reasonable suspicion. If drugs or contraband material are found, student will be subject to school discipline policies and guidelines.

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 ___ 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.

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 designated area 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 must fill out and turn in a vehicle registration form. They will also be required to purchase a vehicle identification tag for ten (\$10.00) dollars. When parked on campus, the tag must be visible be either hanging on the rearview mirror or placing on the dash of the registered vehicle. When driving a temporary vehicle, place the tag accordingly in the vehicle and let the office know how long you will be driving the vehicle. In the event that a new vehicle is purchased, a complete re-registration will be required. Renew yearly.

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. In the course of a violation, law enforcement will be notified.

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.

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 blood borne, 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.

STUDENT MEDICATIONS

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied

by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

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. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

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

Option One

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

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

Option Two

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

Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes **only** to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is **not** an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and

extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall **not** be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

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

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an rescue inhaler or auto-inject able 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 rescue inhaler or auto-inject able epinephrine, or both does not require him/her to have such on his/her person.

The parent or guardian of a student qualifies under this policy to self-carry a rescue inhaler or auto-inject able 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 in having a life-threatening anaphylactic reaction.

Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the

school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her epinephrine auto-injector or the nurse is unable to locate it.

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

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

GLUCAGON ADMINISTRATION

*A copy of Form 4.35F3 will be included in the Medical Information Requirements of the Student Registration Packet.

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.

MEDICATION SELF-ADMINISTRATION CONSENT FORM

*A copy of Form 4.35F2 will be included in the Medical Information Requirements of the Student Registration Packet.

This 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-inject able epinephrine for a student's self-administration shall be supplied by the student's parents 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, accompanying the medication shall state the purpose for the medication, it's possible side effects, and 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.

EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM

*A copy of Form 4.35F4 will be included in the Medical Information Requirements of the Student Registration Packet.

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 IEP 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-inject able 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.

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.

MEDICATION ADMINISTRATION CONSENT FORM

*A copy of Form 4.35F will be included in the Medical Information Requirements of the Student Registration Packet

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 warning.

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.

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.

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.

AIDS GUIDELINES

Because of the changing nature of the problem of AIDS, the Foreman School District chooses not to adopt a policy, but rather to establish and rely on the following administrative guidelines:

All cases are decided on an individual basis. The name of the child is not to be revealed except to those involved in the decision as to whether or not school attendance is appropriate.

Upon notification that a student with AIDS is enrolled or about to enroll, the Board of Education is notified and the Arkansas Department of Education AIDS Advisory Committee is notified. A panel is convened to examine the information about the case. The panel consists of the superintendent, principal, the student's school counselor(s), the student's teacher(s), the school nurse, the student's parents and physician, and personnel from the County Health Department and AIDS Advisory Committee.

School district personnel rely on medical personnel to determine whether the student's presence in school is likely to pose a threat to other students. Medical personnel rely mainly upon the guidelines of the Centers for Disease Control. If it is determined the student is not a likely threat to other students, he/she is allowed to attend. School district personnel will request the assistance of the Arkansas Department of Health, the Arkansas Department of Education AIDS Advisory Committee and other groups of individuals knowledgeable in the handling of such cases. Staff development and student awareness of AIDS will be provided as the need arises. The content of such programs, if needed, will be tailored to the various audiences and will be based on the latest information.

Due to public concern regarding AIDS, should a case be reported and/or made public, the superintendent is the only member of the district staff authorized to discuss particular cases(s) with the media.

CRISIS MANAGEMENT PLAN

We have crisis intervention plans for the following reasons:

Fire, tornado, emergency evacuation, death, suicide, and active shooter on the school campus.

1. The school has a Safety Team consisting of the principal, counselor and teachers
2. Plans are posted in every classroom, office area, etc.
3. All crisis intervention plans and drills are practiced throughout the school year with students and teachers

4. All crisis intervention plans and information are disseminated in faculty meetings, students meetings at the beginning of the year, and printed in the student handbook
5. Planning meetings involving community and personnel occur annually.

EMERGENCY DRILLS

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

The district shall conduct an active shooter drill and school safety assessment for all district schools in collaboration, with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is appropriate to the age of the student and grade configuration of the school.

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 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.

Fire drills or drills that cause students to exit the building(s):

The signal for exiting the building will be three short rings of the bell. Students should leave the building quickly and quietly. Students are to collect their bags and/or purses and follow teacher instructions. Students are to report to the assembly area and remain orderly and quiet in order that the teacher can check the roll and give additional instructions. Instructions for leaving rooms are posted in each room.

Tornado drills, or drills that cause students to remain in the building(s):

One long bell accompanied by a verbal announcement, if possible, will indicate a tornado drill. Students will be assigned areas to report by their teachers. Students are to follow the instructions and remain quiet for instructions. Instructions for reporting to designated areas are posted in each room.

**It is important, during drills that students and teachers take them seriously. A drill may not be a drill. Key to safety is an orderly group of students and teachers, listening for instructions, and following outlined procedures.

Emergency lock down

No students or teachers shall be out of the assigned building(s). The campus administrator and/or designee are the only ones allowed to move about the campus and then only for security purposes. There may be cause for a lock down to be confined to classrooms. When a classroom lock down is announced, rooms are to be locked and no one leaves or enters the room, exceptions are administrators or designees. Students are to be kept away from the door and any outside windows.

A classroom lock down is the most serious type and must be managed with the utmost care and security of the students and staff. The lock down will be maintained until an administrator or designee announces an all clear.

CAFETERIA INFORMATION

When a student arrives at school he/she may purchase breakfast. Students are not permitted to eat breakfast after 7:50 a.m. If he/she has been delayed because of a late bus, exceptions will be considered. Cost of breakfast is \$1.35. Extra milk cost .50 cents.

It is suggested that students, who eat in the cafeteria on a regular basis bring money each Monday for the entire week. Cost of lunch is \$1.85 per day. Please place money in a marked envelope designating the allocation. A good, well-balance menu is served in the cafeteria each day. The menu for the week is published in the Little River News.

CARBONATED BEVERAGES ARE NOT PERMITTED IN THE CAFETERIA WHEN MEALS ARE SERVED.

Excessive charging of meals by students or faculty will NOT be allowed! Failure to pay for charged meals will result in the student/faculty being served a sandwich and billed at the prescribed meal price. Upon full payment of past due charges the student/faculty will return to full meal status. Child Nutrition requirements allow for sandwiches and milk to be served as an acceptable meal.

SPECIAL DIETARY NEEDS POLICY

Children with food allergies or intolerance do not have a disability as defined under either section 504 of the Rehabilitation Act or Part B of IDEA; the food service is not required to make substitutions for them. However, when in the licensed physician's assessment, food allergies may result in severe, LIFE-THREATENING (anaphylactic) reactions, the child's condition would meet the definition of "disability", and the substitutions prescribed by the licensed physician will be followed.

Each special dietary request must be supported by a statement, which explains the food substitutions that is requested. A licensed physician must sign the statement. Medical statement must include: An identification of the medical or other special dietary condition which restricts the child's diet; the food or foods to be omitted from the child's diet; and the food or choice of foods to be substituted.

LIBRARY INFORMATION

All books and electronic devices are electronically checked out for a 2 week period. All material should be brought back to be renewed if more time is needed. All materials are subject to a late fee if material is not returned in specified time. No more than two books will be checked out at any time unless another book is needed for class work or projects. Special permission will be given from your teacher or librarian if this is required. Media such as **Playaway Books and Kindles** will only be checked out if a permission contract, signed by parent/guardian, is on file in the library. Computers are checked out for class work purposes and are due back in at the end of each class period.

Library Schedule:

The library is open each day from 7:30 a.m. to 3:30 p.m. Senior High days are on Mondays, Wednesdays, and Fridays. It will be available to Junior High students on Tuesdays and Thursdays. Students are allowed to visit the library before school, during lunch, and during school hours until the library closes on their given days. Any student may come to the library after school regardless of scheduled days. If a student has a special request to visit the library, please feel free to check with the librarian. English classes are allowed to visit any day of the week.

The library provides a multitude of books, magazines, pamphlets, and newspapers for study and reading appreciation. Electronic books, audio books and interactive books are available online thru our school web site at www.foremanschools.org. The username for each student is their first initial and last name (lowercase) and their password is their unique school ID number. This information can be obtained from the office or library.

