

Maynard School District

Student Handbook

Maynard School District
74 Campus Drive
Maynard, AR 72444
(870) 647-3500



2014-2015 School Year

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FOREWORD

The Maynard School District works hard to provide a safe and orderly environment that supports all aspects of learning through communication and high expectations of appropriate behavior. The essential component of effective, positive discipline is that it preserves the time needed for meaningful instruction necessary for student achievement.

The Parent/Student Handbook for Student Conduct and Discipline is designed for students, parents, principals and teachers. Its main purpose is to set forth clearly the standards and limits for behavior established by state law and the Board of Education. It also describes the administrative actions taken when standards of behavior are violated. The Handbook is annually reviewed and revised as needed by parents, students and District personnel.

We sincerely hope that all that use this Handbook do so realizing the importance of the student's responsibility for his own acceptable behavior and the protection of the student's personal rights to due process and fair treatment.

Pat Rawlings

Superintendent

Board of Education Disclaimer Statement

Use of the masculine pronoun throughout the policies adopted by the Board is for the sole purpose of ease in sentence construction and should not be construed as Board intention to discriminate against females in either its written materials or its practices. The feminine pronoun will be used only in those policies where the masculine form would be totally inappropriate.

For Your Information:

The Handbook is available for review at maynard.nesc.k12.ar.us

Dear Parents/Guardians and Students:

Welcome to Maynard Schools! We are very proud of our schools and know that your experience here will be productive and rewarding. The purpose of this handbook is to inform you about applicable philosophy, policies and procedures. We are sure you realize that this must be a cooperative endeavor and that we can succeed only to the extent that each of you cooperates with us in this vital activity.

In this handbook, you will find the discipline policies of Maynard School District. A.C.A. § 6-18-502 (d) (e) requires school districts to advise and provide written notification to parents and students of the district's student discipline policies.

Act 104 also requires your documentation of the receipt of these policies.

Please sign and return The Receipt of Handbook document to your child's school immediately.

Your signatures do not indicate your agreement with the policies – only that you have received them.

Please take the time needed to thoroughly review this handbook. All students are expected to comply with the policies and procedures found herein. Thank you for your assistance in helping us to comply with A.C.A. § 6-18-502 (d) (e).

We look forward to the opportunity of working with your child!

Scott James and Cindy Dauck

Elementary School Principal and High School Principal

Maynard School District 2014-15 Student Handbook Committee

Cindy Dauck- Principal
Cindy Stuart- Teacher
Pat Rawlings- Superintendent
Lynn Murray -Counselor
Kim Moore- Secretary
Kim Waddell- Secretary
Scott James- Principal
Donna Little- Teacher

Zach Spink- Teacher
Karla James- Teacher/Parent
Yvette McMillan- Teacher/Parent
Ron Helms- Teacher
Kandace Collier-Student
Brittany Smith- Student
Shawna Ross- Student

THE VISION OF MAYNARD SCHOOL DISTRICT:

To provide a healthy educational environment for all students and staff members that focuses on communication within the community and will enhance academic skills that prepare our students for the future.

THE MISSION OF MAYNARD SCHOOL DISTRICT

The mission of the Maynard School District is to educate all students in a safe environment so that they may demonstrate grade-level academic proficiency through the application of knowledge and skills in the core academic subjects consistent with state curriculum frameworks, performance standards and assessments.

NOTICE TO PARENTS

To: All Parents

From: Maynard School District

As the parent of a student in the Maynard School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Arkansas Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Arkansas Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of degrees.
- Whether any teachers' aides or similar para-professionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call (870) 647-3500.

NONDISCRIMINATION POLICY

It is the policy of this educational institution to provide equal opportunity without regard to race, color, national origin, sex, age or qualified disability in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment.

This educational institution will disseminate nondiscriminatory policies to students, parents, employees and the general public prior to the beginning of each school year.

Committees will be selected in a fair and equitable manner and will reflect the diversity of the district in terms of sex, race, socio-economic level, disability, national origin and other population.

Inquiries regarding SPECIAL EDUCATION issues should be directed to: Kathie Adkins, 74 Campus Drive, Maynard, AR 72444, telephone (870) 647-3500

Inquiries regarding SECTION 504 issues should be directed to: Lynn Murray, 74 Campus Drive, Maynard, AR 72444, telephone (870) 647-3500.

Inquiries regarding ENGLISH AS A SECOND LANGUAGE issues should be directed to: Administration, 74 Campus Drive, Maynard, AR 72444, telephone (870) 647-3500

Inquiries regarding EQUITY, TITLE VI and TITLE IX issues should be directed to: Pat Rawlings, 74 Campus Drive, Maynard, AR 72444, telephone (870) 647-3500

Inquiries regarding HOMELESS STUDENT issues should be directed to Lynn Murray, 74 Campus Drive, Maynard, AR 72444, telephone (870) 647-3500.

MHS AND MES ADMINISTRATIVE STAFF DIRECTORY

Mrs. Cindy Dauck, MHS Principal 647-3500
cindy.dauck@maynard.k12.ar.us

Mr. Scott James, MES Principal 647-3500
scott.james@maynard.k12.ar.us

Mrs. Lynn Murray, MHS Counselor 647-3500
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STUDENT AND PARENT HANDBOOK PHILOSOPHY

The Maynard School District assumes the responsibility of providing its’ students a high quality education that challenges each student to achieve their maximum potential. The District shall endeavor to create the environment within it’s’ schools necessary to attain this goal. The creation of the necessary climate shall be based on the following core beliefs:

- 1. The District’s vision statement was developed with input from students, parents, and business leaders and other community members.
- 2. All students can be successful learners.
- 3. Students learn at different rates and in different ways.
- 4. A primary goal shall be to give students the skills they need to be lifelong learners.
- 5. The education of all citizens is basic to our community’s well-being.
- 6. Student achievement is affected positively by the involvement of parents and the community in the schools.
- 7. The District is responsible for helping cultivate good citizenship skills in its students.
- 8. Students reflect the moral and ethical values of their environment.
- 9. All people have a right to a safe environment.
- 10. Each person is responsible for his/her own actions.
- 11. Innovation involves taking risks.
- 12. Schools are responsible for creating the conditions that promote success.
- 13. Each person is entitled to retain his/her dignity.
- 14. All people have the right to be treated with respect and the responsibility to treat others respectfully.
- 15. For teachers to succeed in cultivating high student achievement, they need to be given the materials, training and environment necessary to produce such results.

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4.1 RESIDENCE REQUIREMENTS

- A. “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.
- B. “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.
- C. “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.
- D. 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 personnel between those ages who have been legally transferred to the District for educational purposes. Any person 18 years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.
- E. In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parents, guardians or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance.

However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District may continue to remain enrolled in his/her current school unless the presiding court rules otherwise. F. The children or wards of any person who is at least a half-time employee of this district, but resides in another district, is eligible to enroll in District schools.

4.2 ENTRANCE REQUIREMENTS

A. To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1 - RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40 (HOMELESS STUDENTS), or in policy 4.52 (STUDENTS WHO ARE FOSTER CHILDREN), be accepted as a transfer student under the provisions of policy 4.4, or participate under a School Choice option and submit the required paperwork as required by the choice option. Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

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

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

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

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

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

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

1. The parent, guardian or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Department of Education.

2. The parent, guardian or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:

- a. A birth certificate;
- b. A statement by the county recorder certifying the child's date of birth;
- c. An attested baptismal certificate;
- d. A passport;
- e. An affidavit of the date and place of birth by the child's parent or guardian;
- f. United States military identification; or
- g. Previous school records.

3. The parent, guardian or other responsible person shall indicate on school registration form whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.

