

**SOUTH CONWAY COUNTY SCHOOL DISTRICT  
Morrilton Junior High School**

**HANDBOOK  
FOR  
STUDENT CONDUCT AND DISCIPLINE  
Adopted: June 9, 2014**

**BOARD OF EDUCATION**

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## FOREWORD

The South Conway County 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 2014-2015 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 who 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.

Mr. Shawn Halbrook  
Superintendent



### **Board of Education Disclaimer Statement**

Use of the masculine pronoun throughout the policies adopted by this 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 [www.sccsd.org](http://www.sccsd.org)



**South Conway County  
School District  
Morrilton, AR**

Dear Parents/Guardians and Students:

Welcome to Morrilton Junior High School! We at MJHS are very proud of our school 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. I am 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 all South Conway County School District Secondary Schools. 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 to your child's teacher immediately. Your signatures do not indicate your agreement with the policies – only that you have received them.*** Thank you for your assistance in helping us to comply with A.C.A. § 6-18-502 (d) (e).

Please take the time needed to thoroughly review this handbook. All students are expected to comply with the policies and procedures found herein.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Hogan", with a long horizontal flourish extending to the right.

Robert Hogan  
Principal, Morrilton Junior High School

**THE VISION OF  
MORRILTON JUNIOR HIGH:**

**To teach and inspire scholars to become lifelong learners and to instill the values necessary  
to be productive citizens.**

**THE MISSION OF  
MORRILTON JUNIOR HIGH:**

**To maximize the safety, learning, and achievement of every scholar.**





## NOTICE TO PARENTS

To: All Parents

From: South Conway County School District

As the parent of a student in the South Conway County 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 paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please (501) 354-9453.

## **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 and SECTION 504 issues should be directed to: Mr. Ken Holmes, 1101 N St. Joseph, Morrilton, AR 72110, telephone (501) 354-9454.

Inquiries regarding ENGLISH AS A SECOND LANGUAGE issues should be directed to: Laura Hendrix, 704 E Church, Morrilton, AR 72110, telephone (501) 354-9451.

Inquiries regarding EQUITY, TITLE VI and TITLE IX issues should be directed to: Laura Hendrix, 704 E. Church, Morrilton, AR 72110, telephone (501) 354-9451.

## **STUDENT AND PARENT HANDBOOK PHILOSOPHY**

The South Conway County School District assumes the responsibility of providing students attending its schools a high quality education that challenges each student to achieve their maximum potential. The District shall endeavor to create the environment within the 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 will be developed with input from students, parents, 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.

## TABLE OF CONTENTS

1.	4.1	RESIDENCE REQUIREMENTS
2.	4.2	ENTRANCE REQUIREMENTS
3.	4.2A	LEGAL CUSTODY
4.	4.2B	LEGAL NAMES
5.	4.2C	IMMUNIZATION REQUIREMENTS 2014-2015
6.	4.03	COMPULSORY ATTENDANCE REQUIREMENTS
7.	4.4	STUDENT TRANSFERS
8.	4.5	SCHOOL CHOICE
9.	4.06	HOME SCHOOL
10.	4.07	ABSENCES
11.	4.7A	APPOINTMENTS AND EARLY CHECKOUT
12.	4.8	MAKE-UP WORK
13.	4.10	Closed Campus
14.	4.10A	STUDENTS LEAVING SCHOOL GROUNDS DURING THE SCHOOL DAY
15.	4.11	EQUAL EDUCATIONAL OPPORTUNITY
16.	4.12	STUDENT ORGANIZATIONS / EQUAL ACCESS
17.	4.13	PRIVACY OF STUDENTS' RECORDS / DIRECTORY INFORMATION
18.	4.14	STUDENT PUBLICATIONS
19.	4.14	DISTRIBUTION OF LITERATURE
20.	4.15	CONTACT WITH STUDENTS WHILE AT SCHOOL
21.	4.16	VISITS AND CONFERENCES
22.	4.17	STUDENT DISCIPLINE
23.	4.17A	LOSS OF PRIVILEGES
24.	4.17B	AFTER-SCHOOL DETENTION
25.	4.17C	SATURDAY SCHOOL
26.	4.18	Prohibited Conduct - Rules for Behavior
27.	4.19	CONDUCT TO/ FROM SCHOOL AND TRANSPORTATION ELIGIBILITY
28.	4.20	DISRUPTION OF SCHOOL
29.	4.21	STUDENT ASSAULT OR BATTERY
30.	4.24	DRUGS AND ALCOHOL
31.	4.26	GANGS AND GANG ACTIVITIES
32.	4.27	STUDENT SEXUAL HARASSMENT
33.	4.29	INTERNET SAFETY AND ELECTRIC DEVICE
34.	4.30	SUSPENSION FROM SCHOOL
35.	4.31	EXPULSION
36.	4.32	SEARCH, SEIZURE AND INTERROGATIONS
37.	4.34	COMMUNICABLE DISEASES AND PARASITES
38.	4.35	STUDENT MEDICATIONS
39.	4.36	STUDENT ILLNESS / ACCIDENT
40.	4.37	Emergency Drills
41.	4.38	PERMANENT RECORDS



42.	4.39.....	CORPORAL PUNISHMENT
43.	4.40.....	HOMELESS STUDENTS
44.	4.41.....	PHYSICAL EXAMINATIONS OR SCREENINGS
45.	4.42.....	STUDENT HANDBOOK
46.	4.42A.....	LOST AND FOUND
47.	4.42B.....	SCHOOL PROPERTY
48.	4.42C.....	SCHOOL TELEPHONE
49.	4.43.....	BULLYING
50.	4.44A.....	DAILY SCHEDULE
51.	4.45	SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2015, 2016, 2017
52.	4.45.1	SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2018 AND THEREAFTER
53.	4.46.....	PLEDGE OF ALLEGIANCE
54.	4.47.....	ELECTRONICS
55.	4.48.....	VIDEO sURVEILLANCE
56.	4.49A.....	SPECIAL SERVICES
57.	4.55.....	PROMOTION / RETENTION
58.	4.56.....	EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS
59.	4.56.2.....	EXTRACURRICULAR ACTIVITIES – HOME SCHOOL STUDENTS
60.	4.57.....	TRUANCY AND TARDINESS
61.	4.60.....	Complaints and Grievances
62.	4.61.....	DAILY ATTENDANCE FOR PARTICIPATION
63.	4.62.....	Student Health Services
64.	4.64.....	SCHOOL SPONSORED TRIPS
65.	4.66.....	Food Service
66.	4.67.....	USE OF STUDENTS BY COMMUNITY ORGANIZATIONS
67.	4.68.....	Solicitations-Students
68.	5.8.....	USE OF COPYRIGHTED MATERIALS
69.	5.11.....	DIGITAL LEARNING COURSES
70.	5.14.....	HOMEWORK
71.	5.14A.....	SUPPLIES AND TEXTBOOKS
72.	5.14B.....	PLAGIARISM
73.	5.15.....	GRADING POLICY
74.	5.15A.....	REPORTS TO PARENTS / GUARDIANS
75.	5.15B.....	Exemptions (Grades 7-8)
76.	5.20.....	WEBSITE PRIVACY POLICY

77.	5.26.....	ALTERNATIVE LEARNING ENVIRONMENT (ALE)
78.	5.37.....	ATHLETICS FOR PHYSICAL EDUCATION CREDIT
79.	F5.10 .....	Receipt Verification
80.	F5.15 .....	STUDENT USE AGREEMENT
81.	F5.30 .....	OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION
82.	F5.35 .....	SCHOOL TRIPS
83.	F5.40 .....	Corporal Punishment
84.	F5.45 .....	TRANSPORTATION POLICY SIGNATURE PAGE
85.	F5.50 .....	PHYSICAL FITNESS PARENT VERIFICATION SIGNATURE PAGE
86.	F5.55 .....	SCCSD Website Privacy Policy Signature Page
87.	F5.15 .....	STUDENT ELECTRONIC DEVICE & INTERNET USE AGREEMENT

## Student and Parent Handbook

### 4.1 RESIDENCE REQUIREMENTS

#### Definitions:

- 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 persons between those ages who have been legally transferred to the District for educational 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 of the district by a custodial parent on active military duty may continue to attend district schools.
- F. Under instances prescribed in A.C.A. §6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.
- G. Act 1255 of 2005 gives the Department of Human Services the authority to require a school district to waive the residency requirement for foster children unless a court determines it is not in the child’s best interest for the child to remain in his/her current school. The Act further provides that districts are “encouraged to work out a plan for transportation for the child to remain in the child’s current school.”

## **4.2 ENTRANCE REQUIREMENTS**

- B. 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.
- C. 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.
- D. Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the District and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.
- E. 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.
- F. 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.
- G. 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.
- H. The District shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.
- I. Prior to the child's admission to a District school:
  - 1. The parent, guardian, or other responsible person shall furnish the child's Social security number, or if they request, the District will assign the child a nine (9) digit number designated by the department of education.

2. The parent, guardian, or other responsible person shall provide the District with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. United States military identification; or
  - g. Previous school records.
  
- J. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school District or is a party to an expulsion proceeding.
  
- K. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. Requests should be sent to the Director, Division of CD/Immunization, Arkansas Department of Health, 4815 W. Markham, Slot 48, Little Rock, Arkansas, 72205. Letters of exemption or denial will be issued to the school. A child enrolling in a District school and living in the household of a person on active military duty has thirty (30) days to receive his/her initial required immunizations and twelve (12) months to be up to date on the required immunizations for the student's age.
  
- L. 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.