Fines and lost books:

All books and materials are due back in the library within two (2) weeks of check out. A student is responsible for his/her library book or media and must pay for the lost or damaged materials. Anything outside of “normal” wear and tear is the student’s responsibility.

In order to check out a Kindle or a Playaway Book a student must have a permission contract signed by parent/guardian on file in the library, all materials are subject to a late fee if not returned in a timely manner. Replacement cost for a Kindle is \$154.00, a Playaway Book is \$75.00, and book replacement is \$20.00. Students are not allowed to download any materials on the electronic devices. Students who abuse library property or library rules will lose their library privilege.

Students who abuse library property or rules will lose the privilege of using the library. If a book is lost, check in the library to see if it has been turned in. A “Lost and Found” is provided for that purpose.

TEXTBOOKS

Textbooks are issued to students and become the responsibilities of the students. The textbooks are expensive and must be properly maintained. Anything outside of “normal” wear and tear is the student’s responsibility. When textbooks are assigned to students, he/she should inspect the book and report any damage to the teacher immediately in order that the student not be responsible.

Fines and/or lost textbooks:

Fines will be assessed for damaged textbook as follows:

- 1) Torn pages, .50 cents per page
- 2) Pages torn out of the text, \$1.00 per page
- 3) Cover or Spine damage, \$5.00 per cover and \$5.00 for the spine damage
- 4) Lost text or water damaged, replacement cost.

PERMISSION TO LEAVE CAMPUS

Students:

Parents/Guardians must contact the office to sign their son/daughter out of school. A contact must be over the phone or in person in the office. Should a student return to the campus the same day, he/she must check in (sign in). If you return the following school day, you must bring a parent/guardian note to the office to get an admit.

Faculty and Staff:

When leaving the campus, faculty and staff must contact the office. Contacting the office upon return is also required. Faculty or staff members that work on another campus do not have to sign out to report to another campus for a work assignment.

GUIDANCE PROGRAM

The Junior and Senior High has a counselor available to assist parents and students. The main focus of the counselor is academic counseling. Schedules, progress reports, and report cards may be discussed with the respective counselor or the building principal. Cumulative records are kept in the counselors’ offices. Transcripts, of course, are kept in the Senior High School.

Achievement test scores on the students’ academic profiles, activity records, and post-secondary plans are recorded in the counselor’s office.

This information is shared with the professional staff of the schools and, with written permission of the student, may be shared with professional persons outside the school on a referral or consultative basis. Care is taken to safeguard confidential information the school has on each of its students.

The counselor may also be contacted if you feel like your child may need emotional counseling. The counselor will also see students who request to talk to the counselor.

Progress Reports:

A progress report will be sent home for each student at the mid-point of each grading period. The progress report is to inform students and parents/guardians of how they are doing, grade wise, in their class work. If there is any question regarding a grade or grades, please contact the school for a teacher conference.

Report Cards:

Report cards will be issued following each grading period. The semester and end of the year report cards will be mailed to the parents/guardians. Should any questions arise regarding report card grades, please contact the office for a teacher conference.

Parent Conferences:

There will be one scheduled day during the fall and spring semesters for the purpose of parent/teacher conferences.

ALTERNATIVE LEARNING ENVIRONMENTS

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

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

- The team is to be comprised of the following:
 - a school counselor from the referring school
 - the ALE administrator and/or ALE teacher
 - the building principal or assistant principal from the referring school
 - a parent or legal guardian (if they choose to participate)
 - The district shall document its efforts to contact the student's parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian's

convenience, and maintain such documentation in the student's Student Action Plan (SAP).

- LEA special education/504 representative (if applicable)
- at least one (1) of the student's regular classroom teacher(s); and
- if the district so chooses, the student.

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

- a. Disruptive behavior
- b. Dropping out from school
- c. Personal or family problems or situations
- d. Recurring absenteeism
- e. For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:
- f. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- g. Abuse: physical, mental, or sexual
- h. Frequent relocation of residency
- i. Homelessness
- j. Inadequate emotional support
- k. Mental/physical health problems
- l. Pregnancy; or
- m. Single parenting.

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

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

ACTIVITY FUND MANAGEMENT

Building principals shall be responsible for the management of the student activities funds in their schools. All activity funds shall be received and disbursed through the activities bookkeeper. All expenditures from the activity funds shall be by signed checks. An approved accounting system shall be used and audited annually.

All student activity money must be deposited with the activities bookkeeper. The organizations' sponsors or treasurers may deposit and receive a receipt for the money. Withdrawals from the account may be made by presenting a requisition or written request stating the amount to be withdrawn and to whom it is to be paid; the check will then be written against this account. The sponsor and building principal must sign the requisition. An invoice, sales ticket, or signed voucher for the amount of the withdrawal must be attached to the requisition or written request disbursal will be made by check only.

FUNDRAISING

All fundraising will be limited to (2) two per year per organization or group. Any fundraising project must be approved by the building principal in compliance with ACT 525 or 1993.

CLUBS AND ORGANIZATIONS

Student clubs that provide group activities, which are in line with the education objectives of the school system, are encouraged to the extent that they contribute to the training and development of the students.

Such clubs shall be under the direction and supervision of regular school personnel and in conformity with the policies of the Board. Each club or organization should have a constitution.

NATIONAL HONOR SOCIETY SELECTION

Students may not apply for membership in the National Honor Society. Membership is granted only to those students selected by the faculty council. The faculty shall consist of five (5) voting faculty members appointed annually by the building principal.

Membership is open to juniors and seniors who have been enrolled in Foreman High School the equivalent of one semester and have a grade point average of 3.25 on a 5.0 GPA scale in the core curriculum. These students are then eligible for consideration on the basis of Leadership, Service and Character.

Students who are eligible scholastically are notified and told that for further consideration of selection into the National Honor Society they must complete the student activity information form. The student information form is then reviewed and rated by the faculty council. Each Category is rated from 0-40, 40 being superior. The faculty council then rates Leadership, Service, and Character. A total score of 90 or more will be a vote in favor of the student for membership. A student receiving 90 or more from at least three (3) committee members will be inducted into the Foreman National Honor Society Chapter.

EXTRACURRICULAR ACTIVITIES-SECONDARY SCHOOLS

Definitions:

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

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

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

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

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

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

Extracurricular Eligibility

The board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. 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 are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

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

Interscholastic Activities

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

ACADEMIC REQUIREMENTS: Junior High

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

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

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

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

ACADEMIC REQUIREMENTS: Senior High

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

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

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

ARKANSAS ACTIVITIES ASSOCIATION

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

Interscholastic Activities AAA Governed Activities

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic

activity. The district will abide by the AAA Handbook for such activities to ensure district students are not disqualified from participating in interscholastic activities.

Non-AAA Governed Activities

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

Foreman High School is a member of the Arkansas Activities Association and therefore governed by its regulations. The Mission Statement of the AAA is to approve, promote, develop and direct all interscholastic activities among its member schools, which will contribute to, or be a part of, a well-rounded and meaningful educational experience at all grade levels. The association shall strive to develop a unified and coordinated activities plan, but preserve the identity of each specific activity.

Athletics and Eligibility:

Foreman High School field's teams in football, basketball, baseball, softball, track and golf.

Athletics must maintain certain medical and academic standards in order to be eligible for interscholastic competition. Student athletes should check carefully with school officials for additional information. Students must meet AAA guidelines to be eligible for interscholastic competition each semester.

A student athlete must be in school at least four (4) consecutive periods to be a participant at an activity that day or night. If a student is too sick to come to school, he/she is too sick to participate in an activity. Foreman High School students who quit or are excluded from a program by a coach will be reassigned to another class by the principal. A student may be reconsidered for an activity with the approval of the head coach, athletic director, and principal only. If a student athlete is suspended or in ISS, he/she will not be allowed to participate in practice or game during the suspension time nor will they be allowed to attend any school functions.

Rules of Conduct for Foreman Athletes:

Foreman athletes will observe all rules established for regulating the conduct of students in the Foreman School District.

A. Practice

1. Athletes will obey all instructions given them by the coaches. Insubordination on the practice field/court will not be tolerated and will be followed by prompt disciplinary action.
2. Athletes that miss practice will have makeup work to do for conditioning. This is not punishment work and will follow any missed practice.

B. Games

1. Good sportsmanship is the essence of any athletic program and unsportsmanlike conduct will not be tolerated.

C. Spectator

1. As a spectator, athletes will conduct themselves in a manner promoting the Foreman School District. Support for the other sports is strongly encouraged.
2. Cat calls, verbal abuse of athletes, officials and spectators, and fighting will not be tolerated and appropriate disciplinary action being taken.