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

E. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, Red measles (rubeola), rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in the District school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

F. A student enrolled in the District who has an immunization exemption may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. The student

may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

Uniformed Services Member's Children

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

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

"veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable. This policy applies to children of: active duty members of the uniformed services; members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:

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

4.3 COMPULSORY ATTENDANCE REQUIREMENTS

A. Every parent, guardian or other person having custody or care of any child age five (5) through seventeen (17) years on or before August 1 of that year, who resides, as defined by policy (4.1) within the District shall enroll and send the child to a District school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home schooled and the conditions of the homeschool policy have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian or other person having custody or charge of the child elects not to have him/her attend kindergarten.
A kindergarten waiver form prescribed by regulations of the Department of Education must be signed and on file with the District administrative office
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

4.4 STUDENT TRANSFERS

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

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

- C. Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.
- D. Maynard Public Schools will 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.
- E. Except as otherwise required or permitted by law, the responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.
- F. Foreign Exchange Student Program- Maynard High School will operate its Foreign Student Exchange Program under the following guidelines:
1. All students from foreign student exchange programs accepted by the Maynard School District must be from a program accredited by the Council on Standards for International Educational Travel.
 2. There shall be no more than two students from the same home country.
 3. There shall be no more than four students during any one school year.
 4. There shall be no more than two students allowed per grade level. No more than four total.
 5. Students and/or the foreign student exchange program shall furnish a transcript written in the English language upon entering the school. The transcript shall include the following information:
 - a. Course titles for each subject taken.
 - b. The school year each class was taken.
 - c. Number of class meetings for each subject per week.
 - d. Number of minutes in each class meeting.
 - e. Grade earned for each class (the grade will be converted to the Maynard grade system).
 6. Credit will not be awarded to students who are not proficient in the English language. These students will be considered for a cultural experience only.
 7. Students must be permanently placed in an American host family prior to enrollment, and the host family will be domiciled in the Maynard School District.
 8. All students must be enrolled in one year study programs.

4.5—SCHOOL CHOICE

Standard School Choice

Exemption

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

Definition:

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

School Choice Transfers Out of the District

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

If, prior to August 1, the District receives sufficient copies of requests from its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each parent from which it has received a school choice application and the district the student applied to transfer to that it has tentatively reached the limitation cap. The District will use

confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.

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

School Choice Transfers Into the District

Capacity Determination and Public Pronouncement

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

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

Application Process

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

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

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

Accepted Applications

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

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

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

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

Rejected Applications

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

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

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

Facilities Distress Choice Applications

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

4.6 HOME SCHOOL

A. Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school.

Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter.
4. Beginning in the 2015-16 school year all Home School Notice of Intent forms must be submitted electronically to the Arkansas Department of Education Home School website.

B. The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:

1. The name, date of birth, grade level and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

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

D. Any student transferring from a home school to a District school shall be evaluated/assessed by District staff to determine the student's appropriate grade placement. The District specifically reserves the right to utilize various assessment techniques to determine appropriate grade placement.

4.7 ABSENCES

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence. Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

A. 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 designees 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 two (2) school days prior to its presentation will not be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;

6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).

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

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

C. 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 nine (9) unexcused/excused absences in a course in a semester at high school may not receive credit for that course. Elementary students with sixteen (16) unexcused/excused absences for the year at elementary may be retained. 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.

D. When a student has 2, 4 and 8 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.

E. Whenever a student exceeds six (6) 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.

F. 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.

G. 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.

H. 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.

I. A student must be in class 30 minutes to be considered present. Excessive tardies and/or early checkouts may result in your child being **RETAINED** or **LOSING CREDIT IN THE CLASS**. Any 7th-12th grade student who leaves early during eighth period without administrator permission will be counted absent for the class period unless he/she brings in a doctor's note.

J. Any student who is on campus but not in their assigned classroom may be counted absent for that class period if they do not notify the teacher before the bell rings to begin class. In case of an emergency, office personnel will notify the teacher.

K. A conference with the student's parents will be required after 5 absences. This may be handled by phone or by scheduling a time to visit the principal.

L. Seniors are allowed two days (one day per semester) to visit colleges during their senior year. Only two days will be considered school business. The student must complete a College Visitation form and turn it in to the office at least one week prior to their College Day. It is the student's responsibility to schedule their visit with the college and provide proof of the visit on their first day back to school. A student's failure to document their visit in this manner will cause it to be counted as an absence.

4.8 MAKEUP WORK

- A. At Maynard Schools, students who miss school due to any absence except out-of-school suspension shall be allowed to make up the work they missed during their absence. It is the responsibility of the student to arrange for all make-up work with his/her teacher(s). Students are allowed one day make-up time for each day of absence.
- B. Assignments made, including tests, prior to days missed will be due upon returning to class.
- C. Students missing school for a field trip or school business must make arrangements with their teachers to turn in their assignments. This work is due at the same time as other students; no extra time will be allowed. A grade of zero will be given if it is not turned in on time.
- C. 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. Make-up work which is not turned in during the make-up schedule for that assignment shall receive a zero. Students are responsible for turning make-up work in without the teacher having to ask for it.
- D. Assignments made while a student is serving out-of-school suspension shall be made up for fifty (50%) percent credit. Students may make-up tests during their suspension for full credit but must make arrangements with the principal and teacher to take the test after school hours. Students are allowed one day make-up time per day suspended.
- E. Modifications to this policy may be made as required/permitted by the student's IEP or 504 Program.

4.9 TARDIES AND TRUANCY

- A. Truancy is unexcused and defined as a student that is not present at school without the prior consent of parents and/or without permission from the office of the principal. If a student comes to class more than 15 minutes late without permission, they are considered truant.
- B. Tardiness to class is disruptive and repeated tardiness cannot be tolerated. Students are expected to be in their seats when the tardy bell begins to ring. If a student misses more than 15 minutes in any class period, it will be an absence.
- C. The consequences for habitual tardies in one class per semester are as follows:
 - 1. 3 Tardies – Detention/I.S.S. (1 day)
 - 2. 4 Tardies – Detention/I.S.S. (2 days) and loss of exemption status for semester tests.
 - 3. 5 Tardies – Suspension
 - 4. 6 Tardies– F.I.N.S. Petition

4.10 CLOSED CAMPUS

- A. 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 administrator. Students must sign out in the office upon their departure.

4.11 EQUAL EDUCATIONAL OPPORTUNITY

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

4.12 STUDENT ORGANIZATIONS / EQUAL ACCESS

- A. Non-curriculum related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical or other content of the speech at such meetings. Such meetings must meet the following criteria.
 - 1. The meeting is to be voluntary and student initiated.
 - 2. There is no sponsorship of the meeting by the school, the government or its agents or employees.
 - 3. The meeting must occur during non-instructional time.
 - 4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity.
 - 5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.
 - 6. Non-school persons may not direct, conduct, control or regularly attend activities of student groups.
- B. All meetings held on school premises must be scheduled and approved by the principal. The school, its agents and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- C. Fraternities, sororities and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity, or sport program.

D. Community organizations wishing to use students in speeches, programs, etc. shall make their requests known to the appropriate principal at least one day in advance. These students shall be excused only when the permission of the parent is given. The principal shall ensure that a minimum of classes will be missed by the student.

4.13 PRIVACY OF STUDENTS' RECORDS / DIRECTORY INFORMATION

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

B. The district shall receive written permission before releasing educational records to any agency or individual not authorized by law to receive and/or view the educational records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information (hereinafter "PII") from the 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:

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

C. 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.

D. 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.

E. 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.

F. 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 a 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.

G. For purposes of this policy, the Maynard School District does not distinguish between a custodial and non-custodial 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.

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

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

J. Unless the parent, guardian 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, 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.

K. A copy of the form for objecting to making directory information available is included in the student handbook; actual forms are sent home at the beginning of the year and/or upon enrollment during the year. The form 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. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district. The right to opt out of the disclosure of directory information under FERPA does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

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

4.13F COPY OF OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

THIS IS A SAMPLE COPY; DO NOT RETURN THIS COPY TO SCHOOL

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the _____ School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc., is not within the control of the District.

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

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

Deny disclosure to military recruiters _____

Deny disclosure to Institutions of postsecondary education _____

Deny disclosure to potential employers _____

Deny disclosure to all public and school sources _____

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

Deny disclosure to all public sources _____

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

THIS IS A SAMPLE COPY. DO NOT RETURN THIS COPY TO SCHOOL

4.14 STUDENT PUBLICATIONS

A. All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject

to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol or drugs.
2. Publications may be regulated to prohibit writings, which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
 - a. Those that are obscene to minors.
 - b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth.
 - c. Those that constitute an unwarranted invasion of privacy as defined by state law.
 - d. Publications that suggest or urge the commission of unlawful acts on the school premises.
 - e. Publications which suggest or urge the violation of lawful school regulations.
 - f. Hate literature that scurrilously attacks ethnic, religious or racial groups.