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*Revised*

#### **4.2A LEGAL CUSTODY**

- A. Act 660 of 1993 indicates that in order to avoid continuing child custody controversies for involving public school personnel and to avoid disruptions to the educational atmosphere in the school, the transfer of a child between the child's custodial parent and non-custodial parent...when both parents are present...is prohibited from taking place on the real property of an elementary school on normal school days during normal hours of school operation. The provisions of this policy shall not prohibit one parent (custodial or non-custodial) from transporting the child to school and the other parent (custodial or

non-custodial) from picking the child up from school at prearranged times on prearranged days if prior approval had been made with the school's principal.

- B. When the non-custodial parent is to be denied access to the student, the custodial parent must provide the principal with:
1. A copy of the court order giving custodial right to the parent.
  2. A written statement to the principal that such denial is approved by the custodial parent.

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*Revised*

#### **4.2B LEGAL NAMES**

- A. Students must use their legal birth names for all official school documents. Name changes will only be accepted upon receipt of a court order.

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*Revised*

#### **4.2C IMMUNIZATION REQUIREMENTS 2014-2015**

- A. All students Kindergarten through 12<sup>th</sup> grade will need the following:
1. 5 doses of DTaP – (minimum of 4 doses if the 4<sup>th</sup> does was administered on or after the 4<sup>th</sup> birthday)
  2. 4 doses of polio with the last dose on or after the 4<sup>th</sup> birthday
  3. 2 doses of varicella (chickenpox).
    - a. May accept written documentation from M.D./DO/APN/PA only
  4. 2 doses of MMR (Measles, mumps, rubella)
  5. 3 doses of HEP B
    - a. Some 11-15 year olds have a 2 dose series/must be indicated on record)
- B. If your child is entering Kindergarten, they should have 1 dose of Hepatitis A
- C. If your child is entering 1<sup>st</sup> grade they should have 1 dose of Hepatitis A
- D. If your child will be age 10 or 11 on or before September 1, 2014
1. 1 dose of Tdap
- E. If your child will be age 10 or 11 after school starts and before September 1:
1. Your child will need to receive the vaccine within 30 days of birthday.
- F. If your child will be entering 7<sup>th</sup> grade
- G. If your child is 16 years of age – 2 Doses of Meningococcal vaccine
1. If first dose received on or after age 16 only 1 dose required.
  2. No dose required for students age 17 and older

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*Revised*

#### **4.03 COMPULSORY ATTENDANCE REQUIREMENTS**

- A. Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before September 15 of that year who resides, as defined by policy (RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.
1. The child is enrolled in private or parochial school.
  2. The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
  3. The child will not be age six (6) on or before September 15 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
  4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
  5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
  6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

*Revised*

#### **4.4 STUDENT TRANSFERS**

- A. The South Conway County 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 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. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.
- E. The responsibility for transportation of any non-resident 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.

*Revised*

#### **4.5 SCHOOL CHOICE**

- A. The Superintendent will consider all applications for School Choice postmarked not later than June 1, proceeding the fall semester the applicant would begin school in the District. The Superintendent shall notify the parent or guardian and the student's resident District, in writing, of the Board's decision to accept or reject the application within 30 days of its receipt of the application.
- B. The District shall advertise in appropriate print and broadcast media 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 procedure for participation in the program. Such pronouncements shall be made in the spring, but in no case later than June first.
- C. When considering applications, priority will be given to applications from siblings or stepsiblings residing in the same residence or household of students already attending the District through school choice.
- D. 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. Letters of rejection shall state the reason(s) for the rejection.
- E. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who is currently under expulsion from another District to enroll in a District school
- F. Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this District under the provisions of this policy who chooses to return to his/her resident District during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this District in the future.

#### **Opportunity School Choice**

- A. 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 eligible for transfer from a school identified as a category level 1 school under A.C.A. § 6-15-2103(c)(1) may enroll in a the District's school closest to the student's legal residence that has a performance category level 3 or higher as defined by A.C.A. § 6-15-2103(a) provided the student's parent or guardian, or the student if over the age of



eighteen (18), has successfully completed the necessary application process by July 30 preceding the year of desired enrollment.

- B. If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection.
- C. 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 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 non-resident school are filled.
- D. A student’s enrollment under the opportunity school choice provision 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. The District may provide transportation to and from the transferring District.
- E. If a District school has been identified as a category 1 school under A.C.A. §6-15-2103(c) (1), 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 non-resident students to participate in the program.

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*Revised*

<b>4.06 HOME SCHOOL</b>
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- 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.
- 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 home school to a District school shall be evaluated 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.

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*Revised*

<b>4.07 ABSENCES</b>
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- A. 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.
- B. 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. In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows.
- C. Students shall not be absent, as defined in this policy more than ten (10) days, per course, per semester. When a student has five (5) absences, in any course, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester.<sup>2</sup> 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.
- D. Whenever a student exceeds ten (10) absences in a course per semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.
- E. Students with ten (10) absences in a course in a semester may not receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Unexcused absences, however, shall not be a reason for expulsion or dismissal of a student.

- F. It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), 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 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. Unless a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.
- G. Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.

### **Additional Absences**

- A. Additional absences that are not charged against the allowable number of 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 upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:
1. To participate in an FFA, FHA, or 4-H sanctioned activity;
  2. To participate in the election poll workers program for high school students;
  3. To serve as a page for a member of the General Assembly;
  4. 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; and
  5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency ;
  6. Due to the student having been sent home from school due to illness.
- B. 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 code.
- C. 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.

#### **4.7A APPOINTMENTS AND EARLY CHECKOUT**

- A. We encourage you to make health-related appointments after school hours. The success of the students is dependent on them being in class. We discourage any early checkout if possible. Excessive early checkouts may result in your child being **RETAINED** or **LOSING CREDIT IN THE CLASS**.

*Revised*

#### **4.8 MAKE-UP WORK**

- A. Students who miss school due to an absence 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 two days make-up time for each day of absence.
- B. Work may not be made up for credit for absences in excess of the number of allowable absences in a semester unless the absences are part of a signed agreement as permitted by policy *1.3 – ABSENCES*.
- C. Assignments made, including tests, prior to days missed, will be due upon returning to class.
- D. Assignments made while a student is serving out of school suspension shall be made up for fifty (50%) percent credit.

*Revised*

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

*Revised*

#### **4.10A STUDENTS LEAVING SCHOOL GROUNDS DURING THE SCHOOL DAY**

- A. Parents/guardians must call from a number listed in the student permanent records before a student will be permitted to leave the school campus either by themselves or with someone other than the parent/guardian. Blocked calls are unacceptable. Photo identification will be required by the adult.
- B. School trips will be supervised by a teacher, coach, school official, approved parent or adult sponsor. Students will be required to ride the bus to the trip destination. Only the parent/guardian may sign the student out at the end of school activity trip.

- C. Students that miss any part of the regular school day are ineligible to participate in games, practices, performances, contests, or credited work programs unless the absence is cleared by the building principal.

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*Revised*

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

- A. No student in the South Conway County 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.

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*Revised*

#### **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.
- D. Any act of hazing is strictly prohibited in conjunction with the process of gaining membership to a student group. In accordance with A.C.A. § 6-5-203, any student convicted of an act of hazing shall be expelled from school

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*Revised*

#### 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' education records are available for inspection and copying by the parents or guardian 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 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 education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information (hereinafter "PII") from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests.
1. it is in the sole possession of the individual who made it;
  2. it is used only as a personal memory aid; and
  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 an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

- G. For purposes of this policy, the South Conway County 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 exists a court order which directs that a parent not have access to a student or his records, the parent or 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's file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.
- J. Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier

used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user, A student's name and photograph will only be displayed on the District or school's web page(s) after receiving written permission from the student's parent or student if over the age of 18.

- K. The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The District is required to continue to honor any signed opt-out form for any student no longer in attendance at the District.

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

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

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*Revised*

#### **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.
- B. Prohibited publications include:
1. Those that are obscene to minors.
  2. 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.
  3. Those that constitute an unwarranted invasion of privacy as defined by state law.
  4. Publications that suggest or urge the commission of unlawful acts on the school premises.
  5. Publications which suggest or urge the violation of lawful school regulations.
  6. Hate literature that scurrilously attacks ethnic, religious or racial groups.
- C. 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.
- D. **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 nonschool literature, publications, or materials (hereinafter “nonschool materials”), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of nonschool materials shall have school authorities review their nonschool materials at least three (3) school days in advance of their desired time of dissemination. School authorities\* shall review the nonschool materials, prior to their distribution and will bar from distribution those nonschool materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent or his designee, whose decision shall be final. The Deputy 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.

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*Revised*

<b>4.14 DISTRIBUTION OF LITERATURE</b>
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- A. The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of nonschool 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 nonschool 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.
- C. The Superintendent, along with the student publication advisor, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

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*Revised*

<b>4.15 CONTACT WITH STUDENTS WHILE AT SCHOOL</b>
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- A. In the event there is a question about the legal custody of a child (student), it should be established who has this responsibility and what limitations are imposed by this situation.
- B. When a questioning in private or removal from school is desired, the school official should secure parental consent. The school official should not be obligated to release the child from custody without the consent. If such consent cannot be secured, a subpoena must be presented by the public official to the school official stating that the child may possess information relevant to an investigation.
- C. Where public officials believe probable cause does not exist and they wish only to obtain information, parental consent must be obtained in order for the officer to speak privately with the child.
- D. Pursuant to the order of Judge Terry Sullivan, February 3, 2005:
  - 1. Investigative personnel of the Department of Human Services or the Department of Children and Family Services shall have the absolute right to enter upon the public school grounds to interview children attending and enrolled in the respective school.
  - 2. The Arkansas State Police, by and through its designated personnel for the investigation of child sexual or child physical abuse, shall have the absolute right to enter upon the public school grounds to interview children attending and enrolled in the respective schools.
  - 3. The absolute right to enter upon the school grounds and to interview school children is limited to the following conditions:

4. Proper identification of the investigative personnel.
  5. A written allegation that a specifically named child or children are suspected of having been the victim of child sexual abuse or child physical abuse or to have witnessed the same.
  6. That the alleged perpetrator of those acts resides in or commonly stays at the residence where the alleged acts of abuse occurred.
- E. When school personnel discharge their duty under law to be the reporter of suspected child physical or sexual abuse they shall be allowed to communicate with the investigative personnel of the appropriate state agencies upon the school grounds of their employment.

