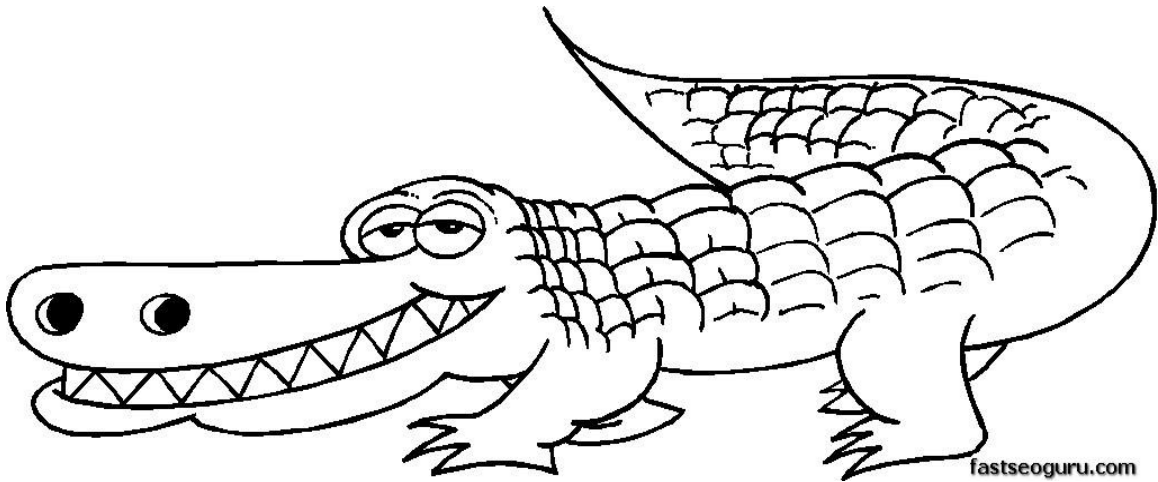


Oscar Hamilton Elementary

Foreman School District



**Student Handbook
2014-2015**

Oscar Hamilton Elementary School

In 1987, the school board declared that what in the past had been Unity School would be named after Mr. Oscar Hamilton. In March 2005, the new elementary campus officially became referred to as Oscar Hamilton Elementary School. Oscar Hamilton retired from the Foreman School District after 33 years of service.

Hamilton served three years in the Navy, stationed on a ship in the South Pacific. After World War II ended, he worked his way through school and earned a Bachelor of Science degree in math and chemistry from Philander Smith College in Little Rock. After graduation he returned to Foreman to become the principal of Unity High School.

He served 16 years as principal of Unity School. Later, Hamilton became assistant superintendent of the Foreman School District. He earned a master's in secondary school administration from the University of Arkansas in 1961.

As supervisor of transportation, nutrition and special programs Hamilton's final working days were filled with year-end financial reports and evaluations of special programs.

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Foreman School District Calendar 2014-2015

| | |
|-----------------------|---|
| August 18 | Student's First Day |
| September 1 | LABOR DAY HOLIDAY |
| October 13 | FALL BREAK |
| October 16 | End of 1 st Nine Weeks (42 days) |
| October 28 | Parent/Teacher Conferences |
| November 24-28 | THANKSGIVING BREAK |
| December 19 | End of 2 nd Nine Weeks (41 days) |
| December 22-January 4 | CHRISTMAS BREAK |
| January 5 | First day of 2 nd semester |
| January 19 | MARTIN LUTHER KING, JR. HOLIDAY |
| February 16 | PRESIDENT'S DAY |
| March 13 | End of 3 rd Nine Weeks (48 days) |
| March 23-27 | SPRING BREAK |
| April 3 | GOOD FRIDAY |
| April 7 | Parent/Teacher Conferences |
| TBA | K-6 Kindergarten Graduation |
| May 4 | WEATHER DAY |
| May 25 | MEMORIAL DAY HOLIDAY |
| May 29 | SENIOR GRADUATION |
| May 29 | End of 4 th Nine Weeks (47) |
| May 29 | LAST DAY OF SCHOOL |

ELEMENTARY STAFF

| | |
|-------------------------|--|
| Pat Tankersley | Principal |
| Cindy Ross..... | Secretary |
| Kathy Hadaway..... | K-6 Counselor |
| Lisa Smith..... | K-3 Music/504 Coordinator |
| Christy Whisenhunt..... | Instructional Facilitator/Federal Programs |
| Kristie Smith..... | Library Media Specialist |
| Emily Gentry | Kindergarten |
| Nicole Stanford..... | Kindergarten |
| Pam Smiley | First Grade |
| Monica Sharpe..... | First Grade |
| Tammy Lawrence..... | Second Grade |
| Michelle Green..... | Second Grade |
| Carmen Martin..... | Third Grade |
| Kayla Barraza..... | Third Grade |
| Jamie Smith..... | 4 th – 6 th Grade Literacy |
| Cody Friday..... | 4 th – 6 th Grade Math |
| Andrea Garrett | 4 th – 6 th Grade Literacy |
| June Jackson | 4 th – 6 th Grade Literacy |
| Cindy Grant..... | 4 th – 6 th Grade Social Studies |
| Rhonda Boyd..... | 4 th – 6 th Grade Science |
| Yolanda Lansdell..... | K-6 Special Education |
| Haley Nelson | Instructional Assistant |
| Michelle Fondren..... | Parent Center Coordinator |
| Richard McMillan | K-6 Physical Education |
| Darren Cooper..... | 4-6 Music |
| Shirley Broomfield..... | K-6 Art, GT |
| Randi Dawson..... | Computer Lab |
| Arnetha Hardwick..... | Nurse |
| Asla Hooks..... | Custodian |
| Brenda Cross..... | Custodian |
| Kay Milam..... | Food Service Director |
| Penny Lansdell..... | Cashier/Cafeteria Personnel |
| Gennetta Shoals..... | Cafeteria Personnel |
| Ella Boyd..... | Cafeteria Personnel |
| Paulette Kegley..... | Cafeteria Personnel |

Foreman School District

The Student Handbook is designed to aid parents and students in better understanding the rules and regulations governing Oscar Hamilton Elementary School. It is **NOT** intended to cover every area regarding the operation of the school. If a student has a concern which is not covered in the handbook or for verification of a specific policy, he or she should contact the principal.