Disturbances during Extra-Curricular Activities

Fighting in or on Foreman School District property during extra-curricular activities will result in:

1. Immediate ejection from the property
2. Charges filed with law enforcement officials to include, but not limited to:
 - A. Disturbing the peace
 - B. Endangering the lives of other citizens.

Conduct on Trips

- A. Athletes will conduct themselves in accordance with the coach's instruction on all trips and insubordination will not be allowed. The failure to obey a coach's instruction will result in disciplinary action.
- B. The dress code as set by the Foreman School District and/or the Head Coach applies on all trips.

ATHLETIC TEAM REGULATIONS

It is our desire that every student who participates in Foreman Athletics has a positive and meaningful experience. The pursuit of excellence is fundamental to athletics and our coaching staffs are encouraged to maintain a high level of expectations for our athletes in their conduct on the field, off the field, and in the classroom. Under our athletic philosophy, each head coach has the authority to create team rules, and when necessary remove student athletes with the approval of the Athletic Director, that are specific to his or her sport, however, there are several rules and policies that are universal. The following is a listing of some important rules and policies of our athletic department that student athletes and their parents should understand.

Foreman Athletes Should Be Drug Free

Violations will be determined only from first-hand information provided by school personnel, a recognized authority or the individual in question.

Disciplinary action taken regarding students who are involved with **controlled substances** at school or while participating in a school activity and are involved in extra-curricular activities:

1. First violation: the student will be suspended ten days with referral to legal authorities for possible prosecution and a mandatory administrative recommendation for expulsion. When the student is allowed to return to school he/she may be allowed to return to the program if he/she can show documented proof by a trained chemical dependency professional that the

student is receiving satisfactory treatment or tested negative on a drug test.

The drug treatment and/or drug testing will be at the expense of the parent/legal guardian. The student may be removed from the team on the first offense due to the type of drug.

2. Second violation: the student will be suspended ten days with referral to legal authorities for possible prosecution and a mandatory administrative recommendation for expulsion. If allowed to return to school he/she will be removed from all extra-curricular activities for one calendar year.

Disciplinary action taken regarding students who are involved with controlled substances, but **not** at school or while participating in a school activity and are involved in extra-curricular activities.

1. First violation: Allow coach or sponsor to handle individually. Student(s) may not be suspended from school, but may be removed from the team, suspended from the activity for a period of time or suspended from certain percentage of games or activities. Parents will be notified by the coach. Hearsay accusations will not be permitted for consideration of any disciplinary action. There must be documented evidence of any wrong doing.
2. Second violation: The student(s) will be dropped from the activities for one calendar year

CHEERLEADERS

In order for a student to try out for cheerleader, he/she must have a “C” average and meet all of the requirements of the cheerleader policy on file in the principal’s office. A panel of out-of-town judges selects cheerleaders.

FIELD TRIPS AND/OR PARTICIPATION TRIPS

The building principal must approve all field trips. Travel forms, and Consent to treat forms must be filled out and submitted in a timely fashion to the principal. The sponsor is responsible for the traveling group and has the authority to set eligibility requirements for who gets to travel with the group. The sponsor must notify faculty of all upcoming trips in a timely fashion. A list of students attending a trip needs to be put into teacher mailboxes the morning of the day of the trip.

Student Extra-Curricular Activities that Require Missing School

1. Assignments will be picked up from teachers before students go on a trip, and will be

turned in when student(s) return to school. Test will be made up the same as excused absences.

2. Absences from school activities plus days absent are not to exceed the fourteen (14) day per semester/term policy. If above combination is over fourteen (14) days, the student will not be allowed to miss for any more school activities. This pertains to any period of the school day, whether credit or no credit.
3. The sponsor of the activity will be responsible for checking student's eligibility and will turn the list in to the principal before the activity.
4. Athletic and agricultural schedules will be available in the office to better help the faculty with planning.

DIGITAL LEARNING COURSES

Definitions

For the purposes of this policy

“Blended Learning” is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.

“Digital Learning” means a digital technology or internet-based educational delivery model that does not rely exclusively on compressed interactive video (CIV). Digital learning includes online and blended learning.

“Highly Qualified Teacher” means a teacher who holds at least a Bachelor's Degree and has demonstrated subject area competence in each of the core academic subjects in which the teacher teaches. A highly qualified teacher that delivers digital learning courses under these rules is not required to be licensed as a teacher or administrator by the State Board of Education. This definition, however, does not override the fact that Federal laws or regulations may require teachers in certain subject areas to hold a teaching license (e.g., special education teachers who teach core academic subjects).

“Instructional Materials” means:

1. Traditional books, textbooks, and trade books in printed and bound form;
2. Activity-oriented programs that may include:
 - a. Manipulatives
 - b. Hand-held calculators
 - c. Other hands-on materials; and
3. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.

“Online Learning” is education in which instruction and content are delivered primarily over the Internet. The term does not include print-based correspondence education, broadcast television

or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.

Digital Course Offerings

The district shall offer one or more digital learning course(s) through one or more district approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format and shall be tailored to meet the needs of each student.

All digitally offered courses shall meet or exceed the State Board of Education's curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the district shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.

As an approved digital learning provider, the district shall annually determine what district created digital learning courses it will provide to our students. The district may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved by the Arkansas Department of Education (ADE). The School Board shall determine the provider method or combination of methods for the district. The Superintendent shall ensure that all digital learning courses provided to district students, regardless of the source of the course, have been approved by ADE.

District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in Policy 5.8-USE OF COPYRIGHTED MATERIALS as well as applicable statutory requirements.

The district shall require all outside providers to incorporate Policy 5.8 as a condition of the service contract. Failure of the outside provider to abide by Policy 5.8 shall constitute a breach of contract and the outside provider shall be responsible for any costs resulting from such breach.

Students may take three (3) digital learning courses. Students must be physically present for each digital learning class he/she takes.

The district is responsible for providing all instructional materials for each student who enrolls in a district approved digital learning course.

Regardless of any other provisions of this policy, the district may restrict a student's access to digital courses when the student's school principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses. Furthermore, the student's school principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course.

CURRICULUM AND GRADING POLICY

Accreditation

Foreman High School is accredited by the North Central Association of Colleges and Secondary Schools and The Arkansas State Department of Education.

The purpose of this policy is to meet or exceed Arkansas State Department of Education standards. The Arkansas State Department of Education has identified Foreman High School as having a “statistically significant variance” between its students’ grade point averages and those same students’ performance on the ACT and end of course examinations.

All grades for Students at Foreman High School will be taken from Education Objectives only. The following grading system will apply as follows:

We have three types of grades at Foreman High School:

- 1) Minor Assessments (Ex. Daily grades, Worksheets, Homework, Effort Assignments) – The average of these can only count for 30% of total grade. Minimum of 6 in nine weeks grading period.
- 2) Major Assessments (Ex. Tests, Projects, Quizzes, Reports, Papers) – These grades count for 50% of total grade. Minimum of 3 in nine week grading period.
- 3) Comprehensive Final – These count for 20% of grade. One per nine-week grading period.

Exemption Policy for Grades 9-12

Students at Foreman High School will be able to participate in an Exemption Policy beginning with the 2013 school year. The criteria for the Exemption Policy must be met before a student is eligible

to participate. The policy will apply to all semester exams. There will be a comprehensive test given at the end of the first and third nine-week grading periods for every student.

- Students with an A average are allowed 4 absences during the semester
Students with a B average are allowed 3 absences during the semester
Students with a C average are allowed 2 absences during the semester
*any absence will be counted as an absence for exemption purposes.
- Students will not be exempt with any ISS or OSS charges
- Students taking concurrent classes will not be exempt from those classes. Final Exams must be taken
- Students transferring must provide attendance form and grades from previous school and meet all other exemption requirements
- Students will be allowed to take the final exam in any class if they choose. Their grade will count as a positive grade. Their grade will not be lowered by taking the final exam
- Students must have an Exemption Permission Slip giving parental consent for them to leave/return to campus during testing.
- **Examinations:** At the conclusion of each nine-week.

Grading period a comprehensive written final exam will be given in each class. The final for the first (1) nine week period will be a comprehensive test. The final of the second nine weeks will be at the instructors choosing as whether to make it a semester comprehensive final or another nine-week comprehensive final like the first nine weeks.