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*Revised*

#### **4.16 VISITS AND CONFERENCES**

- A. *Parents/Guardians wishing to visit their children during the school day shall register first with the office.* Student visitors in the classroom can be disruptive to the educational process. Student visitation is strongly discouraged. Any visitation to the classroom shall be allowed only with the permission of the school principal.
- B. If there is any question concerning the legal custody of the student, the parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student or legal right of visitation. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Estranged parents may visit their child during school hours with the consent of the custodial parent.

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*Revised*

#### **4.17 STUDENT DISCIPLINE**

- A. The South Conway County School 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:
1. at any time on the school grounds;
  2. off school grounds at a school sponsored function, activity, or event;
  3. 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, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

- C. The District's personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the South Conway County School Board of Education. The Board shall approve any 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 the person in charge, report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

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*Revised*

#### **4.17A LOSS OF PRIVILEGES**

- A. At MJHS, it is a privilege to attend extracurricular activities, school dances, incentive trips, field trips, and the like.
- B. Students who receive the following level of disciplinary intervention may lose the privileges to attend various school functions:
  - 1. 6 or more swats OR
  - 2. or more days out-of-school suspension OR
  - 3. 6 or more days in-school suspension OR
  - 4. or more occurrences of minor disciplinary interventions like lunch detention, etc.
- C. Students who owe fines, charges, or have other financial obligations to MJHS may lose their privileges to attend various school functions.

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*Revised*

#### **4.17B AFTER-SCHOOL DETENTION**

- A. The purpose of after-school detention is to serve as an alternative form of discipline for students violating rules and procedures set forth in the student handbook and those rules not covered in the student handbook.
- B. After-school detention will be held Monday through Thursday from 3:30 p.m. to 3:50 p.m. It will be the responsibility of the parent/guardian to pick up their student by 4:00 p.m. Failure to pick up your child(ren) may result in your child(ren) being taken to the Morrilton Police Station for supervision.
- C. Failure of the student to serve the days assigned to after-school detention will result in additional days assigned. Failure to serve the additional assigned days will result in the student being given out-of-school suspension.

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*Revised*

<b>4.17C SATURDAY SCHOOL</b>
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- A. Students will be given notice prior to the Saturday School, and must return the signed form.
  - 1. **Students will not be admitted to Saturday School without a signed parent acknowledgment**
  - 2. **unless an administrator has given expressed permission prior to the session.**
- B. Upon checking in, each student must have his/her own study materials (books, paper, pencil, etc...)
- C. Student's will be required to attend the Saturday School Session when assigned and study quietly under the direction of the Saturday School Supervisor. Students will receive breaks at the discretion of the Supervisor. Other than breaks periods, students are required to work and study as directed by the Supervisor for the entire four hour session. **If a student does not conform to the study requirements from 8:00 a.m. through 12:00 p.m., that student will be dismissed from Saturday School and will serve In-School Suspension for the next three (3) regular school days. Exceptions will be at the discretion of the Building Principal. Students assigned to Saturday School must arrive before 8:00 am or they will not be admitted.**
- D. Students assigned to Saturday School will comply with the Morrilton Junior High School handbook in matter of dress and conduct.
- E. Productive and meaningful work activities are expected throughout the session.
- F. The exact interpretation and enforcement of Saturday School Rules will be the responsibility of the Building Principal.
- G. **NO SLEEPING!!! PERIOD!!!** If the student cannot stay awake they will be asked to leave and be will be placed in In-School Suspension.

#### 4.18 PROHIBITED CONDUCT - RULES FOR BEHAVIOR

- 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. Prohibited behaviors include, but shall not be limited to the following rules:
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 on tests, nor will a student aid other students in cheating on tests.  
**Penalty: Zero for test - 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. 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 (A.C.A. §6-18-17, A.C.A. §6-18-222).
    - b. The Board of Education does not approve of skip days, and students who participate in skip days will be charged with truancy.  
**Penalty: ISS 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: Suspension 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 policy 2.30**).
  7. **Food and Drink Regulations:** No food or drink will be allowed in the building with the exception of the cafeteria at breakfast and lunch time. When entering the campus, students will not be allowed to have open drink containers or disposable fast food cups.  
**Penalty: Handbook Warning to Suspension**
  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 (A.C.A. §6-21-609, A.C.A. §20-27-701, A.C.A. §20-27-702, A.C.A. §20-27-703).

- Penalty: Corporal Punishment - Expulsion**
9. **Gambling:** Students shall not gamble while on school property, school buses or at school-sponsored events (A.C.A. §5-66-101, et seq; A.C.A. §5-66-112, card games; A.C.A. §5-66-113, games of hazard or skill – betting).
- 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: Corporal Punishment - suspension**
11. **Fighting:**
- a. An altercation between two or more students where punches, pushing, shoving, and/or verbal attacks are made will be considered fighting. All parties involved in the altercation, regardless of who initiated the fight, may be subject to disciplinary actions. An altercation may be considered disorderly conduct (A.C.A. §5-71-207).
- b. The claim of self-defense must normally rely on a reasonable belief that the other party intended to inflict great bodily harm or death and that avoidance but retreating was impossible. Self defense is not simply determined but who threw the first punch.
- 1) 1<sup>st</sup> offense: 3 swats or 3 days in-school suspension
  - 2) 2<sup>nd</sup> offense: 3 days out of school suspension
  - 3) 3<sup>rd</sup> offense: 5 days out of school suspension
  - 4) 4<sup>th</sup> offense: 10 days out of school suspension with possible recommendation to expel
- Penalty: 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 (A.C.A. §5-60-113, school bus drivers; A.C.A. §5-17-207, disorderly conduct; A.C.A. §5-71-208, harassment; A.C.A. §6-17-106, insult/abuse of teachers; A.C.A. §6-18-506).
- Penalty: Corporal punishment – expulsion**
13. **Bullying:**
- a. 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.
- b. 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), or it can be verbal abuse of the student. 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. **Student Dress and Grooming:** At Morrilton Junior High School, we understand that the dress code is a matter of personal opinion and style. To insure a healthy working environment, we must advise that students dress appropriately so there will be no distractions from their education. Measures will be taken to correct the dress code violation through the use of t-shirts, zip-ties, etc. so students can return to class. However, disciplinary action will also be taken for violating the dress code.
- a. Shorts and skirts are permitted; however, they shall be 3 ½ inches (any standard size credit card or driver's license) from the top of the kneecap. No exceptions for leggings.
  - b. Hats and hoods are only allowed in the parking lot, outside corridors, or outside lunch area. No covering (including sweat bands, combs, skull cap/stocking caps, or do-rag/wave caps) is allowed on the head inside of the building at anytime for females or males. Bills should face front and center.
  - c. 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.
  - d. Holes located 3 ½ inches above the top of the kneecap must not reveal skin or articles designed to be underwear. Absolutely no holes allowed in the groin, buttocks or hip area.
  - e. Pajamas are not allowed without permission.
  - f. Girls are allowed to wear sleeveless shirts as long as 3 ½ inches of the shoulder is covered and no bras are visible. Guys must wear shirts that cover arm pits.
  - g. Blouses and shirts must be long enough to keep the midriff, back and stomach covered on a **consistent** basis (even while seated). Students shall not expose skin on the back that is more than 3 ½ inches below the neck line.
  - h. Clothing that reveals “cleavage” is not allowed.
  - i. Sagging is not allowed. Pants are to be worn *above* the hips.
  - j. Any clothing, jewelry, accessory, or hairstyle that the administration deems as inappropriate in an educational setting, presenting a safety concern, or that causes a disruption in the educational process will be prohibited.
  - k. Leggings must be worn with a shirt that comes to mid thigh.
  - l. Student grooming will not be allowed in cafeteria or classrooms and will be restricted to restrooms only.

***The final decision on dress code matters rests with the building principal or designee of the principal.***

**Penalty: Handbook Warning – suspension**

15. **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, be registered with the school and display a current decal. Students are prohibited from sitting in parked vehicles during school hours.

**Penalty: Parking fine/loss of parking privilege - suspension**

16. **Public Display of Affection:** Public display of affection includes, but is not limited to, kissing, hugging, holding hands 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**

17. **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 (A.C.A. §6-21-606; A.C.A. §6-21-607).**

**Penalty: Corporal punishment – expulsion**

18. **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 (A.C.A. §6-21-606; A.C.A. §6-21-607).

**Penalty: Corporal punishment – expulsion**

19. **Reserved for future use.**

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

- a. 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. The student/family must show proof that they are enrolled with a counseling agency recognized by the District or the student will be recommended for expulsion. The District will provide a list of recognized agencies to the principal.
- b. If the student breaks the rule a second time, he will immediately be recommended for expulsion. The student may 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. The student may 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. **Possession of Fireworks:** No student shall possess, use or threaten to use any fireworks.