ADMINISTRATION

| | |
|----------------|-----------------------|
| George Kennedy | Superintendent |
| Kim Cody | High School Principal |
| Pat Tankersley | Elementary Principal |

BOARD OF TRUSTEES

| | |
|----------------|----------------|
| Elbert Bradley | President |
| Shane Mears | Vice President |
| Don Way | Secretary |
| Anita Carver | Member |
| Will Segraves | Member |

K-6 STUDENT HANDBOOK COMMITTEE

Parent: JoAnna Keeney

Faculty: Pat Tankersley, Kathy Hadaway, Kristie Smith,

Community Representative: Alex Mathis, Chief of Police

MISSION STATEMENT

It is the mission of Oscar Hamilton Elementary to ensure that all students learn and achieve their highest potential of academic success through a partnership of students, teachers, parents, and community. We believe all children should have the **opportunity** to learn in a nurturing, safe environment that supports respect for all and encourages responsibility and good citizenship. We believe in **high-expectations** and **excellence** for learning in our students and teaching.

Motto

Opportunity
High Expectations
Excellence

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 old Foreman High,
 School that we love,
 It's as good as the best and
 Better than the rest, with
 Its principles and morals
 High throughout.
 Around the campus, through the buildings,
 To the flag
 That's up above.
 God Bless old Foreman High
 The school we love.*

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

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

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

A child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

ENTRANCE REQUIREMENTS

To enroll in a school in the Foreman School District, the child must be a resident of the district as defined in district policy (4.1—RESIDENCE REQUIREMENTS), MEET THE CRITERIA OUTLINED IN POLICY 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student

under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

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

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

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

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

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

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

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

- g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
 4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. Requests should be sent to the Director, Division of CD/Immunization, Arkansas Department of Health, 4815 W. Markham, Slot 48, Little Rock, Arkansas 72205. Letters of exemption or denial will be issued to the school. 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 Foreman School District who has an immunization exemption may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 or that year who resides, as defined by the RESIDENCE REQUIREMENTS policy, 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 the HOME SCHOOLING policy have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the district administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.

5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A.6-18-201(b).

UNIFORMED SERVICES MEMBER'S CHILDREN

For the purposes of this policy,

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

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

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

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

An eligible child as defined in this policy shall:

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

8. be eligible to continue attending district schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

STANDARD SCHOOL CHOICE

Definition:

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

SCHOOL CHOICE TRANSFERS OUT OF DISTRICT

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

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

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

SCHOOL CHOICE TRANSFERS INTO THE DISTRICT

Capacity Determination and Public Pronouncement

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

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

program. Such pronouncements shall be made in the spring, but in no case later than April 1.

APPLICATION PROCESS

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

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

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

ACCEPTED APPLICATIONS

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

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

- Instructions for the renewal procedure for succeeding school years.

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

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

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

REJECTED APPLICATIONS

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

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

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

SCHOOL CHOICE CAPACITY RESOLUTION

- 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.

KINDERGARTEN PLACEMENT

The following procedures will be used to determine placement of 6 year old children who have not completed a kindergarten program:

1. Parents will be notified of placement procedures.
2. An evaluation committee will be formed consisting of the principal, counselor, kindergarten teacher, and first grade teacher. The principal will handle any appeals of the decision.
3. Evaluation Instruments used:
 - A. K-Skills test
 - B. Observation Survey test
 - C. Observation by classroom teacher for maturation level
 - D. Health and Developmental Questionnaire
4. Data collected will be analyzed by the Committee.
5. Following evaluation of data, determination of grade placement will be made and parents will be notified.
6. Recommended placement is documented and the student will be assigned to a classroom in the appropriate grade.

PLACEMENT OF MULTIPLE BIRTH SIBLINGS

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

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

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

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

STUDENTS WHO ARE FOSTER CHILDREN

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

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

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

Upon notification to the district's foster care liaison by a foster child's caseworker that a foster child's enrollment is being changed to one of the district's school, 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 the 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 the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

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

To the extent feasible, the district shall do one of the following according to what is in the best interests of a homeless child. (For the purposes of this policy "school 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 purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and:

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

STUDENT TRANSFERS

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

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

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

Any student transferring from home school or a school that is not accredited by the Department of Education to a district school shall be evaluated by 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 guardians desiring to provide home schooling for their children must give written notice to the superintendent of their local school district of their intent to provide a home school for their child/children and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their child/children during the time that they home school:

- A. At the beginning of each school year but no later than August 15.

- B. By December 15 for parents who decide to start home schooling at the beginning of the spring semester. (Act 1117 of 1999)

ABSENCES

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

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

EXCUSED ABSENCES

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).

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

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

UNEXCUSED ABSENCES

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with 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 absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds four (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.

EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Definitions

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

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

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

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

Extracurricular Eligibility

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

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

Any student who refuses to sit for a state assessment or attempts to boycott a state assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school

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

VISITORS

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 the purpose other than to attend an activity open to the general public are required to first report to the schools' 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 to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

Parents wishing to speak to their children during the school day shall report to the office. The district has the right to ask disruptive visitors to leave the school campus. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch and/or volunteer with the 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 prohibits 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 investigation 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 years of age), or in response to a subpoena or arrest warrant.

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

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

ARRIVAL

School begins promptly at 7:55AM. If a student is tardy he/she must be signed in through the office by a parent/guardian. Do not go to the classroom.

Walkers and car riders should arrive no earlier than 7:30AM.

Please drop students off in designated area each morning. A duty person will be there to ensure your child’s safety and promptness to class. All morning car riders will be dropped off at the Ash Grove Cafetorium entrance. Students, who are not eating breakfast, will proceed to the gymnasium through the main building hallway. Students eating breakfast in the cafeteria will proceed to the gymnasium when they are finished eating. Once in the gymnasium, students will sit in their assigned areas until the first bell rings, at which time they will be dismissed to classrooms. Students are not to enter the

classroom. If a conference is necessary with your child's teacher, call the office (542-7214) to set up a conference time.

DEPARTURE

Dismissal begins at 3:00PM where buses will transport students to the high school. Cars are **NOT** allowed in the bus drive or the east and west parking lots of the main building. All cars riders will be picked up at the Ash Grove Cafetorium entrance. All parents will be required to proceed through the car rider line to pick up their child. This will be strictly enforced by the Foreman City Police.

If changes need to be made to the way a student is to go home, a call to the school secretary must be placed **BEFORE** 2:00PM unless there is an emergency situation. This deadline is necessary to ensure that the student receives the information in time to alter their route home.