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

1. Not contain any non-educational advertisements.
2. Not contain any personally identifying information.
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

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

4.14a DISTRIBUTION OF LITERATURE

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

B. The regulations shall:

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

4.15 CONTACT WITH STUDENTS WHILE AT SCHOOL

A. CONTACT BY PARENTS

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

B. CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the

custodial parent to make any court ordered “no contact” or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child’s classroom, or otherwise have contact with their child during school hours and the prior approval of the school’s principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

Unless prior arrangements have been made with the school’s principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school’s property on normal school days during normal hours of school operation.

C. CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES OR BY COURT ORDER

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

D. 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.

E. 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.

F. Phone calls to students at school should be limited to emergencies only. Students will not be called out of class unless it is an emergency- otherwise, the office will take a message and relay it to the student. To limit the disruptions to class time, messages are usually given to students at lunch or during the last 15 minutes of the day. High School students may use the office phone before school, at lunch, or after school except in emergency situations.

4.16 STUDENT VISITORS

A. Parents/Guardians wishing to visit their children during the school day shall register first with the office.

B. Student visitors in the classroom can be disruptive to the educational process. Therefore, it is strongly discouraged. Student visitors are only allowed occasionally during lunch and must sign in through the office. On-campus visitors who do not check in with the office will be asked to leave.

4.17 STUDENT DISCIPLINE

A. The Maynard School District Board of Education has a responsibility to protect the health, safety and welfare of the District’s students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs at any time on the school grounds, off school grounds at a school-sponsored function, activity, or event, and going to and from school or a school activity.

B. 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, as 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.

- C. The District's licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Maynard School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.
- D. 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.
- E. It is required by law that the principal or 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.
- F. 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.
- G. Any student who gives false information or wrongfully accuses another student or staff member may be subject to disciplinary action.

4.18 PROHIBITED CONDUCT

- A. 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. Consequences for prohibited behavior may range from warnings to expulsion, depending on the severity and frequency of the behavior.
- B. Prohibited behaviors include, but shall not be limited to the following:
1. Refusal to Follow School and/or Classroom Rules
Students shall comply with reasonable instructions from administrators, teachers, instructional assistants, school bus drivers or any other authorized school district employee.
Penalty: Warning - suspension
 2. Academic Dishonesty
A student will not cheat, copy, or claim another person's work to be their own; nor will a student aid other students in these behaviors.
Penalty: Possible zero for test or assignment - suspension
 3. Defiant Behavior: Insubordination
Open defiance or blatant refusal to follow the reasonable directives of any authorized school district employee.
Penalty: Warning - suspension
 4. Truancy (Skipping School or Class)
A student will not be absent from school without parent or school authorities' prior knowledge and consent. A student absent from his classroom or other assigned learning station without permission from school authorities will be considered as truant. Each truancy will be treated as an unexcused absence. Students Found to be truant will not be allowed to make up major tests and assignments
*The Board of Education does not approve of skip days, and students who participate in skip days will be charged with truancy.
Penalty: Suspension to Expulsion
 5. Leaving Campus or Designated Area without Permission
After arrival on the school campus, a student will not leave the campus or designated area without permission from school authorities.
Penalty: Warning to Expulsion
 6. School Bus Rules and Regulations
All students shall conduct themselves in accordance with the conduct code governing student behavior in school and in accordance with school bus regulations when on the bus or at the bus stop area. (See Section 4.19)
 7. Gum Chewing
Permission to chew gum will be at each classroom teacher's discretion. Gum and wrappers on campus should be disposed of properly.
 8. Smoking and Smokeless Tobacco
A student may not smoke nor have possession or control of any tobacco products, tobacco-related substances, smoking paraphernalia (matches, lighters, etc.) on school property, including school buses, at any time
Penalty: I.S.S. – Suspension/F.I.N.S. petition
 9. Gambling

Students shall not gamble while on school property, school buses or at school-sponsored events

Penalty: Warning - suspension

10. Forgery or Falsification of Information or Failure to Provide Identification

No student shall falsify signatures or information on official school records, refuse to give identification or give false identification when identity is requested by a staff member.

Penalty: Warning-expulsion

11. Fighting

When students fight, they will be suspended for 5 days. Alternate punishment may be applied with regard to actual involvement (i.e.: bystanders who provoke or antagonize those involved)

Penalty: I.S.S. or Corporal punishment - expulsion

12. Profanity, Verbal Harassment, Obscene Gestures

A student will not use in verbal or written form profane, violent, vulgar, abusive, insulting, sexual or disrespectful language at any time. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe upon the rights of others or cause or begin an overt and immediate disruption of the educational process

Penalty: I.S.S. or Corporal punishment - expulsion

13. Bullying

Students who bully another person shall be held accountable for their actions, whether it occurs on the school grounds; off the school grounds at a school sponsored function, activity or event; or going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops. Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another student or group of students. Bullying behavior can be a threat of, or actual physical harm, electronic forms of bullying (Cyber-bullying), verbal abuse, or hazing. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students. Penalty: Warning – expulsion

14. Hitting in the Groin

Students will not hit or mimic hitting other students in the groin area.

Penalty: After-school detention-FINS Petition/Sheriff's Office Contacted

15. Student Dress and Grooming

Students that fail to follow the dress code will be sent home to change, and the instructional time missed will be unexcused. If they are unable to change clothes they will be placed in I.S.S. for the remainder of the day.

Repeated offenses will result in additional consequences.

A. Shorts and skirts shall be 6" above the knee or longer.

B. Students wearing pants/shorts/skirts made of any stretch material must wear fingertip-length shirts. (Shirts must be as long as the student's fingertips when standing with their arms down at their sides).

C. Students in grades 4-12 who are found to be wearing shorts or skirts too short may forfeit their privilege to wear shorts and/or skirts for the remainder of the school year.

D. No hats or caps from the first bell in the morning until the last bell in the afternoon. Hats or caps brought on campus must be stored in the student's locker during that time.

E. No covering is allowed on the head inside the building at any time for females or males.

F. Clothing that displays messages or illustrations of a profane or crude nature, or advertisements for drugs, alcohol, or any illegal substance shall not be allowed.

G. Pants cannot have holes in inappropriate areas, even with clothing underneath.

H. Pajamas are not allowed without permission.

I. All shirts and blouses must have sleeves (grades 7-12; this *does not* include Maynard Elementary students)

J. All students must wear shoes; house shoes are not allowed.

K. Blouses and shirts must be long enough to keep the midriff, back and stomach covered on a consistent basis

L. No clothing allowed that exposes underwear, buttocks, or the breast of a female student.

Penalty: Warning – suspension

NOTE: The dress code is in effect for the regular school day. For students who ride a bus, this includes time being transported to or from school on the school bus.

16. Violation of Parking and Driving Regulations

A student using any type of vehicle (bicycle, motorcycle, automobile, truck) as a means of transportation to and from school will not violate the rules and regulations set forth by the principal of the school. Students with a valid driver's license may drive cars and trucks to school and these vehicles must be parked in the assigned area on the campus and be registered with the school. Students are prohibited from sitting in parked vehicles during school hours.

Penalty: Warning/loss of parking privilege - suspension

17. Public Display of Affection

Public display of affection includes, but is not limited to, kissing, hugging, and inappropriate touching. Public display of affection is inappropriate school behavior. Failure to comply with reasonable expectations of school staff will lead to disciplinary action.

Penalty: Warning - expulsion

18. Loitering by Suspended or Expelled Student

No suspended or expelled student shall linger on school grounds or within 100 feet of the school without permission of the school administrator, nor shall they go on school district property for any purpose while serving suspension/expulsion. The parent may be notified and student may be referred to legal authorities

Penalty: Warning or Corporal punishment – expulsion

19. Loitering on an Unassigned Campus

No student from another campus is allowed on another school's campus during school hours without permission of school officials

Penalty: Warning-expulsion

20. Possessing, Using or Being under the Influence of Alcohol

Students shall not possess, use or be under the influence of alcohol at school or school-related activities.

Students breaking this rule for the first time will be suspended for ten (10) days and placed on probation. If the student breaks the rule a second time, he will immediately be recommended for expulsion.

The student will be reported to legal authorities.

Penalty: Suspension - expulsion

21. Possessing, Using or Being under the Influence of Illegal Drugs

Students shall not possess, use or be under the influence of illegal drugs at school or school-related activities.

Students breaking this rule for the first time will be suspended for ten (10) days and placed on probation. Upon returning to school the student will not be able to participate in extracurricular activities or park on campus for an additional 11 days, for a total of 21 days. If the student breaks the rule a second time, he will immediately be recommended for expulsion.