**Penalty: Corporal punishment - expulsion**

24. **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 (A.C.A §5-71-210, see Rule 39).
- Penalty: Suspension - expulsion**
25. **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 (A.C.A §5-13-205, assault 2<sup>nd</sup>; 5-13-206, assault 3<sup>rd</sup>; A.C.A. §5-13-301, misdemeanor terroristic threat; A.C.A. §6-17-113, duty to report all threats and acts of violence). 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.
- Penalty: Suspension - expulsion**
26. **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 (A.C.A. §571-207), disorderly conduct – “C” Misdemeanor).
- Penalty: Warning - expulsion**
27. **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 (A.C.A. §5-13-203, Batt. 3<sup>rd</sup>; A.C.A. §5-1-102(14); A.C.A. §5-13-206, Assault 2<sup>nd</sup>; A.C.A. §5-13-207, Assault 3<sup>rd</sup>).
- Penalty: Corporal punishment - expulsion**
28. **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: Suspension - expulsion**
29. **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 (A.C.A. §5-14-112, indecent exposure, “A” Misdemeanor) NOTE: Exposing private parts is disorderly conduct. (See Rule 26).
- Penalty: Suspension - expulsion**
30. **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 (A.C.A. §5-38-203; A.C.A. §5-38-204; A.C.A. §5-71-26; A.C.A. §6-21-604; A.C.A. §6-21-605).
- Penalty: Suspension - expulsion**
31. **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: Corporal punishment - expulsion**

32. **Misdemeanor Theft:** Students shall not take or possess property that does not belong to them (A.C.A. §5-36-103; A.C.A. §5-36-106; less than \$500). The parent must make restitution.

**Penalty: Restitution and suspension - expulsion**

33. **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: Corporal punishment - expulsion**

34. **Membership in Fraternities, Sororities, Secret Clubs, Gang Activities or Associations:**

a. 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. Any act of hazing to join such groups or legitimate groups on campus is strictly prohibited. In accordance with the law, any student convicted of hazing shall be expelled from school.

b. 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 educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur (A.C.A. §6-18-601; A.C.A. §6-18-603; A.C.A. §6-18-605; A.C.A. §6-18-606; A.C.A. §6-5-203).

**Penalty: Suspension - expulsion**

35. **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: Loss of computer use privileges and suspension - expulsion**

36. **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**

37. **Possession or Use of Prohibited Weapon:** No student shall, without permission from a school official, 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: Suspension – expulsion**

38. **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 (A.C.A. §6-17-113, duty to report all threats and acts of violence).

**Penalty: Suspension - expulsion**

39. **False Bomb, Fire Alarm/Threat:** A student shall not activate a fire alarm or cause an evacuation (A.C.A. §5-71-211).

**Penalty: Suspension - expulsion**

40. **Assault/Battery with Substantial Risk of Death or Serious Physical Injury:** A student shall not engage in conduct which creates a substantial danger of death or serious physical injury to another person (A.C.A. §5-13-201, Batt; I; A.C.A. §5-13-202, Batt. II; A.C.A. §5-13-204, Agg. Assault; A.C.A. §5-13-205, 1<sup>st</sup> Deg. Assault; A.C.A. §5-1-102(19)).

**Penalty: Suspension - expulsion**

41. **Assault/Battery on Staff:** No student shall strike or attempt to strike a teacher or other school personnel (A.C.A. §5-13-201, Battery I; A.C.A. §5-13-202 – “serious physical injury,” Battery II which also includes intentionally causing “physical injury” to teacher or 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 (A.C.A. §5-14-108 Sexual abuse – 1<sup>st</sup> degree-C felony’ A.C.A. §5-14-103 Rape –Y felony).

**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 (A.C.A. §5-12-102; A.C.A. §5-12-103).

**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 (A.C.A. §5-36-103; A.C.A. §5-36-106).

**Penalty: Restitution and suspension - expulsion**

45. **Felony Theft – Student 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, (A.C.A. §5-36-103; A.C.A. §5-36-106) parents must make restitution.

**Penalty: Restitution and suspension - expulsion**

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

- A. 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 (A.C.A. §5-64-401).
- B. 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.
- C. Students of South Conway County 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 local, state or federal laws.

**Penalty: Suspension - expulsion**

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 (A.C.A. §6-21-604) (A.C.A. §5-38-203; A.C.A. §9-27-330; A.C.A. §9-27-331).

**Penalty: Restitution and suspension – expulsion**

48. **Arson:** No student shall deliberately burn or attempt to burn school property (A.C.A. §5-38-301).

**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, 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 (Gun-Free Schools Act of 1994: Act 567 of 1995; A.C.A. §5-73-102; A.C.A. §5-73-104; A.C.A. §5-73-108; A.C.A. §5-73-119; A.C.A. §5-73-120; A.C.A. §5-73-122; A.C.A. §6-21-608).

**Penalty: Reported to legal authorities and suspension - expulsion**

50. **Horseplay:** Students should not participate in rough play or scuffling here defined as horseplay.

**Penalty: Warning – suspension**

51. **Behavior Not Covered:** South Conway County 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.

***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 (A.C.A. 5-73-128.)***

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*Revised*

#### **4.19 CONDUCT TO/ FROM SCHOOL AND 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. 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. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.
- C. The South Conway County School District will provide the best transportation program possible for the greatest number of students. Only those students residing in the school district who are attending school are eligible for bus transportation.
- D. All students will be assigned a section of the bus in which to sit, beginning with Westside students in the first rows, followed by Reynolds, Morrilton Elementary, Morrilton Intermediate, MJHS and MHS, in that order. The first row of the bus may be used to assign seats to students from any school who require close supervision.
- E. General rules for riding the school bus:
1. Be at your bus stop five minutes prior to your estimated pickup time and stand a safe distance from the road.
  2. Do not play on the roadways while waiting for the bus.

3. Wait until the bus stops and the driver signals it is safe to approach or cross in front of the bus.
4. Always cross the road in front of the bus where the driver can see you. Never cross the road behind the bus.
5. Wait until the bus leaves the area before you cross the road to check the mail.
6. If you miss the bus, do not hitchhike to school.
7. Enter and leave the bus quickly and orderly.
8. The school bus is an extension of the classroom and all classroom rules of conduct apply.
9. While riding the bus:
  - a. All students are to follow the directions of the bus driver at all times.
  - b. Respect your driver. *Act 814 of 1997 makes it unlawful for any person or persons to threaten curse or use abusive language to a school bus driver in the presence of students.*
  - c. Respect the rights of other riders - no harassment or intimidation of other riders will be tolerated.
  - d. Find your seat and remain seated and facing forward while the bus is moving.
  - e. Keep bus aisle clear of books, bags, feet, legs, etc. at all times.
  - f. No balloons, flowers or other items that cannot be stored in a backpack will be permitted on the bus.
  - g. Speak softly; no loud or distracting noises are allowed.
  - h. Any act that jeopardizes the safety of students on the bus is prohibited.
  - i. No food, drinks, candy or gum will be allowed on the bus.
  - j. Do not bring water guns, rubber bands or any shooting devices on the bus.
  - k. Do not put hands, arms, legs or head out the windows or doors.
  - l. Do not throw objects in the bus or out the windows of the bus.
  - m. No drugs, alcohol or tobacco product of any kind is allowed on the bus.
  - n. No matches, lighters or other flammable materials are allowed on the bus.
  - o. Do not tamper with emergency windows, doors and other safety equipment on the bus.
  - p. The use of cell phones is ***prohibited*** on school buses transporting students to and from school during the defined school day
  - q. No vandalism to school or personal property is allowed. *Act 36 of 1987 makes the parents of a minor child responsible for reimbursing the school for any damages caused by the minor child up to \$5,000.00.*

F. **Disciplinary procedure** - Students causing discipline problems on the bus will be reported to the Director of Transportation. They will be handled as School Bus Behavior Problems.

1. First Offense - Director of Transportation will meet with the student and notify parents of the problem by phone and in writing.
2. Second Offense- Student will be denied transportation privileges five days and will meet with the Director of Transportation and/or building principal. Parents will be notified by phone and in writing.

3. Third Offense - Student will be denied transportation privileges ten days and will meet with the Director of Transportation and/or building principal. Parents will be notified by phone and in writing.
4. Fourth Offense - Student will be denied bus riding privileges for the remainder of the year and will meet with the Director of Transportation and/or building principal. Parents will be notified by phone and in writing.

**\*For offenses determined severe in nature, the District has the right to surpass the first three (3) disciplinary procedures and immediately deny a student bus privileges.**

**NOTICE!** Any student who needs to ride a different bus than his/her own for any specific reason or who does not ride a bus regularly and needs to ride a bus for any specific reason must have a written request signed one day in advance by the parent or guardian and approved by the Director of Transportation before he/she will be allowed on a bus other than his/her regular bus.

**IT IS A PRIVILEGE TO RIDE A SCHOOL BUS, NOT A RIGHT!**

If you have any questions or concerns, please contact Brian Bunch, Transportation Director at 345-9421 or via Email at [bbunch@sccsd.k12.ar.us](mailto:bbunch@sccsd.k12.ar.us)

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**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 it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration. Local law enforcement will be contacted in the event the student refuses to leave the classroom voluntarily with the school administrator.

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*Revised*

**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 gestures, vulgar, abusive or insulting language,



taunting, threatening, harassing or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious or sexual slurs.

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

**Penalty: Suspension to expulsion**

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*Revised*

#### **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 students to learn and function properly in our schools.
- B. Therefore, no student in the South Conway County 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.
- C. Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.
- D. 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.