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. Repeated tardies will be converted to a partial or full day absence. Parents of students which have excessive unexcused tardies will be required to meet with the principal and may be reported to the Judicial District Juvenile Intake Officer.

EARLY CHECK OUT PROCEDURE

If a student leaves during the day, parents must check him/her out in the office. Do not go directly to the classroom. Standing in the hall while waiting on your child or the teacher may be disturbing to the learning environment. Please wait at the office. Excessive early checkouts will require the child's guardian to meet with the principal. When a student is checked out early, valuable instruction time is lost that could hinder their academic achievement. As early checkouts accumulate, they will be converted to partial or full day absences. **Checking students out early in order to avoid the car rider line will not be allowed.** Please understand that this is a procedure to insure the safety of our students as well as protecting quality instructional time.

CURRICULUM DEVELOPMENT

Sequential curricula should be developed for each subject area. Curricula are to be aligned with the curriculum frameworks and used to plan instruction leading to student proficiency on Arkansas' content standards. Curricula should be in alignment with the district's vision, mission, goals, and educational philosophy. Student achievement is increased through an integrated curriculum that promotes continuity and a growth in skills and knowledge from grade to grade and from school to school. Therefore, the Board desires that unnecessary duplication of work among the various grades and schools be eliminated and those courses of study and their corresponding content guides are coordinated effectively.

The Board of Education is responsible for reviewing and approving all instructional programs offered by the district as well approving significant changes to courses or

course materials before they are implemented. The superintendent is responsible for making curriculum recommendations.

Each school shall review each curriculum area annually to address the continued relevancy, adequacy, and cost effectiveness of individual courses and instructional programs and to ensure each area is aligned with the current curriculum frameworks and course content standards approved by the State Board of Education. Each school's administration shall implement a monitoring process to ensure that the instructional content of each course offered is consistent with the content standards and curriculum frameworks approved by the State Board of Education.

In addition to the requirements listed above, the district's administration shall work with staff as may be appropriate to ensure a successful transition to the implementation of the Common Core State Standards.

GRADING POLICY

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 reason for difficulties and shall develop, cooperatively with parents, a plan for remediation that 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.

If you need to conference with a teacher, call and leave your name and phone number. The teacher will return your call as soon as possible to confirm the conference. Grades assigned to students' performance in a course shall reflect only the extent to which a student has achieved the academic objectives of the course. Grades that reflect other educational objectives such as student learning expectations contained in the curriculum frameworks may also be given.

GRADING SCALE

A...100-90

B...89-80

C...79-70

D...69-60

F...59-AND BELOW

The final grades of students who transfer in for part of the semester will be determined by blending the grades earned in the district with those earned outside the district.

STUDENT PROMOTION AND RETENTION

A disservice is done to students through social promotion and is prohibited by state law. The district shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a

course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference between the building principal, the student's teacher(s), counselor, a 504/special education representative (if applicable), and the student's parents shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

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

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

The Superintendent or designee may 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 waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

STUDENT ACCELERATION

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

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district 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 will create a written format to govern the referral and determination process which shall be made available to any parent or staff member upon request.

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

PROGRESS REPORTS

Progress reports will be sent home at the midpoint of each grading period. These forms are to be signed by the parents and returned to the teacher by the date indicated at the bottom of the progress reports. Report cards will be sent out after each grading period. Report cards are to be signed by the parents and returned to the teacher.

HOMEWORK

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

HOMEWORK POLICY K-6

Homework is necessary for educational success. For most students, homework will be any work not complete during the day. **Kindergarten** students will not have regularly scheduled assignments but may be ask to complete activities that enhance lesson objectives taught at school. **First and second** grade students will normally have daily reading and math assignments to complete at home. Assignments made will reinforce basic skills presented at school.

Beginning with **third** grade and continuing through the **sixth**, each grade will require more outside, independent activities, in addition to the basic assignments needed to reinforce skills taught in the classroom. The outside activities will be necessary to build the independent thinking and working skills required for junior/senior high school. Parents should expect their children to have homework in at least two subject areas Monday through Thursday. Homework on Fridays and holidays will be discouraged. Incomplete assignments or no assignment completed by the student may result in disciplinary consequences and/or points deducted from the assignment.

MAKE-UP WORK

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

1. 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.
2. Students shall have one class day to make up their work for each class day they are absent.
3. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester unless the absences are part of a signed agreement as permitted by the ABSENCES POLICY.

TEXTBOOKS

Textbooks are furnished free. If textbooks are lost or damaged beyond reasonable use, parents/guardians will be charged for book replacement. Students are responsible for any book they check out of the library. If they are lost or stolen while checked out to the student, they will have to pay the cost to replace the book.

CLASS PARTIES

Class parties are as follows: Halloween, Christmas, Valentine's (K-6), and Easter (K-2). Dates and times will be announced by the teacher. The teacher will select a chairman of his/her home room and he/she will contact the other parents.

Students are **NOT** allowed to have individual birthday parties at school or to pass out private party invitations. Too many students get hurt feelings and are disappointed when he/she is not invited to attend such occasions.

PLEDGE OF ALLEGIANCE

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

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

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

CAFETERIA

When a child arrives at school he/she may purchase breakfast. Students are not permitted to eat breakfast after 8:00AM. If he/she has been delayed because of a late bus they will be permitted to eat. **The price of breakfast is \$1.35 Extra milk is \$.50.**

It is suggested that children who eat school lunches regularly, bring money each Monday for the entire week. **Lunch is \$1.75 per day.**

Please place money in a marked envelope designating the allocation.

A well balanced menu is served in the cafeteria each day. The menu for the week is sent home with your child every month.

Parents/Grandparents are always welcome to eat lunch with their children. **NOTE:** Please notify the office that morning that you will be eating. You may pay for your trays as you go through the line in the cafeteria. **The cost of an adult tray is \$3.00 for lunch and \$1.55 for breakfast.**

Carbonated Beverages...Cokes, Dr. Pepper, etc., will not be permitted in the cafeteria at lunch time.

Sharing food between students is prohibited.

Excessive charging of meals by students or faculty will not be allowed. After a lapse of a week of charges, the child will receive a sack lunch consisting of a sandwich and milk in compliance with Child Nutrition guidelines until charges are paid in full.

SCHOOL LUNCH SUBSTITUTIONS

The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit a Certification of Disability for Special Dietary Needs Form completed by a licensed physician to the district's Director of Child Nutrition.

