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# MISSION STATEMENTS

## JASPER SCHOOL DISTRICT ELEMENTARY SCHOOLS

The mission of the Jasper District Elementary Schools is to provide each student the environment and opportunity to develop to his/her fullest potential academically and socially and to become productive citizens in an ever-changing world.

## JASPER SCHOOL DISTRICT HIGH SCHOOLS

The mission of the Jasper District High Schools is to provide all students with the opportunity to complete a program of study that provides the skills and competencies necessary to successfully enter and function in his/her chosen field, to continue as lifelong learners, and to become good citizens. These goals will be achieved by the teachers, student, parents, and community leaders working together.

## JASPER SCHOOL DISTRICT BOARD OF EDUCATION

- Joel Brasel
- Brent Clark
- Stacey Clark, President
- Charles Emmett
- Quentin Rylee, Secretary
- Clarissa Stepp
- Randy Treat, Vice-President

## JASPER SCHOOL DISTRICT ADMINISTRATION

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- David Dunlap: Elementary Principal—Jasper Campus, [ddunlap@jasper.k12.ar.us](mailto:ddunlap@jasper.k12.ar.us)
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### Campus Addresses and Phone Numbers

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Jasper School Board approved this handbook for use on June 20, 2016

# **JASPER SCHOOL BOARD POLICIES THAT GOVERN STUDENT HANDBOOK**

## **(A.C.A. §8-18-501)**

### **DUTY OF TEACHERS, CLASSIFIED SCHOOL EMPLOYEES, AND VOLUNTEERS (A.C.A. §6-18-501)**

Every teacher shall seek to exercise wholesome discipline in his or her school and endeavor by precept and otherwise to instill and cultivate in the pupils good morals and gentle manner.

### **GUIDELINES FOR DEVELOPMENT OF SCHOOL DISTRICT STUDENT DISCIPLINE POLICIES**

#### **(A.C.A. §6-18-502)**

- (a) The Department of Education shall establish guidelines for the development of school district student discipline policies.
- (b) Such guidelines shall include, but not be limited to, the following requirements:
  - (1) Parents, students, and school district personnel, including teachers, shall be involved in the development of school district student discipline policies;
  - (2) (A) The student discipline policies shall be reviewed annually by the school district's committee on personnel policies.  
(B) The committee may recommend changes in the policies to the board of directors of the local school district; and
  - (3) Student discipline policies shall include, but not be limited to, the following offenses:
    - (A) Willfully and intentionally assaulting or threatening to assault or abuse any student or teacher, principal, superintendent, or other employee of a school system;
    - (B) Possession by students of students of any firearm or other weapon prohibited upon the school campus by law or by policies adopted by the school board;
    - (C) Using, offering for sale, or selling beer, alcoholic beverages, or other illicit drugs by students on school property;
    - (D) Possession by a student of any paging device, beeper, or similar electronic communication device on the school campus, however: (A.C.A. 6-18-515)
      - (i) The policy may provide an exemption for possession of such a device by a student who is required to use such a device for health or other compelling reasons; and
      - (ii) The policy may exempt possession of such a device after normal school hours for extracurricular activities; and
    - (E) Willfully or intentionally damaging, destroying, or stealing school property by students.
- (c) The school discipline policies shall:
  - (1) Prescribe minimum and maximum penalties, including students' suspension or dismissal from school, for violations of each of the aforementioned offenses and for violations of other practices prohibited by school discipline policies;
  - (2) (A) Prescribe expulsion from school for a period of not less than one (1) year for possession of any firearm or other weapon prohibited upon the school campus by law.  
(B) Provided, however, that the superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis;
  - (3) Establish procedures for notice to students and parents of charges, hearings, and other due process proceedings to be applicable in the enforcement and administration of such policies by the school administrator and by the school board;
  - (4) Include prevention, intervention, and conflict resolution provisions; and
  - (5) Set forth the role and authority of public school employees and volunteers as provided in this subchapter.
- (d) Student discipline policies shall provide that parents and students will be advised of the rules and regulations by which the school is governed and will be made aware of the behavior that will call for disciplinary action and the types of corrective actions that may be imposed.
- (e) Each school district shall develop a procedure for written notification to all parents and students of the district's student discipline policies and for documentation of the receipt of the policies by all parents and students.
- (f) Teachers and administrators, classified school employees, and volunteers shall be provided with appropriate student discipline training.
- (g) If a school employee believes that any action taken by the school district to discipline a student referred by that employee does not follow school discipline policies, the school employee may appeal under the district's grievance procedure as provided under (A.C.A. §6-17-208)
- (h) In developing the state guidelines for school district discipline policies, the department shall involve parents, students, teachers, and administrators.

### **WRITTEN STUDENT DISCIPLINE POLICIES REQUIRED (A.C.A. §6-18-503)**

- (a) (1) Each school district in this state shall develop written student discipline policies in compliance with the guidelines established by the Department of Education and shall file such policies with the department.
  - (A) Guidelines shall include minimum standards of quality, experimentation with innovative programs, and a system to judge the effectiveness of the program.

- (B) The discipline policy shall include provisions for:
  - (i) Placement of a student with disciplinary, socially dysfunctional, or behavioral problems not associated with a handicapping condition in an alternative learning environment provided by the district; and
  - (ii) Expulsion from school for a period of not less than one (1) year for possession of any firearm or other weapon prohibited upon the school campus by law provided, however, that the superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.
- (2) Behavioral problems shall include those at risk of not satisfactorily completing a high school education.
- (b) (1) A school district that authorizes use of corporal punishment in its discipline policy shall include provisions for administration of the punishment, including that it be administered only for cause, be reasonable, follow warnings that the misbehavior will not be tolerated, and be administered by a teacher or a school administrator and only in the presence of a school administrator or his designee, who shall be a teacher or administrator employed by the school district.
- (c) Any amendments or revisions to a school district's student discipline policies shall be developed and adopted in the same manner as the original policies required by Ark. Code 6-18-502 and shall be consistent with the guidelines established by the department.
- (d) Any amendment or revision to the student discipline policies adopted by a school district shall be submitted to the department within thirty (30) days after the adoption of such amendment or revision.

**(A.C.A § 6-18-504) Compliance with (A.C.A. §§ 6-18-502 and 6-18-503)**

- (a) The Department of Education shall monitor compliance with the requirements of §§ 6-18-502 and 6-18-503, and the State Board of Education shall adopt rules and regulations for the administration of the requirements thereof.
- (b) Any school district failing to file the disciplinary policy required by § 6-18-503 with the department shall have all state aid funds withheld until such disciplinary policy is filed with the department.
- (c) Nothing in § 6-18-502, § 6-18-503, or this section, or any student discipline policies promulgated under § 6-18-502, shall limit or restrict the bringing of criminal charges against any person for violating the criminal laws of this state.

**School Discipline Act (A.C.A. §6-18-505)**

- (a) This section may be cited as the "School Discipline Act".
- (b) Every teacher is authorized to hold every pupil strictly accountable for any disorderly conduct in school or on the playground of the school, or on any school bus going to or returning from school, or during intermission or recess.
- (c) (1) Any teacher or school administrator in a school district that authorizes use of corporal punishment in the district's written student discipline policy may use corporal punishment, provided only that the punishment is administered in accord with the district's written student discipline policy, against any pupil in order to maintain discipline and order within the public schools.
- (2) As used in subdivision (c)(1) of this section, "teachers and administrators" means those persons employed by a school district and required to have a state-issued educator license as a condition of their employment.

**SCHOOL DISMISSAL ACT (A.C.A. §6-18-506)**

- (a) This section may be cited as the "School Dismissal Act".
- (b) Every school district board of directors shall adopt and file with the Department of Education written policies concerning the violation of school standards such as disrespect for teachers and classified school employees, vandalism, and other undesirable behavioral patterns.
- (c) Every school district board of directors in this state shall hold its pupils strictly accountable for any disorderly conduct in school, on the school grounds, in a school bus, or at any school function.
- (d) Each school district board of directors shall adopt written rules and regulations delineating its disciplinary policies.
- (e) The policy may be revised at any time by filing an updated policy with the department.

**SUSPENSION/EXPULSION (A.C.A. §6-18-507)**

- (a) As used in this section:
  - (1) "Course time" means the number of hours of instruction devoted to a single subject during the school week;
  - (2) "Expulsion" means dismissal from school for a period of time that exceeds ten (10) days;
  - (3) "Nontraditional scheduling" means block or other alternative scheduling as defined by the Department of Education; and
  - (4) "Suspension" means dismissal from school for a period of time that does not exceed ten (10) days.
- (b) The board of directors of a school district may suspend or expel any student from school for violation of the school district's written discipline policies, except that a school district shall not use out-of-school suspension as a discipline measure for truancy.
- (c) (1) (A) The board of directors may authorize a teacher or an administrator to suspend any student for a maximum of ten (10) school days for violation of the school district's written discipline policies, subject to appeal to the superintendent or his or her designee.
- (B) However, schools that utilize nontraditional scheduling may not suspend students from more course time than would result

from a ten-day suspension under the last traditional schedule used by the school district.

(2) If the superintendent initiates the suspension process, the decision may be appealed to the board of directors.

- (d) (1) A superintendent may recommend the expulsion of a student for more than ten (10) days for violation of the school district's written discipline policies, subject to appeal to the board of directors and to requirements of the federal Individuals with Disabilities Education Act, 20 U.S.C. § 1401 et seq.
- (2) (A) After hearing all testimony and debate on a suspension, expulsion, or appeal, the board of directors may consider its decision in executive session without the presence of anyone other than the board members.
- (B) At the conclusion of an executive session, the board of directors shall reconvene in public session to vote on the suspension, expulsion, or appeal.
- (3) A school district board of directors meeting entertaining an appeal shall be conducted in executive session if requested by the parent or guardian of the student provided that after hearing all testimony and debate, the board of directors shall conclude the executive session and reconvene in public session to vote on such appeal.
- (e) (1) (A) The superintendent of any school district shall recommend the expulsion of any student from school for a period of not less than one (1) year for possession of any firearm or other weapon prohibited upon the school campus by law.
- (B) Provided, however, that the superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.
- (2) (A) All school districts shall adopt a written policy regarding expulsion of a student for possessing a firearm or other prohibited weapon on school property that shall require parents, guardians, or other persons in loco parentis of a student expelled under this subsection to sign a statement acknowledging that the parents have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.
- (B) The statement shall be signed by the parents, guardians, or other persons in loco parentis prior to readmitting a student or enrolling a student in any public school immediately after the expiration of an expulsion period pursuant to this subsection.
- (3) (A) The school administrators and the local school district board of directors 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.
- (B) The principal of each school shall report within a week to the department the name, current address, and social security number of any student who is expelled for possessing a firearm or other prohibited weapon on school property or for committing other acts of violence.
- (C) The expulsion shall be noted on the student's permanent school record.
- (D) Nothing in this subdivision (e)(3) shall be construed to limit a superintendent's discretion to modify the expulsion requirement for a student on a case-by-case basis as set out in this subsection.
- (4) (A) The department shall establish and maintain a registry of students who are expelled for possessing a firearm or other prohibited weapon on school property or for committing other acts of violence.
- (B) The names, addresses, and social security numbers of all students listed in the registry shall be available by phone, facsimile, or mail to any school principal in the state.
- (f) (1) Upon suspension of a student, the school shall immediately contact the student's parent or legal guardian to notify the parent or legal guardian of the suspension.
- (2) Each parent or legal guardian shall provide the school:
- (A) (i) A primary call number.
- (ii) If the call number changes, the parent or legal guardian shall notify the school of the new primary call number;
- (B) An email address if the parent or guardian does not have a telephone; or
- (C) A current mailing address if the parent or guardian does not have a telephone or email address.
- (3) The contact required in subsection (f) of this section is sufficient if made by:
- (A) Direct contact with the parent or legal guardian at the primary call number or in person;
- (B) Leaving a voicemail at the primary call number;
- (C) Sending a text message to the primary call number;
- (D) Email if the school is unable to make contact through the primary call number; or
- (E) Regular first-class mail if the school is unable to make contact through the primary call number or email.
- (4) The school shall keep a notification log of contacts attempted and made to the parent or legal guardian.
- (g) A public school shall indicate on a student's attendance record if a student's absence is the result of an out-of-school suspension.

### **ENROLLMENT DURING EXPULSION-SCHOOL POLICY(A.C.A. §6-18-510)**

The board of directors of any school district may adopt a policy that after a hearing before the board, any person who has been expelled as a student from any other school district may not enroll as a student until the time of the person's expulsion has expired.

### **REMOVAL BY TEACHER (A.C.A. §6-18-511)**

- (a) Consistent with state and federal law, a teacher may remove a student from class and send him or her to the principal's or principal's designee's office in order to maintain effective discipline in the classroom.

- (b) A teacher may remove from class a student:
  - (1) 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 the student's classmates to learn; or
  - (2) Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students in the class or with the ability of the student's classmates to learn.
- (c) If a teacher removes a student from class in accordance with subsection (b) of this section, the principal or his or her designee may:
  - (1) 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 [repealed], so long as such placement is consistent with the school district's written student discipline policy;
  - (2) Return the student to the class; or
  - (3) Take other appropriate action consistent with the school district's discipline policy, state law, and federal law.
- (d) (1) If a teacher removes a student from class two (2) times during any nine-week grading period or its equivalent as determined by the Department of Education, the principal or the principal's designee may not return the student to the teacher's class unless a conference is held for the purpose of determining the causes of the problem and possible solutions, with the following individuals present:
  - (A) The principal or the principal's designee;
  - (B) The teacher;
  - (C) The school counselor;
  - (D) The parents, guardians, or persons in loco parentis; and
  - (E) The student, if appropriate.
- (2) The failure of the parents, guardians, or persons in loco parentis to attend the conference provided for in this subsection (d) shall not prevent the conference from being held nor prevent any action from being taken as a result of that conference.

### **SEIZURE OF HAND-HELD LASER POINTERS (A.C.A. §6-18-512)**

Each school district shall adopt a policy providing for the seizure by school personnel of hand-held laser pointers in the possession of students.

### **PARENTAL NOTIFICATION(A.C.A. §6-18-513)**

- (a) A school or school district shall comply with subsection (b) of this section if the school or school district with respect to a student under the age of eighteen (18):
    - (1) Makes a report to any law enforcement agency concerning student misconduct;
    - (2) Grants law enforcement personnel other than a school resource officer acting in the normal course and scope of his or her assigned duties access to a student; or
    - (3) Knows that a student has been taken into custody by law enforcement personnel during the school day or while under school supervision.
  - (b) (1) The principal or, in the principal's absence, the principal's designee shall make a reasonable, good faith effort to notify the student's parent, legal guardian, or other person having lawful control of the student by court order or person acting in loco parentis listed on student enrollment forms of the occurrence of any of the events in subsection (a) of this section.
  - (2) The principal or the principal's designee shall notify the student's parent, legal guardian, or other person having lawful control of the student under an order of court or person acting in loco parentis that the student has been reported to, interviewed by, or taken into custody by law enforcement personnel.
  - (3) If the principal or the principal's 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 either the principal or the principal's designee and leave both a day and an after-hours telephone number.
- (c) Notification required by subsection (b) of this section is not required if school personnel make a report or file a complaint based on suspected child maltreatment as required under § 12-18-401 et seq. or if a law enforcement officer, investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or Department of Human Services investigator or personnel member interviews a student during the course of an investigation of suspected child maltreatment.
  - (d) (1) The principal or the principal's designee shall not provide notification under subsection (b) of this section if a request is made to interview a student during the course of an investigation of suspected child maltreatment and a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender.
  - (2) The investigator shall provide the school with documentation that notification to the parent, guardian, custodian, or person standing in loco parentis is prohibited.

(e) Subsection (d) of this section shall only apply to interview requests made by:

- (1) A law enforcement officer;
- (2) An investigator of the Crimes Against Children Division of the Department of Arkansas State Police; or
- (3) An investigator or employee of the Department of Human Services.

### **ANTI BULLYING POLICIES(A.C.A. §6-18-514)**

- (a) The General Assembly finds that every public school student in this state has the right to receive his or her public education in a public school educational environment that is reasonably free from substantial intimidation, harassment, or harm or threat of harm by another student.
- (b) As used in this section:
- (1) "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;
  - (2) "Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:
    - (A) Physical harm to a public school employee or student or damage to the public school employee's or student's property;
    - (B) Substantial interference with a student's education or with a public school employee's role in education;
    - (C) A hostile educational environment for one (1) or more students or public school employees due to the severity,
    - (D) Substantial disruption of the orderly operation of the school or educational environment;
  - (3) "Electronic act" means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager;
  - (4) "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
  - (5) "Substantial disruption" means without limitation that any one (1) or more of the following occur as a result of the bullying:
    - (A) Necessary cessation of instruction or educational activities;
    - (B) Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
    - (C) Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
    - (D) Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.
- (c) Bullying of a public school student or a public school employee is prohibited.
- (d) 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.
- (e) (1) The board of directors of every school district shall adopt policies to prevent bullying.
- (2) The policies shall:
- (A) (i) Clearly define conduct that constitutes bullying.
  - (ii) The definition shall include without limitation the definition contained in subsection (b) of this section;
  - (B) Prohibit bullying:
    - (i) While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops at school-sponsored activities, at school-sanctioned events; or
    - (ii) (a) By an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment.
    - (b) This section shall apply to an electronic act 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;
  - (C) State the consequences for engaging in the prohibited conduct, which may vary depending on the age or grade of the student involved;
  - (D) Require that a school employee who has witnessed or has reliable information that a pupil has been a victim of bullying as defined by the district shall report the incident to the principal;
  - (E) Require that the person or persons who file a complaint will not be subject to retaliation or reprisal in any form;
  - (F) Require that notice of what constitutes bullying, that bullying is prohibited, and that the consequences of engaging in bullying be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus in the district; and
  - (G) Require that copies of the notice of what constitutes bullying, that bullying is prohibited, and that the consequences of engaging in bullying be provided to parents, students, school volunteers, and employees. Each policy shall require that a

full copy of the policy be made available upon request.