**Penalty: Suspension to Expulsion**

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*Revised*

#### **4.26 GANGS AND GANG ACTIVITIES**

- 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 occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

- B. The following actions are prohibited by students on school property or at school functions:
  - 1. Wearing or possessing any clothing, bandanas, dew rags, 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 South Conway County 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.

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*Revised*

#### **4.29 INTERNET SAFETY AND ELECTRIC DEVICE**

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

- C. 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.
- D. **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:
1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  3. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- E. **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:
1. interacting with other individuals on social networking websites and in chat rooms;
  2. Cyberbullying awareness; and
  3. Cyberbullying response.
- F. **Misuse of Internet:** The opportunity to use the District’s technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:
1. The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district’s technology network security or Internet filtering software;
  2. The altering of data without authorization;
  3. Disclosing, using, or disseminating passwords, whether the passwords are the student’s own or those of another student/faculty/community member, to other students;
  4. 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.
  5. Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;

6. Using electronic devices to access or create sexually explicit or pornographic text or graphics;
7. Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

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*Revised 4/14/14*

#### **4.30 SUSPENSION FROM SCHOOL**

- A. Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:
  1. Is in violation of school policies, rules, or regulations;
  2. Substantially interferes with the safe and orderly educational environment;
  3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
  4. Is insubordinate, incorrigible, violent, or involves moral turpitude.
- 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), legal guardian(s), or to the student if age 18 or older, prior to the suspension. Such notice shall be handed to the parent(s) legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.
- D. Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

- 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. During the period of their suspension, students serving in-school suspension shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.
- I. Out-of-School suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board of Education. In-School suspensions initiated by the principal or his/her designee may NOT be appealed to the Superintendent or the Board of Education.
- J. Out-of-School suspensions initiated by the Superintendent may be appealed to the Board.
- K. Students will be assigned to no more than six (6) days of in-school suspension per semester. After which, the only suspension will be an out-of-school suspension. Students who have served two home suspensions **shall** be considered for expulsion for a third home suspension. Home suspensions will accumulate for the year and will not start over at semester.

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*Revised*

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

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*Revised*

#### **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.
- 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 after-hours telephone number.



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

- A. Students with communicable diseases or with human host parasites that are transmittable in the 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 B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.
- B. To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any bloodborne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).
- C. 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. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- D. 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.
- E. 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.
- F. Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

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*Revised*

#### **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.
- 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. Parents are required to meet with the nurse to develop a health care and emergency plan for their child. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity and type of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity and type of the medication(s).
- 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.
- D. Students with an individualized health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP.
- E. The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (Ritalin) and amphetamine sulfate (Adderall).<sup>1</sup> To help ensure their safe keeping, any such medications brought to the school nurse shall be stored in a double locked cabinet.
- F. For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP and 504 plans.<sup>2</sup>
- G. The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.
- H. Students who have written permission from their parent or guardian and a licensed health care provider to self-administer either an asthma inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-

administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The parent or guardian of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

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

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*Revised*

#### **4.36 STUDENT ILLNESS / ACCIDENT**

- 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.

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*Revised*

#### **4.37 EMERGENCY DRILLS**

- A. All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than four (4) times per year with at least one each in the months of September, October, January, and February. Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

- B. Other types of emergency drills may also be conducted. These may include, but are not limited to:
1. Earthquake.
  2. Act of terrorism.
  3. Chemical spill.
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*Revised*

#### **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.
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*Revised*

#### **4.39 CORPORAL PUNISHMENT**

- A. The South Conway County 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 alternative forms of discipline including suspension.
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*Revised*

#### **4.40 HOMELESS STUDENTS**

- A. The South Conway County 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. Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.
1. To the extent feasible, the District shall do one of the following according to what is in the best interests of the 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.)
  2. 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;
  3. continue educating the child in his/her school of origin who becomes permanently housed during an academic year for the remainder of the academic year; or
  4. enroll the homeless child in the school appropriate for the attendance zone where the child lives.
- C. 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.
- D. 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.
- E. 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.
- F. 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; and includes
  4. are migratory children who are living in circumstances described in clauses (a) - (c).
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*Revised*

#### **4.41 PHYSICAL EXAMINATIONS OR SCREENINGS**

- A. The South Conway County 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 to 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 using the form provided 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.
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*Revised*

#### **4.42 STUDENT HANDBOOK**

- A. It shall be the policy of the South Conway County 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.
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*Revised*

#### **4.42A LOST AND FOUND**

- A. The school cannot assume responsibility for loss of personal items. However, if it is reported immediately, every effort will be made to help locate the lost item. ***ALL PERSONAL ITEMS SHOULD BE CLEARLY MARKED FOR IDENTIFICATION. ITEMS NOT NEEDED FOR SCHOOL WORK SHOULD BE LEFT AT HOME.***
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*Revised*

#### **4.42B SCHOOL PROPERTY**

- A. As good citizens, students are obligated to respect and protect all school property and help keep the building, furniture and school equipment as attractive as possible. If a student is guilty of defacing or destroying school property, he/she will be expected to pay for the property to the extent of replacing as new or as good as new and face disciplinary action.
- B. Failure to pay for lost or damaged property when required to do so may result in a students' not being allowed to participate in extracurricular activities (athletics, field trips, school dances, etc.).
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*Revised*

#### **4.42C SCHOOL TELEPHONE**

- A. The telephone is a business phone. Students are not to use it for making social arrangements or unnecessary calls. Messages will be delivered to students in case of emergencies. Students are not taken out of class to talk on the phone unless it is an extreme emergency. **NOTE: Only the phone in the office shall be used to call home due to an illness. The use of cell phones by students during the school day is prohibited.**
- B. Parents/guardians and students are asked to make necessary arrangements for after school transportation while at home each morning before coming to school.
- C. Remember to plan ahead for emergencies, because plans often must change. Be sure your child knows what to do on those occasions!
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*Revised*

#### **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 his/her of their dignity, detracts from the safe environment necessary to promote student learning and will not be tolerated by the Board. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off the school property 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.

- B. 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 causes or creates a clear and present danger of:
1. 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 Physical harm to a public school employee or student or damage to the public school employee's or student's property;
  2. Substantial interference with a student's education or with a public school employee's role in education;
  3. 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
  4. Substantial disruption of the orderly operation of the school or educational environment;
- C. 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;
- D. 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
- E. Substantial disruption means without limitation that any one or more of the following occur as a result of the bullying:
1. Necessary cessation of instruction or educational activities;
  2. Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
  3. Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
  4. Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.
- F. Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:
1. Sarcastic "compliments" about another student's personal appearance.
  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 personal characteristics.



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 students(s), possessions or others.
  11. Electronic forms of bullying (Cyber-bullying) which include, but are not limited to email, text messaging, blogging, etc.
- G. Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal.
- H. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.
- 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.
- J. Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences to 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.

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*Revised*

<b>4.44A DAILY SCHEDULE</b>
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- A. Buildings will be opened for the entrance of students at 7:30 a.m. School buildings will not be opened to the students without a teacher in charge.
- B. Instruction Begins..... 8:00 a.m.  
School Dismisses..... 3:15 p.m.
- C. MJHS campus will close at 3:45 p.m. daily. On days when athletic events are scheduled, all students will be instructed to leave the gym and cafeteria areas until a gatekeeper is at his/her station and are ready to sell tickets for the event.

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*Revised*

<b>4.45 SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2015, 2016, 2017</b>
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- A. 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 Smart Core Waiver 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 the 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 for in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the student's permanent records. This policy is to be included in student handbooks for grades 6 – 12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.
- B. 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.
- C. 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.
- D. 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.
  - 1. Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
  - 2. 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;
  - 3. Discussions held by the school's counselors with students and their parents; and/or
  - 4. Distribution of a newsletter(s) to parents or guardians of the district's students.
- E. An Administrator, 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.

- F. 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. However, the South Conway County School District requires a minimum of 26 units for graduation. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.
- G. SMART CORE: Sixteen (16) units
2. English: four (4) units – 9th, 10th, 11th, and 12th
  3. Oral Communications: one-half (1/2) unit
  4. Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
    - a. Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9
    - b. Geometry or Investigating Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10
    - c. 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.
    - d. Algebra II
    - e. Beyond Algebra II: this can include Pre-Calculus, Calculus, 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
    - f. (Comparable concurrent credit college courses may be substituted where applicable)
  5. Natural Science: a total of three (3) units with lab experience chosen from one unit (1) of Biology; and two (2) units chosen from the following three categories (there are acceptable options listed by the ADE for each)
    - a. Physical Science
    - b. Chemistry
    - c. Physics or Principles of Technology I & II or PIC Physics
    - d. Social Studies: three (3) units
    - e. Civics One-half (1/2) unit
    - f. World History – one (1) unit
    - g. American History – one (1) unit
    - h. 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.
    - i. Health and Safety: one-half (1/2) unit
    - j. Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3)

social studies credits or the six (6) required Career Focus elective credits.<sup>10</sup>

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

H. CAREER FOCUS: - Six (6) units –

I. 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.

J. However, the South Conway County School District requires a minimum of 26 units for graduation.

K. CORE: Sixteen (16) units

1. English: four (4) units – 9, 10, 11, and 12
2. Oral Communications: one-half (1/2) unit
3. Mathematics: four (4) units
  - a. Algebra or its equivalent\* - 1 unit
  - b. Geometry or its equivalent\* - 1 unit
  - c. All math units must build on the base of algebra and geometry knowledge and skills.
  - d. (Comparable concurrent credit college courses may be substituted where applicable)
  - e. A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.
4. Science: three (3) units
  - a. at least one (1) unit of biology or its equivalent
  - b. one (1) unit of a physical science
5. Social Studies: three (3) units
  - a. Civics, one-half (1/2) unit
  - b. World history, one (1) unit
  - c. U.S. history, one (1) unit
6. Physical Education: one-half (1/2) unit  
Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.
7. Health and Safety: one-half (1/2) unit
8. Economics – one half (1/2) unit – 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.<sup>10</sup>
9. Fine Arts: one-half (1/2) unit

L. Career Focus: - Six (6) units –

1. 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.
2. However, the South Conway County School District requires a minimum of 26 units for graduation.
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*Revised 4/14/14*

<b>4.45.1 SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2018 AND THEREAFTER</b>
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- A. 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.
- B. 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.
- C. 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.
- D. 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.
  1. Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
  2. 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;
  3. Discussions held by the school's counselors with students and their parents; and/or
  4. Distribution of a newsletter(s) to parents or guardians of the district's students.