The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

MEDICATION

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

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

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering health care provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

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

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

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students

who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP 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 provider to self-administer either an asthma inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an asthma inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

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

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

The school shall not keep outdated medications or any medications past the end of the school year. By this policy, parents are notified those ten (10) days after the last day of school, all medications will be disposed of that are left at the school. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.

EMERGENCY ADMINISTRATION OF EPINEPHRINE

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

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

Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used

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

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

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 pay 100% of the remaining bill only a portion of what is reasonable and customary. Forms may be obtained at the elementary office. You have only **90 days** in which to file your claim.

STUDENT ILLNESS/ACCIDENT

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or 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.

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, food borne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

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

A student enrolled in the district who has an immunization exemption may be removed from the 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.

PHYSICAL EXAMINATIONS OR SCREENINGS

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

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old. Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F—Objection to Physical Examinations or Screenings, which can be obtained from the school nurse or principal's office or by providing certification from a physician that he/she has recently examined the student.

SPECIAL EDUCATION

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

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

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

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding handicapped students. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents. For more information on the Foreman School District's special education coordinator, please call the principal's office.

ALTERNATIVE LEARNING ENVIRONMENTS

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

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

The team is to be comprised of the following:

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

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

- a) Disruptive behavior;

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

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

- e) Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- f) Abuse: physical, mental, or sexual;
- g) Frequent relocation of residency;
- h) Homelessness;
- i) Inadequate emotional support;
- j) Mental/physical health problems;
- k) Pregnancy; or
- l) 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.

CRISIS MANAGEMENT PLAN FOREMAN SCHOOL DISTRICT

We have crisis intervention plans for the following reasons:

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

- A. The school has a Safety Team consisting of the principal, counselor and teachers.
- B. Plans are posted in every classroom, office area, etc.

- C. All crisis intervention plans and drills are practiced throughout the school year with students and teachers.
- D. All crisis intervention plans and information are disseminated in faculty meetings, student meetings at the beginning of the year, and printed in the student handbook.
- E. Planning meetings involving community and school 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.

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

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

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

PERSONAL PROPERTY

The pupil alone is responsible for personal property. The student must take care of his/her belongings at all times. Students are not to bring to school: knives, tobacco products, alcohol, drugs, lighters, matches, cigarettes, shooting apparatus, guns, sharp objects, radios, tape recorders, CD players, MP3 players, toys, or playing /trading cards.

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 of 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 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 phone 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.

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.

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

1. No halters, tank tops, crop tops, mid-riff tops, miniskirts, bicycle shorts, sleeveless tops (2 inches wide), shorts over thermal underwear, tights, BVD's, leotards, tight leggings, or clothing that is too revealing.
2. All shorts must be no shorter than **2 inches above** the knee
3. No clothing may be worn which has obscene signs or symbols, or sexually suggestive messages.
4. No head coverings (hats & caps) are to be brought on campus. Sunglasses only with doctor prescription.
5. Shoes must be worn at all times. All shoe laces must be tied.
6. Any dress and grooming practice that serve to disrupt school in any way must be discontinued.
7. Shirts advertising alcoholic beverages or any drugs on them will not be permitted.
8. Bandannas and headbands are not to be brought to school.
9. Earrings on males are not allowed.
10. Pants are to be worn above the hips.

All students consistently breaking these rules will be subject to a disciplinary referral ranging from a conference to recommendation of expulsion.

*Any demonstration concerning gang affiliation by signal, symbol or article of dress will result in a disciplinary referral with a range of punishment from a conference to recommendation of expulsion.

BEHAVIOR

Students are expected to be courteous and respectful at all times. This necessitates that each person displays a positive attitude toward the feelings, rights, reputation, and property of other people. Students are urged to give special emphasis to the following:

1. Take good care of both personal and school property.
2. Be especially courteous and attentive during school assemblies and large group meetings.
3. Use clean and acceptable language at all times.
4. Do not smoke or use tobacco products on or near the school campus or any school sponsored event.
5. Do not scuffle or fight. Keeping your hands off other people is a good policy.

Any action that violates the intent of the preceding paragraphs shall be grounds for disciplinary action. This action may result in disciplinary conferences, detention hall, corporal punishment, suspension from school, or expulsion from school and referral to juvenile authorities.

STUDENT 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 a 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.

DISCIPLINARY GUIDELINES

Principals shall have both the authority and duty to take disciplinary action whenever the behavior of any student(s) materially interferes or substantially disturbs the maintenance

of a proper atmosphere for learning within the classrooms or other parts of the school. Notice of the rules and regulations existing in each school shall be disseminated to students and parents in a wide variety of ways (student assemblies, public address announcements, student handbooks, etc.).

HIERARCHY OF PUNISHMENT AT FOREMAN SCHOOL

EXPULSION
SUSPENSION
ISS
CORPORAL PUNISHMENT
DETENTION HALL
DISCIPLINARY CONFERENCE

DEFINITIONS OF PUNISHMENT RANGES

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

Detention Hall: Detention Hall is a class to which students report to make up time for infraction of rules. Regular study materials must be used at that time. Students must study while they are in detention hall.

Corporal Punishment: Corporal Punishment shall be administered in the office of the principal or in such a place or places as may be designated by the principal. The Foreman School shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact, and caution, and then only by the principal or another state-licensed staff member employed by the district designated by the principal. At no time shall corporal punishment be administered in the presence of another student.

School principals or teachers who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the other certified employee who was present as a witness.

The use of corporal punishment shall at all times be reasonable and proper. Consideration in this regard shall include but not be limited to the following:

- A. Age of the child
- B. Size of the child
- C. Sex of the child
- D. Ability of the child to bear the punishment
- E. Overall physical condition of the child

Corporal punishment shall not be administered in anger or with malice at any time. Parents may choose (Act 333 of 1995) an option whether their child is given corporal punishment. A written request should be on file in the principal's office signed by parent or legal guardian concerning their decision on the use of corporal punishment. **Note:** A formal hearing is not required prior to administering corporal punishment.

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

A student can stay in ISS fifteen (15) days during a school term. If a student commits an offense that requires being sent to ISS for a certain number of days causes the student to be in ISS the sixteenth(16) day, the student will be suspended from school one day for each day they would have spent in ISS.

Suspension: The dismissal from school premises of a student with loss of credit for any work missed. The principal is authorized to suspend a student for ten (10) days with approval of the superintendent of schools. Any student who is suspended for three or more days, the parents are required to return for a conference during that period of time before the student is admitted back in school.