The rationale of this policy is to give the student adequate opportunity to show mastery and improvement in a course.

A copy of comprehensive exam will be turned into to the principal. State assessment tests can only be used in lieu of a comprehensive assessment with prior approval from the principal.

Policy Regarding Number of Grades per Grading Period

All students will be given the opportunity for a minimum of ten (10) assessments in a 9-week grading period. The ten assessments will be made up of a minimum of three (3) separate major assessments, six (6) separate minor assessments and one (1) comprehensive final. These numbers are only a requested minimum. The final of the 1st nine weeks will be like a 9 weeks comprehensive test. The final of the second nine weeks will be at the instructors choosing as to make it a semester comprehensive final or another nine-week comprehensive final like the first nine weeks.

The rationale of this policy is to give the student adequate opportunity to show mastery and improvement in a course.

The principal must approve any variation from this grading policy.

Grade Averages (How to calculate grades)

Calculating grades require adding the minor and major assessments up individually to get an average of each. The minor assessments average will be multiplied by 3 (because of 30% of grade), and the major assessments will be multiplied by 5 (because of 50% of grade), and the comprehensive final will be multiplied by 2 (because of 20% of grade).

Example of Calculating 1st 9 week grades

Minor assessment average is	$93 \times 3 (30\%) = 279$
Major assessment average is	$81 \times 5 (50\%) = 405$
Final is	$84 \times 2 (20\%) = \underline{168}$

Example of Calculating 2nd 9 weeks grade

Minor assessment average is	93 x 3	=	279
Major assessment average is	89 x 5	=	445
Final is	91 x 2	=	<u>182</u>
			909 divided by 10 = 90.9

Example of Calculating Semester Credit

First Nine Weeks Grade is	85
Second Nine Weeks Grade is	<u>91</u>
176 divided by 2 = 88	

Example of Calculating Yearly Credit

First Semester is	88
Second Semester is	<u>90</u>
178 divided by two = 89	
Final Grade is 89	

REMEDICATION

Remediation requirements shall be met as a part of the regular school day. This is to ensure that all students requiring remediation will be provided more than ample opportunities to meet the law.

Tutorials

Tutoring is available in each individual teacher's classrooms from 3:15 to 3:40 pm. each day. Students need to talk to their instructor in advance to ensure that the teacher will be available help them. Make-up tests may also be taken at this time.

PROMOTION AND RETENTION

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

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference between the building principal, the student's teacher(s), counselor, a

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

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

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

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

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

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

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

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

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

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a state assessment or attempt to boycott a state assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days

shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The Superintendent or designee may wave this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

Promotion policy: Grades 7 and 8

Junior High School seventh and eighth graders promotion will be made on the recommendation of the teacher when, in his/her professional opinion, the student is knowledgeable enough to be promoted to the next grade level and the student has passed (minimum grade of 60) the following core courses: **English, Mathematics, and two additional subjects.** Students standardized test scores will be considered as a part of the teachers' recommendations. When promotion recommendations have been presented to the principal, he/she will have to approve after careful consideration of the information provided.

High School classifications:

To be a Freshman: Be promoted from the 8th grade. Meet standards from Jr. High Promotion Policy section of this handbook.

To be a Sophomore: Earn seven (6) credits

To be a Junior: Accumulate a total fourteen (12) credits

To be a Senior: Accumulate a total of twenty-one (18) credits

Procedure for retaking class(es)

With approval of the teacher, counselor, and principal, a student may retake a class in which he/she has earned a grade of an "F." The procedure to retake most classes will occur in summer school or night school.

Procedure for dropping or adding class(es)

Dropping or adding classes are to be made during the first week of each semester. The following procedures need to be taken care of:

1. The student completes the "Request for Schedule Change Form" and has teachers initial it.

2. The student can show due cause for consideration of schedule changes
 3. The completed form, with the principal's approval and signature, has been processed through the counselor's office
- The student is to continue attending the classes of the original schedule until a new schedule is completed and approved.

Homework Policy:

Homework should reinforce concepts that are taught during the class period. Practice exercises (homework) are not required for each subject each day. However, some units of study will require frequent reinforcement (homework). Homework will be measured by each teacher, keeping in mind that understanding quality and not quantity is the key, to determine the extent of the work assigned. Homework assignments are factored in as a portion of each student's daily average. Disciplinary action may be taken against students who repeatedly will not do their homework. This is to help motivate the child to do the practice work so that they will do well in the course.

ACCELERATION

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

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by parent/guardian, student, or community member's request or by the referral of school personnel.

In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school Gifted and Talented Program Coordinator who shall convene the individuals necessary to make an informed decision which shall include the student's parents or guardians.

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

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

The parents/guardian of any student whose request for acceleration has been denied may appeal the decision, in writing to the district's GT Coordinator and the Acceleration Placement

Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the committees will either request additional new testing which will be conducted to help the Committee make its determination or it will uphold the initial decision. The Committee's decision may not be further appealed.

SMART CORE CURRICULUM AND GRADUATION REQUIRMENTS FOR THE CLASSES OF 2015, 2016, AND 2017

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form and a Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign and 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 changed 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 endure their informed understanding of each. This may be accomplished through any or all of the following means.

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

- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation are to be earned from the categories listed below. A minimum of **22** units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the **22** units required for graduation by the Arkansas Department of Education, the district requires an additional **3** units to graduate for a total of **25** units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

SMART CORE: Sixteen (16) units

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

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

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grades 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 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.

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.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER

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

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

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

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

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

GRADUATION REQUIREMENTS

The number of unit's students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas

Department of Education, the district requires an additional ___ units to graduate for a total of ___ units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Digital Learning Courses

The district shall offer one or more digital learning course(s) through one or more district approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the

other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

SMART CORE: Sixteen (16) units

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

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

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

- 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.

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 (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

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.

**Foreman High School
Thirty-eight (38) Unit Offerings**

Grades 9-12

Reading, writing, and mathematics shall be incorporated into all curriculum areas. The following courses shall be taught annually for a total of 18 units.

Language Arts – 6 units

4 units English

1 unit Oral Communications or ½ unit Oral Communication and ½ unit Drama

1 unit Journalism

Science – 5 units (Active student participation in laboratory experiences is required for a minimum of 20 % of instructional time.

1 unit of Biology

1 unit of Chemistry

1 unit of Physics

1 unit Physical Science

1 unit Environmental Science

Mathematics – 6 units

1 unit Algebra I
1 unit Geometry
1 unit Algebra II
1 unit Pre-Calculus mathematics with Trigonometry

1 unit Bridge to Algebra II
1 unit Algebra III
1 unit Calculus
1 unit College Algebra

Fine Arts – 3 ½ units

1 unit Visual Art
1 unit Instrumental Music
1 unit Vocal Music
½ unit Advanced Art
1 unit Fine Arts Drama

Social Studies – 4 units

1 unit American (US) History with emphasis on 20th century America
1 unit World History
½ unit Civics
½ unit Economics
½ unit Contemporary American History
½ unit World Geography
1 unit AP US (American) History

Other Required Classes – 4 ½ units

1/2 unit Physical Education (PE)
1/2 unit Computer Applications
2 units Foreign Language (same language)

Career and Technical Education - 9 units

5 units Family & Consumer Science
5 units Business Education

5 units Agriculture/Horticulture

COURSES TAKEN AT THE POST SECONDARY LEVEL BY QUALIFIED SENIORS SHALL COUNT AS NO MORE THAN THREE (3) REQUIRED COURSES AND WILL NOT COUNT AS QUALITY POINTS. COURSES WILL COUNT TOWARD GRADE POINT AVERAGES (GPA). High school seniors must be enrolled for both semesters of their senior year to participate in the graduation ceremony of that school year. They will forfeit the privilege of walking in later graduation ceremonies, if they are not eligible to walk with their graduating class.

Graduation Requirements for Former Students

Former students returning to Foreman High School to receive a diploma must meet the credit requirements for that year's graduating class.

Graduation - Math and Science School Seniors - ACT 1326 of 1997 (Model Policy)

Students who attended school in the Foreman School District prior to the Arkansas School for Mathematics and Science may elect to participate in graduation activities the year they graduate, including (supply list of graduation activities in district: prom, senior tea, senior banquet, and all other senior activities).