The student will be reported to legal authorities.

Penalty: Suspension – expulsion

22. Possessing or Using Drug Paraphernalia

Students may not possess, use or transmit any objects which could reasonably be considered drug paraphernalia (pipes, clips, papers).

Penalty: Suspension – expulsion

23. Sharing of Medications and Supplies

Students may not share, divert, transfer, apply to others (such as needles or lancets), or in any way misuse medication or any medical supplies in their possession.

Penalty: Warning-expulsion

24. Possession of Fireworks

No student shall possess, use or threaten to use any fireworks.

Penalty: I.S.S., Corporal punishment - expulsion

25. False Emergency Alarm/Calling 911

A student shall not circulate a story of a fire, bombing, bomb threat or other catastrophe when that student knows the story to be untrue. If injury results to any person as a result of the false alarm, the student will be reported to law enforcement agencies (see Rule 39).

Penalty: I.S.S. - expulsion

26. Simple Assault or Simple Terroristic Threat

A student shall not engage in conduct which creates a substantial risk of physical injury to another student or threaten another student, making that student fear imminent physical harm

Penalty: I.S.S. - expulsion

Note: Threats conveyed with a weapon or with the use of a weapon shall be reported to the police immediately by the administrator. Also, threats to cause death or serious physical injury or threats to cause physical injury to teachers or employees are a "D" Felony.

27. Disorderly Conduct

No student shall engage in inappropriate behavior that substantially disrupts or interferes with, or is likely to disrupt or interfere with, any school function, activity or school program. Such behavior includes, but is not limited to, fighting, threats, excessive noise, abusive language, obscene gestures, exposing private parts, disrupting lawful assembly of person

Penalty: Warning - expulsion

28. Misdemeanor Battery – Minor Physical Injury

A student will not threaten or attempt to cause injury or physical harm to another student, nor will a student strike or beat another student

Penalty: Warning - expulsion

29. Sexual Indecency

Students shall not commit sexual indecency on school property, in school vehicles or on school related trips.

Sexual indecency is defined in A.C.A. §5-14-101 and A.C.A. § 5-14-111.

Copies of these laws are available upon request.

Penalty: I.S.S. - expulsion

30. Indecent Exposure

Students shall not expose their private parts in a public place or in public view or under circumstances knowing the conduct is likely to cause affront or alarm

Penalty: I.S.S. – expulsion *NOTE: Exposing private parts is disorderly conduct. (See Rule 26).*

31. Criminal Mischief/Vandalism – Relatively Minor Damage

No student shall destroy or damage any property of another or that belonging to the school district. The parent/guardian shall be responsible for all damages to property caused by his/her child

Penalty: I.S.S. - expulsion

32(a). Sexual Harassment

Sexual harassment is unwanted verbal, written or physical behavior of a sexual nature. Such behavior is illegal if it created an environment that is hostile or intimidating. Typical examples of sexual harassment include sexually oriented gestures, jokes or remarks that are unwelcome; repeated and unwanted sexual advances; touching or other unwelcome bodily contact; physical intimidation and mockery or scorn based on perceived sexual orientation.

Penalty: I.S.S. or Corporal punishment – suspension

32(b). Possession of sexually-oriented materials

Students may not 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.

Penalty: warning- expulsion

33. Misdemeanor Theft

Students shall not take or possess property that does not belong to them. The parent/student will be responsible for restitution.

Penalty: I.S.S. - expulsion

34. Extortion/Bribery

No student will obtain or attempt to obtain something of value from another person either by physical force or by threat (illegal acts).

Penalty: I.S.S. or Corporal punishment - expulsion

35. Membership in Fraternities, Sororities, Secret Clubs, Gang Activities or Associations

The Board is authorized to suspend or expel any student of the District who joins or promises to join or who solicits other persons to join or pledge to become a member of a public school fraternity, sorority, secret society or gang activity or association or to wear or display any insignia of such fraternity, sorority, secret society or gang activity or association while in and attending District schools. Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school grounds or school-sponsored activity or which disrupt the school environment and/or school activity are harmful to the education process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and creates an atmosphere where unlawful acts or violations of school regulations may occur

Penalty: I.S.S. - expulsion

36. Unauthorized Accessing or Attempting to Access Computer Files

A student shall not modify or erase software without authorization, introduce any viral agent, access another individual's electronic documents or create, reproduce or distribute documents containing vulgar language or obscene materials on any school computer, printer, copier or other equipment. A student may lose use of network resources.

Penalty: I.S.S. - expulsion

37. Persistent Disregard for School or Classroom Rules

A student who persists in acts of misconduct after the school has made and documented reasonable efforts to secure his adherence to established rules will be recommended for expulsion. Efforts toward behavior modification will be made prior to recommendation for expulsion except when the student has committed an offense so serious in nature that immediate expulsion is necessary.

Penalty: Parent conference - expulsion

38. Possession or Use of Prohibited Weapon

No student shall possess, use or threaten to use any weapon upon any school property, in or upon any school bus, at designated bus stops, or at school-related events. Students will not possess objects or devices of no reasonable use at school and which may cause physical injury.

Penalty: I.S.S. – expulsion

39. Terroristic Threatening – Threats of Serious Physical Injury or Property Damage/Threats to Teachers/Staff

Students shall not, with the purpose of terrorizing another person, threaten to cause death or serious physical injury or substantial property damage to another person or threaten physical injury to teachers or school employees

Penalty: Suspension - expulsion

40. False Bomb, Fire Alarm/Threat

A student shall not activate a fire alarm or cause an evacuation

Penalty: Suspension - expulsion

41. Assault/Battery

A student shall not willfully assault, threaten to assault, or physically abuse any student or school employee.

Penalty: Suspension - expulsion

42. Sexual Abuse or Rape

Students shall not engage in sexual conduct with another person by forcible compulsion or engage in sexual contact with another person who is incapable of consent because he/she is physically/mentally helpless; nor shall students engage in sexual intercourse or deviant sexual activity with another person by forcible compulsion or with another person who is incapable of consent because he is physically/mentally helpless

Penalty: Suspension - expulsion

43. Robbery

Students shall not take property belonging to another person or the school by force, threat of forces or with the use of a deadly weapon

Penalty: Suspension - expulsion

44. Felony Theft – Personal Property

Students shall not take the property of another person or be in possession of property belonging to another without that person's permission. If a student steals or is in possession of property belonging to another person worth \$500 or more, that student has committed a more serious crime

Penalty: Restitution and suspension - expulsion

45. Felony Theft – School Property

A student shall not take possession of property that belongs to the school without permission. If a student takes or is in possession of school property worth \$500 or more without permission, parents must make restitution.

Penalty: Restitution and suspension - expulsion

46. Selling, Attempting to Sell/Distribute or Purchase Drugs/Alcohol

A student who sells or attempts to sell, distribute or purchase illegal drugs (or any substance he claims to be a controlled substance) or alcohol, shall be reported to legal authorities

Penalty: Suspension - expulsion

Note: Sentences for sale of controlled substances within 1,000 feet of public or private schools shall be enhanced by two (2) years and a fine of no less than \$1,000 (A.C.A. §5-64-401). Prohibited substances shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance or beverage containing alcohol or intoxicant of any kind.

Students of Maynard School District should be aware that school district officials have access to a registered drug dog. The dog, while gentle, has been specially trained to locate marijuana, alcohol and other illegal drugs. Periodic, unannounced visits to all District schools and school-sponsored activities will be made by the dog and its handler. Lockers, automobiles and other areas of the building will be searched. Students will be held responsible for any prohibited items found in their lockers, automobile or belongings at school. Should prohibited items be found, the violators will be disciplined under District policies and may be prosecuted under applicable laws.

47. Criminal Mischief/Vandalism – Major Damage

No student shall purposely and without legal justification destroy or damage any property of another or that belonging to the school district. The parent/guardian shall be responsible for all damages to property caused by the student

Penalty: Restitution and suspension – expulsion

48. Arson

No student shall deliberately burn or attempt to burn school property

Penalty: Suspension - expulsion

49. Possession or Use of Firearm, Weapon or Facsimile Weapon

No student shall possess, use, threaten to use, or otherwise be involved with any firearm/handgun, weapon, facsimile weapon or any other instrument that is capable of inflicting physical injury or death. Weapons prohibited

by law upon any school-related event include, but are not limited to: any firearm/handgun (whether loaded or unloaded), knife (*knives are NOT allowed on campus; those with blades 3" or longer are considered weapons. See Section 4.22, page 25), razor, ice pick, dirk, brass or metal knuckle, martial arts implement, box cutter, BB gun, pellet gun, pump gun, blackjack, sword, spear in a cane, Billie club, sap, rifle, shotgun, machine gun, bomb, grenade, booby trap, explosive device, or any other implement designed, made, or adapted for the purpose of inflicting physical injury or death.