*The only exception will be with permission of the principal or superintendent.

It is the parents' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent 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 (voice, voice mail or text message)
- e-mail address
- 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.

SUSPENSION FROM SCHOOL

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

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

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

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

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

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

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

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

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

During the period of their suspension, students serving out-of-school suspensions shall not be permitted on campus except to attend a student/parent/administrator conference. During the period of their suspension, students serving in-school suspension shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

Suspensions initiated by the Principal or his/her designee may be appealed to the Superintendent, but no 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 could pose an unreasonable danger to the welfare of other students or staff.

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

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

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

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

Except as permitted by policy 4.22, the superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

STUDENT CONDUCT

In the Classroom: All teachers will have reasonable guidelines for conduct within their classrooms. These should be consistent with school policy and provide for the best possible atmosphere for instruction. All students should show due respect for their teachers as well as their fellow classmates.

In the Hall/Outside: In passing through the halls or on the sidewalk students are asked to keep to the right for safety and convenience. Passing arm-in-arm, scuffling, running, or visiting in the hallway is inconsiderate of other students and should be avoided. Students should not stop in a group or wait for friends.

At Athletic Events: Foreman Students pride themselves on the example of fine sportsmanship set by athletic teams. Students have the responsibility of helping to extend this example throughout the school and community.

Assemblies: The conduct of Foreman School Students at assemblies has, for many years been above reproach. The student body does not condone anything other than courtesy and respectful attention toward guest speakers.

STUDENT DISCIPLINE POLICIES

The teachers of Foreman School are professional people who have been employed to help run the school. They are in charge of the campus as well as their classroom. They will be allowed to make decisions based on their professional knowledge on all aspects of their duties. If a teacher observes a violation of school rules by any student under the jurisdiction of the school, **the teacher's word will be final and action will be taken on that observation according to the student disciplinary policies.** The teacher's word will not be exceeded unless the situation warrants and is deemed necessary by an administrator.

A teacher may remove from class a student who has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the students in the class or with the ability of student's classmates to learn, or whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with teacher's ability to teach the student in the class or with the ability of the student's classmates to learn.

If a teacher removes a student from class the principal or his designee may place the student into another appropriate classroom, into in-school suspension, or into the district's alternative learning environment established in accordance with 6-18-508, so long as such placement is consistent with the school district's written student discipline policy, state law and federal law. If a student is removed twice during any nine week grading period, or its equivalent as determined by the Department of Education, the principal or his designee may not return the student to the teacher's class unless a conference is held for purposes of determining the cause of the problem and possible solutions with the following individuals present:

- A. The principal or his designee
- B. The teacher
- C. The school counselor (Act 1281 of 1999)

CODE OF STUDENT CONDUCT GRADES K-6

The code of student conduct for grades K-6 has been developed by administrators, teachers, and parents. It is based on the premise that one's education begins with discipline and ends with self discipline. Basic to this premise is the belief that effective learning situations can best be provided and positive behavioral patterns enforced when acceptable behavioral patterns and their consequences are outlined, communicated and understood by students, parents, and school personnel. This code of student conduct is age and grade appropriate for a positive environment.

Discipline shall be administered fairly, equitably, and based on careful assessment of the circumstances of each case. Factors to be considered shall include, but not 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.

PROHIBITED CONDUCT

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

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

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

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

Student Discipline Policies Grades K-3

GENERAL CONDUCT, CLASSROOM MISBEHAVIOR, VIOLATION OF CLASSROOM RULES OR CAFETERIA RULES

A student will be in class on time and have the material needed for that class. This means the proper textbook, paper, pencil, and other items designated by the teacher. A student shall not disrupt a class by making unnecessary noise, talking without permission, keeping other students from doing assigned class work, refusing to do assigned class work, sleeping, refusing to keep his/her head up off the desk top, refusing to pay proper attention to the teacher or any action that will distract from a learning atmosphere in the classroom. Students who violate of the above rules will receive the following punishment:

- 1st Offense** Disciplinary Conference
- 2nd Offense** Loss of Recess Privileges
- 3rd Offense** Corporal Punishment/7:00AM Detention

DISREGARD OF DIRECTIONS OR COMMANDS

A student will **NOT** disregard a direction or command from a faculty or staff member. If a student is guilty of violating a direction or command, he/she will receive the following punishment

- 1st Offense** Disciplinary Conference/ Parent Notification
- 2nd Offense** Loss of Recess Privileges
- 3rd Offense** Corporal Punishment/7:00AM Detention

DISRESPECT TO FACULTY AND STAFF MEMBERS

Students will **NOT** show disrespect for faculty or staff members by shouting or yelling at, threatening or any other action that can be considered disrespectful. Guilty students will be punished as follows: (Gravitation or severity may result in automatic suspension or expulsion)

- 1st Offense** Disciplinary Conference and Parental Notification
- 2nd Offense** Corporal Punishment/7:00AM Detention
- 3rd Offense** ISS/Suspension

INFLECTING BODILY HARM TO ANOTHER STUDENT/STUDENTS

Students shall **NOT** fight, scratch, bite, and choke, etc. another student. Students found guilty of harming another student NO matter what the reason, shall be punished as follows:

- 1st Offense** Loss of Recess Privileges
- 2nd Offense** Corporal Punishment/ISS
- 3rd Offense** Suspension

HORSEPLAY

Students “horse playing” in the classroom, hall or on the playground will receive the following punishment.

- 1st Offense** Disciplinary Conference
- 2nd Offense** Loss of Recess Privileges
- 3rd Offense** Corporal Punishment/7:00AM Detention

VERBAL ABUSE OR THREATENING OF ANY STUDENT, TEACHER, PRINCIPAL, SUPERINTENDENT OR OTHER EMPLOYEE OF THE FOREMAN SCHOOL NOT INVOLVING A DEADLY WEAPON

- 1st Offense** Loss of Recess Privileges/Parent Notification
- 2nd Offense** Corporal Punishment or ISS
- 3rd Offense** Suspension

INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION

Such action is prohibited. Students guilty of violating the above rule shall be punished as follows:

- 1st Offense** Disciplinary Conference/Parent Notification
- 2nd Offense** Loss of Recess Privileges
- 3rd Offense** Corporal Punishment/7:00AM Detention

UNACCEPTABLE LANGUAGE

A student shall not use profanity, obscene gestures, or vulgar language at any time for any reason. Students guilty of the above rule shall be punished as follows:

- 1st Offense** Disciplinary Conference
- 2nd Offense** Loss of Recess Privileges
- 3rd Offense** Corporal Punishment or ISS

INAPPROPRIATE BEHAVIOR

Indecent and Immoral Acts

- 1st Offense** Loss of Recess Privileges/Parent Notification
- 2nd Offense** Corporal Punishment/7:00AM Detention
- 3rd Offense** Suspension

CHEATING

- 1st Offense** Disciplinary Conference and NO credit will be given for the assignment
- 2nd Offense** Parent notification and NO credit will be given for the assignment
- 3rd Offense** Parental Conference and NO credit will be given for the assignment

THEFT

A student shall not take or have in their possession any item or article that rightfully belongs to another person. Any student found guilty of theft of property shall receive the following punishment:

CONSEQUENCES: Property returned in the same condition or payment of the item(s) stolen and/or

1st Offense Corporal Punishment/7:00AM Detention

2nd Offense ISS

3rd Offense Suspension

POSSESS, VIEW, DISTRIBUTE OR ELECTRONICALLY TRANSMIT SEXUALLY EXPLICIT OR VULGAR IMAGES OR REPRESENTATIONS, WHETHER ELECTRONICALLY ON A DATA STORAGE DEVICE, OR IN HARD COPY FORM.

A student shall not have in their possession or distribute obscene materials electronic or otherwise while at school.

1st Offense Corporal Punishment/7:00AM Detention

2nd Offense ISS

3rd Offense Suspension

LYING TO FACULTY MEMBERS

Lying to members of the faculty will not be tolerated. In the event a student is being questioned concerning his/her involvement in a situation meriting discipline action, the student will receive additional disciplinary actions for lying. Lying is considered a separate offense.

1st Offense Disciplinary conference

2nd Offense Loss of Recess Privileges

3rd Offense Corporal Punishment/7:00AM Detention

UNAUTHORIZED USE OF NOISE MAKING AND DISTRACTING DEVICES, CELL PHONES, BEEPERS, MP3 PLAYERS, OR OTHER ELECTRONIC DEVICES

Items will be confiscated and only released to parents AND:

1st Offense Disciplinary Conference

2nd Offense Loss or recess/activity privileges

3rd Offense Corporal Punishment/7:00 AM Detention

Student Discipline Policies Grades 4-6

Student behavior will be monitored by using a behavior point system. When a student exceeds 25 points, an office referral will be issued. Citizenship will be affected by dropping one letter grade per office referral in a nine week period. A student must maintain an “A” in citizenship and have 15 or less points on the clip board, to be eligible for behavior reward incentives. Citizenship grades will not be used in honor roll calculations.

| Name of Offense | Points Issued |
|--|----------------------|
| Out of seat | 5 |
| Eating candy/food or chewing gum in class | 5 |
| Lack of materials | 5 |
| Excessive talking | 5 |
| Interrupting class | 5 |
| Not following teachers' instruction | 5 |
| Running/jumping in the hallway or sidewalks | 10 |
| Misbehavior in restrooms | 10 |
| Disrespectful to a student | 10 |
| Throwing objects | 15 |
| Horseplaying | 10 |
| Other | 5-25 |

GENERAL CONDUCT, CLASSROOM MISBEHAVIOR, AND VIOLATION OF CLASSROOM MISBEHAVIOR, AND VIOLATION OF CLASSROOM RULE

A student will be in class on time and have the material needed for that class. This means the proper textbook, paper, pencil, and other items designated by the teacher. A student shall not disrupt a class by making unnecessary noise, talking without permission, keeping other students from doing assigned class work, refusing to do assigned class work, sleeping, refusing to keep his/her head up off the desk top, refusing to pay proper attention to the teacher or any action that will distract from a learning atmosphere in the classroom. Students who violate any of the above rules will receive the following punishment:

- 1st Offense** Three (3) Days Detention
- 2nd Offense** Five (5) Days Detention
- 3rd Offense** Corporal punishment/7:00AM Detention
- 4th Offense** ISS or suspension

TRUANCY

Students absent from class without permission whether on or off campus. A student leaving campus without signing out is considered truant.

- 1st Offense** Parent notification
- 2nd Offense** Three (3) days suspension
- 3rd Offense** Five (5) days suspension

DISREGARD OF DIRECTIONS OR COMMANDS

A student will NOT disregard a direction or command from a faculty or staff member. If a student is guilty of violating a direction or command, he/she will receive the following punishment;

1st Offense 3 Days Detention/Parent Notification

2nd Offense Corporal Punishment/7:00AM Detention

3rd Offense ISS /Suspension

DISRESPECT TO FACULTY AND STAFF MEMBERS

Students will NOT show disrespect for faculty or staff members by shouting or yelling at, threatening or any other action that can be considered disrespectful. Guilty students will be punished as follows: (Gravitation or severity may result in automatic suspension or expulsion)

1st Offense 3 Days Detention/Parent Notification

2nd Offense Corporal Punishment or 7:00 AM detention

3rd Offense ISS /Suspension

VERBAL ABUSE OR THREATENING OF ANY STUDENT, TEACHER, PRINCIPAL, SUPERINTENDENT OR OTHER EMPLOYEE OF THE FOREMAN SCHOOL NOT INVOLVING A DEADLY WEAPON

1st Offense Corporal Punishment/7:00AM Detention

2nd Offense One to three (1-3) days ISS/ Suspension

3rd Offense Five (5) days ISS/Suspension

FIGHTING/INFLECTING BODILY HARM

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

LEVEL 3 (FULL CONTACT)

1st Offense Corporal Punishment/7:00AM Detention

2nd Offense Three (3) days ISS/ Suspension

3rd Offense Five (5) day/ISS/ Suspension

4th Offense Recommended Expulsion to School Board

LEVEL 2 HITTING /PUSHING/SHOVING

1st Offense Three (3) Days Detention

2nd Offense Corporal Punishment/7:00AM Detention

3rd Offense ISS/Suspension

LEVEL 1 ARGUING/MOUTHING

1st Offense Three (3) Days Detention

2nd Offense Five (5) Days Detention

3rd Offense Corporal Punishment/7:00AM Detention

HORSEPLAY

Students “horseplaying” in the hall, cafeteria, or on the playground will receive the following punishment.