- (f) A school district shall provide training on compliance with the anti bullying policies to all public school district employees responsible for reporting or investigating bullying under this section.
- (g) A school employee who has reported violations under the school district's policy shall be immune from any tort liability that may arise from the failure to remedy the reported incident.
- (h) The board of directors of a school district may provide opportunities for school employees to participate in programs or other activities designed to develop the knowledge and skills to prevent and respond to acts covered by this policy.
- (i) The school district shall provide the Department of Education with the website address at which a copy of the policies adopted in compliance with this section may be found.
- (j) This section is not intended to:
  - (1) Restrict a public school district from adopting and implementing policies against bullying or school violence or policies to promote civility and student dignity that are more inclusive than the anti bullying policies required under this section; or
  - (2) Unconstitutionally restrict protected rights of freedom of speech, freedom of religious exercise, or freedom of assembly.

### **USE OF PERSONAL ELECTRONIC DEVICES (A.C.A. §6-18-515)**

- (a) As used in this section, "personal electronic device" means without limitation a:
  - (1) Cellular telephone;
  - (2) Paging device;
  - (3) Beeper;
  - (4) Mobile telephone that offers advanced computing and Internet accessibility;
  - (5) Digital media player;
  - (6) Portable game console;
  - (7) Tablet, notebook, or laptop computer;
  - (8) Digital camera; and
  - (9) Digital video or audio recorder.
- (b) A school district may establish a written student discipline policy and exemptions concerning the possession and use by a student of a personal electronic device:
  - (1) On school property;
  - (2) At an after-school activity; or
  - (3) At a school-related function.
- (c) The policy may, without limitation:
  - (1) Allow or restrict the possession and use of a personal electronic device;
  - (2) Allow the use of a personal electronic device in school for instructional purposes at the discretion of a teacher or administrator;
  - (3) Limit the times or locations in which a personal electronic device may be used to make telephone calls, send text messages or emails, or engage in other forms of communication;
  - (4) Allow or prohibit the use of any photographic, audio, or video recording capabilities of a personal electronic device while in school;
  - (5) Exempt the possession or use of a personal electronic device by a student who is required to use such a device for health or another compelling reason;
  - (6) Exempt the possession or use of a personal electronic device after normal school hours for extracurricular activities; and
  - (7) Include other relevant provisions deemed appropriate and necessary by the school district.

### **EFFECTIVE SCHOOL DISCIPLINE (A.C.A. §6-18-516)**

- (a) As used in this section:
  - (1) "Disciplinary rate" means a three-year average for each discipline measure of the number of students in a school district or the number of students in a subgroup in the school district who have at least one (1) discipline measure divided by the corresponding total enrollment in the school district or the total enrollment in the subgroup;
  - (2) "Discipline measure" means:
    - (A) In-school suspension;
    - (B) Out-of-school suspension;
    - (C) Expulsion;
    - (D) Corporal punishment; and
    - (E) Referrals to law enforcement authorities;
  - (3) "Rate of disciplinary disparity" means the disciplinary rate for a subgroup subtracted from the disciplinary rate for another comparison subgroup; and
  - (4) "Subgroup" means the enrollment of students in one (1) of the following demographic groups:
    - (A) White students;



- (B) Nonwhite students;
  - (C) Low-income students, including without limitation students who are economically disadvantaged for standardized testing purposes;
  - (D) Students with disabilities, defined as "a child with a disability" under § 6-41-203; and
  - (E) Students whose achievement is at the basic or below basic level, or the equivalent, for the school year on the state-required:
    - (i) Literacy benchmark assessments;
    - (ii) Mathematics benchmark assessments; or
    - (iii) End-of-course assessments.
- (b) By July 1 of each year beginning in 2014, the Department of Education shall prepare and provide a report to the State Board of Education and to all school districts that includes the following information:
- (1) The total number of students enrolled in the school district and in each subgroup;
  - (2) The percentage that each subgroup represents of the school district's total enrollment;
  - (3) The number of students who appear in more than one (1) subgroup;
  - (4) The disciplinary rate for each discipline measure for the total student enrollment in a school district;
  - (5) The disciplinary rate for each discipline measure for each subgroup; and
  - (6) The rate of disciplinary disparity for each discipline measure for each subgroup compared with the subgroup with the lowest disciplinary rate.
- (c) The report also:
- (1) May include additional information that the department determines will provide a better understanding of the disciplinary rate or rate of disciplinary disparity of a particular school or school district;
  - (2) Shall include the achievement status for a school district identified in the report; and
  - (3) Shall identify discipline-related strategies, alternatives, and resources available to school districts.
- (d) The department shall track the progress that school districts in the state have made in reducing the disciplinary rate and rate of disciplinary disparity and:
- (1) Identify school districts that make progress reducing the disciplinary rate and rate of disciplinary disparity and assess the successful strategies used by those school districts;
  - (2) Assess the gains, if any, in student academic achievement that correspond to the reduction of disciplinary rates and rates of disciplinary disparity; and
  - (3) Report annually to the state board the information under subdivisions (d)(1) and (2) of this section, including:
    - (A) The progress made for the year;
    - (B) Successful strategies that may be used by other school districts; and
    - (C) The corresponding gains, if any, in student academic achievement.
- (e) (1) The department shall survey districts to determine which school districts are currently implementing evidence-based strategies, including without limitation:
- (A) Positive behavior interventions and support systems; and
  - (B) Restorative justice.
- (2) The department shall:
- (A) Develop information concerning the resources needed by school districts to reduce discipline and the restraint of students with disabilities using the strategies in subdivision (e)(1) of this section; and
  - (B) Provide the information for inclusion in the educational adequacy study required under § 10-3-2102(a)(1)-(4)

## CHAPTER 1 ENROLLMENT/ENTRANCE CRITERIA

To enroll in a school in the JSD, the child must be a resident of the district as defined below in Section A, meet the criteria for a foster student (see Chapter 1, section B, number 11), meet the criteria for a homeless student, be accepted as a transfer student (see Chapter 1, section B, number 8), or participate under a school choice option (see Chapter 1, section B, number 9), and submit the required paperwork as required by the choice options.

### A. RESIDENCE CRITERIA

Definitions:

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

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

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

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

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the district's' schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the district for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a non-custodial 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.

## **B. FOSTER STUDENT CRITERIA (See Chapter 11)**

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

## **C. HOMELESS STUDENT CRITERIA (ASBA 4.40) (See Chapter 11)**

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.

## **D. TRANSFER STUDENT CRITERIA**

The JSD shall accept or reject requests for transfers, both into and out of the district, on a case by case basis at regularly scheduled school board meetings. Acceptance or rejection shall be based on section 4.4 of the JSD Policy Manual.

Any student transferring from a school accredited by the North Central Association, its regional counterparts, the Arkansas Department of Education, and/or similar accrediting agencies from other states shall be placed into the same grade the student would have been in had the student remained in the former school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public education entities.

Any student transferring from a non-accredited school (including a home school) shall be evaluated by district staff to determine the student’s appropriate grade placement. The evaluation process shall include the following:

- a) In consultation with district staff, the principal and counselor from the appropriate school shall conduct an interview with the student and his/her parent(s)/legal guardian(s). They will review any academic and/or behavioral records submitted. Additional documentation and/or testing may also be required as needed.
- b) Grade placement shall reflect recommendations from the district and school staff based on the interview, records, and tests described above. All grade placement decisions are final, and will only be amended if changes are needed to correct inaccuracies.

## **E. STANDARD SCHOOL CHOICE CRITERIA**

Exemption: The District is under an enforceable desegregation court order/court-approved desegregation plan regarding the effects of past racial segregation in student assignment and has submitted the appropriate documentation to the Arkansas Department of

Education (ADE). As a result of the desegregation order/desegregation plan, the district is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). The district shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the district from accepting any school choice applications from students wishing to transfer into or out of the district through standard School Choice or Opportunity School Choice.

#### Definition

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

### **Transfers Into the District**

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

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

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

#### **Application Process**

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

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

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

#### **Accepted Applications**

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

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

A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School choice is eligible to remain in the District until completing his/her secondary education.

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

### **Rejected Applications**

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

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

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

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

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

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

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

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

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

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

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

### **Opportunity School Choice**

#### **Transfers Into or Within the District**

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

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

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

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

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

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

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

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

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

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

The Jasper School Board 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.

## **ENTRANCE REQUIREMENTS**

**1. Kindergarten Student:** 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.. A.C.A. 6-18-201

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.

**2. First Grade Student:** 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 (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.

**3. Foreign Exchange Student:** The JSD supports providing opportunities for educational and cultural experiences for Foreign Exchange Students. We believe that such programs help our students, faculty, and community learn about other cultures, while at the same time giving us the opportunity to share our own culture.

Foreign Exchange Students may attend any of the district's three high schools, subject to approval from the district's superintendent and the appropriate high school principal. All Foreign Exchange Students must be at least 16 years of age and must be fluent in the English language. All Foreign Exchange Students will be classified as juniors and will not be included in class rank. Despite junior classification, Foreign Exchange Students may be eligible to participate in senior activities and ceremonies, subject to principal approval.

Upon completion of the school year, Foreign Exchange Students will be awarded a certificate of attendance. However, a Foreign Exchange Student may be eligible to receive a high school diploma if he/she meets all Arkansas graduation requirements, and has been approved for this option in advance by the district's superintendent and the high school principal.

**4. Home-schooled and private school students** shall be evaluated by the district to determine their appropriate grade placement.

**5. 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 therefrom under conditions other than dishonorable.

"Eligible child" means the children of:

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

An **eligible child** as defined in this policy shall:

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

## **IMMUNIZATIONS**

### Definitions

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

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

### General Requirements:

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

- Poliomyelitis;
- Diphtheria;
- Tetanus;

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

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

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

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

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

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

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

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

**Temporary Admittance:**

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

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

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

**Exclusion From School**

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer

depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

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

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school.

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

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

**5. Early Periodic Screening, Diagnosis, and Treatment Screening (EPSDT):** Kindergarten students are required to have completed an EPSDT screening that is conducted by a physician.

**6. Legal Name:** Students must use his/her legal birth names for all official school documents. Name changes will only be accepted upon receipt of a court order.

#### **ENROLLMENT GUIDELINES FOR STUDENTS WHO HAVE COMPLETED THE EIGHTH GRADE**

1. Any student who is enrolled in grades 9-12 in an Arkansas public school shall be eligible to enroll in a publicly supported community college, technical college or four-year college or university in accordance with the rules and regulations adopted by the college or university.
2. Any public school student in grades 9-12 who enrolls in and successfully completes a course(s) offered by such a college, technical college or university or private institution shall be entitled to receive both high school and college grades and credits (credit earned by CLEP examination may not be counted as high school credit) toward graduation, as outlined in these regulations.
3. Students must comply with applicable enrollment or graduation requirements of the public high school.
4. Three semester hours of college credit taken by a student in grades 9-12 at a publicly supported community college, technical college or four-year college or university or private institution shall be the equivalent of one unit of high school credit in the same subject.
5. College credit earned at a publicly supported community college, technical college or four-year college or university or private institution by an eligible student shall be counted by the high school toward graduation, including credit earned during summer terms.
6. All costs of higher education courses taken for concurrent college credit are the student's responsibility unless other arrangements have been made.

## **CHAPTER 2**

### **ABSENCES—ASBA 4.7**

#### **COMPULSORY ATTENDANCE REQUIREMENTS**

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

1. The child is enrolled in private or parochial school.
2. The child is being homeschooled and the conditions of home schooling have been met.
3. The child who will 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's 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). The schools of the district shall be open and free through the completion of the secondary program to all persons between the ages of 5 and 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.



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 takes 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.

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

## **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 (parent, grandparent, sibling, spouse, or other relative living in the same household).
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;
7. Participation in an FFA, FHA, FBLA or 4-H sanctioned activity; or other school approved student organization.
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 twelve (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.
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.

## **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 (11) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has (6) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds (10) unexcused absences in a semester, the district shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special

arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

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

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

The district shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

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

#### **OTHER INFORMATION PERTINENT TO BEING ABSENT, TARDY OR TRUANT(SEE CHAPTER 4)**

##### **ABSENTEEISM ON DAY OF ACTIVITY**

No student will be allowed to participate in any school activity (i.e. athletic events, concerts, etc.) on a day when the student was absent from school. A student must be present at least one half day on the day of activity with the exception of a written permission of a doctor or a death in the family.

##### **"OPERATION STAY-IN-SCHOOL"**

As authorized by state law, Ark. Code Ann. 6-18-221, the Jasper School District has entered into a cooperative agreement with the local law enforcement to implement within the district an "Operation Stay in School" program. , Ark. Code Ann. 6-18-221 states that any certified law enforcement officer may stop, question, and detain any unsupervised school-age student located off school premises during school hours and request the production of documentation excusing his/her presence from school. Upon the failure of the student to produce sufficient documentation, the law enforcement officer may take the student into custody and return the student to his/her school or transport the student to his/her parents.

##### **MAKE UP WORK (ASBA 4.8)**

Instructors in grades K-6 are to have a procedure in place for students who are absent to receive missed class work/assignments.

##### Students in Grades 7-12

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.
10. Students who are found to be truant will not be allowed to make up major tests and assignments.
11. Students suspended will not be allowed to make up work for the suspensions and will receive a zero for work missed.
12. Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy 4.7. (Out-of-school suspensions are unexcused absences)
13. Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

14. In cases of absolute deadlines for long term projects (projects that are assigned for at least 15 days), research papers, etc., the work must be turned in on the first day the student returns from the absence. Students will be given a grade of zero percent if the long term project is not returned when the student returns to school from the absence.

### **EXEMPTION FROM END OF SEMESTER EXAMS**

All students will be required to take semester tests the first semester, unless otherwise indicated by their IEP or 504 Plan. A reward system will be established for those students who would have qualified for an exemption. All students will be eligible for exemption from second semester tests by meeting the guidelines below.

#### **Second Semester Exemptions:**

1. With an "A" average and no more than three (3) absences in a course, a student may be exempt from the exam.
2. With a "B" average and no more than two (2) absences in a course, a student may be exempt from the exam.
3. With a "C" average and zero (0) days/periods absence, a student may be exempt from the exam.

### **TARDY/TRUANCY POLICIES**

Whether at school or work, it is important for students to learn to be on time. **Constantly** being late or tardy is a bad habit, is inconsiderate of others, and is a waste of valuable time. It is important for students to be on time to get the maximum benefit from their classes and for teachers to be able to conduct classes effectively and efficiently. It is understandable that students will occasionally be tardy, but persistent tardiness will result in disciplinary action as stated in Chapter 4.

**Truancy** is defined as the following: not attending school after leaving home to do so, leaving school without permission from the office, not attending a class the student is enrolled in without a legitimate pass to do so, and leaving class without permission.

1. Students and their parents/guardians hold the main responsibility for school attendance and for the following policy. The school board asks for the cooperation of both the student and parent/guardians in these matters so that the student can receive the best education possible.
2. Any student who fails to follow all or any part of the assigned schedule, (See Daily Schedule Below) whether the student is on or off campus, without checking out at the office, will be considered truant, and the student will not receive credit for the time truant.
3. Consequences for tardy/truancy are in Chapter 4.
4. Daily Schedule: Each campus will send home a bell schedule on the first day of school.
  - Students should not plan to arrive at school before 7:35 a.m. If a student must be at school before this time, special permission must be obtained from the office. Supervision on the campus begins at 7:35 a.m. and ends at 3:30 p.m.
  - Elementary and high school students will be tardy if not in class at 7:55 a.m. and will receive consequences as outlined in Chapter 4 of this handbook.
  - A pattern of being tardy will graduate to being truant.
5. Placement of students when arriving on campus.
  - a. Kingston: All elementary students go to the cafeteria; and all high school students may go to the library, high school hall, or cafeteria.
  - a. Jasper students go to the cafeteria or student union.
  - b. Oark students are to go to the cafeteria.

## **CHAPTER 3**

### **GRIEVANCES AND COMPLAINTS PROCEDURES/PARENTAL INFORMATION**

#### **GRIEVANCES AND COMPLAINTS PROCEDURE/PARENTAL INFORMATION**

##### **A. Student Procedure**

###### **a. Definition of Grievance**

A grievance is any claim by the aggrieved person or his representative that there has been a violation, misrepresentation, or misapplication of any established policy or practice of the Board, or a violation of its, or the student's right to fair treatment, or any act of discrimination as defined by Title VI, Title IX of the Education Amendments, and section 504 of the rehabilitation Act of 1973.

###### **b. Procedure**

No reprisals of any kind will be taken by the superintendent, or by any member of the administration or the board against any aggrieved person or any party in interest, or any participation. The student may have a representative of his/her choice at all stages of the grievance procedure. The purpose of the grievance procedure is to secure, at the lowest possible level, equitable solutions to the problems affecting students which may from time to time arise. All parties agree that the proceedings will be

kept confidential.

- i. Level one - Principal -- The aggrieved person may request an informal conference with the Principal or other immediate superior within a reasonable time after he/she becomes aware of the grievance. The aggrieved person may request a witness, or witnesses, to be present at this conference.
- ii. Level Two – Superintendent--If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision is rendered within five (5) school days, or mutually agreed on time, the grievance may then be filed with the superintendent who will meet with the aggrieved person and his witness, or witnesses, in an effort to resolve said grievance.
- iii. Level Three - JSD Board--If the grievance is not resolved at Level Two, the aggrieved person may refer the grievance to the school board by addressing a written communication to the President of the Board requesting a hearing by the board, and each party shall have the right to representation. Within five (5) working days of the meeting, the aggrieved shall be provided with the board's written response.