Penalty: Reported to legal authorities and suspension - expulsion

WARNING!! Illegal possession or use of prohibited weapons on school property or upon a school bus by a student shall result in suspension of driver's license

50. Behavior Not Covered

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

4.19 CONDUCT TO AND FROM SCHOOL/ TRANSPORTATION ELIGIBILITY

A. Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds; including dress and grooming. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

B. 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.

Students are eligible to receive district bus transportation if they meet the following requirements.

1. Every student residing in Maynard School District is eligible to ride the bus, provided they follow all applicable rules.

2. Bus routes and bad weather routes shall be established by the superintendent or his designee.

POLICIES FOR STUDENTS RIDING SCHOOL BUSES

Students shall obey bus drivers. Disruptive behavior will not be tolerated. School bus drivers shall have disciplinary authority on their buses as authorized by the Maynard School Board.

a. Be at the stop at the scheduled time.

b. Stand back about ten (10) feet from the bus stop and wait until the door is opened before moving closer to the bus.

c. While loading or unloading, enter or leave the bus orderly and quickly.

d. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.

Students causing disciplinary authority on buses will be identified and corrective action will be taken in compliance with school policy.

e. Neither food nor drink are to be brought aboard or consumed on buses.

Lunches may be carried, but not opened. NO knives or sharp objects are allowed. NO firearms, pets, or animals are allowed. Students are not to deface the bus or damage the seats, etc. Do not throw paper, food or other objects on the floor of the bus.

f. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Bus drivers will assign seats and maintain a seating chart. Pupils must keep seated while the bus is in motion and must not ever move while it is stopped except as the driver directs. Pupils are not to put their head, arms, hands, or body out of the window. Do not yell at anyone outside the bus.

g. Act 729 of 1977 makes it unlawful to threaten, curse or use abusive language to a school bus driver in the presence of students.

h. Act 814 of 1977 makes it unlawful to threaten, curse, or use abusive language to a school bus driver in the presence of students. Violators will be prosecuted accordingly.

i. Students should not ask the driver to let them off the bus at any place except their regular stop. Pupils should not ride any bus except their own, unless they have written permission their parents to ride a different bus. This permission must be turned into the principal's office to obtain a bus pass to be given to the driver.

j. Students who must cross the road or highway to enter the bus, should try to be on the loading side of the road while waiting on the bus. If they arrive at the stop late, they must wait until the bus has come to a complete stop and the driver has signaled for them to cross in front of the bus. Pupils who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road 15 feet in front of the bus before crossing.

k. In the event that a pupil does not ride the bus for three (3) consecutive days, the pupil will be dropped from the route until a written request has been received in the principal's office to be placed back on the route. This effort is made in order to save time and fuel.

l. Students may not transport glass containers, balloons, any type of animal, or a musical instrument that is not in its latched case on a school bus.

4.20 DISRUPTION OF SCHOOL

A. No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

B. Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that is seriously interferes with the teacher's ability to teach the class, or with the ability of the student's classmates to learn.

Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration. Local law enforcement will be contacted in the event the student refuses to leave the classroom voluntarily with the school administrator.

4.21 STUDENT ASSAULT OR BATTERY

A. A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gesture, vulgar, abusive or insulting language, taunting, threatening, harassing or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious or sexual slurs.

B. Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to:

1. Cause a breach of the peace;
2. Materially and substantially interfere with the operation of the school;
3. Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

C. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

4.22 WEAPONS AND DANGEROUS INSTRUMENTS *See also Page 22, section 49

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

- A. A weapon is defined as any firearm, knife with a blade more than three (3) inches, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.
- B. Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon, other than a firearm, to school including a weapon, other than a firearm, that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.
- C. 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.

- D. 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.
- E. A firearm brought inadvertently to school by a student shall be investigated by administration and dealt with on a case-by-case basis. The district may report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

4.23 TOBACCO AND TOBACCO PRODUCTS

A. Definition:

For the purpose of this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

B. TOBACCO USE PROHIBITED

No student, staff member, or school visitor is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

1. In any building, facility, or vehicle owned, leased, rented or chartered by the Maynard School District;
2. On school grounds, athletic grounds or parking lots; or
3. At any school-sponsored event off campus.

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

C. In addition, no student is permitted to possess a tobacco product. Students caught using or possessing tobacco products on campus or on any type of property owned or leased by the school or at any event in which the school sponsors or participates will receive:

1. First Offense – Two (2) days I.S.S. and ticket/FINS petition filed in Juvenile Court.
2. Second Offense - Three (3) days out of school suspension
3. Third Offense- Five (5) days out of school suspension.

D. Tobacco promotional items, including clothing, bags, lighters, and other personal articles, are not permitted on school grounds, in school vehicles, or at school-sponsored events. Tobacco advertising is prohibited in all school-sponsored publications and at all school-sponsored events.

E. No student may leave the school campus during breaks in the school day to use a tobacco product.

4.24 DRUGS AND ALCOHOL

A. 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 student to learn and function properly in our schools.

Therefore, no student in the Maynard 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.

B. 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 hallucinogens, marijuana, cocaine, heroin or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs", look-alike drugs, or any controlled substance.

C. 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.

4.24a STUDENT DRUG SCREEN

Students participating in extracurricular activities, school sponsored clubs/organizations, and/or student parking on campus must participate in the random drug screen program. Students who are not required to participate may be included at their parents' written request.

4.25 STUDENT DRESS AND GROOMING

- A. The Maynard Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.
- B. Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks or the breast of a female. This prohibition does not apply, however, to a costume or uniform worn by a student while participating in a school-sponsored activity or event.
- C. The Superintendent has established student dress codes for the District's schools which are listed in section 4.18.14, and are consistent with the above criteria.

4.26 GANGS AND GANG ACTIVITY

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

4.27 STUDENT SEXUAL HARASSMENT

- A. The Maynard 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.
- B. 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.
- C. Sexual harassment refers to unwelcome sexual advances, requests for sexual favors or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:
1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education.
 2. Submission to, rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual.
 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile or offensive academic environment.
- 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; and spreading rumors related to a person's alleged sexual activities.
- F. 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 the 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 harassment.

G. 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.

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

I. 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.

4.28 LASER POINTERS

A. Students shall not possess any hand held laser pointer while in school, on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it. Actions for possessing a laser pointer are as follows:

1st offense - confiscation

2nd offense - confiscation and 3-day suspension; proper authorities notified for purpose of prosecution.

3rd offense - same as 2nd offense except with 5-day suspension.

4.29 INTERNET SAFETY AND ELECTRONIC DEVICE-USE POLICY

Definition

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

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

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

Technology Protection Measures

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

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

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

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

Internet Use and Safety

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

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

Misuse of Internet

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook⁴ and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

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

****THIS IS A SAMPLE FORM. DO NOT RETURN THIS FORM TO SCHOOL ****

Maynard School District

STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

Student's Name (Please Print) _____ Grade Level _____

School _____ Date _____

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

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

- q. using the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

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

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

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

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

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____
***THIS IS A SAMPLE FORM. DO NOT RETURN THIS FORM TO SCHOOL**

4.29.a Nook/Kindle/Tablet User Agreements

Maynard High School now has Nook/Kindle/Tablet readers available for students. Those who choose to borrow one from the library will have to have agreements on file saying that a) they will take care of the tablet and b) they and their parents will be responsible for any damage to the tablet while it is checked out in that student's name.

4.30 SUSPENSION FROM SCHOOL

A. Students who are not present at school cannot benefit from the educational opportunities the school environment provides. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process.

There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs at any time on the school grounds, off school grounds at a school-sponsored function, activity, or event, and going to and from school or a school activity.