1st Offense Disciplinary Conference

2nd Offense Three (3) Days Detention

3rd Offense Corporal Punishment/7:00 AM Detention

ALCOHOL

A student shall not use or possess alcohol while at school or any school functions. If a student is found guilty of violating this rule, the student will receive the following punishment: LAW ENFORCEMENT MAY BE NOTIFIED

1st Offense Five (5) days ISS /Suspension

2nd Offense Ten (10) days Suspension and Enrolled in Mandatory Counseling Program

3rd Offense Recommend Expulsion to School Board

DRUGS

A student shall not use, possess or distribute any drugs while at school or any school functions. If a student is found guilty of violating this rule, the student will receive the following punishment:

1st Offense Ten (10) days suspension & attend twelve (12) days in a mental health program (one afternoon per week for 12 weeks) Any first offender who does not take the counseling program will be expelled for the semester.

2nd Offense Any second offense after counseling is a mandatory expulsion for the semester.

POSSESSION OR USE OF TOBACCO PRODUCTS

A student shall not use or possess tobacco. in any form on the campus If a student is found guilty of violating the above rule, the student will receive the following punishment:

1st Offense Corporal Punishment/7:00AM Detention

2nd Offense Three (3) days ISS or suspension

3rd Offense Five (5) days ISS or suspension

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 property owned or leased by a public school district, including school buses, is prohibited.

Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

THEFT

A student shall not take or have in their possession any item or article that rightfully belongs to another person. Any student found guilty of theft of property shall receive the following punishment:

Consequences :Property returned in the same condition or payment of the item (s) stolen and:

1st Offense Corporal Punishment/7:00AM Detention

2nd Offense Three (3) days ISS/Suspension

3rd Offense Five (5) days ISS /Suspension

POSSESSION OF KNIVES, FIREWORKS OR DANGEROUS ITEMS

Students will not bring to school or have in their possession any item that can be used to aggravate or harm another person. Punishment will be as follows:

1st Offense Corporal Punishment/7:00AM Detention

2nd Offense Three (3) days ISS or suspension

3rd Offense Five (5) days ISS or suspension

If prior to any questioning or search by any school personnel, a student discovers that he/she accidentally brought a knife or dangerous weapon other than a firearm to school and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon. The weapon will be confiscated and held in the office until such time the student's legal parent or guardian shall pick the weapon up from the school's office.

ASSAULTING OR THREATENING TO ASSAULT OR ABUSE ANY TEACHER, PRINCIPAL, SUPERINTENDENT, OR OTHER EMPLOYEE OF THE FOREMAN SCHOOL

1st Offense: Suspension or expulsion and law enforcement will be notified.

Whenever the principal or other person in charge of a public school has personal knowledge or has received information leading to a reasonable belief that any person has committed or had threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision, the principal or the person in charge shall immediately report the incident or threat to the superintendent of the school district and the appropriate law enforcement agency. The superintendent or his designee shall notify the local school board of any report made to law enforcement under this section. (Act 1520 of 1999)

LYING TO FACULTY MEMBERS

Lying to members of the faculty will not be tolerated. In the event a student is being questioned concerning his/her involvement in a situation meriting discipline action, the student will receive additional disciplinary actions for lying. Lying is considered a separate offense.

1st Offense Disciplinary Conference/ Three (3) Days Detention

2nd Offense Corporal Punishment

3rd Offense Three (3) days ISS

CHEATING

Any student caught cheating will receive a grade of "0" for that work and:

1st Offense Three (3) Days Detention/Parent Notification

2nd Offense Corporal Punishment

3rd Offense Three days ISS or suspension

USE OF NOISE MAKING AND DISTRACTING DEVICES, CELL PHONES, OR OTHER ELECTRONIC DEVICES Not Approved by a Teacher

Items will be confiscated and only released to parents and:

1st Offense Disciplinary Conference

2nd Offense Three (3) Days Detention

3rd Offense Corporal Punishment/7:00AM Detention

MARKING ON DESK, WALL, ETC.

If a student is found guilty of marking on a desk, wall, etc. he/she will be required to clean up the marking to the satisfaction of the teacher.

1st Offense Disciplinary Conference

2nd Offense Three (3) Days Detention

3rd Offense Corporal Punishment/7:00AM Detention

GAMBLING

A student shall not participate in any activity which may be termed as gambling or wagering where the stakes are money or any other object of value.

1st Offense One to three (1-3) days ISS or suspension

2nd Offense Five (5) days suspension

3rd Offense Ten (10) days suspension/or recommended to school board for expulsion

UNACCEPTABLE LANGUAGE

A student shall not use profanity, obscene gestures, or vulgar language at any time for any reason. Students guilty of the above rule shall be punished as follows:

1st Offense Three (3) Days Detention

2nd Offense Corporal Punishment/7:00AM Detention

3rd Offense ISS/Suspension

POSSESS, VIEW, DISTRIBUTE, OR ELECTRONICALLY TRANSMIT SEXUALLY EXPLICIT OR VULGAR IMAGES OR REPRESENTATIONS, WHETHER ELECTRONICALLY ON DATA STORAGE DEVICE.

A student shall not have in their possession or distribute obscene materials electronic or otherwise while at school.

1st Offense Corporal Punishment/ISS

2nd Offense ISS

3rd Offense Suspension

INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION

Such action is prohibited. Students guilty of violating the above rule shall be punished as follows:

1st Offense Disciplinary Conference

2nd Offense Three (3) Days Detention

3rd Offense Corporal Punishment/7:00AM Detention

INAPPROPRIATE/IMMORAL CONDUCT

Indecent and Immoral Acts

1st Offense Corporal Punishment/7:00AM Detention

2nd Offense ISS

3rd Offense Suspension

Discipline Policies Applying to All Students K-6

BULLYING

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

DEFINITIONS:

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

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

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

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

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably

should be expected to cause, substantial interference with the other's performance in the school environment; and

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

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

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

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

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

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

5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment is also a form of bullying,
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: "slut") or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: "You are so gay." "Fag" "Queer").

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

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. (Example: a student might be disciplined both for bullying and sexual harassment, in an appropriate situation, or bullying and assault).

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.

CONSEQUENCES:

1st Offense Disciplinary conference involving school counselor and parent notified

2nd Offense Mandatory Parent Conference

3rd Offense Three days suspension

4th Offense Five days suspension

5th Offense Recommendation to the board of trustees for consideration of expulsion

DESTRUCTION OF SCHOOL PROPERTY

Accidental

Consequences: Notify parents and pay for damages

Intentional

Consequences: Notify parents and pay for damages and:

1st Offense Corporal Punishment/Parent Notification

2nd Offense One (3) day suspension

3rd Offense Three (5) days suspension

ACTIVATION OF FIRE ALARM BY A STUDENT/BOMB THREAT

Consequences: Suspension and/or criminal charges may be filed for turning in a false alarm.