#### B. Parental Procedure

It is a goal of the Jasper School Board and the district to be responsive to the community and parents it serves and to continuously improve the educational program offered in its schools. The Jasper Board welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the district's services. The board formulates and adopts policies to achieve the district's vision and elects a superintendent to implement its policies. The administrative functions of the district are delegated to the superintendent who is responsible for the effective administration and supervision of the district. Individuals with complaints concerning personnel, curriculum, discipline, coaching, or the day to day management of the schools need to address those complaints to the **lowest possible level** proceeding to the top level until the concern is resolved or board renders a final decision.

- a. Definition of a concern: A concern is any claim by a person or his/her representative that there has been a violation, misrepresentation, or misapplication of any established policy or practice of the board, or a violation of its or the student's right to fair treatment, or any act of discrimination as defined by Title VI, Title IX of the Educational Amendments and Section 504 of the Rehabilitation Act of 1973.
- b. Procedure: No reprisals of any kind will be taken by the superintendent, or by any member of the administration or the board against the parent for any concerns. The parent may be represented at all stages of this procedure by himself or by a representative of his/her choice. The purpose of the parental concern's procedure is to secure, at the lowest possible level, equitable solutions to the issues affecting you or your child. All parties agree that the proceedings will be kept confidential.
  - i. Level One--Teacher, coach or other staff member against whom the concern is directed. The parent may request an informal conference with the personnel mentioned above. If not satisfied, the parent can proceed to level two.
  - ii. Level Two--Principal--The parent may request an informal conference with level one's principal, or other immediate superior within three (3) school days. If not satisfied, the parent can proceed to level three.
  - iii. Level Three--Superintendent--If parent is not satisfied at level two or no decision is rendered within five (5) school days, or a mutually agreed upon time, the parent concern may then be filed with the superintendent who will meet with the parent to resolve the concern.
  - iv. Level Four--School Board-- If the concern is not resolved at level three, the parent may refer the concern to the school board by addressing a written communication to the President of the Board, requesting a hearing by the board. Each party shall have the right to representation. Within five (5) working days of the meeting, the parent shall be provided with the board's written response. The board's decision is final.

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

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

#### **PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION (ASBA 4.13)**

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request.

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

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

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

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

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

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

For the district to release the student's PII without getting permission:

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

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

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

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

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

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (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 **parent packet sent home the first day of school** and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission.

The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district. The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the district from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education (DOE) at Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

#### **PARENTAL INVOLVEMENT PLAN**

Jasper School District has a parent involvement plan, in accordance with ACT 603 of 2003, which became effective September 1, 2003. A copy of this plan will be sent home with each student at the beginning of the school year. Parents may contact the School Office for further information regarding this plan.

#### **CONTACT WITH STUDENTS BY PARENTS WHILE AT SCHOOL (ASBA 4.15)**

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

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

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply. Any non-custodial parent who has been awarded visitation rights by the court with respect to a child shall, upon request be provided a copy of the current scholastic records of such child by the school district attended by the child. A.C.A 9-13-301.

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the district's schools, the transfer of a child between his/her custodial parent and noncustodial 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. The custodial or noncustodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and noncustodial parents that was witnessed by the student's building principal. Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

## **CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER**

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

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

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

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

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

## **CHAPTER 4 STUDENT DISCIPLINE**

The Jasper 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 personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Jasper School Board. The board shall approve any changes to student discipline policies.

The district’s student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student’s parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies. It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

## **A. PROHIBITED CONDUCT**

The following activities are considered improper and unacceptable and may subject the student to disciplinary action as described in the procedural section of this policy. 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 or e-cigarettes in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, MP 3 players or similar electronic communication devices on the school campus during normal school unless specifically exempted by the administration for health or other compelling reasons; (this excludes smart phones, iPads, and iPods)
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 such as holding hands, kissing, groping, sitting on laps, etc.
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress; (see Chapter 14)
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
22. Bullying.; A.C.A 6-18-514 and
23. Operating a vehicle on school grounds while using a wireless communication device.

## **B. 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.

1. **Cyberbullying of School Employees** is expressly prohibited and includes, but is not limited to:
2. Building a fake profile or website of the employee;
3. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
4. Posting an original or edited image of the school employee on the Internet;
5. 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;
6. 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;
7. Signing up a school employee for a pornographic Internet site; or
8. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.



- a. Examples of “Bullying” may include but is not limited to a pattern of behavior involving one or more of the following:
  - i. Sarcastic “compliments” about another student’s personal appearance,
  - ii. Pointed questions intended to embarrass or humiliate,
  - iii. Mocking, taunting or belittling,
  - iv. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
  - v. Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics,
  - vi. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
  - vii. Blocking access to School property or facilities,
  - viii. Deliberate physical contact or injury to person or property,
  - ix. Stealing or hiding books or belongings, and /or
  - x. Threats of harm to student(s), possessions, or others;
  - xi. Sexual harassment, as governed by policy
  - xii. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles.

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

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

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

Notice of what constitutes bullying, the district’s prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice. Copies of this policy shall be available upon request.

Differentiated consequences are permitted depending on the age or grade of the bullying student.

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.

### **C. FORMS OF DISCIPLINE WITH PROCEDURES**

In order to effectively implement the above policy, the following procedures are adopted:

School personnel are responsible for dealing with students fairly and honestly and for treating all students with courtesy and respect. The professional staff is encouraged to reward good behavior and to maintain a positive approach in helping students develop acceptable patterns of behavior. Corrective measures of a punitive nature are sometimes necessary; acceptable corrective measures include the following:

**1. Conference between the teacher and the student which can result in:**

- a. verbal warning,
- b. time out,
- c. loss of privileges,
- d. referral to principal

**2. Conference between the student and principal can lead to the following:**

- a. Verbal warning
- b. Deprivation of privileges: This form of discipline is especially encouraged when the student has developed a pattern of chronically repeating minor offenses such as detention.

**Detention Guidelines:** When a student receives detention, that student's privilege of free time during the lunch break or after school may be withdrawn, and the student will be assigned to a supervised detention area. When

assigned to detention, students must bring and work on academics. A student who is tardy, talks or disrupts in any manner in the detention room, will have his/her detention doubled or assigned ISS. Any student who accumulates 5 detentions in one semester shall receive 1 day of ISS, any student who accumulates 10 days of detention will receive 2 days of ISS.

- c. Parent-school conferences: This type of cooperative action is highly encouraged, especially when a student appears to be developing a potentially serious behavioral problem. Parents should not expect a report on every problem that arises. When public or private property has been stolen or damaged, the school will work through parents to recover reasonable compensation for damages to that property.
- d. Referral to other school personnel (counselor, social worker, nurse, etc.).
- e. Referral to out-of-school personnel (physician, psychologist, drug or alcohol treatment centers, law enforcement personnel, etc.).
- f. Suspension From School (ASBA 4.30)

Students who 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, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The JSB authorizes school principals or their designee 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.

**3. Students are responsible for their conduct that occurs:**

- a. At any time on the school grounds;
- b. Off school grounds at a school-sponsored function, activity, or event; and
- c. Going to and from school or a school activity.

**4. A student may be suspended for behavior including, but not limited to that which:**

- a. Is in violation of school policies, rules, or regulations;
- b. Substantially interferes with the safe and orderly educational environment;
- c. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
- d. Is insubordinate, incorrigible, violent, or involves moral turpitude

**5. Out-of-school suspension shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.**

- a. **The school principal or designee** shall proceed as follows in deciding whether or not to suspend a student:
  - i. the student shall be given written notice or advised orally of the charges against him/her;
  - ii. 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; and
  - iii. if the principal finds the student guilty of the misconduct, he/she may be suspended.
  - iv. 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 eighteen (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 eighteen (18) or older or mailed to the last address reflected in the records of the school district.
  - v. 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.
  - vi. It is the parents' or legal guardian's' 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.

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

**viii. During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.**

ix. Suspensions initiated by the principal or his/her designee may be appealed to the superintendent, but not to the board.

x. Suspensions initiated by the superintendent may be appealed to the board.

## 6. In-school Suspension

### a. Guidelines for (ISS):

- i. Teachers of students being placed in ISS must provide assignments for these students.
- ii. When assigned a full day of ISS, student will report to ISS before the first period tardy bell.
- iii. Extra assignments may be given to the students by the ISS supervisors, teachers, or principal.
- iv. The ISS supervisor has the right to inspect materials and books brought to ISS for study purposes.
- v. Unauthorized materials may be collected.
- vi. Students are to bring all materials necessary to complete their assignments.
- vii. Students may not talk to anyone or get up from his/her seats without permission.
- viii. Students must have all assignments completed before returning to the classroom.
- ix. All regular school rules apply to ISS.
- x. Students must follow instructions of the ISS supervisor.
- xi. Students who do not follow ISS rules may be assessed additional disciplinary actions.

**7. Extended Suspension /Expulsion:** for a period greater than ten (10) days: The Board of Education is the only authority that has the power to remove a student from school for a period greater than ten (10) days. The board will exercise this authority on the recommendation of the superintendent of schools when a student(s) participates in any activity which tends to disrupt, obstruct, or interfere with orderly education processes; an extended suspension may be for the remainder of the semester, the remainder of the school year, or permanently.

**8. Corporal Punishment:** Corporal Punishment (CP) will only be administered by the building principal, his/her designee, or superintendent. The Jasper School District recognizes the need to maintain student discipline and authorizes the use of corporal punishment as one means of maintaining this discipline. The Jasper School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment. Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges. All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District

**9. Other forms of discipline** determined to be appropriate by the professional staff: The following general guidelines should be applied to any disciplinary methods adopted by the professional staff, as well as to those methods listed above

- a. All methods of discipline should refrain from being a serious inconvenience to students other than the student(s) involve mass punishment is to be avoided.
- b. Within the limits of practicality, all methods of discipline should be directed toward the student who has committed an offense.
- c. All methods of discipline should refrain from promoting an attitude unfavorable to academic or other schoolwork.
- d. Methods of discipline that would tend to publicly embarrass the student(s) are not allowed. Disciplinary actions, as outlined above, will not be entered on a student's permanent record, and will not be divulged to unauthorized personnel, except as provided under "Suspension" and "Extended Suspension," above. Students with disabilities, as defined in state standards, who engage in inappropriate behavior are subject to normal school disciplinary rules and procedures provided the student's right to a free appropriate public education is not abridged. The following provisions will apply.

**10. Students whose disabilities** have behavioral aspects, preventive measures such as behavioral management plans, should be considered and can be facilitated through the individualized education program (IEP) or the individualized accommodation plan (IAP) and placement processes required by IDEA and Section 504. While there is no requirement that such measures be specified in a student's IEP/IAP, the IEP or Section 504 Committee for a student with identified disabilities could determine that it would be appropriate to address the use of specific behavioral management and/or discipline procedures in individual situations involving that student and include them in the IEP/IAP.

- a. Where in-school discipline or short-term suspension ten (10) school days or less is involved, a school may remove a student with disabilities for a disciplinary infraction without it being considered a change of placement, and IDEA'S or Section 504 parent-notification provisions would not apply. Also, there is no requirement for a prior determination of whether the student's misconduct was a manifestation of the student's disability. During periods of short-term exclusion, schools are not required to provide any educational services to the student. A series of short-term suspensions in the same school year could constitute a change in placement. The IEP/Section 504 team must make the determination. It must also determine whether the misconduct was a manifestation of the student's disability. Factors such as the length of each suspension, the total amount of time that the student is excluded from school, and the proximity of the suspensions to each other should be considered in determining whether the student has been excluded from school to such an extent that there has been a change in placement. This determination must be made on a case-by-case basis.

- b. For a student with disabilities, a suspension or other disciplinary removal for more than ten (10) consecutive school days may not be considered without the school district first determining whether the student's misconduct was a manifestation of the student's disability or due to an inappropriate placement. This determination must be made by a group of persons knowledgeable about the student (such as his/her IEP/IAP Committee), and may not be made unilaterally by one individual.
- c. If the student's misconduct was not a manifestation of his/her disability or an inappropriate placement, the school district may expel or suspend the student from school for more than ten (10) school days, subject to conditions set forth in the procedural safeguards of IDEA and Section 504.
- d. If the student's misconduct was, a manifestation of his/her disability or an inappropriate placement, the student may not be expelled or suspended from school for more than ten (10) school days for the misconduct. However, other procedures may be used to address the student's misconduct. A change in placement, if determined appropriate, could be implemented subject to applicable procedural safeguards. The school district would also have the option of suspending the student from school for ten (10) days or less, or seeking a court order at any time to remove the student from school or to change the student's placement if it believes that maintaining the student in the current placement is substantially likely to result in injury to the student or to others. In addition to showing that the student is substantially likely to cause injury, the school district must show that it has made reasonable efforts to accommodate the student's disabilities so as to minimize the likelihood that the student will injure him or herself or others.
- e. The student who is suspended/excluded for more than ten (10) days should be offered a free appropriate public education for the duration of the exclusion.
- f. A student with a disability who brings a weapon to school, possesses illegal drugs at school, or causes serious bodily injury to another at school may be removed from school for ten (10) days or less, and placed in an interim alternative education setting for up to 45 school days.

**11. Student Removal:**

A student that has been removed two (2) times from a class by a teacher in any nine (9) week grading period or its equivalent as determined by the Department of Education, the principal or his/her designee may not return the student to the teacher's class unless a conference is held for the purpose of determining the causes of the problem and possible solutions, with the following individuals present:

- a. The principal or his/her designee
- b. The teacher
- c. The school counselor
- d. The parents, guardians, or persons in loco parentis; and
- e. The student if appropriate
- f. The failure of the parents, guardians, or persons in loco parentis to attend the conference provided for in this subsection shall not prevent the conference from being held nor prevent any action from being taken as a result of the conference.

**D. STUDENT DISCIPLINE REGULATIONS**

- 1. This regulation is intended to ensure a degree of uniformity in disciplinary actions.
- 2. Teachers and administrators shall respond to inappropriate behavior by students with disabilities based on student's IEP.
- 3. Teachers and administrators shall follow this regulation after determining that a student has committed an infraction.
- 4. Teachers and administrators shall determine how many infractions of the listed type of improper activity have been committed by a student before taking the appropriate disciplinary actions.
- 5. If a parent appeals any out-of-school suspension or expulsion; the student shall be assigned to in-school suspension or an alternative learning environment; pending appeal, a student shall not be allowed to attend extracurricular activities.
- 6. **The minimum penalty for student misconduct will be a verbal warning and the maximum penalty will be expulsion by the Board and/or legal action dependent upon the severity and frequency of the misconduct.**
- 7. The improper student behavior shall be categorized as follows:
  - a. **Category I**
    - i. Disruption and interference with school, including clowning around, mock-fighting, mimicking, name calling, biting etc.
    - ii. Disregard of reasonable directions or commands given by authorized school personnel, such as not giving their name when asked.
    - iii. Gambling on school property or at a school activity.
    - iv. Distribution of petitions or other printed matter not approved in advance by the principal.
    - v. Violations of established classroom or school rules or regulations.
    - vi. Littering on school campus or in the building, including the parking lot.
    - vii. Hand held video or electronic games at school
    - viii. Tardy/Truancy--Definition in Chapter 2
    - ix. Use of recreational nicotine products or products containing tobacco in any form (including, but not limited to cigarettes, E-cigarettes, cigars, chewing tobacco, and snuff) or tobacco paraphernalia in or on any property owned or

leased by the District school, including school buses, 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. A.C. A. 6-21-609.

- x. Display of affection
- xi. Violations of the Student Computer/Network Use Agreement.
- xii. Dress and Appearance Code—see Chapter 14

**b. Category II**

- i. Disregard of reasonable directions or commands given by authorized school personnel, such as not giving their name when asked.
- ii. Damage, destruction, or theft of private or public property valued at less than \$100.
- iii. Attire, which disrupts the educational process or otherwise interferes with the rights or opportunities of others to learn or teach.
- iv. Violation of statutory or constitutional regulations.
- i. Reckless or unsafe operation of an automobile, truck, motorcycle, or other vehicle on school property or traveling to or from school.
- vi. Ark. Code Ann. 6-18-512 prohibits any person under eighteen (18) years of age to possess a hand-held laser pointer without the supervision of a parent, guardian or teacher. Hand-held laser pointers in possession of students on school property including school buses will be seized by school personnel
- vii. Possession, distribution, or posting of magazines, books, electronic data, or printed material not appropriate for school.
- viii. Cheating on tests/assignments—automatic zero and follow Category II consequences.
- ix. Use of profanity

**c. Category III**

- i. Possession or under the influence of narcotics, drugs, alcoholic beverages, anabolic steroids, alcohol, or other controlled substances as defined by statute.
- ii. Assault, bullying, fighting, physical abuse, extortion, persistent or severe harassment, and/or verbal abuse of another student.
- iii. Verbal abuse, extortion, or harassment of a school employee, whether on or off school premises.
- iv. Possession of a knife/replica of a knife or any instrument or article that might be/or appear to be injurious to a person or property.
- v. Possession and/or use of fireworks, stink bombs, or any incendiary device.
- vi. Falsely reporting a fire or setting off a fire alarm.
- vii. Damage, destruction, or theft of private or public property valued at more than \$100 but less than \$1000.
- viii. Indecent exposure/act.
- ix. Unauthorized use of/or attempt to gain or assist in unauthorized access to software/programs/data used by the School District.
- x. Chronic persistent misbehavior.
- xi. Gang related activity
- xii. School Fraternities

**d. Category IV**

- i. Assault or physical abuse of a school employee, whether on or off school premises.
- ii. Purchasing of, offering for sale, sale, or distribution of narcotics, drugs, anabolic steroids, alcohol, substances portrayed as drugs, or other controlled substances as defined by statute.
- iii. Possession and/or use of a knife/replica of a knife or any instrument or article that might be/or appear to be injurious to a person or property in an attempt to threaten or cause harm to another person.
- iv. Possession of any firearm/replica of a firearm or other weapon prohibited on the school campus by law.
- v. Arson, bomb threat, or terroristic threat
- vi. Damage, destruction, or theft of private or public property valued at more than \$1000.
- vii. Breaking and entering of any school building or facility.
- viii. Computer trespass – Any person who intentionally and without authorization alters, deletes, damages, destroys, or disrupts any computer, computer system, computer network, computer program, or data. (§ 5- 41- 104, Computer trespass)

8. The appropriate disciplinary actions for each listed category of improper activity follows:

**a. Category I: Principal's discretion**

**The building principal reserves the right to move up a category level for students who have chronic misbehaviors or who are repeat offenders as deemed necessary to have an environment conducive to learning. The elementary principals have the discretion to lessen the duration of the consequences for elementary students.**

**b. Category II: Principal's discretion**

- 1st infraction—1 to 5 days of noon detention or corporal punishment
- 2nd infraction—1-3 days of ISS
- 3rd infraction— 3-5 days of ISS
- 4th infraction—Up to 10 days Out of School Suspension

**c. Category III**

1st infraction--

- a) Parent/guardian conference, and
- b) Up to 10 days suspension; with the possibility of
- c) referral to pre-expulsion hearing committee with the possibility of expulsion for up to one calendar year.