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

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

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

1. The student shall be given written notice or advised orally of the charges against him/her.
 2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts.
 3. If the principal finds the student guilty of the misconduct, he/she may be suspended.
- C. When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s) or legal guardian(s) prior to the suspension. Such notice shall be handed to the parent(s) or legal guardian(s) or mailed to the last address reflected in the records of the school district.
- D. Generally, the 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.
- E. It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student.
- The notification shall be by one of the following means, listed in order of priority:
1. A primary call number
 2. The contact may be by voice, voice mail, or text message
 3. An email address
 4. A regular first class letter to the last known mailing address
- F. The district shall keep a log of contacts attempted and made to the parent or legal guardian.
- G. During the period of their suspension, students serving out-of-school suspensions shall not be permitted on campus except to attend a student/parent/administrator conference.
- H. Suspensions may be appealed through the proper chain of command.
- I. Students that receive out-of-school suspension or two (2) or more instances of I.S.S. may not be eligible for field trips, school dances, exemptions from school, etc.

4.31 EXPULSION

- A. The Board may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.
- B. The Superintendent or his designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he will recommend to the Board that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour and place where the Board will consider and dispose of the recommendation.
- C. The hearing shall be conducted not earlier than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.
- D. The President of the Board, Hearing Officer, or other designated Board member shall preside at the hearing. The hearing shall be conducted in open session of the Board unless the parent requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.
- E. During the hearing, the Superintendent will present evidence, including the calling of witnesses, which gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.
- F. The Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearms or other weapon prohibited on the school campus by law.
- The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.
- G. The Superintendent and the Board 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.

4.32 SEARCH, SEIZURE AND INTERROGATIONS

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

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

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

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

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

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

G. 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 evening telephone number.

4.33 STUDENT VEHICLES

A. Students who have presented a valid driver's license and proof of insurance to the appropriate office personnel may drive their 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 a school administrator.

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 items 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. Vehicles parked anywhere but in its assigned spot without prior permission from an administrator will be subject to a loss of parking privileges.

E. Only students enrolled in grades 9th through 12th shall be able to obtain a parking space.

F. Maynard High School and the Maynard School District are not responsible for damage or theft while vehicles are parked on Maynard School District Property.

4.34 COMMUNICABLE DISEASES AND PARASITES

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

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

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

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

B. The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

C. Each school may conduct screenings for 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.

4.35 STUDENT MEDICATIONS

A. 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.

B. 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. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity and type of the medication(s).

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

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

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

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans. The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

F. Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an rescue inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an rescue inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry rescue inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

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

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

H. 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.

I. Students with an order from 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.

J. 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.

K. 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.

THIS IS A SAMPLE COPY; DO NOT RETURN THIS COPY TO SCHOOL

4.35F MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

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

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

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

Name(s) of medication(s) _____

Name of physician or dentist (if applicable) _____

Dosage _____

Instructions for administering the medication _____

Other instructions _____

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

Parent or legal guardian signature _____

***THIS IS A SAMPLE COPY; DO NOT RETURN THIS COPY TO SCHOOL ***

4.35F2 MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

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

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

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

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

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

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

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

Parent or legal guardian signature _____ Date _____

***THIS IS A SAMPLE COPY; DO NOT RETURN THIS COPY TO SCHOOL ***

4.35F3 Glucogen Administration Consent Form

Student's Name (Please Print) _____

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

The school has developed a Section 504 plan acknowledging that my child has been diagnosed as suffering from ~~Type 1~~ diabetes. The 504 plan authorizes the school nurse or, in the absence of the nurse, trained volunteer district personnel, to administer Glucagon in an emergency situation to my child.

I hereby authorize the school nurse or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer Glucagon to my child in an emergency situation. Glucagon shall be supplied to the school nurse by the student's parent or guardian and be in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times).

Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings..

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

Parent or legal guardian signature _____ Date _____

***THIS IS A SAMPLE COPY; DO NOT RETURN THIS COPY TO SCHOOL ***

4.35F4 EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

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

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

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

Date of physician's order _____

Circumstances under which Epinephrine may be administered _____

Other instructions _____

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

Parent or legal guardian signature _____ Date _____

4.36 STUDENT ILLNESS/INJURY

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

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

Note: Students who are eighteen (18) years of age or older are considered to be legal adults, and as such have the right to check themselves out of school in case of illness.

4.37—EMERGENCY DRILLS

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

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

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

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

4.38 PERMANENT RECORDS

A. Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student graduates or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district upon request.

4.39 CORPORAL PUNISHMENT

- A. The Maynard 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.
- B. 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.
- C. 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.
- D. Refusal of corporal punishment subjects the student to alternate forms of discipline, including suspension.

4.40 HOMELESS STUDENTS

- A. The Maynard School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.
- B. 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 the Maynard School District 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.
- C. 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 or the remainder of the academic year; or
 - 3. Enroll the homeless child in the school appropriate for the attendance zone where the child lives.
- D. 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.
- E. 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.
- F. 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.
- G. For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular and adequate nighttime residence and:
 - 1. are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - 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. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
 - 4. are migratory children who are living in circumstances described in clauses (a) through (c).

4.41 PHYSICAL EXAMINATIONS OR SCREENINGS

- A. The Maynard School District may provide from time to time for the administration of physical exams, screenings, or Body Mass Index testing of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision or other elements of health that would adversely affect the student's ability to achieve their full potential.

- B. The district shall notify parents, at least annually, of the specific or approximate dates of any non-emergency, physical examination or screening that is:
1. Required as a condition of attendance.
 2. Administered by the school and scheduled by the school in advance.
 3. Not necessary to protect the immediate health and safety of the student, or of other students.
- C. 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 submitting a note indicating their objection or by providing certification from a physician that he/she has recently examined the student.
- D. A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

4.42 STUDENT HANDBOOK

- A. It shall be the policy of the Maynard School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student is eighteen (18) years of age or older have acknowledged receipt of the controlling language.
- B. Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook. Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.
- C. Students receive a copy of the handbook at the beginning of the year or upon enrollment, if the student enrolls during the school year. Copies are also available online at maynard.nesc.k12.ar.us.

4.43 BULLYING

- A. 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.
- B. 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.
- C. Definitions:
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:
 - Physical harm to a public school employee or student or damage to the public school employee's or student's property;
 - Substantial interference with a student's education or with a public school employee's role in education;
 - A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
 - Substantial disruption of the orderly operation of the school or educational environment;
- D Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

E. 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

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

Necessary cessation of instruction or educational activities;

Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;

Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or

Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

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

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

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: "Slut") or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: "You are so gay." "Fag" "Queer").

G. Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed continuing 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.

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

I. 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.

J. Copies of this policy shall be available upon request.

4.44 ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9-12

A. Students in grades nine through twelve (9-12) are required to schedule and attend at least 360 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time, meaning a three (3) hour course will count as nine (9) hours of the weekly required attendance time.

B. Extracurricular Classes - Students may be assigned to no more than one (1) class period each day for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period.

Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes are defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit.

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

D. In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. For the purpose of this policy, "proven financial hardships" is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing and shelter for the student or the student's family.

The School Board shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.

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

4.45 SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS for the classes of 2015, 2016, and 2017

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

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

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

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

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;

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

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

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, Maynard School District requires an additional 1 unit to graduate for a total of 23 units.

The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.⁷ In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

SMART CORE: Sixteen (16) units

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

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

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

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

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

- Algebra II
- Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses

(Comparable concurrent credit college courses may be substituted where applicable)

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

One unit of Biology; and

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

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

Social Studies: three (3) units

- Civics one-half (½) unit
- World History - one unit
- American History - one unit

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

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

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

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁸

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

CAREER FOCUS: - Six (6) units

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

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

Social Studies: three (3) units

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

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

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

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

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁸

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

CAREER FOCUS: - Six (6) units

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

**The State Board of Education requires at least twenty-two (22) Smart Core and career focus units to graduate. For the classes of 2015, 2016 and 2017, Maynard School District requires 1 additional unit for a total of 23 units to graduate which may be taken from any electives offered by the district.

4.45.1 SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS for the class of 2018

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

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

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

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

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

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

GRADUATION REQUIREMENTS

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

Digital Learning Courses

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

SMART CORE: Sixteen (16) units

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

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

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

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

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

- Algebra II
- Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses

(Comparable concurrent credit college courses may be substituted where applicable)

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

One unit of Biology; and

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

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

Social Studies: three (3) units

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

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

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

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

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁸

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

CAREER FOCUS: - Six (6) units

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit

- All math units must build on the base of algebra and geometry knowledge and skills.

- (Comparable concurrent credit college courses may be substituted where applicable)

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

Science: three (3) units

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

Social Studies: three (3) units

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

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

**The State Board of Education requires at least twenty-two (22) Smart Core and career focus units to graduate.

Beginning with the class of 2018, Maynard School District requires 2 additional units for a total of 24 units to graduate which may be taken from any electives offered by the district.