- E. 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.
- F. **GRADUATION REQUIREMENTS:** The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the District requires an additional four (4) units to graduate for a total of 26 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.
- G. **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.
- H. **SMART CORE: Sixteen (16) units**
1. English: four (4) units – 9th, 10th, 11th, and 12th
  2. Oral Communications: one-half (1/2) unit
  3. Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
    - a. Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9
    - b. Geometry or Investigating Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10 \*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.
    - c. Algebra II
    - d. 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
    - e. (Comparable concurrent credit college courses may be substituted where applicable)
  4. Natural Science: a total of three (3) units with lab experience chosen from with one unit of Biology; and Two units chosen from the following three categories (there are acceptable options listed by the ADE for each)
    - a. Physical Science
    - b. Chemistry
    - c. Physics or Principles of Technology I & II or PIC Physics
  5. Social Studies: three (3) units
    - a. Civics one-half (1/2) unit
    - b. World History - one unit

- c. American History - one unit
- 6. Physical Education: one-half (1/2) unit  
**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.
- 7. Health and Safety: one-half (1/2) unit
- 8. Economics – one half (1/2) unit – 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.
- 9. Fine Arts: one-half (1/2) unit

I. **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.

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

- 1. English: four (4) units – 9, 10, 11, and 12
- 2. Oral Communications: one-half (1/2) unit
- 3. Mathematics: four (4) units
  - a. Algebra or its equivalent\* - 1 unit
  - b. Geometry or its equivalent\* - 1 unit
  - c. All math units must build on the base of algebra and geometry knowledge and skills.
  - d. (Comparable concurrent credit college courses may be substituted where applicable)
  - e. \*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.
- 4. Science: three (3) units
  - a. at least one (1) unit of biology or its equivalent
  - b. one (1) unit of a physical science
- 5. Social Studies: three (3) units
  - a. Civics one-half (1/2) unit
  - b. World history, one (1) unit
  - c. American History, one (1) unit
- 6. Physical Education: one-half (1/2) unit  
**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.
- 7. Health and Safety: one-half (1/2) unit
- 8. Economics – one half (1/2) unit – 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.
- 9. Fine Arts: one-half (1/2) unit
- 10. **CAREER FOCUS: - Six (6) units:** All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district

and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

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*Revised 4/14/14*

#### **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.
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*Revised*

#### **4.47 ELECTRONICS**

- A. Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.
- B. As used in this policy, “electronic devices” mean anything that can be used to transmit or capture images, sound, or data.
- C. Misuse of electronic devices include, but is not limited to:
  - 1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
  - 2. Permitting any audible sound to come from the device when not being used for reason #1 above;
  - 3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during and 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, processing an indecent visual depiction of oneself or another person.
- D. 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.



- E. Before normal school hours, during assigned lunches, and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside of the regular school day is permitted to the extent and within the limitations allowed by the event or the activity the student is attending.
- F. The student and /or the student's parent or guardians expressly assume any risk associated with the students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians.<sup>1</sup> Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.<sup>2</sup>
- G. Students who use a school issued cell phone and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.<sup>23</sup>
- H. The use of cell phones is *prohibited* on school buses transporting students to and from school during the defined school day.
- I. **MJHS CONSEQUENCES:**
  - 1. 1<sup>st</sup> Offense: Student must pick device up in the office at the end of the day<sup>2</sup><sup>nd</sup> Offense
  - 2. 3 days of lunch detention and student picks up the phone or device at the end of the day
  - 3. 3rd Offense: Corporal punishment or 5 days of lunch detention and parents pick up the phone or device
  - 4. 4th offense: Corporal punishment or 3 days in-school suspension and parents pick up phone or device
  - 5. 5th offense: 5 days in-school suspension and parents pick up phone or device

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*Revised*

<b>4.48 VIDEO SURVEILLANCE</b>
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- 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<sup>1</sup> 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.<sup>2</sup>
- 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.

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*Revised*

#### **4.49A SPECIAL SERVICES**

- A. Many special services are available to assist your child. Some of the services available include:
  - 1. Media center personnel,
  - 2. Guidance counselor,
  - 3. Talented and gifted personnel,
  - 4. Physical education,
  - 5. Special education services
  - 6. school nurse,
  - 7. Food services

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*Revised*

#### **4.55 PROMOTION / RETENTION**

- A. 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. Each school in the South Conway County School District shall include in the student handbook, the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention shall be included with the student's grades sent home to each parent/guardian. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

- B. Promotion or retention of students shall be primarily based on the criteria included in the student handbook. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal.
- C. Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in an individualized 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.
- D. In addition to the Benchmark Exam requirements, students who take a course requiring a general end-of-course (EOC) assessment must receive a score of proficient on the initial assessment or successfully participate in an Individualized Academic Improvement Plan (IAIP) created for them to receive academic credit for the course and to be able to graduate. If the course is Algebra I, the student must take the high stakes EOC assessment and receive a score of passing on the original or subsequent assessment or receive a passing score on an alternative assessment as provided by law to be able to receive academic credit for the course and to be able to graduate.
- E. Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

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*Revised*

<b>4.56 EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS</b>
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A. **Definitions:**

1. “**Academic Courses**” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.
2. “**Extracurricular activities**” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples

include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

3. **“Field Trips”** are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.
4. **“Interscholastic Activities”** means athletic or non-athletic/academic activities where students compete on a school vs. school basis.
5. **“Intrascholastic Activities”** means athletic or non-athletic/academic activities where students compete with students from within the same school.
6. **“Supplemental Improvement Program (SIP)”** is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

**B. Extracurricular Eligibility**

1. The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities with the expectation not exceed one per week per extracurricular activity (tournaments excepted). Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.
2. Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The principal 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.

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

**D. ACADEMIC REQUIREMENTS: Junior High**

1. 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.

2. 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.
3. 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.
4. 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.

**E. ACADEMIC REQUIREMENTS: Senior High**

1. In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:
  - a. Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
  - b. 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.

**F. 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).

**G. 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.

**H. Intrascholastic Activities**

1. **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.
2. **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).

<b>4.56.2 EXTRACURRICULAR ACTIVITIES – HOME SCHOOL STUDENTS</b>
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- A. 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.
- B. 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.
- C. Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.
- D. 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.
- E. To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.
- F. A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.
- G. The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11<sup>th</sup>) 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.
- H. 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:
  - 1. standards of behavior and codes of conduct;

2. attend the practices for the interscholastic activity to the same extent as is required of traditional students;
  3. required drug testing;
  4. permission slips, waivers, physical exams; and
  5. participation or activity fees.
- I. 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.
- J. 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.
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*Revised 4/14/14*

#### **4.57 TRUANCY AND TARDINESS**

- 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 5 minutes late without permission, they are considered truant.
- B. Tardiness to class is disruptive and repeated tardiness cannot be tolerated. If a student misses more than 25 min. in any class period, it is considered an absence.
- C. The consequences for habitual tardies in one class per semester are as follows:
1. 3 Tardies – 1 day lunch detention
  2. 4 Tardies – 3 days lunch detention
  3. 5 Tardies – 5 days lunch detention
  4. 6-8 Tardies –3 days in-school suspension or Corporal Punishment
  5. 9 Tardies – Out-of-School Suspension
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*Revised*

#### **4.60 COMPLAINTS AND GRIEVANCES**

- A. The South Conway County School District's grievance procedure, including steps to be followed by students to resolve a grievance is as follows. The following procedures will be used for filing, processing and resolving alleged Title VI (race), Title IX (sex), Section 504 (handicap) and discrimination complaints of students.
- B. Every student of the South Conway County School District is guaranteed the right to present his grievance, in accordance with the provisions of this policy, free from interference, coercion, restraint, discrimination or reprisal.
- C. DEFINITIONS

1. **Discrimination Complaint:** A complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex, qualified handicap or age.
2. **Student Grievant:** A student of the South Conway County School District who submits a complaint alleging discrimination based on race, color, national origin, sex or qualified handicap.
3. **Equity Coordinator:** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the civil rights laws and other state and federal laws addressing equal educational opportunity. The Coordinator is responsible for processing complaints.
4. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisor responsibility for procedures and policies in those areas covered in the complaint.
5. **Day:** Means a working day. The calculation of days shall exclude Saturdays, Sundays and holidays.