2nd (and any subsequent) infraction--

- a) Parent/guardian conference, and
- b) 10 days out of school suspension, with the possibility of
- c) referral to pre-expulsion hearing committee with the possibility of expulsion for up to one calendar year;

**d. Category IV**

1st (and any subsequent) infraction

- a) Parent/guardian conference, and
- b) 10 days out of school suspension, with the possibility of
- c) Referral to pre-expulsion hearing committee with the possibility of expulsion for up to one calendar year.

**e. Category for TARDY**

**TARDY**

Penalties (based on semester accumulation):

- Tardy 1-3: 1 Detention Each
- Tardy 4-5: 2 Detentions Each
- Tardy 6: ISS
- Tardy 7 or more: OSS

**f. Category for TRUANCY**

TRUANCY (accumulate for the entire school year).When students are truant, the following penalties shall be applied:

**First Violation:**

- 1. Conference with the student
- 2. Notification of parent by letter or telephone
- 3. Assigned five (5) days detention
- 4. Warning of In-School Suspension

**Second Violation:**

- 1. Conference with the student
- 2. Notification of parent by letter or telephone
- 3. Assigned three (3) days of In-School Suspension
- 4. Warning of Out-Of-School Suspension

**Third Violation:**

- 1. Conference with the student
- 2. Notification of parent by certified letter
- 3. ISS for 5 days and lose of extra-curricular activities
- 4. Warning of expulsion
- 5. Court Referral

**Fourth Violation:**

- 1. Appearance before the School Board

**g. Category for TOBACCO USAGE**

**TOBACCO AND TOBACCO PRODUCTS**

Recreational nicotine products or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, e-cigarettes, and snuff) in or on any real property owned or leased by the District school, including school buses owned or leased by the district, is prohibited. Students who violate this policy may be subject to legal proceedings in

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

A.C. A. 6-21-609

First Violation: Referral to the ASPIRE tobacco cessation program

Second Violation: Corporal punishment or noon detention (3 days or 3 swats)

Third Violation: In-school Suspension and **lose of all school extracurricular activities**

Fourth Violation: Out of School Suspension (3 days)

Fifth Violation: Warning of Expulsion

Sixth Violation: Out of School Suspension with recommendation for expulsion six (6) days

9. Whenever damage to property or person is involved, a teacher or administrator may add an order to repair, replace, or otherwise compensate for the damage to the disciplinary action prescribed above.

10. Many of the listed infractions also have civil and criminal legal consequences for the student and the parent--for example, verbal abuse of a teacher is a violation, incurring a fine from \$100 to \$1500, and verbal abuse of a bus driver is also a misdemeanor.

11. After School Intervention or Community Service – Students are assigned this by administrators for chronic violation of school rules, repeated violations, or for failing to serve other disciplinary assignments.

12. In-School Suspension (ISS) – Students are assigned ISS by building principal or his/her designee for violation of school rules and for failing to serve other disciplinary assignments. Students are expected to keep up with all class assignments, tests, or work scheduled for those days spent in ISS.

13. Out-of-School Suspension (OSS)—Students are assigned OSS by administrators for serious violations of school rules and for failing to serve other disciplinary assignments. Students assigned to OSS are not permitted to attend or participate in any school activities or be on any school campus during their suspension, nor are they allowed to make up any assignments, tests, or work scheduled for those days spent in OSS. Students who are suspended must be accompanied to school by a parent/guardian for a conference with an administrator before being readmitted to classes.

14. Bus Suspension – Students are suspended from the privilege of riding any school bus for a minimum of one day, not to exceed one calendar year for violations.

15. Behavior not Covered Above

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 specific in the preceding written rules.

#### **E. WEAPONS AND DANGEROUS INSTRUMENTS (ASBA 4.22)**

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

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

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

**Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year.** The superintendent shall have the discretion to modify such expulsion

recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

## **F. 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 Jasper 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.

Drug kits are available to parents, free of charge, until all are gone. See the school nurse to obtain a drug test kit.

## **G. STUDENT DRUG TESTING POLICY**

### **1. MISSION STATEMENT**

The Jasper School District recognizes that drug abuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Jasper Board of Education is determined to help students by providing another option for them to say "No". Drug abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

### **2. DEFINITIONS**

**Drug:** Any substance considered illegal by Arkansas Statutes or which is controlled by the Food & Drug Administration unless prescribed by a licensed physician.

### **3. Activity Programs:** Any activity that meets the guidelines of the Arkansas Activities Association and/or sponsored by the Jasper School District. This includes all school sponsored academic, athletic/spirit and student groups.

**School Year:** From the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which event, from the first day of practice through the last day of classes in the spring.

### **4. POLICY STATEMENT**

Jasper School District ("the district") conducts a mandatory drug-testing program for students. Its purpose is threefold: (1) to provide for the health and safety of students in all Activity Programs grades 7 -12 and students who park on campus; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.

### **5. PROCEDURES FOR STUDENTS**

**Consent:** Each student wishing to participate in any activity program or park on campus, and the student's custodial parent or guardian, shall consent in writing to drug testing pursuant to the District's drug testing program. Written consent shall be in



the form attached to this policy. No student shall be allowed to participate in any activity program or park on campus absent such consent.

#### 6. SELECTION PROCESS

Student Selection: Random testing will be conducted monthly during the school year. Selection for random testing will be by lottery drawing from a “pool” of all students participating in activity programs or who park on campus in the district at the time of the drawing. The number of names drawn will be no less than 2% and no greater than 15% of the population.

The superintendent or designee shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating students are in the pool, assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

- a. Refusal to Submit to Testing or Adulteration of Sample: Any student selected who refuses to submit to random drug testing and/or re-testing, who adulterates a sample, or violates the policy in any way will be subject to the provisions of a positive test.
- b. Concerned Parent: A concerned parent may request a home drug testing kit from the school principal. These kits test for a variety of illicit and prescription drugs including, but not limited to: marijuana (THC), cocaine, opiates (heroin), methamphetamines, benzodiazepines, and oxycodone. This test is done in the privacy their own home and only parents know these test results.

#### 7. SAMPLE COLLECTION

Samples will be collected at a scheduled time on the same day the student is selected for testing or if the student is absent on that day, on the day of the student’s return to school. If a student is unable to produce a sample at any particular time, the student will remain until a sample is provided. All students providing samples will be given the option of doing so alone in an individual stall with the door closed.

#### 8. TESTING AGENCY

The district will choose a qualified agency for the purpose of processing sample results and maintaining privacy with respect to test results and related matters.

#### 9. PRESCRIPTION MEDICATION

Students who are taking prescription medication may provide a copy of the prescription or a doctor’s verification, which will be considered in determining whether a “positive” test has been satisfactorily explained. That documentation will be forwarded to the testing lab with instructions for the lab to consider the student’s use of such medication to assure the accuracy of the result. Students who refuse to provide verification and test positive will be subject to the actions specified below for “positive tests.”

#### 10. SCOPE OF TESTS

Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and/or consistency to a laboratory for testing and confirmation or nonconfirmation.

#### 11. RECORDS

The results of drug tests pursuant to this policy will not be documented in any student’s academic records. The results will be reported only to the superintendent or his designee. All records concerning chemical abuse testing will be maintained by the Superintendent or his/her designee in a separate, locked file. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student’s custodial parent/legal guardian may obtain a copy of his/her chemical abuse testing records upon written request.

#### 12. PROCEDURES IN THE EVENT OF A POSITIVE RESULT

Whenever a student’s test result indicates the presence of illegal drugs (“positive test”), the following will occur:

- a. If the sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the Superintendent or his designee, the student, the custodial parent or legal guardian, and the student’s principal and head coach or sponsor.
- b. For a positive result, the student will be recommended for counseling. The Jasper School District offers School Based Mental Health services on each campus. If any charge is incurred, it will be the responsibility of the parents.
- c. The student will be placed on probation and not be allowed to participate in competitions, presentations and activities of Jasper School District or park on campus for a specified period of time, as described below.
  - i. A student may be required to practice or participate in off-season activities at the head coach’s or sponsor’s discretion. He/she cannot compete or dress out for any competition.

#### 13. FIRST POSITIVE RESULT – PARTICIPATION IN COUNSELING

With the consent of the student and his or her parents/guardians, the superintendent or designee may reduce the suspension so that the student is only prohibited for participating in covered activities for a total of ten (10) participation days as long as the student meets the following requirements:

- a. Within one (1) week of the conference, the student must receive or be enrolled in substance abuse counseling or School Based Mental Health services. The parents/guardians are responsible for all costs associated with the

counseling. The parent/guardian must provide written verification that the student has been seen for counseling at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.

- b. The student will be required to submit to drug tests for the rest of the school year at the expense of the parent/guardian.
  - c. On day eleven, eligibility will be restored provided the student submits to a school test with negative results.
14. **FIRST POSITIVE RESULT – REFUSAL OF COUNSELING**
- a. For the first positive result the student will be suspended from participating in activities or parking on campus for 20 school days.
  - b. On day twenty-one, the student will be allowed to be retested (at the expense of parent-guardian). If the tests results are found to be negative, the student will again become eligible for competitions, presentations and activities relating to Jasper School District and parking on campus. However, the student must submit to a mandatory school drug screen or lab test on a monthly basis at the expense of the parent/guardian for the next three months.
15. **SECOND POSITIVE RESULT – PARTICIPATION IN COUNSELING**
- a. With the consent of the student and his or her parents/guardians, the superintendent or designee may reduce the suspension so that the student is only prohibited from participating in parking and district sponsored activities for a total of forty-five (45) school days as long as the student meets the following requirements:
  - b. Within one (1) week of the conference, the student must receive or be enrolled in the substance abuse counseling or School Based Mental Health services. The parents/guardians are responsible for all cost associated with the counseling. The parent/guardian must provide written verification that the student has been seen for counseling at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.
  - c. The student will be required to submit to monthly drug test for the rest of the school year at the expense of the parent/guardian.
16. **SECOND POSITIVE RESULT – REFUSAL OF COUNSELING**
- a. For the second positive result in the same year or any two consecutive calendar years, the student will be suspended from participating in activities or parking on campus for 90 school days.
17. **THIRD POSITIVE RESULT**
- a. For the third positive result, the student will be suspended from participating in activities or parking on campus for the remainder of his enrollment with the district. The parent/guardian may appeal to the superintendent.
18. **NON-PUNITIVE NATURE OF POLICY**
- a. No student shall be penalized academically for testing positive for illegal drugs. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student’s custodial parent or legal guardian will be notified as soon as possible by the district.

#### **H. GANGS AND GANG ACTIVITY A.C.A. 6-15-1005 (b) (2) and 5-74-201**

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.

- a. The following actions are prohibited by students on school property or at school functions:
  - i. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
  - ii. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
  - iii. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
  - iv. Extorting payment from any individual in return for protection from harm from any gang.
- b. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.
- c. 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.

#### **I. STUDENT SEXUAL HARASSMENT**

The Jasper 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.

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.

1. Definitions: 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:
  - a. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's Education;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or;
  - c. Such conduct works as the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.
  - d. 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.
  - e. 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 homosexuality, regardless of whether or not the student self-identifies as homosexual; and spreading rumors related to a person's alleged sexual activities.
2. 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.
3. 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.
4. Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including Expulsion.
5. 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.

## **J. REPORTING PROCEDURE**

1. Any person who believes he or she has been the victim of sexual harassment by an employee or a student, or any third person with knowledge or belief of conduct which may constitute sexual harassment, should immediately reporting the offensive conduct or communication to the harassing person's immediate supervisor or school principal.
2. All initial complaints will be investigated and resolved at the lowest possible administrative level. If the complaint involves the school principal or immediate supervisor, the complaint shall be filed with the Equity Compliance Coordinator.
3. It is recommended, but not required, that all complaints under this policy be made in writing on report forms provided by the school district in which:
  - a. The offensive conduct or communication is described in as much detail as possible;
  - b. Dates on which such conduct or communication was made are set forth;
  - c. The name of the person accused or engaging in the harassing behavior is stated; and
  - d. The name of the complainant, and if the report is made by a parent, the name of the parent(s) is stated.
3. The school principal or immediate supervisor will:
  - a. If a verbal complaint is made, reduce the complaint to writing and make a written record of related information.
  - b. Immediately notify the person accused of engaging in the harassing behavior that a complaint has been made and provide a copy of the complaint to them;
  - c. Investigate the complaint or designate a person qualified to conduct the investigation. If the person making the complaint prefers that the report be made to a person of the same gender, the immediate supervisor or school principal will make the accommodations necessary.
  - d. Reply to both parties in writing within seven (7) working days of the complaint, stating the status or resolution of the complaint.
4. Results of the initial complaint and investigation shall be forwarded to the Equity Compliance Coordinator.
  - a. If the resolution of the initial complaint and subsequent action by either party does not remedy the environment, the initial investigator shall report the behavior and/or additional behavior to the Equity Compliance Coordinator.
5. Submission of a complaint or report of sexual harassment will not affect the individual's future employment, grade, or work assignments.

## 6. Investigative Procedure

The initial investigation and the complaint shall be handled as a personnel matter or student disciplinary matter in order to provide as much protection and privacy to the complainant and the accused as is permissible under state and federal law.

- a. Upon receipt of a complaint under this policy, the Equity Compliance Coordinator will investigate or designate an administrator to conduct the investigation.
- b. The Equity Compliance Coordinator will give written notice to all necessary parties involved that the complaint is being investigated.
- c. Within ten (10) days of receipt of a complaint, the Equity Compliance Coordinator will make a written report to all necessary parties of the investigator's findings and recommendations.
- d. Action, if warranted, against any employee or student will be in compliance with all policies and laws.
- e. The Equity Compliance Coordinator will make extra-ordinary efforts to protect the rights, privileges, and reputations of all employees and students concerned.

## 7. Violations and Discipline

- a. Violations of this policy by employees could lead to such disciplinary action as the district deems necessary and appropriate, including, but not limited to, warnings, reprimands, demotions, reassignments, transfers, probation, suspension, termination, and non-renewal.
- b. Any discipline of an employee except suspension, termination, or non-renewal of the contract including, but not limited to, warnings, reprimands, reassignments, transfers, and probation shall be subject to appeal procedures in chapter 2 (Grievance Policy) provided that decisions made concerning an open or closed hearing before the school board shall be made in accordance with Arkansas Code Annotated 6-17-208, as amended.
- c. Violations of this policy by students could lead to such disciplinary action as the district deems necessary and appropriate, including, but not limited to, warnings, reprimands, deprivation of privileges, probation, suspension, alternative school placement and expulsion

# CHAPTER 5 CURRICULUM

## I. HOMEWORK POLICY

Homework properly designed, carefully planned and geared to the development of the individual students, meets a real need and has a definite place in the education program. Homework is assigned to help the student become self-reliant, learn to work independently, improve skills that have been taught and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Homework assignments are also affording a way for parents to acquaint themselves with the school programs and their own child's education progress.

### A. Philosophy

The Jasper School District believes homework to be an integral part of each student's education program. It also recognizes the importance of developing good study habits and responsibility for assignments. The District recommends a reasonable amount of homework commensurate with a student's ability for reinforcing the concepts taught in class and/or lesson preparation. Homework should be used for specific purposes, assigned in a school coordinated manner, well-defined in advance by the teachers, understood by the student, and evaluated and if in written form returned to the student to complete the learning experiences. All homework assignments shall be for sound education purposes.

### B. Definition

Homework is specific work that is designed for reinforcement or extension of school work that is done outside of the class period.

### C. Amount

A maximum of five hours per week would be a reasonable amount of homework for the "average" upper elementary school student (grades 5 and 6), three hours per week for the "average" intermediate elementary school student (grades 3 and 4), one and one-half hours per week for the "average" primary school student (grades 1 and 2), and up to one-half hour per week for the "average" kindergarten student. These are reasonable requirement for average students in average classes. Coordination of amount and time will be necessary so that students will not be overburdened nor totally escape homework. Time frames will be followed as a general rule, but occasionally, variation may be necessary.

#### **D. Uses**

Homework assignments shall be worthy of the time necessary for being corrected and discussed by the teacher and the individual student or class. Homework should encourage the development of independent study habits, skills and responsibilities. It should reinforce, enrich and extend learning by providing additional education opportunities outside the classroom. The assignment of homework should provide a transition of required amounts of homework between elementary and intermediate grades and between intermediate grades and high school. Homework is not to be used as a punitive measure.

#### **E. Follow-up**

Teachers should grade oral and written homework to follow up the educational objectives associated with the assignment. Students' responses in class of assigned homework or "pop tests" would be a basis for grading oral homework. Written homework should be marked and returned. At least two (2) homework grades will be recorded each week unless it is a short week (Thanksgiving, inclement weather, etc.) or prior arrangements are made with the building principal.

#### **F. Coordination**

Coordination of homework assignments and information about proper independent skills is the responsibility of the principal. Elementary Schools have a variety of organizational patterns within the different grade levels to meet the needs of the students. In grade levels where departmentalization is practiced, it will be necessary to coordinate the homework practices within those grade levels so that students have a proper daily balance. In all grade levels, homework amounts are to follow guidelines stated above.