4.46 PLEDGE OF ALLEGIANCE

A. The Pledge of Allegiance shall be recited during the school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge.

Students choosing not to participate shall be quiet while either standing or sitting at their desks.

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

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

4.47 POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

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

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

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

B. Before and after normal school hours, possession of electronic devices is permitted on the school campus.

1. At Elementary this is the ONLY time that these devices are allowed. Elementary students caught with these items during the school day will receive noon and/or afterschool detention or ISS at the discretion of the principal. Repeated offenses will result in a FINS petition being filed with the Juvenile Office.

2. At high school, students may use their phones between classes and during lunch. Students caught using their cell phones DURING class will face the following consequences. (This will also include audible sounds coming from the phone, misuse of the phone, or phones being visible in class.)

1ST offense- After-school detention

2nd offense- 1 day In-School-Suspension

3rd offense- 1 day Out-of-School-Suspension

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

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor
2. Permitting any audible sound to come from the device;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

D. 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

E. 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.

F. 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 and face the consequences listed above.

Confiscated devices may be picked up at the school's office by the student's parents or guardians. At high school, they may be returned to the student at the principal's discretion. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

4.48 VIDEO SURVEILLANCE

A. The 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 surveillance cameras in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors.

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

C. The district shall retain copies of video recordings for a minimum of two (2) weeks before they are erased which may be accomplished by either deletion or copying over with a new recording. Parents wishing to view a video recording need to be aware that it may not be available after the two week period unless the video contains evidence of misconduct.

D. Video recordings shall be considered student education records and any release or viewing of such records shall be in accordance with current law. Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct has been settled.

E. Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

4.52 STUDENTS WHO ARE FOSTER CHILDREN

- A. The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the ADE, and individuals involved with each foster child to ensure that he/she is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.
- B. 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.
- C. The District, working with other individuals and agencies shall, unless the presiding court rules otherwise, ensure that the foster child remains in his/her current school, even if a change in the foster child's placement results in a residency that is outside the district. In such a situation, the District will work to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.
- D. 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.
- E. A foster child's grades shall not be lowered due to absence from school that is caused by a change in the child's school enrollment, the child's attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.
- F. Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment. If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

4.53 PLACEMENT OF MULTIPLE BIRTH SIBLINGS

- A. The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K-6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.
- B. The school may change the classroom placement of one or more of the multiple birth siblings if:
1. There have been a minimum of 30 instructional days since the start of the school year; and
 2. After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
 - Detrimental to the educational achievement of one or more of the siblings;
 - Disruptive to the siblings' assigned classroom learning environment; or
 - Disruptive to the school's educational or disciplinary environment.
- C. If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

4.54 STUDENT ACCELERATION

- A. The Board believes that acceleration is an effective and research-based intervention for the academic growth of students who are ready for an advanced or faster-paced curriculum. It can allow a student to move through the traditional educational setting more rapidly, based on assessed readiness, capability and motivation. At the same time, the Board understands that acceleration is not a replacement for gifted education services or programs.
- B. Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school Gifted and Talented Program Coordinator who shall convene the individuals necessary to make an informed decision which shall include the student's parents or guardians.

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

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

E. The parents/guardians of any student whose request for acceleration has been denied may appeal the decision, in writing, to the District's GT Coordinator. The District's GT Coordinator and the Acceleration Placement Committee will again thoroughly review the case study that was completed on the student.

Upon completion of the review, the Committee will either request additional new testing be conducted to help the Committee make its determination or it will uphold the initial decision. The Committee's decision may not be further appealed.

4.55 STUDENT PROMOTION AND RETENTION

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

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

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

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

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

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

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

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

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

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

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises.

The student shall remain ineligible to participate until the student takes the same or a following State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The Superintendent or designee may wave this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

4.55a ACADEMIC REQUIREMENTS

The number of accumulated credits necessary to be classified in a certain grade is as follows:

10th grade status- 5 core credits

11th grade status- 11 core credits

12th grade status- 17 core credits and completion of at least the first semester of the 11th grade

4.56 EXTRACURRICULAR ACTIVITIES- SECONDARY SCHOOLS

Definitions:

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

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

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

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

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

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

Extracurricular Eligibility

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

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

circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

High School students will be excluded from school trips if they have 6 or more absences, have been to ISS two times, or have been suspended that semester. If the absences are due to extenuating circumstances (accident, prolonged illness, etc.) students may participate at the principal's discretion.

ACADEMIC REQUIREMENTS: Junior High

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

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

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

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

ACADEMIC REQUIREMENTS: Senior High

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

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

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

ARKANSAS ACTIVITIES ASSOCIATION

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

Intrascholastic Activities

AAA Governed Activities

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

Non-AAA Governed Activities

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

4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Definitions

"Extracurricular activities" are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an

award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities. "Field Trips" are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

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

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

Extracurricular Eligibility

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

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior. In order for a student to participate in peewee basketball, field trips, or any other extracurricular activity, the student must have a 2.0 grade point, which is a "C" average, and an attendance rate of 92% or better. Students' negative behavior at ballgames or other school sponsored activities may result in their being banned from subsequent activities as well as receiving other consequences outlined in the Student Handbook.

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. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

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

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

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

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

Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for at least one course in the District's school where the student is intending to participate in an interscholastic activity. The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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

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

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

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

5.8—USE OF COPYRIGHTED MATERIALS

Use of Copyrighted Work in Face-to-Face Classroom

The Board of Education encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted materials, the Superintendent, or designee, will provide district personnel with information regarding the "fair use" doctrine of the U.S. Copyright Code as detailed in the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals" and "Guidelines for Educational Uses of Music."

Use of Copyrighted Works in Digital Transmissions

Definitions

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

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

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

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

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

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

The District shall make sure the server where materials are stored is secured, whether the server is located locally or remotely. The District's Informational Technologies staff shall develop the proper protocols and train teachers on their use in order to ensure:

1. The transmission of the copyrighted work is limited to only the students enrolled in the course;

- Each student shall have a unique ID and password for accessing digital courses/materials; or
 - Each course shall have a unique password to access course materials; and
 - The password to access the course materials shall be changed immediately following the close of the course.
2. To prevent students from retaining or further disseminating the copyrighted work for more than one class session;
- The print function will be disabled;
 - A transparency shall be placed over any literary work, sheet music, or photograph;
 - Audio and video transmissions will be set to be streamed; and
 - The link to the webpage with a copyrighted work shall be deactivated at the end of the applicable class session.

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

- A. The use of the copyrighted work(s), whether in whole or in part, must be a part of regular classroom instruction and must be directly related and of material assistance to the course content;
- B. The extent of a copyrighted work that is used must comply with one or more of the following criteria:
- The entirety of a non-dramatic literary or musical work may be used. A non-dramatic literary work includes poems and short stories. A non-dramatic musical work covers all music that is not part of an opera or musical and does not cover the use of the music video format of a song.
 - Dramatic literary and musical works as well as videos may only be used in limited portions. Dramatic literary and musical works may only be used in the same amount as set forth in the requirements for a face-to-face classroom while videos, including music videos, may only have the portion used that is directly related to the subject of the class session and may not be transmitted in their entirety.
 - Still images or slides that a teacher would have used in the ordinary course of a face-to-face classroom session on a projector or a transparency may be used in a transmission.
 - Works primarily produced or marketed for use in the digital education market may not be transmitted.
 - Works the teacher had knowledge or reasonably believes to be unlawfully made or acquired may not be used.
 - Mediated Instructional activities may not be transmitted.
- C. A statement that works may be subject to copyright shall be placed in at least one of the following areas to provide notice to students of copyright status:⁵
- Course syllabus;
 - Home webpage for the course;
 - Webpage for the particular class session; and/or
 - webpage with the copyrighted work.

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

- I. The amount converted is only the amount allowed by law; and
- II. The District has no digital copy of the copyrighted work available; or
- III. The District's digital copy of the copyrighted work that is available has technological protections that prevent the use of the copyrighted work in the manner prescribed by law.

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

5.11—DIGITAL LEARNING COURSES

Definitions

For the purposes of this policy:

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

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

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

“Instructional Materials” means:

- 1. Traditional books, textbooks, and trade books in printed and bound form;
- 2. Activity-oriented programs that may include:

- a. Manipulatives;
 - b. Hand-held calculators;
 - c. Other hands-on materials; and
3. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.