D. **Filing and Processing Discrimination Complaints**

1. **Step I -** The grievant submits complaint to the Equity Coordinator, stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within thirty (30) days of alleged violation. Complaint forms are available in the school office or the Equity Coordinator's office. The Equity Coordinator issues a decision to the student or employee. If the grievant or respondent is not satisfied with the decision, they must notify the Equity Coordinator and request a hearing with the Superintendent.
2. **Step II -** The Equity Coordinator schedules a hearing with the grievant and Superintendent. The Superintendent issues a decision following the hearing. If the grievant or respondent is not satisfied with the decision, they must notify the Equity Coordinator and request a hearing with the governing board.
3. **Step III -** The Equity Coordinator notifies the governing board after receiving the request. The Equity Coordinator schedules a hearing with the governing board. A hearing is to be conducted within thirty (30) days from the date of notification to the governing board. The governing board issues a final written decision after the hearing regarding the validity of the grievance and any action to be taken.

E. **General Provisions**

1. **Extension of Time:** Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from the date that complaint is filed until complaint is resolved shall be no more than 180 days.
2. **Access to Records and Regulations:** The South Conway County School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap or veteran upon request. All parties to the grievance procedure shall have the right to examine any and all records relating to the complaint. For the purpose of confidentiality, names may be omitted.



3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the permanent record file. Complaint records shall be maintained on file for three years after complaint resolution.
- F. All parties will be provided with an appropriate amount of time, as established by the governing board, for a general presentation of the situation.
- G. Each party will be provided with the opportunity to provide witnesses and evidence and the right to question opposing witnesses concerning the situation.
- H. Each party will have the right to be represented in whole or in part by a person of his/her own choosing.
- I. The grievant will have the right to a confidential or public grievance hearing.

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*Revised*

#### **4.61 DAILY ATTENDANCE FOR PARTICIPATION**

- A. Students that miss any part of the regular school day are ineligible to participate in games, practices, performances, contests or credited work programs unless the absence is cleared by the building principal in advance.

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*Revised*

#### **4.62 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.

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*Revised*

#### **4.64 SCHOOL SPONSORED TRIPS**

- A. Students shall be permitted to return from school sponsored events with parents upon request of the parents. The parent will sign out the student at the school event.
- B. A student may lose the right and/or privilege to go on school sponsored trips due to discipline.

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*Revised*

#### **4.66 FOOD SERVICE**

It shall be the policy of the Board of Education that:

- A. Free or reduced price lunches shall be provided for children whose parents meet eligibility requirements as set by the Arkansas Department of Education and the U.S. Department of Agriculture. Parents must fill out forms provided by the school to determine eligibility before free and reduced lunches can be served.
- B. Student Lunch Charges - Students who need to charge meals for any reason will be allowed to do so up to a maximum of five (5) times.
  - 1. When a student has five (5) unpaid charges, he (or) she will no longer be able to charge a meal.
  - 2. When a student has three (3) charges, the student and the parent shall be notified of the number of charges the student has, along with an account history, and that after two more charges the student will no longer be served lunch in the school cafeterias until such time as the lunch room charges are paid in full.
  - 3. Parents who wish may request that their child be served a sandwich after the maximum five charges and until such time as the lunch room charges are paid in full. Normally this sandwich will be American Cheese. A glass of water will be available to the student if he/she desires.
- C. Student lunch charges will not be permitted after May 1.

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*Revised 6/14/04*

#### **4.67 USE OF STUDENTS BY COMMUNITY ORGANIZATIONS**

- A. 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.

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*Revised*

#### **4.68 SOLICITATIONS-STUDENTS**

- A. Participation in any fund raising or charity drive sponsored by the school or outside agency shall be entirely voluntary as far as each student is concerned. There shall be no cause for embarrassment to those who do not or cannot participate or contribute.
- B. All fund raising and charity drives sponsored by a school must receive the approval of the principal. In no case will approval be given for such activities during the regular school day.

- C. Distribution of materials, advertisements and literature through schools - Materials submitted by outside agencies are not to be distributed to the students or sent to the homes unless authorization of such distribution has come from the Superintendent of Schools.

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*Revised*

## **5.8 USE OF COPYRIGHTED MATERIALS**

### **Use of Copyrighted Work in Face-to-Face Classroom**

- A. 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 his 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**

#### **B. Definitions:**

1. “**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:
    2. The date set by the teacher for an assignment to be submitted; or
    3. The date on the school calendar for the end of classes.
  4. “**Course packs**” are premade compilations of book excerpts; newspaper, magazine, and journal articles; and instructor-authored materials.
  5. “**Mediated Instructional activities**” includes textbooks, workbooks, and course packs.
  6. “**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.
- C. 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.
- D. The District shall make sure the server where materials are stored is secured, whether the server is located locally or remotely.
- E. 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;
    - a. Each student shall have a unique ID and password for accessing digital courses/materials; or
    - b. Each course shall have a unique password to access course materials; and
    - c. 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;
    - a. The print function will be disabled;
    - b. A transparency shall be placed over any literary work, sheet music, or photograph;
    - c. Audio and video transmissions will be set to be streamed; and
    - d. The link to the webpage with a copyrighted work shall be deactivated at the end of the applicable class session.
- F. 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:
1. 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;
  2. The extent of a copyrighted work that is used must comply with one or more of the following criteria:
    - a. 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.
    - b. 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.
    - c. 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.
    - d. Works primarily produced or marketed for use in the digital education market may not be transmitted.
    - e. Works the teacher had knowledge or reasonably believes to be unlawfully made or acquired may not be used.
    - f. Mediated Instructional activities may not be transmitted.
  3. 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:

- a. Course syllabus;
  - b. Home webpage for the course;
  - c. Webpage for the particular class session; and/or
  - d. Webpage with the copyrighted work.
- G. 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:
1. The amount converted is only the amount allowed by law; **and**
  2. The District has no digital copy of the copyrighted work available; **or**
  3. 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.
- H. The District will not be responsible for any employee violations of the use of copyrighted materials.
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*Revised: 4/14/14*

## **5.11 DIGITAL LEARNING COURSES**

- A. **Definitions**, For the purposes of this policy
1. "Blended Learning" is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.
  2. "Digital Learning" means a digital technology or internet-based educational delivery model that does not rely exclusively on compressed interactive video (CIV). Digital learning includes online and blended learning.
  3. "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).
  4. "Instructional Materials" means:
    - a. Traditional books, textbooks, and trade books in printed and bound form;
    - b. Activity-oriented programs that may include:
      - 1) Manipulatives;
      - 2) Hand-held calculators;
      - 3) Other hands-on materials; and
    - c. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.
  5. "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**

- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. Students may take more than one (1) digital learning courses.
- H. The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course.
- I. 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.
- J. Students graduating in the class of 2018 and thereafter shall be required to complete at least one digital learning course to complete graduation requirements in the South Conway County School District.

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*Revised: 4/14/14*

<b>5.14 HOMEWORK</b>
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- A. Homework is considered to be part of the educational program of the District.
  - B. 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.
  - C. Teachers are aware of the potential problem students may have completing assignments from multiple teachers and will limit the amount of homework they give from day to day.
  - D. Parents shall be notified of this policy at the beginning of each school year.
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*Revised*

#### **5.14A SUPPLIES AND TEXTBOOKS**

- A. Each student will furnish his/her own school supplies. Parents/guardians should check with their student periodically to determine if additional supplies are needed.
  - B. Textbooks are provided for student use free of charge. Students are responsible for lost or damaged books and will be expected to pay for replacements.
  - C. Failure to pay for lost or damaged books when required to do so may result in a student's not being allowed to participate in extracurricular activities (athletics, field trips, school dances, etc.).
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*Revised*

#### **5.14B PLAGIARISM**

- A. Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. Plagiarism is an act that will have serious academic consequences in high school and in college. Forms of plagiarism range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet. All are plagiarism.
- B. *There are two main things all school students should know about plagiarism:*
  - 1. **Plagiarism in most instances is easy to identify and expose.** The very force that makes plagiarism easy and tempting to some students--the internet--makes its detection easy. Most teachers can locate the source of suspected plagiarism within a few minutes of searching the web. In this context, plagiarism is as much ignorance as it is dishonesty. Students should be aware that all teachers have access online tools that are very effective resources for catching plagiarism. Further, the experienced teacher will always be able to distinguish the fluency of sentences and word choice of adolescent writers when compared to university students or professional writers. It is this latter that uncovers most plagiarism in high school.

2. *All parties to plagiarism are considered equally guilty.* If you share your coursework with another student and he or she plagiarizes it, you are considered as guilty as the one who has plagiarized your work, since you enabled the plagiarism to take place. *Under no circumstances should a student make his or her coursework available to another student unless the teacher gives explicit permission for this to happen.*
- C. Students who plagiarize are likely to be caught, and the consequences will be severe and will include anyone who enabled the plagiarism to take place. All student work produced for school will be subject to an electronic database to determine plagiarism.
- D. Consequences for plagiarizing work will range from redoing the project for half (1/2) credit for first time offenders to receiving no credit for second time offenders.
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*Revised*

## **5.15 GRADING POLICY**

- A. Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period to keep parents/guardians informed of their student's progress.
- B. The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.
- C. The grades of a child in foster care shall not be lowered due to an absence from school due to:
1. A change in the child's school enrollment;
  2. The child's attendance at a dependency-neglect court proceeding; or
  3. The child's attendance at court-ordered counseling or treatment.
- D. The grading scale for all schools in the District shall be as follows.
- |   |                |
|---|----------------|
| A | = 100 – 90     |
| B | = 89 – 80      |
| C | = 79 – 70      |
| D | = 69 – 60      |
| F | = 59 and below |
- E. For the purpose of determining grade point averages, the numeric value of each letter grade shall be



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

- F. The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.
- G. The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the District with those earned outside the District. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the District times the transferred grade from outside the District plus the percentage of days in the grading period while in the District times the grade earned in the District.
- H. For example: The grading period had 40 days. A student transferred in with a grade of 83% earned in 10 days at the previous school. The student had a grade of 75% in our District's school earned in the remaining 30 days of the grading period. 10 days is 25% of 40 days while 30 days is 75% of 40 days. Thus the final grade would be  $.25 (83) + .75 (73) = 75.5\%$ .