#### **G. Proper Assignment Making**

Teachers should make homework assignments, preferably in written forms, following discussion of the daily lesson. Students may be required to maintain a notebook or assignment sheet for recording homework assignments. Teachers should define and communicate expectancies for homework to students and parents. Homework assignments will be used by teachers as a teaching process and must be considered in a professional manner.

#### **H. Make-up Opportunities and Procedures**

It is the responsibility of the student or parent to find out what work has been missed when a student is absent from class and make arrangements with the teacher to make-up the work.

### **II. ELEMENTARY CURRICULUM**

It is the goal of Jasper School District to provide students with a well-rounded education that allows students to explore different areas of academia.

A. The core curriculum for grades K-6 shall emphasize mastery of competencies and skills in the following content areas that are required of each student:

1. Language Arts
2. Mathematics
3. Science
4. Social Studies (with an emphasis on Arkansas History at Grade 5)

B. Each student shall be required to take instruction in the following areas:

1. Art
2. Music
3. Physical Education
4. Computer Lab
5. Library

C. In order to meet the **needs of all learners**, Response To Interventions (RtI), gifted and talented, and special resource programs will be made available for students who qualify.

### **III. SEVENTH AND EIGHTH GRADE CURRICULUM**

A. The **core curriculum** for grades seven and eight shall emphasize mastery of competencies and skills in the following subject areas that are required of each student:

1. Language Arts
2. Social Studies
3. Geography—7th grade

4. History—8th grade
  5. Arkansas History—7th or 8th grade (one semester)
  6. Mathematics
  7. Algebra I may be taught in 8th grade for credit with state approval
  8. Science
    - a. Earth Science
    - b. Physical Science
- B. Each student shall be required to take instruction in the following areas of **vocational** study if offered at his/her campus:
1. Career Orientation, Family and Work Connections, Introductions to World Agriculture Science
  2. One (1) semester of keyboarding
- C. Students may be required to take:
1. Physical Education
  2. Art
  3. Music
- D. In order to meet the **needs of all learners**, Response To Interventions (RtI), gifted and talented, and special resource programs will be made available for students who qualify.

#### IV. HIGH SCHOOL CURRICULUM (GRADES 9-12)

- A. The following courses shall be **provided by an accredited high school** every year.
1. Language Arts—**6 units**
    - a. English—4 units
    - b. Oral Communication— 1 unit or (1/2 units Oral Communications and ½ unit of Drama)
    - c. Journalism—1 unit
  2. Science—**5 units**
    - a. Biology—1 unit
    - b. Physics—1 unit
    - c. Chemistry—1 unit
    - d. Electives—2 units
  3. Mathematics—**6 units**
    - a. Algebra I—1 unit
    - b. Algebra II—1 unit
    - c. Geometry—1 unit
    - d. Trigonometry/Pre-Cal—1 unit
    - e. Electives—2 units
  4. Modern Foreign Language—**2 units** of the same language
  5. Fine Arts—**3 and ½ units:**
    - a. Survey of Fine Arts –1 /2 unit
    - b. Art I—1 unit
    - c. Instrumental Music—1 unit
    - d. Vocal Music—1 unit
  6. Computer Applications—**1 unit**
  7. Social Studies—**4 units**
    - a. American History—1unit
    - b. World History—1unit
    - c. Civics—1/2 unit
    - d. Arkansas History –1/2 unit for grades 9-12 if not offered in the 7th or 8th grade.
    - e. Economics—1/2 unit
    - f. Elective—1 unit
  8. Physical Education and Health Education—**1 and ½ units**
    - a. Physical Education –1 unit
    - b. Health Education—1/2 unit
  9. Career and Technical Education—**9 units**
    - a. Eight units must be taught every year.
    - b. Three programs of study must be offered each year.
- B. **Advanced Placement (AP) Class and Pre-AP classes** shall be offered every year in mathematics, science, social studies and English.

#### C. DIGITAL LEARNING POLICY

Jasper School District will provide a variety of high school and concurrent credit courses through distance learning, asynchronous classes, and Virtual Arkansas. Virtual Arkansas policies are available at [www.virtualarkansas.org](http://www.virtualarkansas.org). Students will be responsible for any fees including texts for courses that are not required for graduation and are not part of the required 38 credits. Courses selected are subject to approval of the building principal.

#### **V. SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2017 (ASBA 4.45)**

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 student's 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 paths.

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.

**To the best of its ability, the district shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENROLLMENT.**

#### **A. 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 2 units to graduate for a total of 24 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.

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

#### **C. SMART CORE: Sixteen (16) units**

1. **English: four (4) units** – 9, 10, 11, 12
2. **Oral Communications: one-half (1/2) unit**
3. **Mathematics: four (4) units** (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- a. Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;
  - b. 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.
  - c. Algebra II; and
  - d. the fourth unit may be either:
    - i. A math unit beyond Algebra II: (this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics,) or
    - ii. any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
    - iii. one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, **AP Computer Science Principles**, IB Computer Science, or
    - iv. other options approved by ADE.
4. **Natural Science: a total of three (3) units** with lab experience chosen from
- a. One unit of Biology; and either:
  - b. Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):
    - i. Physical Science;
    - ii. Chemistry;
    - iii. Physics or Principles of Technology I & II or PIC Physics; or
    - iv. One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, **AP Computer Science Principles**, IB Computer Science, or
    - v. other options approved by ADE.
5. **Social Studies: three (3) units**
- a. Civics one-half (½) unit
  - b. World History - one unit
  - c. American History - one unit
6. **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.
7. **Health and Safety: one-half (1/2) unit**
8. **Economics: one half (½) unit**  
**Note:** dependent upon the licensure of the teacher teaching the course, this can be counted toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.
9. **Fine Arts: one-half (1/2) unit**
10. **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.

**C. CORE: Sixteen (16) units**

- 1. **English: four (4) units** – 9, 10, 11, and 12
- 2. **Oral Communications: one-half (1/2) unit**
- 3. **Mathematics: four (4) units** (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
  - a. Algebra I or its equivalent\*: 1 unit
  - b. Geometry or its equivalent\*: 1 unit
  - c. All math units must build on the base of algebra and geometry knowledge and skills.
  - e. (Comparable concurrent credit college courses may be substituted where applicable)
  - f. one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, **AP Computer Science Principles**, IB Computer Science, or
  - g. or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

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



unit requirement.

**4. Science: three (3) units**

- a. At least one unit of Biology; or its equivalent and
- b. Two units chosen from the following three categories;
  - i. Physical Science;
  - ii. Chemistry;
  - iii. Physics, or.
  - iv. One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, **AP Computer Science Principles**, IB Computer Science, or
  - v. other options approved by ADE.

**5. Social Studies: three (3) units**

- a. Civics one-half (1/2) unit
- b. World History - one (1) unit
- c. American History - one (1) unit

**6. 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.

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

**8. Economics: one half (1/2) unit**

**Note:** dependent upon the licensure of the teacher teaching the course, this can be counted toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

**10. 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.

**VI. SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER (ASBA 4.45.1)**

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 student's 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 paths.

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.

**To the best of its ability, the district shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENROLLMENT.**

#### **A. 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 JSD requires an additional 2 units to graduate for a total of 24 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.

#### **B. Digital Learning Courses (ASBA 5.11) Definitions**

For the purposes of this policy:

1. "Blended Learning" is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.
2. "Digital Learning" means a digital technology or internet-based educational delivery model that does not rely exclusively
3. on compressed interactive video (CIV). Digital learning includes online and blended learning.
  - a. "Instructional Materials" means:
    - i. Traditional books, textbooks, and trade books in printed and bound form;
    - ii. Activity-oriented programs that may include:
      - a). Manipulatives;
      - b) Hand-held calculators;
      - c) Other hands-on materials; and
    - iii. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.
3. "Online Learning" is education in which instruction and content are delivered primarily over the Internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.
4. "Public School Student Accessing Courses at a Distance" means a student who is scheduled for a full course load through the district and attends all classes virtually.
5. Digital Course Offerings
  - a. The district shall offer one or more digital learning course(s) through one or more district approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format and shall be tailored to meet the needs of each student.
  - b. All digitally offered courses shall meet or exceed the State Board of Education's curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the District shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.
  - c. As an approved digital learning provider, the District shall annually determine what District created digital learning courses it will provide to our students.<sup>1</sup> The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved by the Arkansas Department of Education (ADE). The School Board shall determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of the course, have been approved by ADE.
  - d. District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in Policy 5.8—USE OF COPYRIGHTED MATERIALS as well as applicable statutory requirements.
  - e. The district shall require all outside providers to incorporate Policy 5.8 as a condition of the service contract. Failure of the outside provider to abide by Policy 5.8 shall constitute a breach of contract and the outside provider shall be responsible for any costs resulting from such breach.
  - f. A student may elect to take any or all of his/her scheduled courses digitally. The student's attendance in his/her digital course(s) shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school.
  - g. The district is responsible for providing all instructional materials for each student who enrolls in a district approved digital learning course.
  - h. Regardless of any other provisions of this policy, the district may restrict a student's access to digital courses when the student's building principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses.

- i. Furthermore, the student's building principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course.

**C. SMART CORE: Sixteen (16) units**

1. **English: four (4) units** – 9, 10, 11, 12
2. **Oral Communications: one-half (1/2) unit**
3. **Mathematics: four (4) units** (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
  - a. Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;
  - b. 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.
  - c. Algebra II; and
  - d. the fourth unit may be either:
    - i. A math unit beyond Algebra II: (this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics,) or
    - ii. any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
    - iii. one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, **AP Computer Science Principles**, IB Computer Science, or
    - iv. other options approved by ADE.
4. **Natural Science: a total of three (3) units** with lab experience chosen from
  - a. One unit of Biology; and either:
  - b. Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):
    - i. Physical Science;
    - ii. Chemistry;
    - iii. Physics or Principles of Technology I & II or PIC Physics; or
    - iv. One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, **AP Computer Science Principles**, IB Computer Science, or
    - v. other options approved by ADE.
5. **Social Studies: three (3) units**
  - a. Civics one-half (1/2) unit
  - b. World History - one unit
  - c. American History - one unit
6. **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.
7. **Health and Safety: one-half (1/2) unit**
8. **Economics: one half (1/2) unit**

**Note:** dependent upon the licensure of the teacher teaching the course, this can be counted toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.
9. **Fine Arts: one-half (1/2) unit**
10. **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.

**D. CORE: Sixteen (16) units**

1. **English: four (4) units** – 9, 10, 11, and 12
2. **Oral Communications: one-half (1/2) unit**
3. **Mathematics: four (4) units** (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
  - a. Algebra I or its equivalent\*: 1 unit
  - b. Geometry or 9ths equivalent\*: 1 unit

- c. All math units must build on the base of algebra and geometry knowledge and skills.  
(Comparable concurrent credit college courses may be substituted where applicable)  
one unit of computer science chosen from ADE Essentials of Computer Programming, ADE

Computer

Science and Mathematics, AP Computer Science, **AP Computer Science Principles**, IB Computer Science, or

- d. other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

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

**4. Science: three (3) units**

- a. At least one unit of Biology; or its equivalent and
- b. Two units chosen from the following three categories;
  - i. Physical Science;
  - ii. Chemistry;
  - iii. Physics, or.
  - iv. One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, **AP Computer Science Principles**, IB Computer Science, or
  - v. other options approved by ADE.

**5. Social Studies: three (3) units**

- a. Civics one-half (1/2) unit
- b. World History - one (1) unit
- c. American History - one (1) unit

**6. 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.

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

**8. Economics: one half (1/2) unit**

**Note:** dependent upon the licensure of the teacher teaching the course, this can be counted toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

**10. 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.

**VII. SCHEDULE CHANGES**

- A. Students have 5 school days in the beginning of each semester to change their schedules.
- B. Students must have written approval of parent and teacher to drop classes after the deadline.
- C. Any class dropped after the fourth week of the semester will result in a grade of "F".
- D. Exceptions may be made by counselor and/or principal and must have the approval of teacher and parent.

**VIII. MATERIALS SELECTION POLICY**

The Board of Education of the Jasper School District declares it is the policy of the district to offer a large variety of materials for students at all levels of difficulty. These materials should offer various points of view and are subject to review if alleged to be inappropriate.

Materials selected shall meet high standards of quality, be appropriate for the age and emotional development of the students, and shall have aesthetic or social value. They will be chosen for their strengths rather than rejected for their weaknesses. Materials selected concerning controversial issues will be aimed toward offering a balanced collection representative of various views.

When selecting materials the librarian will consult professionally prepared selection aids and other appropriate sources. We feel that students should have the "Right to Read" and will exercise great care in the selection of books designated as "required" or even those we label as "recommended". While we accept responsibility for recommending to our students only those materials of the highest quality, we do not deny them the freedom to read books which bring them to grip with the reality of today's youth.

Any resident of the school district may raise objection to instructional materials available as part of the educational program on the basis of appropriateness. Any resident raising objection shall fill out a Request for Reconsideration Form. It shall be signed by the complainant and filed with the appropriate school principal.

## **IX. COPYRIGHT COMPLIANCE INSTRUCTION**

The board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

- A. **THE PURPOSE AND CHARACTER OF THE USE.** The use must be for such purposes as teaching or scholarship and must be nonprofit.
- B. **THE NATURE OF THE COPYRIGHTED WORK.** Staff may make single copies of the following for use in research, instruction or preparation for teaching: book chapters; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
- C. **THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED.** In most circumstances, copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- D. **THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.** If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the district's procedures or is permissible under the law should contact the superintendent or the person designated as the copyright compliance officer. The latter will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

Legal References: P.L. 94-553 Federal Copyright Law of 1976 (U.S. Code, Title 17)

## **X. RELIGION IN THE SCHOOLS**

The First Amendment of the Constitution states that "Congress shall make no law respecting the establishment of religion, or prohibiting the free exercise thereof..." As the Supreme Court has stated (*Abington School District v. Schempp*, 374 U.S. 203) the Amendment thus, "embraces two concepts—freedom to believe and freedom to act. The first is absolute but, in the nature of things, the second cannot be." Therefore, it is the Board's policy that the school system, as an agency of the government, shall be neutral in matters regarding religion and will not engage in any activity that either advocates or disparages religion. The District shall assume no role or responsibility for the religious training of any student.

The need for neutrality does not diminish our school system's educational responsibility to address the historical role of religion in the development of our culture. Since we live in a diverse society, the district's goal shall be to address the subject of religion objectively in such a way that it promotes an understanding of, and tolerance for, each other's religious or nonreligious views.

Discussions concerning religious concepts, practices, or disciplines are permissible when presented in a secular context in their relation to an inclusive study of religion or to the study of a particular region or country. The discussions shall be so such that they are objective and academically informational and do not advocate nor denigrate any particular form of religious practice.

Accommodation will be considered for those portions of instructional activities in the schools that unduly burden a student's sincere religious belief provided such accommodation does not amount to a significant change in curriculum, program, or course of instruction and when it is possible that a substitution of equally rigorous material that advances the same instructional goals can be arranged. Parents and students are advised that such accommodations are easier to grant when the objection is to non-state mandated framework material than if the material is required by the frameworks.

A student or the student's parent can request the student's teacher accommodate the student's objection based on a religious belief to an instructional activity. Any such request must be made at least 25 school days prior to the assignment's due date. Any objection must be raised in accordance with this policy's requirements or it will not be considered.

Upon receiving such a request, the student's teacher shall determine within five (5) work days if an accommodation is possible under the provisions of this policy. If the teacher decides an accommodation cannot be made or if the student or the student's parent believes the accommodation to be unreasonable, the student or the student's parent may request a conference with the teacher and the teacher's principal. A requested conference will occur at a time of mutual convenience, but no later than five (5) working days following the request. The principal shall have five (5) working days in which to make a decision on the appeal. If the student, the student's parent, or the teacher is unsatisfied with the principal's decision, it may be appealed to the District Superintendent who shall convene a conference between the student, the parent and the teacher. The requested conference will occur at a time of mutual convenience, but no later than five (5) working days following the request. The superintendent shall have five (5) working days in which to make a decision on the appeal which shall be final with no further right of appeal.

## **XI. GRADE LEVEL PROMOTION/RETENTION**

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

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

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

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

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

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

- does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
- takes the State mandated assessment, but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.
- the Superintendent or designee may 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 State assessments shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

### **A. ELEMENTARY: Grades Kindergarten- Sixth Grade**

1. Parents will be notified at the spring parent/teacher conference or in writing three (days) after the spring parent/teacher conference if there is a developing possibility that the student may be retained at grade level. The teacher will communicate with that student's guardians frequently until a decision has been made regarding the status of the student's promotion or retention.
2. Upon parental receipt of the notice of possible retention, the teacher/teachers and school counselor, will meet with the parent and develop a written plan to promote success and eliminate the need for retention. The written plan will include a role for each stakeholder, the student, the parent, and the teacher/teachers.
3. Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on his/her successful attainment of the goals set forth in his/her IEP.

- The final decision upon retention rests with the principal. Multiple data sources may be used in making the final determination. These sources may include grades, standardized test scores, RTI—Response to Intervention, teacher recommendations, and parental input.

#### **B. SEVENTH AND EIGHTH GRADE STUDENTS**

A student meets the promotion requirement for grades 7 and 8 if he/she has successfully passed five (5) academic courses during a semester, three (3) of which shall be in the core curriculum areas of math, science, social studies, and language arts.

#### **C. STUDENT CLASSIFICATION IN GRADES 9-12**

In order to earn class standing, a student must successfully earn the following credits:

Freshman:	0 to 4 credits
Sophomore:	5 to 9 credits
Junior:	10 to 15 credits
Senior:	16 or more credits

#### **D. ALTERNATIVE SCHOOL**

The goal of the Jasper Alternative School is to establish an alternative education program for students who have dropped out of school or who have been identified by the professional and administrative staff as being educationally at risk. Ark. Code 6-18-508, 6-18-509.