Students attending the Mathematics and Science School will be sent a questionnaire at the beginning of their fourth year of high school in which they are to indicate which activities, if any, they plan to attend. The questionnaire will be sent to the last address of record in the school district's records. Failure to return the questionnaire by October 1st will constitute a waiver of the election to participate.

Students who will **graduate early** and who intend to participate in any activities must notify the senior high principal, in writing by October 1st that they will graduate early and plan to participate in graduation activities.

Math and Science students will be responsible for the costs of these activities to the same extent as Foreman Students, and agree by participating to abide by the Student Handbook of the Foreman School District at these functions.

Math and Science students who violate provisions of the Student Handbook at senior activities may be barred from attending one or more future events upon recommendation of the senior high school principal, subject to appeal to the superintendent, whose decision shall be final.

Math and Science students who participate in the graduation ceremony are **not** eligible to be recognized as valedictorian or salutatorian, but upon presentation of an official transcript from the Math and Science School by **May 1** may be recognized as an honor graduate if appropriate and based on criteria of the Foreman School District for honor graduates. Math and Science students who choose to participate in graduation ceremonies will be eligible to receive diplomas issued by the Foreman School District.

COURSE OFFERINGS GRADES (9-12)

Language Arts:

Pre-AP English I, II, III, IV
**AP Language & Comp.*
**AP Literature & Comp. *
Journalism
**Speech
Language Arts Drama
Junior Literacy Test Prep
Remediation for ACTAAP

Science

Physical Science
Biology
Pre-AP Biology
**AP Biology*
Chemistry
Pre-AP Chemistry

Mathematics:

Algebra IA
Algebra IB
Algebra I
Geometry
Bridge to Algebra II
Algebra II
Algebra III
Pre-AP Calculus/Trig
**College Algebra
Honors Calculus
AP Calculus*

Fine Arts:

Art I, II, III, IV
Band I, II, III, IV
Choir I, II, III, IV
Fine Arts Drama

Business:

Comp. Business Applications
Accounting I
Intro. to Finance
Ins. & Risk Management
Office Management

Other Courses:

Physical Education
Health
Athletics
Yearbook
EAST I, II, III, IV
ACT Prep

CCCUA Technical Courses:

**Plumbing
**Electrical
**Carpentry/Framing

AP Chemistry*
Physics
Environmental Science

Social Studies:

World History
US (American) History
Civics
Economics
World Geography
Contemporary Am History
AP US History
**Sociology
** US History I-online
** US History II-online
**World History I-online
**World History II-online

Family & Consumer Sciences:

Family & Consumer Sciences
Child Development
Parenting
Nutrition & Wellness
Foods & Nutrition
Leadership & Service Learning
Family Finance
Career & College Readiness

Conduct Grades: Each teacher will evaluate conduct as appropriate to their teaching areas.

Conduct grades are issued, by letter, as follows:

E - Excellent

S - Satisfactory

N - Needs Improvement

U-Unsatisfactory

Honor and Merit Rolls:

To be eligible for the A honor roll, students must make an "A" in all subjects.

To be eligible for the A/B honor roll, students must make no grade lower than a "B." Honor rolls are figured after each grading period.

Course Credit:

A grade of 60 or higher is required for a student to receive credit in a course. Please refer to the grading system in this section of the handbook.

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

Foreign Language:

Spanish I
Spanish II

Agriculture:

Survey of Ag Systems
Agri Mechanics
Intro to Horticulture
Greenhouse Management
Animal Science I
Animal Science II
Ag Electricity
Ag Leadership & Comm.
Forestry
Managing Natural Resources

Notes:

course*=Pre-AP pre-requisite required

**course=college credit

Students must meet college entrance requirements for concurrent credit.

**Construction Fundamentals

**Food Science & Safety

**Sanitation & Safety

**Food Production

Special Programs:

Gifted & Talented

Special Education

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. Student's 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 the 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 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 $.25(83) + .75 = 75.5\%$.

*For districts on a 4x4 block schedule the grading period should be adjusted.

ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, and HONORS COURSES

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

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69-60

F = 59 and below

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

A = 5 points

B = 4 points

C = 3 points

D = 2 point

F = 0 points

Appropriate Pre-AP coursework must be completed in order to be eligible to take AP courses.

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.

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 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 or graduation.

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

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

Honor Graduates:

The announcement of honor graduates, valedictorian, and salutatorian will be computed at the end of the second nine-weeks/1st semester of the senior year.

To qualify for valedictorian or salutatorian, a student must have been enrolled in Foreman High School three (3) consecutive years prior to selection. **When there are multiple valedictorians there will be no salutatorians.**

Only the top 10% of a graduating class shall be recognized as Honor Graduates. When the number is less than five (5) honor students, five (5) will be recognized. These students must have taken at least four (4) AP weighted courses and have a 3.5 GPA and must meet all state laws on Smart Core curriculum requirements.

Regular courses

A = 4, B = 3, C = 2, D = 1, F = 0

Weighted courses

A = 5, B = 4, C = 3, D = 2, F = 0

Foreman High School Parent Involvement Plan 2014-15

www.foremanschools.org

Foreman High School provides the following communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction:

*Foreman School District website has been created to house a variety of student, teacher and parent resources. Linked to the high school web page is Home Access Center (HAC) from E-School, a program where parents can access their child's grades using a PIN number they receive at the beginning of the school year or when new students register. Parents may use e-mail thru this system to communicate with members of the school staff. The school web site is www.foremanschools.org. All staff email addresses are: first name initial, last name [@foremanschools.org](mailto:foremanschools.org). A list of e-mail addresses can be found on the web site and in the parent informational packets.

Person Responsible: Web administrator/Classroom Teachers/Counselor/Principal

Timeline: Ongoing

*Teachers will routinely contact parents on an individual basis to communicate about their child's progress as necessary. A telephone log will be placed in the high school

office for documentation purposes and each teacher will keep a personal record of parent contacts, emails, etc. Person Responsible: Teachers/Principals Timeline: Ongoing

*Foreman High School will provide to parents progress report cards every four ½ weeks with information regarding their child's academic progress and upcoming classroom and school events. Any student receiving below 70% on their 4 ½ week progress report will be required to return the report to the teacher with a parent signature.

Person Responsible: Teacher/Principal Timeline: Halfway thru each 9 weeks

*Foreman High School will send parents a parent-friendly letter at the beginning of each school year that explains their child's academic test results and standardized test scores.

Person Responsible: Counselor/Principal Timeline: Annually

*School Reach, an automated telephone system, will be used to notify parents of ongoing activities and will keep parents abreast on all school related information.

Person Responsible: Tracie Kent/Principal Timeline: Ongoing

*An outdoor electronic sign placed on the highway frontage of the school will be used for awareness of school activities and other relevant information for parents and the community.

Person Responsible: Kamille Davis/Principal Timeline: Ongoing

Foreman High School offers the following parent meetings, conferences and activities regularly throughout this year:

*Teachers will hold 2 annual conferences individually with parents of students. Parent will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures.

Person Responsible: Teachers/Principal Timeline: 1st 9 weeks (Oct. 28th) and 3rd 9 weeks (April 7th)

*Foreman High School will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:

Mentoring

Classroom Instructional Materials

Parent Center

Guest Speaker

Volunteer for school events

Parents and Teachers in Action (PTO)

Fundraising Events

Student Health Screenings

Teacher Appreciation Week

Veteran's Day

Choir Concerts

Band Boosters

FFA Boosters

Athletic Boosters

Person Responsible: Parent Facilitator/Teachers/Principal Timeline: Annually

*An annual report of the school will be conducted at the beginning of each year.

Explanations of state wide assessment and standards will be addressed.

Person Responsible: Principal/Superintendent Timeline: Beginning of school term

*7th grade orientation will be provided for all incoming 7th grade students and their parents for a smooth transition from elementary to junior high school.

Person Responsible: Counselor/Principal Timeline: Beginning of school term

*Orientation will be provided for all students and their parents for a detailed summary of course selection and career planning. Parent signatures will be required for scheduling of courses and/or changes or additions to schedule.

Person Responsible: Counselor/Principal Timeline: End of year

*Training Workshop for Parent Volunteers: Person Responsible: Parent Facilitator/Principal Timeline: 1st 9 weeks

Foreman High School will provide opportunities to parents about volunteer opportunities in the following ways:

*Informational packets will be provided to parents that will contain school registration forms, school compact, a parent interest survey which includes volunteer opportunities and information concerning school activities and parental involvement. Informational brochures such as E-school, clubs and organizations and Follett Library Manager will be included. The HS parent involvement plan will be included in this packet as well as on the school web page.