“Online Learning” is education in which instruction and content are delivered primarily over the Internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.

Digital Course Offerings

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

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

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

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

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

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

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

5.14 HOMEWORK

- A. Homework is considered to be part of the educational program of The District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.
- B. Teachers are aware of the potential problem students may have completing assignments from multiple teachers and will monitor the amount of homework they give from day to day.
- C. Parents shall be notified of this policy at the beginning of each school year.

5.15 GRADING POLICY/SEMESTER TESTS

- A. The following grading scale shall be used at Maynard Public Schools:

90 – 100 A = 4 points

80 – 89 B = 3 points

70 – 79 C = 2 points

60 – 69 D = 1 point

59 and below F = 0 points

*AP Courses are on a 5 point grading scale; see section 5.21

- B. Progress reports will be sent according to the district calendar.
- C. Grades assigned to students reflect only educational objectives and are consistent with laws and regulations.
- D. If a student is having difficulty in class, the teacher(s) may call the parent for assistance in helping the student.
- E. All 7th through 12th grade students may be exempt from their final tests during the fall and spring semester.

The following qualifications for exemptions will apply:

1. Exemptions will be based on academic performance, absenteeism, tardies and disciplinary actions*.
2. Students may take final exams in lieu of exemptions in an attempt to raise grade averages.
3. A student may be exempt from semester test if:
 - a. He/she has a 90% or above average for the semester and has 5 or fewer excused absences in classes for the semester; or
 - b. He/she has an 80% or above average for the semester and has 3 or fewer excused absences in classes for the semester; or
 - c. He/she has a 70% or above average for the semester and has no absences in classes for the semester.

*There will be no exceptions to the attendance provisions of the semester test exemption policy.

*Any student with 4 or more tardies in a class will lose their opportunity for exemption in that class.

*Students that receive out-of-school suspension or two (2) or more instances of I.S.S. may not be eligible for field trips, school dances, *exemptions from school*, etc.

4. Semester Tests must be taken on the assigned days and times or made up on a date approved by the Principal. Students must have a valid written excuse approved by the principal to make up a missed exam.
5. Semester test scores shall count as 20% of the semester grade.
6. Students may come for their first test of the day and leave after their last test if they have a note with parents' permission. Students who are exempt from all of their tests for the day must stay home. If they are on campus they will forfeit their exempt status and be required to take their tests that day.

5.17 HONOR & MERIT ROLL/GRADUATION/HONOR GRADUATES

- A. The honor student with the highest GPA and who has been enrolled in Maynard High School for his or her entire senior year shall serve as the valedictorian of his or her graduating class.
- B. The honor student with the second highest GPA and who has been enrolled in Maynard High School for his/her entire senior year shall serve as the salutatorian of his/her graduating class.
- C. The GPA's for valedictorian, salutatorian, and honor graduates will be determined after the last Friday in April.
- D. Beginning with the class of 2014- Honor graduate status will be given to seniors who have completed the Smart Core curriculum, have taken two years of the same foreign language, and have a cumulative GPA of 3.5 in classes taken in grades 9-12.
- E. Seniors will be given information regarding Honor Graduate requirements and Arkansas Challenge Scholarship requirements at the beginning of the year. Those who choose not to pursue these accomplishments will sign a waiver to be kept on file until graduation.
- F. GRADUATION POLICY: It is the policy of the Maynard School Board that students who fail to accumulate sufficient credits for graduation from Maynard High School by the prescribed date of graduation will not be allowed to participate in the formal graduation exercises.

Due process will be provided to all members of the senior class in the following manner:

1. The high school counselor will notify all seniors in jeopardy of failing to achieve sufficient credits during a one week time period following the second and third nine-week grading periods.
2. Written notification will be sent from the high school principal's office to the parents of the seniors in jeopardy of not graduating. The same time line will be followed for written notification as verbal notification. This notification will be by certified mail and a copy of the letter will be kept on file in the student's permanent file.
3. The composite picture of graduates shall include only those students that meet graduation requirements.
4. Graduating seniors will have a color choice of blue and/or white or black and/or gold for caps and gowns.

G. Students in grades 7-12 who participate in the Smart Core Curriculum and maintain a 4.0 GPA for the grading period will be recognized as honor roll students for that grading period. Students in grades 7-12 who participate in the Smart Core Curriculum and maintain a 3.0 GPA for the grading period will be recognized as merit roll students for that grading period. Semester grades will determine the merit roll at the end of each semester.

H. Students in grades 1-6 who maintain a 4.0 grade point average (GPA) for the grading period will be recognized as honor roll students for that grading period. Students In grades 1-6 who maintain a 3.0 grade point average (GPA) for the grading period will be recognized as merit roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

I. Parents or guardians of a student, or a student who is eighteen (18) years of age or older, who choose not to 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.

5.18 STUDENT HEALTH SERVICES

A. The district shall provide a health service program under the direction of a licensed nurse. The program shall include screening, referral and follow-up procedures for all students. Facilities, equipment and materials necessary for the operation of the program shall be provided at each school. Current health appraisal records for all students will be maintained in accordance with guidelines provided by the Arkansas Department of Education.

B. Each school shall take proper measures to ensure the safety of all students and protect those students against injuries which may occur in or on the school facilities or site.

5.20 WEBSITE PRIVACY POLICY

A. The Maynard School District operates and maintains a web site for the purpose of informing the citizens of the district about its activities. The web site does not use "cookies" or ISP addresses to collect or retain personally identifying information about visitors to its web site nor is any such information given to "third parties." Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

B. The site serves no commercial purpose and does not collect any information from individuals for such purpose.

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

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

5.21 ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, and HONORS COURSES

A. Students in grades 7-12 who take Advanced Placement (AP), International Baccalaureate (IB), or honors or concurrent credit college courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule:

90 – 100 A = 5 points

80 – 89 B = 4 points

70 – 79 C = 3 points

60 – 69 D = 2 point

59 and below F = 0 points

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

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

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

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

5.22 CONCURRENT CREDIT

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

A student who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school

career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

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

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

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

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

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

E. Remedial classes and math classes lower than College Algebra may only be taken for elective credit.

F. Students enrolled in one or more college class/classes must also attend classes on the MHS campus.

6.11/12 PARENTAL/COMMUNITY INVOLVEMENT-SCHOOL/DISTRICT

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

1. Involve parents and the community in the development of long range planning of the district.
2. Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities
2. Involve parents and the community in the development and improvement of Title I programs for the school;
3. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers, ABC, ABC School for Success, area Pre-K programs, and Even Start;
4. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
5. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents;
6. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
7. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language parents can understand;
8. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
9. Find and modify other successful parent and community involvement programs to suit the needs of our district;
10. Train parents to enhance and promote the involvement of other parents;
11. Provide reasonable support for other parental involvement activities as parents may reasonably request.

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

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

- D. The District shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.
- F. To ensure the continued improvement of the district's parental/community involvement program, the district will conduct an annual review of its parental involvement policies to examine their effect on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, certified and classified staff, and members of the administration.
- E. This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.
- F. If you have questions about our parental involvement policy or would like to participate in our program, please contact any school office for more information at 870-647-3500.

Student Handbook
 Policies Section 4: Student Policies
 Section 5: Curriculum

Date Adopted: August 12, 2014; September 11, 2014
 Last Revised: August 2014

Maynard School District 2014-15 Calendar

August 18	School Begins
September 1	No School-Labor Day
October 17	End of 1 st Quarter (44 days)
October 23	Parent/Teacher Conferences
November 26-28	No School-Thanksgiving Holiday
December 18-19	Semester Test
December 19	End of 2 nd Quarter (42 days)
December 20-January 4	No School-Christmas Holiday
January 5	2 nd Semester Begins
February 12	Parent/Teacher conferences
March 13	End of 3 rd Quarter (50 days)
March 23-27	No School- Spring Break
*April 3	No School-Good Friday
May 21-22	Semester Test
May 25	No School Memorial Day
May 29	Last Day of School (48 days)

*****Hidden snow days are May 26, 27, 28, 29*****

****April 3 will be used as a snow day , if necessary****

May 20 will be the last day of school if no snow days are used. There are 5 snow days in the calendar not including Memorial Day. Any unused snow days will be taken from the end of the school year. If more than eight days are missed the extra days will be voted on at a later date.