#### **F. EXAMINATIONS**

Examinations will be given at the discretion of the teacher. Exceptions may be made with the approval of the building principal. Enough examinations and/or exercises should be given so that a grade can be determined to demonstrate the student's ability and effort in the class. Teachers should give 1 examination per week, minimum. A comprehensive semester exam must be given in all academic subjects at the end of the first semester and the end of the second semester.

#### **G. GRADING (ASBA 5.15)**

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine (9) week grading period to keep parents/guardians informed of their student's progress.

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

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

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

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

A: 90-100	= 4 points
B: 80-89	= 3 points
C: 70-79	= 2 points
D: 60-69	= 1 point
F: 59 or below	= 0 points

- Classwork/homework will count as 40% of the class grade, and tests/exams will count as 60% of the grade per grading period; nine week grades will each be worth 45% of the final grade and semester tests will be 10% of the final grade.

- The grade point values for Advanced Placement, (AP), International Baccalaureate (IB), and approved honor courses shall be one (1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points. Students that do not take the exam at the end of the advanced placement class will not receive weighted credit for the course. Weighted credit will also NOT be awarded if the AP course teacher has not completed the needed summer training/hours within the last 5 years.

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

For example: The grading period had forty (40) days. A student transferred in with a grade of eighty-three percent (83%) earned in ten (10) days at the previous school. The student had a grade of seventy-five percent (75%) in our district's school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five percent (75%) of forty (40) days. Thus the final grade would be  $(0.25 \times 83) + (0.75 \times 75) = 77\%$ .

5. Grades are to be pulled on the same day when all counselors have communicated with each other that all grades are in Eschool and are ready to be pulled.

6. Science Fair Grades: The science fair project is worth 200 points. One hundred of the points are counted as a class grade and the other 100 points are counted as a test grade.

7. Tests, quizzes, homework, or any assignment that will be recorded as a grade must be graded and returned to the student within three (3) school days unless prior arrangements are made with the building principal.

8. Kindergarten students will be graded with a standards based grade card. The scale for this is E for exemplary, S for satisfactory, N for needs improvement, and U for unsatisfactory. Grading Scale for the Standards Based Report Card is E=100-90; S=89.5-70; N=69.5-60; U= 59.5-0.

#### **I. TEXTBOOKS**

Textbooks are supplied to the students by the school when appropriate for the class. They are loaned to the students for the school year, but remain the property of the school. Textbooks are to be returned in good shape at the end of the school year, when the course is completed, or when the student checks out of school. Damaged or lost books must be paid for by the students. Textbooks do not have to be assigned for the course.

#### **J. FIELD TRIPS**

Educational field trips require administration approval. Written permission slips signed by parents are required for students to participate in such trips if parent did not approve on the "Acknowledge of Receipt" page.

#### **K. HONOR ROLL**

##### **1. ELEMENTARY K-6**

To qualify for the honor roll, a student must have all B's for both nine weeks in the four core curriculum areas (math, history, English and science). An awards assembly will be held at the end of each school year to recognize students for scholastic achievement.

##### **2. HONOR ROLL: GRADES 7-12**

Students in grades 7-12 who maintain a 3.0 grade point average (GPA) or above for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester

#### **L. HONOR GRADUATES**

Students who have successfully completed the minimum core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education and have a cumulative GPA of 3.50 or above, will be designated as honor students. The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12). Following are the level of recognized honors:

1. **Highest Honors:** All students with a G.P.A. of above a 4.0 and have taken a combination of 3 AP or Concurrent Credit classes in the areas of English, Science, Math, or Social Studies and received credit for AP or scored at least a "B" in Concurrent Credit courses. (All shall be ranked #1 and are eligible to speak at graduation).
2. **High Honors:** All students with a G.P.A. of 3.75 to 4.0 and have taken a combination 2 AP classes or Concurrent Credit classes in the areas of English, Science, Math, or Social Studies and received credit for AP or scored at least a "B" in Concurrent Credit courses, and received credit. The student/s with the highest G.P.A. in this group is/are eligible to speak at graduation.
3. **Honors:** All students with a G.P.A. of 3.5 to 3.749 and have taken 1 AP class or Concurrent Credit class in the areas of English, Science, Math, or Social Studies and received credit for AP or scored at least a "B" in Concurrent Credit courses.
  - a. Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student not be so identified.

## **CHAPTER 6 BUS TRANSPORTATION**

### **I. CONDUCT TO AND FROM SCHOOL**



Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules. The preceding paragraph also applies to student conduct while on school buses. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent or legal guardian.

## **II. SCHOOL BUS PASSENGER SAFETY AND CONDUCT**

Please review these rules for conduct with your child and be sure he/she understands them. Buses are full, and the drivers have little time to watch children. They were hired to drive. The school bus is an extension of the school. It is a valuable and expensive item of equipment and proper attitudes must be developed for its use and care. Parents should impress on students the correct procedure in establishing a safe route to the bus stop. Develop proper attitudes and understanding of the right-of-way of motorists. Point out how unsafe acts can lead to accidents. Bus service is a privilege, not a right, which may be revoked. Students who are eligible to ride may ride as long as they control themselves and abide by the rules. Passengers on school buses must conduct themselves so that their actions do not place in jeopardy the safety and well-being of themselves or any other individual. In the event that misconduct occurs, authorized personnel shall implement procedures as outlined by the superintendent. If misconduct is of serious enough nature to warrant withdrawing the privilege of riding the bus from the individual, Student 5.17 shall be applied.

A. The following "Rules for Bus Passenger's Conduct" shall be used in informing students of acceptable behavior.

### **1. RULES FOR BUS PASSENGER'S CONDUCT**

- a. Students must ride their assigned bus and are responsible for their possessions.
- b. Be on time; arrive at the bus stop at least 5 minutes early.
- c. Do not stand or play in road while waiting for the bus. Stand back about 10 feet from the roadway while waiting for the bus.
- d. If students must cross the roadway to board the bus, look in both directions for traffic; wait until the bus driver signals before crossing the road. Students should walk in front of the bus in single file, do not run. Enter the bus without crowding or disturbing others.
- e. The first duty of the passengers is to obey the driver's directions promptly. The driver has the same responsibility and authority as a teacher in controlling discipline. There must be an attitude of respect and cooperation on the part of each student toward the bus driver. Conversation with the driver while the bus is in motion should be kept to a minimum.
- f. Do not extend head or arms out of windows. Keep your head, arms, and hands inside the bus at all times. Never open the windows without the driver's permission.
- g. Be courteous to the driver and to fellow pupils, keeping hands off other people at all times.
- h. See that your conversation is clean and never loud or boisterous. Talk in normal tones. Use of profane language on a school bus is forbidden by law. Obscene gestures are prohibited.
- i. Do not call out to passers-by.
- j. Help keep the bus clean, sanitary, and orderly. Keep the aisle of the bus clear. Keep books, musical instruments, and all other objects on lap or under the seat, not in the aisle.
- k. Large items cannot be transported on the bus.
- l. Animals and insects are not to be transported on the bus.
- m. Do not possess or use any form of tobacco on the bus.
- n. Do not damage or abuse bus equipment. Keep your feet off the seats.
- o. Do not loiter in or around a bus while on school grounds.
- p. Do not leave bus without the driver's consent, except on arrival at home and at school. Make sure that the road is clear and get the driver's signal when you must cross the road, to and from the bus.
- q. Keep seated until the bus comes to a complete stop. Enter and leave bus by front door ONLY, except in emergency.
- r. Stay in your seat at all times, except when entering and exiting the bus.

## **III. GUIDELINES FOR BUS DISCIPLINE**

The improper student behavior shall be categorized as follows: All suspension from a bus will be at the direction of the building principal.

### **A. Category I**

1. Attire, which would be inappropriate in the school.
2. Gambling on a school bus.
3. Distribution of petitions or other printed matter not approved in advance by the principal.
4. Violations of established bus rules or regulations.

5. Littering when on a school bus, including the parking lot.
6. Disregard of reasonable directions or commands given by authorized school personnel.

B. Category II

1. Damage, destruction, or theft of private or public property valued at less than \$100.
3. Violation of statutory or constitutional regulations.
4. Possession, or distribution of recreational nicotine products or smoking paraphernalia (including, but not limited to, lighters, matches, rolling papers, cigarette holders, and pipes) during the school day, whether on or off school property, or during a school-sponsored activity at any time of day, whether on or off school property.
5. Possession of hand-held laser pointers.
6. Disruption and interference with the operation of the bus, including horseplay, mimicking, name calling, etc.
7. Possession of any type of pornographic material.

C. Category III

1. Possession or under the influence of narcotics, drugs, anabolic steroids, alcohol, or other controlled substances as defined by statute.
2. Assault, bullying, fighting, physical abuse, extortion, persistent or severe harassment, and/or verbal abuse of another Student.
3. Verbal abuse, extortion, or harassment of a school employee, whether on or off school premises.
4. Possession of a knife/replica of a knife or any instrument or article that might be injurious to a person or property.
5. Possession and/or use of fireworks, stink bombs, or any incendiary device.
6. Falsely reporting a fire or setting off a fire alarm.
7. Damage, destruction, or theft of private or public property valued at more than \$100 but less than \$1000.
8. Use of tobacco, lighters, or matches on a school bus.
9. Indecent exposure/act on a school bus.
10. Distribution of any type of pornographic material.

D. Category IV

1. Assault or physical abuse of a school employee, whether on or off school premises.
2. Purchasing of, offering for sale, sale, or distribution of narcotics, drugs, anabolic steroids, alcohol, substances portrayed as drugs, or other controlled substances as defined by statute.
3. Possession and/or use of a knife/replica of a knife or any instrument or article that might be injurious to a person or property in an attempt to threaten or cause harm to another person.
4. Possession of any firearm/replica of a firearm or other weapon prohibited on the school campus by law.
5. Arson, bomb threat, or terroristic threats
6. Damage, destruction, or theft of private or public property valued at more than \$1000.

The appropriate disciplinary actions for each listed category of improper activity follow:

A. Category I: Principal or designee's discretion;

- 1st infraction--warning and parent contact and/or corporal punishment
- 2nd infraction--parent contact and/or corporal punishment
- 3rd infraction-- suspension from bus, min.-1 day, max.-3 days
- 4th (and any subsequent) infraction--suspension from bus indefinitely

B. Category II: Principal or designee's discretion;

- 1st infraction--minimum. 3 day suspension from bus
- 2nd infraction--minimum 10 day suspension from bus
- 3rd (and any subsequent) infraction--suspension from bus indefinitely

C. Category III

- 1st infraction--
  - a) Parent/guardian conference, and
  - b) suspension from bus, min.-10 days, max.-indefinitely, and
  - c) referral to Principal for further disciplinary action
- 2nd infraction--
  - a) Parent/guardian conference, and
  - b) suspension from bus for the remainder of the year, and
  - c) referral to Principal for further disciplinary action

D. Category IV

- 1st (and any subsequent) infraction
  - a) Parent/guardian conference, and
  - b) suspension from bus not to exceed one calendar year, and

c) referral to Principal for further disciplinary action

#### **IV. STUDENTS' VEHICLES**

- A. A student who has presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.
- B. Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.
- C. It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.
- D. Parking permits are required to be filled out by parents and returned to the principal's office. Evidence of liability insurance is necessary to park on school property.
- E. Only licensed, street legal vehicles are allowed on campus at any time.
- F. Student automobiles will be searched if there is reasonable suspicion that the search would produce evidence indicating the student has violated the law or school rules.
- G. Ark. Code Ann. 6-18-222 requires that each public, private, or parochial school shall notify the Department of Finance and Administration (DF&A) whenever a student fourteen (14) years of age or older is no longer in school.

## **CHAPTER 7 EXTRACURRICULAR ACTIVITIES**

### **I. SECONDARY SCHOOLS (ASBA 4.56)**

#### **A. Definitions:**

1. "Academic Courses" are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.
2. "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.
3. "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.
4. "Interscholastic Activities" means athletic or non-athletic/academic activities where students compete on a school vs. school basis.
5. "Intrascholastic Activities" means athletic or non-athletic/academic activities where students compete with students from within the same school.
6. "Supplemental Improvement Program (SIP)" is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

#### **B. Extracurricular Eligibility**

1. The board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted). Additionally, a student's participation in, and the district's operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.
2. 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.<sup>3</sup> Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day. 4

3. A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2— ENTRANCE REQUIREMENTS shall be eligible to tryout for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing Interscholastic Activities.
4. Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

### **C. CLASS AND ORGANIZATION MEETINGS**

1. Class and organizational meetings, when held during the school day, will be held during an activity schedule and will be limited to once a month, unless otherwise designated by the principal.
2. The purpose of school assemblies should be documented.
  - a. To expedite the disbursements of materials or information pertinent to the educational process.
  - b. To develop self-discipline and to offer direction in acceptable behavior patterns.
  - c. To involve students in school government.
  - d. To develop or reinforce basic educational goals and objectives.

### **D. JOINING SCHOOL CLUBS OR ORGANIZATIONS**

Any student wishing to join a school club or organization should contact the sponsor of that organization or club, to determine if he/she is eligible to join, as stated by the (clubs or organizations) Board approved procedures for membership or State eligibility requirements.

## **II. ACADEMIC REQUIREMENTS:**

### **A. Junior High**

1. A student promoted from the sixth to the seventh grade automatically meets scholarship requirements for the first semester.
2. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.
3. The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.
4. The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her graduation requirements.
5. Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

### **B. Senior High**

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

### **C. STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM (IEP)**

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

## **III. GOVERNED ARKANSAS ACTIVITIES ASSOCIATION**

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

**A. Intrасchoolastic Activities**

1. Students participating in intrасchoolastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interschoolastic activity eligibility requirements to be eligible to participate in the comparable intrасchoolastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interschoolastic activities.
2. Non-AAA Governed Activities  
Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intrасchoolastic extracurricular activities. Intrасchoolastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

**B. ELEMENTARY (ASBA 4.56.1)**

1. Definitions
2. “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/intrасchoolastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.
3. “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.
4. “Interschoolastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.
5. “Intrасchoolastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

**C. Extracurricular Eligibility**

1. 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 building principal. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.
2. A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school’s administration, the student’s participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.
3. Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendent or designee may wave this paragraph’s provisions when the student’s failure was due to exceptional or extraordinary circumstances.4 Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day if approved by building principal.
  1. A student who enrolls in the district and meets the definition of “eligible child” in Policy 4.2—ENROLLMENT shall be eligible to tryout for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

**D. EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS**

1. Each school in the District shall post on its website its schedule of interschoolastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.
2. Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interschoolastic activity in the student's resident school zone as permitted by this policy. Although not guaranteed participation in an interschoolastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interschoolastic activities without discrimination.
3. The District shall abide by this policy and by the rules contained in the Arkansas Activities Association (AAA) Handbook governing interschoolastic activity participation of students who are home-schooled. Areas of eligibility criteria, such as a student's age and semesters of eligibility, are the same for home-schooled and traditional students and are governed by the current AAA Handbook. Home-schooled student means a student legally enrolled in an Arkansas home school and who meet or have met the criteria for being a homeschooled student, as established by A.C.A. 6-15-503.Interschoolastic activity means

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

4. The parent of any student wishing to participate in an interscholastic activity shall mail or hand deliver a completed application form 4.56.2F (available on District website) to his/her child's school's principal before the signup, tryout or participation deadline established for traditional students. The Superintendent shall approve those applications which meet the enrollment application requirements identified in this policy and AAA Rules and shall deny those that don't meet the requirements.
5. Approved applications shall apply only for the semester in which the student enrolls in the student's resident school zone. The student shall regularly attend the class in which the student is enrolled beginning no later than the eleventh (11) day of the semester in which the student's interscholastic activity participation is desired. If the student's desired interscholastic activity begins prior to the first day of the semester in which the student is enrolled, to maintain eligibility, the student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.
6. A homeschooled student whose application has been approved; who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:
  - a. standards of behavior and codes of conduct;
  - b. attend the practices for the interscholastic activity to the same extent as is required of traditional students;
  - c. required drug testing;
  - d. permission slips, waivers, physical exams; and
  - e. participation or activity fees.
  - f. A student whose application for eligibility to participate in an interscholastic activity is accepted is required to enroll in no more than one course in the district's school where the student is intending to participate in an interscholastic activity.
  - g. Home-schooled students shall meet the same enrollment criteria as are required for traditional students in policies 4.1—RESIDENCE REQUIREMENTS and 4.2—ENTRANCE REQUIREMENTS and
  - h. the parent or guardian's shall sign a form acknowledging receipt and understanding of the school's student handbook and to be bound by the applicable portions thereof.
  - i. If the student's desired interscholastic activity is associated with a specific class or course that meets during the school-day that the traditional students of the district are required to take, the home-schooled student shall take the required class or course to be eligible for the interscholastic activity.
  - j. If the student's desired interscholastic activity is not associated with a specific class or course that meets during the school-day, to be eligible to participate in the student's desired interscholastic activity, the home-schooled student shall enroll in a class or course that is age and grade appropriate for the student.
  - k. Students who participate in extracurricular or athletic activities under this policy will be transported to and from interscholastic activities on the same basis as other students are transported
  - l. A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

## CHAPTER 8 COMPUTER/TECHNOLOGY USE POLICY

<http://jasper.k12.ar.us>

The Jasper School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors.

### **I. For the purposes of this policy:**

- A. "harmful to minors" is defined as any picture, image, graphic image file, or other visual depiction that--
  1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or Excretion;
  2. 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
  3. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- B. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use

agreement is incorporated by reference into board policy and is considered part of the student handbook.