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*Revised*

### 5.15A REPORTS TO PARENTS / GUARDIANS

- A. Report cards will go home at the end of each 9-week grading period. Progress reports will be sent home at the mid-point in each grading period.
- B. Non-custodial parents with visitation rights may request current scholastic records.

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*Revised*

### 5.15B EXEMPTIONS (GRADES 7-8)

- A. Students may earn up to three (3) days of exemption from school by meeting the following criteria:
  1. Earn one (1) days of exemption, to be taken on the last day of the FALL semester, by scoring proficient or advanced in literacy on the ACTAAP Assessment.
  2. Earn one (1) days of exemption, to be taken the last day of the SPRING semester, by scoring proficient or advanced in mathematics on the ACTAAP Assessment.
  3. Earn one (1) day of exemption, to be taken on the Friday prior to SPRING BREAK, by scoring proficient or advanced in science on the ACTAAP Assessment
- B. Exemption from Semester tests.

1. **Fall Semester** - There will be no final test exemptions for the fall semester. The semester test will equal 20% of the semester grade.
2. **Spring Semester**
  - a. Students may be exempt from taking their second semester test only provided they meet the following criteria:
    1. A and no more than 5 absences – second semester
    2. B and no more than 5 absences – second semester
  - C. A student who chooses to take a semester test, even if he meets the requirements for exemption, should do so with the understanding that the grade will not lower his/her semester grade.
  - D. All absences EXCEPT school business will count as an absence from class in the semester test exemption policy. This includes medical, in school suspension and out of school suspension.
  - E. Students transferring to MJHS during the second semester must finish the necessary attendance information from their previous school to make this determination.
  - F. Students transferring during the fourth quarter will not be exempt from exams.

\*Semester tests will not be given early. If a student has an approved absence during semester exams, they must complete exams upon return by appointment with the office.

*Revised*

## **5.20 WEBSITE PRIVACY POLICY**

- A. The South Conway County 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 neither 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.

*Revised*

## 5.26 ALTERNATIVE LEARNING ENVIRONMENT (ALE)

- A. The District shall have an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a District School. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in an ALE shall not be punitive in nature.
- B. The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. A Student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.
- C. The team should be comprised of the following:
1. a school counselor from the referring school;
  2. the ALE administrator and/or ALE teacher;
  3. the building principal or assistant principal from the referring school
  4. a parent or legal guardian (if they choose to participate)  
**Note:** The district shall document its efforts to contact the student's parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian's convenience, and maintain such documentation in the student's Student Action Plan (SAP).
  5. LEA special education/504 representative (if applicable);
  6. at least one (1) of the student's regular classroom teacher(s); and
  7. if the District so chooses, the student
- D. Students who are placed in the ALE shall exhibit at least two of the following characteristics in D 1-5 and E 1-8.
1. Disruptive behavior
  2. Drop out from school
  3. Personal or family problems or situations
  4. Recurring absenteeism
- E. For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:
1. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
  2. Abuse: physical, mental, or sexual
  3. Frequent relocation of residency
  4. Homelessness
  5. Inadequate emotional support
  6. Mental/physical health problem
  7. Pregnancy
  8. Single parenting

- F. No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE, the parent or legal guardian (if they choose to participate), and the student, outlining the responsibility of the ALE, parent or legal guardian, and the student to provide assurance that the plan for each student is successful.
- G. No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student's current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention services to be provided to the student that is in compliance with the Arkansas Department of Education (ADE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student's return to the regular educational environment.
- H. The District's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

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*Revised 4/14/14*

<b>5.37 ATHLETICS FOR PHYSICAL EDUCATION CREDIT</b>
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- A. To receive physical education credit for participation in athletics, a student must be enrolled in a program that receives credit in physical education, subject to course approvals.
- B. The student will receive credit only if he participated in a given sport in lieu of participation in his normal physical education class and would receive credit for that semester, subject to course approvals.

**Student  
and  
Parent  
Signature Pages**

**F5.10 RECEIPT VERIFICATION**

**SOUTH CONWAY COUNTY SCHOOL DISTRICT**

**PARENT-STUDENT  
STATEMENT OF RESPONSIBILITY**

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Student Name

The statement below must be signed and returned to the homeroom teacher within one (1) week after the student receives it. If, after one (1) week, the student has not returned the form, he will not be permitted to attend class until he does comply.

We have read the SCCSD Handbook for Student Conduct and Discipline and although we may not agree with all the regulations, we understand that the student must adhere to them while he is at school or in attendance at school-sponsored activities.

We acknowledge that we have received the South Conway County School District's policy regarding Smart Core curriculum as a course of study for graduation.

Student Signature Date

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Parent/Guardian Signature Date

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State law (A.C.A. §6-18-502, A.C.A. §6-18-505) requires documentation of student and parent receipt of student discipline policies.

**F5.15 STUDENT USE AGREEMENT**

**STUDENT ACCEPTABLE USE AND INTERNET SAFETY  
POLICY AGREEMENT FORM**

The South Conway County School District agrees to allow the student identified below to use the District's technology and access the internet in accordance with the District Acceptable Use and Internet Safety Policy.

This form must be completed in its entirety before students attending the South Conway County Schools can use any computer or any network available at the District campuses. The application must be returned to the Media Specialist at your campus and kept on file.

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Student Name

Morrilton Junior High School: Grade 7 8

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Parent/Guardian Name (Print)

**Parent/Guardian Consent/Waiver**

(Must be completed for all student applications 18 years and younger)

**As the parent/guardian of the student named above, I have read the Acceptable Use and Internet Safety Policy for the South Conway County School District.** I understand that this access is designed for educational purposes and that the South Conway County School District has taken steps to eliminate access to controversial material. However, I also recognize that due to the very nature of the internet and technology, such material may be obtained. I understand that the responsibility of the supervision of the above named student's activities on the internet and software when not in a school setting lies with us and not the South Conway County School District.

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Parent/Guardian Signature Date

Telephone Number

**User Consent**

**As the above named applicant I have read the District Acceptable Use and Internet Safety Policy for South Conway County School District.** I understand and agree to follow the policies as outlined. I agree to use my access in a responsible manner in accordance with the intent of the South Conway County School District.

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User Signature Date

**F5.30 OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION**

*IF NO OBJECTION, THEN LEAVE THE FORM BLANK*

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to disclosure or publication by the South Conway County School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below.

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 to:

- Deny disclosure to military recruiters \_\_\_\_\_
- Deny disclosure to Institutions of postsecondary education \_\_\_\_\_
- Deny disclosure to Potential employers \_\_\_\_\_
- Deny disclosure to all public and school source \_\_\_\_\_

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.

Student Name (printed) \_\_\_\_\_

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

Date form was filled out (to be filled in by office personnel) \_\_\_\_\_



**F5.35 SCHOOL TRIPS**

This signature gives permission for my child to attend any school trip planned for the students in the South Conway County School District secondary schools. I understand this will enable my child to be transported by the bus to and from any event approved by the school.

I will receive notification as to when and where planned school trips will be scheduled. This document will enable my child to attend such field trips without signature on any other paper.

---

Student Name (printed)

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Parent/Guardian Signature Date

**F5.40 CORPORAL PUNISHMENT**

\_\_\_\_\_ I **object** to the use of corporal punishment as a disciplinary measure for my child. I understand the alternative consequence may be a three-day out of school suspension.

\_\_\_\_\_ I **accept** corporal punishment as a disciplinary measure for my child without any prior notification.

\_\_\_\_\_ I **accept** corporal punishment as a disciplinary measure for my child but only with prior notification. (NOTE: If the parent or guardian cannot be reached, an alternative consequence will be given.)

---

Student Name (printed)

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Parent/Guardian Signature Date

**F5.45 TRANSPORTATION POLICY SIGNATURE PAGE**

AS A PARENT AND/OR GUARDIAN, I DO HEREBY ACKNOWLEDGE HAVING RECEIVED THE SCCSD TRANSPORTATION POLICY LOCATED IN THE STUDENT HANDBOOK.

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Signature of Parent/Guardian Date

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Student Name

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Address

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City, State, Zip

Morrilton Junior High  
School Now Attending

---

Bus Number

Grade

**F5.50 PHYSICAL FITNESS PARENT VERIFICATION SIGNATURE PAGE**

IN ACCORDANCE WITH ARKANSAS ACT 1220 OF 2003, I/WE  
HEREBY GIVE NOTICE TO:

Shawn Halbrook, Superintendent of the South Conway County School District, Conway County,  
that my/our child, \_\_\_\_\_, is currently  
enrolled in \_\_\_\_\_ (type of physical activity) at  
\_\_\_\_\_ (Physical Activity Provider) where he/she  
receives at least 2.5 hours per week of physical activity outside the school day.

\_\_\_\_\_  
Signature (Parent/Guardian) Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Signature (Physical Activity Provider) Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

**F5.55 SCCSD WEBSITE PRIVACY POLICY SIGNATURE PAGE**

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

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

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Name of student (Printed)

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Signature of student (required if student is under 18) Date

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Signature of parent (required if student is under 18) Date

## F5.15 STUDENT ELECTRONIC DEVICE & INTERNET USE AGREEMENT

### South Conway County School District Student Electronic Device and Internet Use Agreement

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

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

The South Conway County 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 the 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 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 \_\_\_\_\_