Person Responsible: Parent Facilitator/Principal Timeline: Registration and/or 1st PT Conf.

Foreman High School will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education. These sessions will be available to parents during the parent/teacher conferences in the spring and provided by the local coop and/or other resources as needed.

Person Responsible: Parent Facilitator/Principal Timeline: Annually (Spring Parent-Teacher Conferences)

*Two hours of professional development enhancing the understanding of effective parental involvement strategies is required for all teachers. No fewer than three hours of professional development is required for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. Professional Development for both teachers and administrators regarding Parental Involvement will be on a rotating schedule as required by the state department.

Person Responsible: Parent Facilitator/Principal Timeline: Annually

Foreman High School will work with parents to create a School-Parent-Compact in the following manner:

*School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve high academic standards. All stakeholders will sign the compact. Compact will be included in the informational packet to parents.

Person Responsible: Principal Timeline: Annually

Foreman High School will provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the Annual Title I meeting to engage them in the decision-making processes regarding the school's Title I, Part A program in the following manner:

*Foreman High School will create a Parental Advisory Committee consisting of parents, parent coordinator, counselor and administrators. This group will meet 2 or 3 times a year, or as necessary to create and/or make additions to the current parent plan.

Parents will be critical stakeholders in the implementation and evaluation process of our school.

Person Responsible: Principal/Superintendent Timeline: Ongoing

*The school shall enable the formation of a Parent Teacher Organization that will foster parental and community involvement within the school. A Volunteer Resource book will be available and distributed to all teachers, staff and parent advisory committee.

Person Responsible: Parent Facilitator/Principal Timeline: Annually

Resources for parents will be provided by the school in the following ways:

*Foreman High School will distribute informational packets each year that includes a copy of the school parental involvement plan, surveys for volunteer interest, recommended roles for parents, teachers, students, and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the systems that will be used to allow parents and teachers to communicate (School Reach, web site, E-School (HAC), electronic sign, P/T conferences, newspaper, phone calls and email).

Person Responsible: Parent Facilitator/Principal Timeline: Fall Registration/Ongoing

*To promote and support responsible parenting, Foreman High School shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review.

Person Responsible: Parent Facilitator/ Principal Timeline: Annually/Ongoing

*Included in the Foreman High School policy handbook under the complaints section is the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. The handbook can also be found on the school web site.

Person Responsible: Parent Facilitator/ Principal Timeline: Annually

*The principal of each school in a district shall designate one certified staff member who is willing to serve as a parent facilitator. Tracie Kent is the current high school parent facilitator.

Person Responsible: Principal Timeline: Annually

*Foreman High School will provide a web site that contains a parent resource section. This section will host a variety of parent resources including the Parent Involvement Plan, Parent Informational Packets and E-school (HAC).

Person Responsible: Parent Facilitator/Web Administrator Timeline: Annually/Ongoing

*Foreman Public School will provide a district wide Parent Center. The center will provide various resources and materials for parents and the community. Foreman High School provides a work center located in the back office of the junior high building.

Person Responsible: Parent Facilitator/Principal Timeline: Annually

Foreman High School shall engage parents in the evaluation of the parental involvement efforts in the following manner:

Foreman High School will provide an evaluation survey to all parents. This survey will be available to all parents online through our district website. A hard copy will also be available during the spring parent-teacher conferences as well as the use of the school computer lab for taking the surveys. To increase more participation, all parents will be informed about the survey through School Reach and the outdoor electronic sign.

These surveys will help determine if the academic quality of the school has improved, if parental participation has increased and help to identify any barriers that may exist that hinder parent participation. The Parent Advisory Committee will be responsible for determining solutions, and/or making changes and additions to current policy.

Person Responsible: Parent Facilitator/Principal Timeline: Annually/Spring Parent-Teacher Conf.

Foreman High School will use the parent interest surveys in the following ways to select, plan and implement parental involvement activities that will be offered throughout the year:

*Foreman High School will provide parent interest surveys at registration of each year to get information from parents concerning the activities they feel are most beneficial in the efforts to support their child academically. The survey will include a section for parent suggestions on resources to consider for purchasing. A resource list of parent volunteers will be compiled and distributed to administrators, teachers and the parent advisory committee. An updated list will be provided on a regular basis as new volunteers sign up though out the year.

Person Responsible: Parent Facilitator/Principal Timeline: Registration/Annually

*Foreman High School and the Parent Advisory Committee will use data collected from the spring survey to evaluate the previous year and plan for the upcoming year.

Person Responsible: Parent Committee/Parent Facilitator/Principal Timeline: Annually/Spring

* Surveys regarding training topics will be available to parents to determine yearly scheduled parent trainings. These will be available online during the first and second semesters and/or parent teacher conferences or during registration.

Person Responsible: Parent Facilitator /Principal Timeline: 1st semester and 2nd semester

*Foreman High School will sponsor seminars/trainings to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for post-secondary opportunities.

A financial aid workshop is scheduled for this year that will cover the various types of financial aid available and the computer lab will be open for assistance with completing the FASFA. .

Person Responsible: Counselor/Principal Timeline: Ongoing

*Orientation will be provided for all students and their parents for a detailed summary of course selection and career planning. Parent signatures will be required for scheduling of courses.

Person Responsible: Counselor/Principal Timeline: End of year

Title I Meeting: Foreman High School shall hold an Annual Title I Meeting separate from any other meeting or activities to ensure that there is ample time to provide a description of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level that students are expected to meet.

Person Responsible: Administrators/Title I Coordinator Timeline: Annually/Fall

**FOREMAN JUNIOR/SENIOR HIGH SCHOOL
DISCIPLINE MANAGEMENT PLAN
AND
STUDENT CODE OF CONDUCT**

PREAMBLE

The code of student conduct for the Foreman Junior/Senior High School has been developed by Administrators, Teachers, Parents, and Students. It is based on the premise that one's education begins with discipline and ends in self-discipline. Basic to this premise is the belief that effective learning situations can best be provided and positive behavioral patterns enforced when unacceptable behavioral patterns and their consequences are outlined, communicated and understood by the students, parents, and school personnel. When discord does arise, adherence to this code will assure that all parties are treated with courtesy, respect, and fairness, yet with a firmness that will direct students to conduct themselves in an acceptable manner.

I. IMPLEMENTATION OF THE CODE OF STUDENT CONDUCT

- A. Responsibility and authority for administration and enforcement of the code of student conduct.

1. The building principal and/or appropriate administrator shall have the responsibility of implementing the code of conduct.
2. Assignment of a student to an alternative educational program may be made by the principal or other appropriate administrator.
3. Suspension of a student from school, not to exceed ten (10) days (with the superintendent's approval), who engages in conduct for which one may be placed in an expulsion hearing, may be imposed by the principal or other appropriate administrator.
4. The Board of Trustees shall have the authority to expel a student for disciplinary infractions and/or violations of the law in accordance with this code and state and federal laws.
5. The principal or appropriate administrator may order the immediate suspension or placement in ISS of a student whose behavior is so unruly, disruptive, or abusive, that it seriously interferes with school operations or activities and/or the administrator reasonably believes that such action is necessary to protect persons from imminent harm.
6. The school administrator shall provide each certified employee a copy of the local discipline policy.
7. The school administrator shall inform each teacher of a student who has committed an expellable offense.

B. Role and responsibility of certified personnel in maintaining acceptable behavior

1. Administrators have the responsibility to:
 - a. Assure a safe and orderly climate for teaching and learning
 - b. Enforce the Student Code of Conduct
 - c. Provide appropriate support for teachers who seek help in discipline management
 - d. Provide campus in-service related to the code of conduct
 - e. Communicate with parents when their child becomes a discipline problem
 - f. Secure a signed statement from parent acknowledging receipt of a copy of the code of conduct, and knowledge of the code
 - g. Report firearm offenses to the appropriate agencies
 - h. Provide minimal due process for suspensions as outlined in this code
 - i. Make appropriate reports to law enforcement as outlined in this code.

C. Responsibility of students

1. Refrain from libel, slanderous remarks and obscenity in verbal and/or written expressions
2. Develop tolerance of the viewpoint and opinions of others; recognize the rights of other individuals to form a different view and to dissent in an orderly and respectful manner
3. Respect the rights, property, and privacy of other students and school personnel; carry only those materials which are acceptable under the law and which are not hazardous to any person or property; and accept the consequences for the articles stored in their lockers
4. Respect the rights of classmates who do or do not wish to participate
5. Observe the basic standards of cleanliness, modesty, and good grooming, and wear clothing which contributes to their own health and safety, as well as that of others.