- C. Student use of computers shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous.
- D. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students.
- E. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.
- F. In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

## **II. STUDENT INTERNET USE AGREEMENT**

- A. The Jasper School District agrees to allow the student identified above to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a district or student owned technology device:
  - 1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned technology device unless the Student and his/her parent or guardian have read and signed this agreement.
  - 2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
  - 3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
  - 4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
    - a. using the Internet for other than educational purposes;
    - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
    - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
    - d. making unauthorized copies of computer software;
    - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
    - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
    - g. posting anonymous messages on the system;
    - h. using encryption software;
    - i. wasteful use of limited resources provided by the school including paper;
    - j. causing congestion of the network through lengthy downloads of files;
    - k. vandalizing data of another user;
    - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
    - m. gaining or attempting to gain unauthorized access to resources or files;
    - n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
    - o. invading the privacy of individuals;
    - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
    - q. using the network for financial or commercial gain without district permission;
    - r. theft or vandalism of data, equipment, or intellectual property;
    - s. attempting to gain access or gaining access to student records, grades, or files;
    - t. introducing a virus to, or otherwise improperly tampering with the system;
    - u. degrading or disrupting equipment or system performance;
    - v. creating a web page or associating a web page with the school or school district without proper authorization;
    - w. providing access to the District's Internet Access to unauthorized individuals;

- x. failing to obey school or classroom Internet use rules; or taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- y. Installing or downloading software on district computers without prior approval of technology director or his/her designee.

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

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

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

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

9. No Warranties: The district makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The district will NOT be responsible for: loss of data resulting from delays or interruptions in service, the accuracy, nature, or quality of information stored on storage devices, the accuracy, nature, or quality of information gathered through school-provided Internet access, or unauthorized financial obligations resulting from district-provided access to the Internet

B. The **consequences** for violations of computer use policy will be progressive for the entire school year as follows:

- a. 1st offense: Three (3) days of noon detention or 3 swats
- b. 2nd offense: Conference with student, call parent and three (3) days of ISS
- c. 3rd offense: Conference with student and parent, and loss of computer access at school for 3 weeks
- d. 4th offense: Conference with student and parent and permanent loss of computer access at school for the remainder of the school year.
- e. 5th offence: Referral to pre-expulsion hearing committee with the possibility of expulsion for the rest of the fiscal school year

The building principal and technology coordinator can make a decision as to which step is appropriate for violations that are harmful to students and or school infrastructure.

### III. POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES (ASBA 4.47)

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.

- A. Definition: As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.
  - 1. Misuse of electronic devices includes, but is not limited to:
    - a. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
    - b. Permitting any audible sound to come from the device when not being used for reason #1 above;
    - c. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
    - d. Using the device to take photographs in locker rooms or bathrooms;
    - e. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.
  - 2. 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.
  - 3. Possession of electronic devices is permitted on the school campus per instructor's permission.. 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.

4. The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.
5. Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.
6. No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle which is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

B. Definition: A "personal communication device" is any device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

1. During the school day, students may use communication devices such as smart phones, iPads, and iPods. However, while in class it is at the teacher's discretion. MP3 players, PDAs, or pagers, are not allowed to be used while on school property during school hours.
2. For after school activities, the use of these devices shall be at the discretion of the activity sponsor. Students that are observed to be using any prohibited personal electronic device will have it confiscated. All confiscated devices will be turned into principal or his/her designee. Confiscated devices will be kept in the office until picked up by a parent or guardian.
3. No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle which is in motion and on school property. Violation may result in disciplinary action up to and including suspension.
4. The principal or his/her designee may grant a student permission to use a personal communication device at the principal's or designee's discretion.
5. The Jasper School District does not assume responsibility for any of these devices that may be lost, damaged, stolen, or confiscated.

#### **IV. VIDEO SURVEILLANCE**

The Jasper School Board 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 capable of tracking the physical location of district equipment, students, and/or parents.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectations 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 district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 14 days after they were created.

Videos, automatic identification, or data 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.

The issues involved in parental rights to viewing videos are complicated, but the Family Policy Compliance Office of the Family Educational and Right Act, has recently simplified the matter. Please view (34 CFR 99. 3, 4, 5, 7,8,10, 12, 31) for more information.

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

## **CHAPTER 9 CIVIL RIGHTS PROVISION**

Ark. Code 6-10-111

In compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, this is to certify that Jasper School District No. 1 does not deny opportunity for employment, or access to any educational program on the basis of age, race, color, national origin, sex, religion or handicap.

To assure full compliance, Melissa Parks has been appointed as Civil Rights Compliance Officer. Mrs. Parks' mailing address is P.O. Box 446, Jasper, AR 72641. Her telephone number is 870-446-9284.

Any employee or student having a complaint under this provision is encouraged to notify Mr. Cantrell at the above address.

Filing of a complaint with our compliance officer does not prohibit a person's right to file the same complaint with the Department of Education, Office of Civil Rights, 1999 Bryan Street, Suite 2260, Dallas, Texas 75201.

The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to Melissa Parks, who may be reached at 870-446-9284.

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

### **I. Section 504**

Jasper School District provides a free appropriate education to school-aged children who qualify under Section 504. Any student who has, or is regarded as having a physical or mental impairment which substantially limits one or more major life activities, has a disability and is eligible for services under Section 504. Eligible students are entitled to related aids and services that ensure them access to the same or, in some cases, separate but equal instruction, services, activities, and physical facilities provided for non-disabled students. Through child find activities, the district attempts to locate children meeting these criteria.

### **II. TITLE IX**

A. In June 1972, Congress passed Title IX of the Education Amendments, a law which affects virtually every educational institution in the country. The law prohibits discrimination by sex in educational programs that receive federal funds.

1. The law states in part that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance...."
2. Male and female students must be eligible for benefits, services and financial aid without discrimination on the basis of sex.
3. There should be a person designated as the grievance officer for TITLE IX.

### **IV. EQUAL EDUCATIONAL OPPORTUNITY (ASBA 4.11)**

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

The district has a limited open forum granting equal access to the Boy and Girl Scouts of America and other youth groups.

Inquiries on nondiscrimination may be directed to Melissa Parks, who may be reached at 870-446-2223.

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

## **CHAPTER 10**

### **HARASSMENT AND VIOLENCE**

#### **I. POLICY STATEMENT**

In compliance with Title IX of the Education Amendment of 1972, it is the policy of the Jasper Public Schools to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence or other forms of harassment.

#### **A. DEFINITIONS**

1. School Personnel-School board members, school personnel, agents, volunteer, contractors or persons subject to the supervision and control of the District.
2. Civil Rights Compliance Officer-A staff member appointed by the administration/or board, who is responsible for ensuring that the District is in compliance with federal, state, and local laws prohibiting discrimination or harassment.
3. Religious Harassment-Physical abuse or verbal conduct which is related to an individual's religion when the conduct: has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment, has the purpose of effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.
4. Racial Harassment-Physical abuse or verbal conduct which is related to an individual's race when the conduct: has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment, has the purpose of effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.
5. Sexual Harassment-Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
6. Sexual harassment may include but is not limited to:
  - a. unwelcome verbal harassment or abuse,
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teacher, administrators or other school personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of gender.
7. Other forms of harassment
  - a. Harassing conduct includes, but is not limited to the following:
    - i. Epithets, slurs, jokes, negative stereotyping or threatening, intimidating or hostile acts that relate to a person's race, color, religion, gender, national origin, age, sexual orientation, or disability.
    - ii. Written or graphic material which demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age sexual orientation, or disability and is posted on the walls, bulletin boards, iii. e-mails or elsewhere on the premises, or is circulated within.
8. Sexual Violence-
  - a. A physical act of aggression or force or the threat thereof which involves ;
    - i. the touching of another's intimate parts, or
    - ii. forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
  - b. It may include, but is not limited to:
    - i. Touching, patting, grabbing, or
    - ii. pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
    - iii. Coercing, forcing or attempting to coerce or force the touching on anyone's intimate parts;
    - iv. Coercing, forcing or attempting to coerce or force sexual intercourse of a sexual act on another; or
    - v. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

9. Racial Violence: a physical act of aggression or assault upon another because of; or in a manner reasonably related to, race.
10. Religious Violence-a physical act of aggression or assault upon another because of; or in a manner reasonably related to, religion.
11. Assault- An act done with intent to cause;
  - a. fear in another or
  - b. immediate bodily harm or
  - c. death;
  - d. the intentional infliction of or attempt to inflict bodily harm upon another;
  - e. or the threat to do bodily harm to another with present ability to carry out the threat.
12. Retaliation - Any form of intimidation, reprisal or harassment or any other action taken to cause harm to an individual in reaction to that individual's filing of a harassment or violence report.

## II. REGULATIONS

- A. Related to the District's Position
  1. The district prohibits any form of religious, racial or sexual harassment or violence.
  2. The district considers the following actions to be in violation of this policy:
    - a. Sexual harassment,
    - b. religious harassment or
    - c. racial harassment of a pupil, teacher, administrator or other school personnel through conduct or communication.
    - d. Inflicting, threatening to inflict or attempting to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- B. Related to Harassment or Violence as Abuse
  - a. Under certain circumstances, alleged harassment or violence may also be possible abuse under Arkansas law.
- C. Related to Alternative Complaint Procedures
  1. Following the procedures in this policy does not in any way compromise the right of a complainant to pursue other avenues of recourse, including, but not limited to the following.
    - a. Filing charges with the Arkansas Department of Human Rights, initiating civil action, seeking redress under state criminal statutes and/or federal law.
- D. Related to the Dissemination of Information
  1. The District shall establish and implement a plan for disseminating information about this policy to pupils, teachers, administrators and other school personnel, including the following:
    - a. The District shall take the following steps to ensure that pupils, teachers, administrators and other school personnel are aware of this policy. Conspicuously post the policy throughout each school building in areas accessible to pupils and staff members. Provide a copy of this policy to each District employee and independent contractor at the time of entering into the person's employment contract. Include this policy in the student handbook. Develop and implement a process for discussing this policy with students and employees.
  2. The District shall conspicuously post the name of its civil rights compliance officer, including mailing address and telephone number.
- E. Related to Reporting Procedures
  1. The following parties are responsible for reporting incidents of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel.
    - a. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence.
    - b. Any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel.
    - c. Any adult district personnel who receives a report of religious, racial or sexual harassment or violence.
    - d. Incidents of harassment or violence must be reported immediately to the parties identified below.
      - i. At the individual school site level contact the school principal. Should the complaint involve the school principal, contact the Civil Rights Compliance Officer (see definitions).
      - ii. At the District level contact the Civil Rights Compliance Officer. Should the complaint involve the Civil Rights Compliance Officer, contact the Superintendent.
      - iii. The School Board designates the Civil Rights Compliance Officer as the school district human rights officer.
  2. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the Civil Rights Compliance Officer or to the superintendent. Any adult school district personnel who receives a report of harassment or violence shall inform the building principal or Civil Rights Compliance Officer immediately.
  3. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

4. Forms for reporting incidents of harassment or violence shall be made available in the principal's office at each school site.
  5. Use of formal reporting forms for reporting incidents of harassment or violence to the District is encouraged but is not mandatory. Oral as well as written reports shall be considered complaints.
  6. Principals receiving verbal reports of incidents of harassment or violence may request but not require a written complaint. If the complainant declines to submit a written report, the principal must prepare a written report of the complaint and forward it to the Civil Rights Compliance Officer within twenty-four (24) hours of hearing the complaint.
  7. Principals and administrators receiving reports of harassment or violence incidents must immediately notify the Civil Rights Compliance Officer, without screening or investigating the report.
  8. The district must take appropriate disciplinary or other action against any principal who fails to forward any harassment or violence report or complaint as provided herein.
- F. Related to Investigation
1. The district must investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence.
  2. Upon receiving a report of a harassment or violence incident, the Civil Rights Compliance Officer shall immediately undertake or authorize an investigation, to be completed within ten (10) school days. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
  3. To the full extent possible, the district must respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses. The respect of privacy, however, shall not interfere with the district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.
  4. Investigations of reports of harassment or violence may be conducted by either district personnel or a third party and shall consist of personal interviews with the complainant(s), the individual(s) against whom the complaint is filed, and other(s) who may have knowledge of the alleged incident or circumstances giving rise to the complaint, as well as other methods and documents deemed pertinent by the investigator.
  5. A written report summarizing the results of an investigation must be prepared and submitted to the Superintendent or the School Board if the complaint is against the Superintendent within two (2) school days of completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.
  6. If the investigation reveals that a complainant, victim, or witness has made a knowingly false allegation in bad faith, disciplinary or other appropriate action against this person may be imposed.
- G. Related To Reprisal
1. The District will discipline or take appropriate action against any pupil, teacher administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence.
- H. Related to School District Actions
1. Nothing in this policy will prohibit the District from taking immediate action to protect victims of alleged harassment or violence.
  2. The district must discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.
  3. Any action taken by the district in response to a violation of this policy must be consistent with the requirements of applicable collective bargaining agreements, Arkansas and federal law, and district policies. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.
  4. Reports to complainants regarding investigation results must be in compliance with federal law regarding data or records privacy. The district will submit a written report outlining results of the investigation to the complainant, consistent with state and federal laws regarding data and record privacy. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA (FAMILY Educational RIGHTS AND PRIVACY). If the harasser is an employee of the District, the report will document the action taken as a result of the complaint to extent permitted by law.
- I. Related to policy monitoring
1. The District must review this policy annually for compliance with state and federal law. The Civil Rights Compliance Officer is responsible for reviewing this policy annually for compliance with state and federal law.

## **CHAPTER 11**

### **CHILDREN AND YOUTH IN TRANSITION**

## **I. HOMELESS STUDENTS (ASBA 4.40)**

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

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

To the extent feasible, the district shall do one of the following according to what is in the best interests of a homeless child. (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.

- 1.continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
- 2.continue educating the child in his/her school of origin who becomes permanently housed during an academic year for the remainder of the academic year; or
- 3.enroll the homeless child in the school appropriate for the attendance zone where the child lives.

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

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

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

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

### **1. ARE:**

- (a) Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - (b) Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
  - (c) Living in emergency or transitional shelters;
  - (d) Abandoned in hospitals; or
  - (e) Awaiting foster care placement;
2. 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;
  3. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  4. Migratory children who are living in circumstances described in clauses (a) through (c).

## **II. Foster Students**

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

The superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.1

The district, working with other individuals and agencies shall, unless the presiding court rules otherwise, ensure that the foster child remains in his/her school of origin, even if a change in the foster child's placement results in a residency that is outside the district. In

such a situation, the district will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

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

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

## **CHAPTER 12 TERRORIST EVENT**

Weapons of mass destruction likely to be employed by terrorists fall into four categories: Biological, Chemical, Conventional, and Nuclear. The outlined procedures listed below will protect students and staff should such an attack occur:

### **Biological attack**

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or even weeks. The first signs may emerge as personnel notice higher than usual incidence of various symptoms. Should an attack be discovered while in progress the school should:

1. Reverse evacuate all people into school buildings.
2. Shelter in place. (Do not use basements or low lying areas).
3. Close all doors and windows.
4. Seal doors, windows, and vents with plastic and duct tape.
5. Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

### **Chemical attack**

1. Reverse evacuate all people into school buildings.
2. Shelter in place. (Do not use basements or low lying areas).
3. Close all doors and windows.
4. Shut down all HVAC systems (limit airflow from outside).
5. Seal doors, windows, and vents with plastic and duct tape.
6. Be prepared to treat students and staff who experience a reaction to the chemical agent.
7. The decision to evacuate should be made after consulting with public safety, emergency management, and military authorities.

### **Conventional Attack**

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of an imminent blast nearby:

1. Move students and staff to interior hallways.
2. Close all doors leading into hallways to minimize flying glass.
3. All people assume the duck, cover, and hold position on the ground.
4. Shut down all utility systems (Gas and Electricity are the priorities).
5. Shelter in place to protect from fallout if attack is far enough away.
6. Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

### **Nuclear Attack**

Defense against nuclear weapons depends primarily on distance from the point of detonation. If time permits:

1. Move students and staff to interior hallways.
2. Close all doors leading into hallways to minimize flying glass.
3. All people assume the duck, cover, and hold position on the ground.
4. Shut down all utility systems (Gas and Electricity are the priorities).
5. Shelter in place to protect from fallout if attack is far enough away.

Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

#### CONTACT NUMBERS

Newton County Sheriff 870-446-5124  
Arkansas State Police 870-741-3455  
Johnson County Sheriff 870-754-2200  
Madison County Sheriff 479-738-2320  
National Response Center For Oil and Toxic Chemicals 800-424-8802  
Jasper School District 870-446-2223

## CHAPTER 13 WELLNESS POLICY(ASBA 5.29)

The health and physical well-being of our students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the Board of Directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

The problem of obesity and inactivity is a public health issue. The Board of Directors is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Arkansas Department of Education, but with the community and its residents, organizations and agencies. Therefore, the district shall enlist the support of the larger community to find solutions which improve the health and physical activity of our students.

### I. GOALS

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the district will adhere to the ADE Rules Governing Nutrition and Physical Activity Standards And Body Mass Index For Age Assessment Protocols. To promote nutrition, physical activity, and other school based activities that will improve student wellness, the district has established the following goals.

- A. Appoint a district school health coordinator who shall be responsible for ensuring that each school fulfills the requirements of this policy;
- B. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
- C. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
- D. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
- E. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
- F. Not use food or beverages as rewards for academic, classroom, or sports performances;
- G. Ensure that drinking water is available without charge to all students;
- H. Establish class schedules, and bus routes that don't directly or indirectly restrict meal access;
- I. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
- J. Establish no more than nine (9) school wide events that permit exceptions to the food and beverage limitations established by Rule. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar;
- K. Abide by the current allowable food and beverage portion standards;
- L. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;
- M. Restrict access to competitive foods as required by law and Rule;
- O. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of competitive foods.
- P. Provide professional development to all district staff on the topics of nutrition and/or physical activity;
- Q. Utilize the School Health Index available from the Center for Disease Control (CDC) to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students;
- R. Elementary students, K-6 will not have access to vended food and beverages anytime, anywhere on the school premises during the declared school day. Students may be given food and/or beverage items including foods of minimal nutritional value ( FMNV) during the school day for up to nine (9) different events each school year to be determined and approved by school officials. Food items and beverages sent during these designated events may not be produced at home, but must be store bought in order to comply with health regulations. Bought items must be visible ingredient label on the purchased product. This policy does not restrict



what parents may provide for his/her child's lunch or snacks. Parents may provide FMNV or candy items for his/her child's consumption, but parent may not provide restricted items to other children at school.