WEAPONS AND DANGEROUS INSTRUMENTS

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

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

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

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

GANGS AND GANG ACTIVITY

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

The following actions are prohibited by students on school property or at school functions:

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

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

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

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 of adverse consequences. The information will take into account and be appropriate to the age of the students.

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

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

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

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

TOBACCO AND TOBACCO PRODUCTS

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

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

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.

K-6 STUDENTS RIDING THE SCHOOL BUS TO AND FROM SCHOOL

All students will be assigned a seat. The student will stay in his/her assigned seat all the way to school and all the way home on all school activities. The bus driver may change or reassign a seat for disciplinary reasons. Students will not be allowed to stand except for loading and unloading. Students will NOT be permitted to ride another bus without written permission from their parent approved by the building principal. Any action such as loud talking, throwing of objects or actions that may distract the bus driver will result in:

- 1st Offense** Disciplinary conference
- 2nd Offense** Mandatory Parent Meeting
- 3rd Offense** One to three (1-3) day suspension off the bus
- 4th Offense** Five (5) day suspension off the bus
- 5th Offense** Loss of privilege of riding the bus for remainder of semester.

RULES PERTAINING TO STUDENT CONDUCT WILL APPLY TO RIDING THE BUS.

PASSING A STOPPED SCHOOL BUS WHICH IS RECEIVING OR DISCHARGING PASSENGERS IS A MISDEMEANOR AND INCREASES THE TIME THAT A DRIVER'S LICENSE MAY BE SUSPENDED FROM NINETY DAYS TO A MAXIMUM OF SIX MONTHS. (Act 1516 of 1999)

BUS TRANSPORTATION POLICIES

State transportation regulations 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 on the NORTH side of the building.
2. Students are expected to behave properly while riding a bus. Any one not behaving may have his/her privileges revoked and/or be disciplined by the principal.
3. No smoking or dipping is 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 ask the driver to be let off at places other than the regular stop.
7. Visitors are not allowed on the bus unless an emergency exists.
8. Students are to load and unload the bus as the driver instructs.
9. ACT 814 makes it a misdemeanor for students or adults to threaten or use abusive language toward a school bus driver in the presence of students.

This is not intended to cover all of the “do’s” and “don’ts” of school bus safety, but is a very specific guide.

The driver may find it necessary to interpret these policies in light of his/her own bus needs.

DISTRIBUTION OF LITERATURE

(Student Publications) Act 1109 of 1995. The distribution of handwritten, duplicated or printed material on school premises must be with the prior consent of the principal, and may not interfere with or disrupt the educational process. Written expressions which are distributed must be signed by the authors. Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications. The following publications are not authorized:

1. Publications that are obscene to minors, as defined by state law.
2. Publications that are libelous or slanderous, as defined by state law.
3. Publications that contribute an unwarranted invasion of privacy, as defined by state law.
4. Publications that so incite students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations or the material and substantial disruption of the orderly operation of the school.
5. Hate literature that scurrilously attacks ethnic, religious, or racial groups

1st Offense Parent notification and all unauthorized student publications will be confiscated

2nd Offense Three (3) days suspension

3rd Offense Five (5) days suspension and placed on probation

4th Offense Recommend expulsion to the school board

STUDENT PUBLICATIONS ON SCHOOL WEB

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

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

STUDENT DISTRIBUTION OF NON-SCHOOL LITERATURE, PUBLICATIONS AND MATERIALS

Student group of students, who distribute ten (10) or fewer copies of the same non-school literature, publications, or 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.

Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

SEARCH, SEIZURE, AND INTERROGATIONS

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

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

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

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documents by the

investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

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 equipment, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

INTERNET SAFETY and ELECTRONIC DEVICE

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;
- Cyberbullying awareness; and
- Cyberbullying response.

Misuse of Internet

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook 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.

1st Offense Students will be suspended from using technology for one (1) week.

2nd Offense Student will be suspended from using technology (time determined by the principal)

STUDENT ORGANIZATIONS/EQUAL ACCESS

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

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

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

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

BEHAVIOR NOT COVERED

The school district reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

EXCESSIVE OFFICE REFERRALS

The school district reserves the right to consider the number of office referrals any student has when determining punishment. Excessive office referrals shall be punished at an administrator's discretion.

GROUP HEARINGS FOR SUSPENSION OR EXPULSION

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

- 1) A single hearing will not likely result in confusion
- 2) No student will have his/her interest substantially prejudiced by the group hearing

DISCIPLINE OF HANDICAPPED STUDENTS

In the establishment of the discipline policies the Foreman School recognizes that in case of diagnosed handicapped students, the provisions the Individuals with Disabilities Education Improvement Act of 2004 will prevail. In those cases required adjustments in the policies will be made in line with the student's handicapping condition.

EQUAL ENFORCEMENT OF REGULATIONS

The regulations found within this handbook apply equally without regard to sex, race, or national origin.

PROCESS FOR RESOLVING PARENTAL CONCERNS

Individuals with complaints concerning personnel, curriculum, discipline, coaching, or the day to day management of the schools need to address those complaints according to 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 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 suspensions initiated by the Superintendent, expulsions, and personnel discipline.

FOREMAN SCHOOL DISTRICT PARENTAL/COMMUNITY INVOLVEMENT POLICY

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

1. Involve parents and the community in the development and improvement of Title I programs for the school;
2. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, are Pre-K programs, and Even Start.
3. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement;
4. Provide parents with the materials and training they need to be better able at help their child achieve. The district may use parent resource centers or other

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

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

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

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

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

The commitment to parental involvement has been approved by the school board of Foreman School District.

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. The fee for copies will be \$1.00 per page. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the

student seeks or intends to enroll, or has already enrolled so long as the disclosure is for the purposes related to the student's enrollment or transfer.

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

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

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

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

The District discloses personally identifiable information 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 identifiable information 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 which issued the order.

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

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

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

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

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

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

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

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

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

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

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes

need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

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

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. 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 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.⁸⁷

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.⁸⁷

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.⁵

GRADUATION REQUIREMENTS

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

Department of Education, the district requires an additional 3units 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.

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.⁷ 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.⁸

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.⁸

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

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