D. Responsibility of parents

1. Make every effort to provide for the physical needs of the student
2. Teach the child to pay attention and obey rules
3. Assure their child attends school regularly and report and explain absences and tardiness to school personnel
4. be sure the child is appropriately dressed at school and school-related activities
5. Support school personnel in the enforcement of discipline imposed in accordance with school policy and the Student Code of Conduct
6. Participate in meaningful conferences with school personnel regarding the child's progress, behavior or general welfare
7. Discuss report cards and school assignments with the child
8. Bring to the attention of school personnel any problem or condition that may relate to the child's education or well-being
9. Supply all records required for enrollment
10. Submit a signed statement that they have received and reviewed the Student Code of Conduct and that they are knowledgeable of the responsibilities outlined in the code
11. Control their child.

E. Parent Teacher Conferences

It is recognized that a close and cordial relationship between parents and school personnel will enhance student achievement. District personnel will communicate and work closely with parents in an effort to improve academic performance and/or establish workable solutions to student behavior problems

The Junior and Senior High Schools will schedule at least one general conference for parents to provide an overview of district and classroom behavior expectations. This conference may be accomplished through parent-teacher conferences held two times each year or through a general meeting of parents and district or campus personnel.

F. Student Records

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requests, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten (10) school days after the issuance of this handbook.

Directory information includes: a student's name, address, telephone number, e-mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court

order terminating these rights. The district's complete policy regarding student records is available from the principal's or superintendent's office.

G. Visitors

Parents are especially welcome to visit the school any time. Parents should check in at the office to secure permission. If parents wish to have a conference with a teacher, they should call for an appointment at 870/542-7212.

* School age visitors may not visit the campus or students any time during the school day.

Any person who is not an employee or student of Foreman School District must check in at the office.

II. STUDENT CODE OF CONDUCT

A. Philosophy

The Foreman School District is responsible for ensuring the following basic rights:

1. The student's right to a quality education, differentiated, individualized, and free from disruption.
2. The educator's right to teach or administer free from verbal intimidation and physical assault.
3. The parent's right to expect quality education and the protection of students, educators, and his/her investment in school property. These rights may be ensured only when there is a school climate free from disruptions that interfere with the learning process. The purpose of this code is to communicate the expectations for responsible student behavior and the consequences of irresponsible and disruptive behavior. It is expected that individual students will assume responsibility for self-discipline in accordance with stated expectation.

However, when violations of the Student Code of Student Conduct do occur, discipline will be administered in order to correct disruptive behavior, to protect other students, school employees, or property, and/or to maintain a positive learning environment. Student discipline shall be administered fairly, equitably, and based on a careful assessment of the circumstances of each case.

Factors to be considered shall include, but not be limited to:

1. The seriousness of the offense
2. The student's age
3. The frequency of misconduct
4. The student's attitude
5. The potential effect of the misconduct on the school environment.

STUDENT DRESS AND GROOMING GUIDELINES

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

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

1. Students may wear shorts that fit the waist and extend to the knee. Shorts must be properly hemmed. Leggings may be worn underneath but the clothing must meet the required length.
2. Dresses and/or skirts must extend to the knee. Dresses/skirts must be properly hemmed. Leggings may be worn underneath but the clothing must meet the required length.
3. Caps, hats, and sunglasses may **not** be worn at any time inside the school building. Caps may be worn to school as long as the bill is worn forward. These items are to be stored in

a locker, bag, vehicle, or in the office once the 7:55am bell rings to go to first period. They can be worn again when the last bell rings at 3:15pm.

4. There will be **no** plunging and/or deeply scooped necklines. Tops should **not** reveal an excessive amount of cleavage.
5. Shirts must extend beyond the waistband of the lower garment. **No** bare torso. Racer-back shirts are not allowed.
6. Sleeveless tops and cut outs on male and female students are **not** allowed.
7. Appropriate shoes must be worn at all times.
8. Appropriate jeans and pants are to be worn to school. Visible skin or undergarments above the knee will be considered a distraction. No pajama or sleepwear will be allowed.
9. Visible body piercings will be considered a distraction (except earrings in student's ears).
10. "Sagging" clothing is **not** acceptable and is a violation of the dress code. Clothing that is too tight may be considered a distraction.

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

11. Accessories such as but not limited to chains, ropes, spiked bracelets, or bandanas worn to school or to school activities.
12. All visible tattoos that are of an inappropriate nature must be covered during the school day and at school sponsored events.

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.

"Consequences of the district's code of student conduct will range from a minimum of reprimand/conference to a maximum of expulsion".

Disciplinary referrals allow for the choice of 3 days detention or corporal punishment (with parent approval). Excessive violations will be evaluated by the principal.

LEVEL 1 OFFENSES

1. Students will have the materials needed for the class. Behavior that violates the classroom teacher rules of conduct will be managed accordingly

First offense: Warning from the teacher. Disciplinary referral

Second offense: Disciplinary referral

Third offense: Three (3) days ISS

2. Inappropriate public displays of affection. Such action is prohibited. Students in violation of this category will be subject to the following consequences

First offense: Warning, disciplinary referral, 3 days ISS, or up to 5 days OSS

Second offense: Disciplinary referral, 3 days ISS, or 5 days of OSS

3. Excessive tardiness is considered more than three (3) in a class period. Students are to be in the classroom when the tardy bell rings.

First offense: Recorded by teacher

Second offense: Recorded by teacher

Third offense: Recorded by the teacher resulting in disciplinary referral.

Fourth and each tardy after four will result in disciplinary referral, ISS, or OSS.

4. Students are prohibited from going to their lockers before the 7:55 bell or at lunch without written permission or teacher supervision.

First offense: One (1) day detention

Second offense: Disciplinary referral

Third offense: Three (3) days ISS

5. Horseplay is not allowed.

First offense: Disciplinary referral

Second offense: Disciplinary referral

Third offense: Three (3) days ISS

6. Disruptive behavior is not allowed.

First Offense: Disciplinary referral

Second Offense: Disciplinary referral

Third Offense: 3 days ISS

7. Disregard of directions or commands

First offense: Disciplinary referral

Second offense: Disciplinary referral

Third offense: Three (3) days ISS

8. Littering, throwing object, or items that will clutter the campus on the ground or other areas rather than in a designated trash receptacle is considered littering.

First Offense: Warning and required to pick up trash they threw on ground

Second offense: Disciplinary referral

Third offense: Three (3) days ISS

9. Possession or use of tobacco in any form including electronic paraphernalia is prohibited on any school property.

First offense: Disciplinary referral

First offense: Use: Five (5) days ISS

Second offense: Possession: Three (3) days ISS

Second offense: Use: Five (5) days OSS

Third offense: Possession: Five (5) days ISS

Third offense: Use: Ten (10) days OSS

10. Cheating, copying, or claiming another person's work (plagiarism) to be his/her own will not be tolerated. Possession or use of an electronic device during a test will be considered cheating.

First offense: Teacher will collect the paper and give the student a zero for that work and disciplinary referral.

Second offense: Zero on work and Five (5) days ISS

Third offense: Zero on work and Five (5) days OSS

11. Use of inappropriate, vulgar, profane, or obscene language or gestures will not be tolerated.

First offense: Disciplinary referral or ISS

Second offense: Disciplinary referral or ISS

Third offense: ISS or OSS

12. Lying to faculty members will not be tolerated.

First offense: Disciplinary referral

Second offense: Disciplinary referral

Third offense: Three (3) days ISS

13. Unauthorized use of Cell Phones and other Electronic Devices are prohibited

First offense: Disciplinary referral. Parent may pick up phone/device at their convenience

Second offense: Three (3) days ISS. Parent may pick up phone/device

Third offense: Five (5) days ISS. Parent may pick up phone/device

14. Head phones of any type are not allowed except in the classroom for educational purposes and/or with teacher permission.

First Offense: Head phones taken up, turned into the office, and disciplinary referral. Head phones may be picked up at the end of the day.

Second Offense: (Same as First)

Third Offense: Head phones taken up, turned into the office, and 3 days ISS. Head phones must be picked up by parent/guardian.