## **II. FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA**

### **A. Food Sharing Table**

In an effort to reduce wasted food and to provide students access to healthy foods when possible, the district shall have in the district cafeteria a food sharing table located at the end of the service line. Prior to leaving the service line, students may place on or retrieve items from the table, at no additional charge, any of the following:

1. Raw whole fruit traditionally eaten without the peel (e.g. bananas and oranges);
2. Raw whole fruit traditionally eaten with the peel provided the fruit is wrapped to prevent contamination (e.g. apples and grapes);
3. Raw whole vegetables provided the vegetable is wrapped to prevent contamination (e.g. carrot sticks);
4. Milk; and
5. Juice.
  - a. Fruit and vegetables to be shared are to be placed into a designated container on the table.<sup>3</sup> Milk and juice to be shared are to be placed in an ice-filled cooler. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the table to place an item for sharing after the student has left the service line.

b. At all times, the sharing table will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item may remain on the table for longer than four (4) hours.

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

1. At the end of the meal period, a student may leave the cafeteria with up to 1 school provided whole fruit or whole vegetable food items. Students may not remove from the cafeteria milk, juice, or any other item requiring a temperature controlled environment.
2. Except for food service workers as required by their job duties, district employees may only remove school provided food items from the food service area when required by a 504 plan or a student's IEP.

## **III. COMMUNICABLE DISEASES AND PARASITES (ASBA 4.34)**

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 his/her 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 **immediately** picked up by his/her parent or guardian. **The student will not be sent back to the classroom.** 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.

Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, head lice, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

In accordance with 4.57—IMMUNIZATIONS, the district shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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

### III. STUDENT MEDICATIONS (ASBA 4.35)

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

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

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

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

Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse) shall be allowed to attend school. Students taking Schedule II medications not included in the previous sentence shall be allowed to attend and participate in classes only to the extent the student's doctor has specifically authorized such attendance and participation. The parent must deliver Schedule II medications not mentioned above to the school office. A doctor's prescription for a student's Schedule II medication is not an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall not be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

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

Students who have written permission from their parent or guardian and a licensed healthcare practitioner on file with the district may:

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

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- 1) In school;
- 2) At an on-site school sponsored activity;
- 3) While traveling to or from school; or
- 4) At an off-site school sponsored activity.

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

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

- 1) an IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and
- 2) a current, valid consent form on file from their parent or guardian.

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

- 1) The time scheduled for a dose of insulin in the student's IHP; and
- 2) Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

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

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

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction. Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

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

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

### **III. PHYSICAL EXAMINATIONS OR SCREENINGS (ASBA 4.41)**

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 eighteen (18) years old.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

Should a student be covered by Arkansas Medicaid, the district will seek reimbursement for vision and hearing screenings.

Districts with students who participate as athletes in the Arkansas Special Olympics programs should be aware that the student's physical examination for participation in the program must be signed by either an advanced practice nurse or a licensed physician. Many of the participating students often have multiple health challenges, which can sometimes be deadly in the right circumstances (These are often referred to as "co-morbidities".) As a result, it is important that the Special Olympics athlete medical form be completed by the parent and the qualified health care provider. A copy of the medical form can be found on the Policy Resources Page at <http://arsba.org/policy-resources>.

## **CHAPTER 14 OTHER INFORMATION & REGULATIONS**

### **I. ALL VISITORS MUST REGISTER AT THE OFFICE**

When visitors register, the office will issue a visitor's pass. All visitors must have a visitor's pass. This measure is to increase student safety at school and all visitors' cooperation is greatly appreciated. Please remember that the classrooms are busy places and interruptions must be kept to a minimum. A teacher's primary responsibility is to the students. When a teacher is called out of class, instructional time is lost. If you have business with a teacher that will take more than a moment, please arrange for a conference with the teacher. For quick, short discussions, the best time to contact a teacher is from 7:45-8:00 a.m.

**II. VISITORS: Smoking** or use of tobacco or products containing tobacco in any form in or on any property owned or leased by a public school district including school buses is prohibited. Ark. Code 6-21-609.

### III. BREAKFAST/LUNCH

The school cafeteria is operated for the benefit of the students. In order to provide students with well balanced, nutritious meals, all requirements for a fortifying breakfast and a Grade A lunch are met.

Programs for free or reduced breakfasts and lunches are available. Parents may fill out a form requesting free or reduced meals. Parents will be notified if eligible or not eligible. Parents will be responsible for any meals charged prior to approval of a completed form. If submitted forms are not fully completed, they will be returned to parents. Meal prices and lunch applications for free/reduced price meals will be distributed on the first day of school.

Parents may provide their own child's lunch or snacks. Students bringing lunches are expected to eat in the lunchroom with the other pupils. Milk is available at the announced price for students bringing their lunch. Beverages brought from home should be in thermos containers as refrigerator facilities are not available. Sodas will not be purchased at school for lunch consumption.

### IV. FOOD SERVICE PREPAYMENT

The Jasper School District does not offer credit for food items purchased in the school cafeteria. Payment for such items is due at the time the food items are received. Parents or students choosing to do so may pay weekly or monthly in advance for students' meals. Parents can pay for breakfasts and lunches at the district webpage : Click on Breakfast and Lunch Menu tab at the top; left side EZ Pay tab.

Meal Prices:

Elementary Students:

**Regular Breakfast: \$1.10**

Reduced Breakfast: \$0.30

**Regular Lunch (K-8): \$ 1.65**

Reduced Lunch: \$0.40

High School Students:

**Regular Breakfast: \$1.10**

Reduced Breakfast: \$0.30

**Regular Lunch: (9-12) \$1.90**

Reduced Lunch: \$0.40

**Adults: Breakfast: \$2.00**

**Lunch: \$3.25**

### V. SCHOOL LUNCH PROGRAM

Each student will sign in at the proper register as he passes through the lunch line.

### VI. SCHOOL LUNCH SUBSTITUTIONS (ASBA 4.50)

The JSD 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 to the district's Director of Child Nutrition, **Tina Byrd, for a Certification of Disability for Special Dietary Needs Form completed by a**

- 1) **Physicians, including those licensed by:**
- 2) **The Arkansas State Medical Board;**
- 3) **The Arkansas State Board of Chiropractic Examiners (Chiropractors);**
- 4) **The Arkansas Board of Podiatric Medicine (Podiatrists);**
- 5) **Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);**
- 6) **Physician Assistants (PAs who work in collaborative practice with a physician); and**
- 7) **Dentists.**

### VII. DRESS AND APPEARANCE CODE

1. School boards may impose dress code rules in the interest of decency, cleanliness, safety or health.
2. Title IX legislation (1972) prohibits different hair length and facial hair regulations for both male and female students.
3. School officials may require certain types of clothing to be worn in special extracurricular activities.
4. School boards may impose rules on dress and grooming when such dress and grooming will substantially disrupt the educational process or interfere with rights or opportunities of others to learn or teach.
5. The Jasper school board has formulated the following guidelines for on campus dress:
  - Students should practice good personal hygiene. This is especially important during the winter months.
  - Clothing should be neat and clean.
  - Since the major purpose of school is to provide an atmosphere conducive to learning, any mode of dress which attracts an unusual amount of attention and disrupts the educational process is unacceptable.
  - Because of their distracting qualities, these items are considered inappropriate for school attire and may not be worn:
    1. shirts or dresses with shoulder straps less than 3 inches
    2. head bands
    3. bicycle shorts
    4. tube tops
    5. tops which do not cover the mid-riff
    6. see-through tops for boys and girls
    7. muscle shirts
    8. torn or ripped clothing considered inappropriate
    9. any item that reveals undergarments or cleavage
    10. intentional sagging of clothing
    11. badges, buttons, or any other form of advertisement of anything illegal or inappropriate.
    12. any other clothing considered inappropriate by the principal
  - Caps and hats will not be worn in the school building.
  - Shoes must be worn at all times.
  - Clothing with suggestive phrases or pictures, advertising inappropriate displays or messages may not be worn at school.
  - Students are not to wear chains attached to their garments or on their being. Chains can be used as a weapon and serve no useful purpose in the school.
  - Shorts, skirts, dresses must be of fingertip length when the arms are held to the sides
  - Legging type pants must be covered by a dress or top that is long enough to cover the buttocks while standing.

### **VIII. DISTRIBUTION OF LITERATURE**

Students shall have the right to distribute and possess literature including, but not limited to, newspapers, magazines, leaflets and pamphlets, except that the district may prohibit a specific issue.

### **IX. SEARCH AND SEIZURE**

A school must create and maintain a climate in the schools that assures the safety and welfare of all students.

### **X. PERSONAL SEARCH**

A search of a student's person will be limited to a situation in which the administration has probable and individualized suspicion that the student is concealing evidence of an illegal act, contraband, or has violated a school rule. Any illegal substances or properties will be reported to the proper authorities. An adult witness will be present when a personal search is conducted. Students will be asked for their consent prior to a personal search but if they object, a search warrant will be obtained. A pat down of a student's person should be done by a school official of the same sex and with an adult witness present.

### **XI. STUDENT LOCKERS**

A search of lockers can be conducted if there is a reasonable suspicion that a controlled substance, gun or other contraband could be present. A blanket search of lockers can be conducted if the administration has notice of an unusual circumstance. Students may or may not be informed of a search of their lockers by the administration. It shall be the duty of the administration to inform the students at the beginning of the school year that the contents of locker is illegal, the locker will be searched.

#### **A. STUDENT LOCKER ASSIGNMENTS**

1. Lockers will be assigned during the first week of school.
2. Lockers preference will be by class, with seniors first.
3. Locker and lock fees will be different for each school campus. The building principal will inform students of these fees on the first day of school or on registration day. The replacement fee for a lost lock will be \$5.00

## **XII. SNIFF DOGS**

Jasper schools may have unannounced visits by Sniff Dogs. "Sniffing" by trained dogs in public hallways or autos in public lots is not a search. (The Fourth Amendment requirements do not apply.)

## **XIII. METAL DETECTORS**

The school district may elect to use a metal detector at the entrance of all schools.

## **IVX. PROM AND OFF CAMPUS TRIP POLICY**

1. Must be presented to the board no later than the September board meeting.
2. Must be within a 50 mile radius of each school's campus.
3. Must purchase 1 million dollars in liability insurance if out of state.
4. All funds must be raised by February 15th.
5. Junior/Senior Prom and any other off campus trip other than National, State, and District events must be approved by the board if out of state.
  - A. The Prom will be attended by Juniors and Seniors and their approved dates. A date and registration deadline will be established each year by the administration. The approved dates must pay for their admission to the Prom. This is to help deter additional costs to the class involved. The price of the prom ticket will be determined by the Junior class sponsors, with the approval of the administration. All tickets must be purchased by a Jasper School District Junior or Senior as soon as dates are approved.
    1. If there is a valid reason that an approved date is unable to have Prom, another date may be submitted for approval before the deadlines mentioned above. No other substitutions will be allowed.
    2. All dates will obey the Jasper School District policies at all times. Jasper School District students are responsible for the behavior for his/her date.
    3. All dates must conform to the specific dress code of the Prom and banquet and all scheduled activities.
    4. A Jasper School District student who brings a date who is not a Jasper School District Junior/Senior must furnish:
      - a. Signed Rules and Regulations Form
      - b. Signed Date Approval Form
    5. All dates must be in the 9th-12th grade, or have not reached their 21st birthday prior to the date of Prom. Unusual circumstances must be presented before the administration.
    6. All dates who are not Jasper School District students must present a photo ID at the time of admission. This applies to all outside dates, including any person who has attended a Jasper School District high school in the past. **IF NO ID IS PRESENTED, NO ADMISSION!**
    7. All outside dates must purchase a prom ticket. No refunds of tickets will be given. The amount of the ticket will be determined annually.
    8. Once you enter the Prom area, you are not to leave that area until you are ready to leave for the evening.
    9. If any student or their date breaches any school policy, at any time, they will be escorted from the premise by whatever means necessary. Any attendee with drugs or alcohol will be promptly escorted and/or arrested by the police.
    10. To qualify for Prom attendance, a Junior must pay the amount specified by Junior class sponsors. This money can be raised through class participation or paying the equivalent. All Jasper School District students attending Prom must have paid all debts.
    11. No student has the authority to make decisions or enter into a contract with any business regarding prom activities.
    12. Excessive discipline problems can be the basis for a student to be excluded from Prom activities. Decisions will be made by the Administration, Junior/Senior class sponsors, and respective Prom Committees.
    13. All rules and judgments of the Administration, Sponsors, and Prom Committees are final.

### **B. Dress Code:**

1. No hats are to be worn in the building, excluding to have pictures made. Students WILL NOT change into other attire DURING PROM! Come ready.
2. Girls:
  - a. Appropriate formal/elegant dresses are to be worn. (If you have any questions regarding the appropriateness of dress, it needs to be approved by the Principal.)
  - b. Dress shoes will be worn.
  - c. If a two-piece dress is worn, the belly-button must not be visible.
  - d. Slits in dresses/skirts must not exceed the tip of the fingers when relaxed to the side. Additionally, dress length must not be worn any shorter than fingertip length.
  - e. The dress/skirt must be worn at the natural waistline, both in the front and the back.
  - f. No sheer dresses will be allowed.

3. Boys:
  - a. A tuxedo, suit, or dress slacks with a sport jacket, shirt and tie are to be worn. A tuxedo or sport jacket with dark jeans, dress shirt and tie are also acceptable.
  - b. Dress shoes or nice boots will be worn.
4. Adults:

Prom is a formal event, dress accordingly and appropriately.

#### **XV. CLASS ELECTIONS**

- A. Class elections will be completed on or before the second week of the new school year.
- B. Class officers must have a "C" average for any office other than vice-president or president. These offices must have a "B".
- C. The grades will be computed according to the GPA.

#### **XVI. EMERGENCY DRILLS (ASBA 4.37)**

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

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

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

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

#### **XVII. "NO SCHOOL" SIGNAL**

The school district will send a message via phone first.

In the event that school will not be in session, an announcement will be made over KCWD (96.1 FM), KHOZ (102.9 FM), and KY 3 TV News out of Springfield, Mo. If school is dismissed early, the stations will be notified as soon as possible. Kingston's stations will be KHOG, 29/40 TV, KY3, TV News, KTTS (107.1), and KHOZ (106.9). Oark's stations will be KFSM 5 TV, KXIO (106.9), and KLYR (92.7), and KHOG 29/40 TV.

#### **XVIII. SCHOOL INSURANCE**

School Insurance will be available at student's expense.

#### **IXX. TELEPHONE**

Telephone privileges will not be abused. Students must have permission to use any school phone. The phones are to be used by the students only for an emergency. Calls should be limited to 3 minutes.

#### **XX. LOST AND FOUND**

The principal will keep a storage area for lost and found items. Any items not claimed within a reasonable time will be donated to charity.

#### **XXI. PLEDGE OF ALLEGIANCE**

The students will start each day with the Pledge of Allegiance.

#### **XXII. HALL PASSES**

During class time, a student will be required to have an authorized pass from his/her teacher to leave the classroom.

#### **XXIII. CLOSED CAMPUS**

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by a school official. If given permission to leave; a doctor's note, court note, driver's test, or a parent/guardian returning with the student is the only way a student will be permitted to check back into school. Students must sign out in the office upon their departure.

#### **XXIV. SCHEDULING OF ASSEMBLIES**

School assemblies shall be consistent with the academic goals and objectives of the district and shall be planned and announced as much in advance as is practical. Assemblies will be scheduled at various times throughout the school year. There will be no more than ten (10) assemblies per semester, including pep rallies, awards assemblies, educational presentations, and entertainment, unless approved by the principal. Every effort will be made to ensure that the assemblies presented are designed to aid in the education of the students. A few of these assemblies will require a small admission fee. All students and teachers are required to attend all assemblies except the pay assemblies. Students may go to the library instead of the pay assemblies, if they desire to do so.

#### **XXV. CAMPUS VISITORS**

Non-adult visitors are not permitted to enter the classrooms of Jasper School District while classes are in session. All students are hereby instructed that they should not bring non-adult visitors to school with them. Non-adult and adult visitors are not allowed to loiter on the school campus. A parent or adult visitor must come to the office of the principal and request permission before they are allowed to visit the school. Visitors are always welcome at our school and every effort will be made to satisfy their needs.

#### **XXVI. DAILY INTERRUPTIONS AND ANNOUNCEMENTS**

Daily interruptions caused by announcements shall be limited. It shall be appropriate to make announcement of a general nature during the first five (5) minutes of the first class period and the last five (5) minutes of the last class period. General announcements should not be made during the school day except when absolutely necessary. Messages and announcements applicable to individual students or teachers should be handled whenever possible during non-instructional time and in the least disruptive manner possible.

#### **XXVII. OTHER AREAS OF CONSIDERATION**

During a school year, there are several other educational activities that are valuable to students, such as field trips, contests, conventions, etc. The Jasper Schools will limit these activities in an effort to make these activities a learning experience in accordance with our stated goals.

#### **XXVIII. SCHOOL MESSENGER and ESCHOOL**

On Sunday nights at 5 p.m., you will receive a recording from the school with information about the upcoming school week with lunch menu. Please provide the school with a current phone number or email address to receive this message. School Messenger will also be used for student absences and emergencies. Eschool Home Access Center is a way for you to see your student's grades weekly. Teachers submit grades on Tuesdays by 4 p.m. You can have an Eschool Home Access Center account setup by calling or emailing your school's principal or Margie Rutledge, the District's technology coordinator.

**Jasper School Board approved this handbook for use on June 20, 2016**



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