15. Not where you are supposed to be while on campus or in undesignated or unsupervised area i.e., faculty restrooms or lounge will receive the following punishment.

First offense: Disciplinary referral

Second offense: Three (3) days ISS

Third offense: Five (5) days ISS

16. Bus Violations. All rules pertaining to the classroom still apply on a school bus. Students are to remain in their seats and not be a distraction in any way to the driver.

First offense: Disciplinary referral

Second offense: Five (5) days suspension from bus riding privileges.

Third offense: Loss of privilege of riding the bus the rest of the semester.

17. Dress code violations of student dress and grooming guidelines will be addressed.

First Offense: Warning and change clothes before returning to classroom

Second Offense: Disciplinary referral and change clothes before returning to classroom

Third Offense: Three (3) days ISS and change clothes before reporting to ISS

18. Students are to get their admit slip before 8:00 am.

First Offense: 1 day detention or corporal punishment (one lick)

Second Offense: Disciplinary referral

Third Offense: Disciplinary referral

LEVEL 2 OFFENSES

19. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability will not be tolerated.

- First offense:** Disciplinary referral or (3) days ISS
Second offense: Five (5) days ISS
Third offense: Five (5) days ISS or recommendation of expulsion to board.

20. Theft, students shall not take or have in their possession any item or article that rightfully belongs to another person. Theft will not be tolerated. Law enforcement authorities may be notified.

Students are responsible for their personal possessions. Where lockers are assigned, students are required to lock them. Students may leave money in the office and pick it up after school. It is strongly recommended that students leave valuables with coaches during P.E. or athletics.

First offense: Property returned in the same condition or payment of the item(s) stolen and disciplinary referral, ISS, OSS, or expulsion.

Second offense: Property returned in the same condition or payment of the item(s) stolen and OSS or expulsion

Third offense: Suspension or recommendation for expulsion

21. Possession or distribution of obscene materials will not be tolerated. Students also may not possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in a hard copy form.

First offense: Three (3) days ISS and parent contacted

Second offense: Five (5) days ISS and parent contacted.

Third offense: Five (5) days OSS or recommended for expulsion to the board.

22. Disrespect for school employees or otherwise demonstrating insubordination. Disrespect to a faculty and/or staff member will result in the following consequences;

First offense: Five (5) days assigned in ISS

Second offense: Five (5) days OSS

Third offense: Ten (10) days suspension and recommendation for admittance to alternative school

23. Accidental damage to school property will be addressed.

First Offense: Restitution

Second Offense: Restitution and disciplinary referral

Third Offense: Restitution and 3 days ISS

24. Willfully or intentionally damaging, destroying, or stealing school property. Consequences for this category are as follows:

First offense: Five (5) days ISS or OSS and the parents of the students will be required to pay for, repair, or replace the property destroyed.

Second offense: Five (5) days OSS or expulsion, law enforcement notified, parents notified, and restitution.

Third offense: Automatic recommendation for expulsion

25. Gambling or wagering where stakes are money or other objects of value is strictly prohibited. Consequences are as follows:

First offense: Three (3) days ISS

Second offense: Five (5) days ISS

Third offense: Ten (10) days suspension or recommendation of expulsion to board

26. Hazing, or aiding in the hazing of another student.

First offense: Five (5) days ISS

Second offense: Five (5) days OSS

Third offense: Ten (10) days OSS or recommendation of expulsion to board.

27. Truancy is leaving campus without permission or a student absent from school without permission.

First offense: Five (5) days ISS

Second offense: Five (5) days OSS

Third offense: Ten (10) day suspension or recommendation of expulsion to board

28. Sexual harassment is sex discrimination under Title IX.

First offense: Five (5) days ISS

Second offense: Five (5) days OSS or alternative school

Third offense: Automatic recommendation for expulsion to board

29. Fighting will not be tolerated and as a result the following consequences will be imposed.

First offense: Five (5) days ISS

Second offense: Five (5) days OSS

Third offense: Ten (10) days OSS, expulsion, or alternative school

30. Students shall not use or possess fireworks while at school or any school related activity.

First offense: Five (5) days ISS

Second offense: Five (5) days OSS

Third offense: Ten (10) days OSS, expulsion, or alternative school

31. Student Computer and Internet Misuse as defined in the Student Internet Use Agreement signed by the student and parent/guardian will be addressed

First Offense: Loss of privilege for no less than Nine (9) Weeks up to one (1) year, three (3) days ISS up to ten (10) days OSS, recommended for expulsion to the board

Second Offense: Loss of privilege for no less than one (1) semester up to one year, five (5) days ISS up to ten (10) days OSS, or recommended for expulsion to the board

Third Offense: Loss of privilege for no less than one (1) year five (5) days OSS up to ten (10) days OSS, or recommended for expulsion to the board

Level 3 Offenses

32. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee. This is serious misbehavior and will not be tolerated.

First offense: Suspension for not less than five (5) days or expulsion. Law enforcement will be notified. Parents or legal guardians will be notified.

Second offense: Automatic expulsion

33. Possession, selling, distributing, or being under the influence of an alcoholic beverage, or the inappropriate use of sharing of prescription or over the counter drugs, or other intoxicants is a serious violation.

First offense: Ten (10) days suspension. Law enforcement and parent/guardian notified

Second offense: Automatic expulsion

34. Bullying is the intentional harassment, ridicule, intimidation, humiliation, threat, or incitement of violence by student against another student. It can be written, verbal, electronic, or physical act that causes a clear and present danger of physical harm, substantial interference with student or employees role in education, or substantial interference with the orderly operation of the school.

First Offense: Five (5) days ISS

Second Offense: Five (5) days OSS

Third Offense: Ten (10) days OSS or recommendation for expulsion and law enforcement notified.

35. 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.

First offense: Five (5) days suspension

Second offense: Ten (10) day suspension/Recommendation of expulsion to Board

36. Immoral or indecent acts will not be allowed and are serious actions that will result in the following consequences.

First offense: Ten (10) days OSS

Second offense: Recommendation of expulsion to board.

37. Activation of fire alarm or any threat that is cause for the disruption of classes or activities is prohibited.

First offense: Five (5) days OSS and law enforcement contacted for possible criminal charges being filed

Second offense: Recommendation of expulsion to the board and criminal charges filed with law enforcement

38. Vandalism is willfully or maliciously destroying or defacing school or school personnel property

First Offense: Ten (10) day OSS or recommendation for expulsion and restitution, law enforcement notified, and parents/guardian notified.

Second Offense: Automatic expulsion

39. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession is strictly prohibited.

First Offense: Five (5) days OSS

Second Offense: Ten (10) days OSS or recommendation for expulsion to the board

Level 4 Offenses

40. Possession of any weapon that can reasonably be considered capable of causing bodily harm

to another individual. In accordance with Act 014 of 1983, students shall surrender the weapon, and go to ISS until the parent/guardian and law enforcement can be notified. Parents will be notified of an investigation to determine intent, and the legal notification of law enforcement.

First Offense: Student is suspended for ten (10) days, immediately, pending an automatic investigation to determine intent and possible recommendation by the Foreman School Board for expulsion.

41. Possession, Distribution, or Use of Illegal and Illicit drugs.

First Offense: Student is suspended, immediately pending an automatic recommendation to the Foreman School Board for expulsion

42. Indecent Exposure.

First Offense: Student is suspended, immediately pending an automatic recommendation to the Foreman School Board for expulsion.

Types of Discipline Interventions

- 1) **Warnings**
- 2) **Conferences**
- 3) **Corporal Punishment**
- 4) **Morning Detention 7:00 am- 7:40 am**
- 5) **In School Suspension-ISS**
- 6) **Out of school suspension-OSS**
- 7) **Alternative School (Ashdown)**
- 8) **Expulsion – Removal from the Foreman School District**

General Information Regarding Code of Student Conduct

Equal enforcement of the code of student conduct will apply equally without regard to sex, race, or national origin. The jurisdiction of the district, governing students, is during the regular school day and while going to and from school on district transportation. The district's jurisdiction includes any activity during the school day, on school grounds, or adjacent to school property, attendance at any school-related activities.

Act 742 or 1997 was developed to protect a school district's ability to discipline students for off-campus acts and misbehavior not specifically addressed by the district's student handbook.

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether a specific prohibition of the conduct is contained within this handbook.

The building principal and/or appropriate administrator may determine consequences for behavior not covered in this handbook. Consequences shall be reasonable and appropriate to the behavior.