

## **BIGELOW HIGH SCHOOL VISION STATEMENT:**

In **cooperation** with family and **community**, Bigelow High School is dedicated to consistently promoting **knowledge**, instilling **integrity**, and encouraging **perseverance** by empowering a society of life-long learners to reach their highest potential through **creative** opportunities in a **fun, secure, and respectful** environment!

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Key Values: Knowledge, Perseverance, Integrity, Teamwork,  
Community, Play, Creativity, Security

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# **Bigelow High School**

## **Student Handbook**

Bigelow High School  
114 West Panther Drive/101 E. Panther Drive.  
Bigelow, AR 72016

Handbook Committee  
Dewayne Wammack – Chairman  
Kimberly Beasley - Teacher  
Jenna Warren - Teacher  
Holly Balducci - Teacher  
Gina Windle – Counselor  
Chad Curtis – Student  
Danny Bentley - Student

Bigelow High/Jr. High School Phone: (501) 759-2602  
Bigelow High/Jr. High School Fax: (501) 759-3081

# ALMA MATER

SO HERE BIGELOW HIGH HERE'S TO YOU  
MAY WE EVER BE LOYAL AND TRUE  
AND EVER OUR PRAISES WE SING  
THROUGHOUT THE AGES SO LET THEM RING  
RAH - RAH  
AND ALL THROUGH OUR LIFE WE RECALL  
OF THE SCHOOL THAT WE LOVE THE MOST OF ALL  
SO HERE BIGELOW HIGH HERE'S TO YOU  
THE BLACK AND WHITE THE BLACK AND WHITE  
WILL LIVE FOREVER  
RAH!

## East End School District 2013-2014 School Calendar

August 12 - 15	Professional Development
August 16	Teacher In-Service Day (Flex Day)
August 19	1 <sup>st</sup> Day of School / Beginning of 1 <sup>st</sup> Nine Weeks
September 2	Labor Day <b>NO SCHOOL</b>
September 24	Parent Teacher Conference ( <b>BHS</b> )
October 16	End of 1 <sup>st</sup> Nine Weeks (42 Days)
October 17	Beginning of 2 <sup>nd</sup> Nine Weeks
October 22	Parent / Teacher Conference – ( <b>AWE</b> )
October 28	Teacher In-Service Day (Flex Day) No School
November 23 – December 1	Thanksgiving Holiday (No School)
November 25 -26	Professional Development (Flex Day) ( <b>No School</b> )
December 20	End of 2 <sup>nd</sup> Nine Weeks (41 days)
December 21 – January 5, 2014	Christmas Vacation <b>NO SCHOOL</b>
January 6	Students Return / Beginning of 3 <sup>rd</sup> Nine Weeks
January 20	Professional Development (Flex Day ) <b>NO STUDENTS</b> Make up day if needed
February 13	Parent/Teacher Conference
February 17	Presidents Day – <b>NO SCHOOL</b> (Make up day if needed)
March 14	End of 3 <sup>rd</sup> Nine Weeks (48 days)
March 17	Begin 4 <sup>th</sup> Nine Weeks
March 24 - 28	Spring Break
April 18	Good Friday – <b>NO SCHOOL</b> (Make-up day if needed)
May 26	<b>Memorial Day (No School)</b>
May 29	Students Last Day – End of 4 <sup>th</sup> Nine Weeks (47 days)
May 30	Teacher In-Service (Make up day if needed)
June 2	(Make – Up Day if needed)
<p>If school is closed for any reason that requires make-up days, the next available make-up day will be used provided the school closing occurs at least 2 days prior to the make-up. Any professional development days that were used for make-up days will be rescheduled following the last student instructional day. Flex days will be made up last.</p>	

## Daily Bell Schedule

1 <sup>st</sup> Bell -----	7:50
Period 1 -----	7:55 – 8:45
Period 2 -----	8:50 – 9:35
Period 3 -----	9:40 – 10:25
Period 4 -----	10:30 – 11:15

Lunch A (Jr. High) -----	11:20 – 11:50
Period 5 A (Jr. High) -----	11:55 – 12:40



**JR. HIGH**

Period 5 B (Sr. High) -----	11:20 – 12:05
Lunch B (Sr. High) -----	12:10 – 12:40



**SR. HIGH**

Period 6 -----	12:45 – 1:30
Period 7 -----	1:35 – 2:20
Period 8 -----	2:25 – 3:10

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## **Parental Involvement**

The East End School District works together with the parents and community to provide the greatest education possible for the students of the district. The parental involvement plan of the district includes the following nine goals:

- (1) Involve parents of students at all grade levels in a variety of roles.
- (2) Be comprehensive and coordinated in nature.
- (3) Recognize that a two-way communication between home and school should be regular and meaningful communication.
- (4) Promote and support responsible parenting.
- (5) Acknowledge that parents play an integral role in assisting student learning.
- (6) Welcome parents in the school and seek parental support and assistance.
- (7) Recognize that a parent is a full partner in the decisions that affect his or her child and family.
- (8) Recognize that community resources strengthen school programs, family practices and student learning.
- (9) Support the development, implementation and regular evaluation of the program to involve parents in the decisions and practices of the school district.

### **The objectives of the Parental Involvement Plan include:**

- (1) That a child's education is a responsibility shared by the school and family during the entire time the child spends in school.
- (2) To support the goal of the schools to educate all students effectively, the school and parents must work as knowledgeable partners.
- (3) That although parents are diverse in culture, language, and needs they are an integral component of a school's ability to provide for the educational success of their children.
- (4) That engaging parents is essential to improve student achievement.
- (5) That schools should foster and support active parental involvement.

There are multiple opportunities and ways that the community and parents can contribute towards their child's education. Resources are available at each campus and any questions should be addressed to the building principal.

Thank you for partnering with the district to create a meaningful and healthy learning environment for the students.

## **4.1—RESIDENCE REQUIREMENTS**

Definitions:

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

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

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District<sup>1</sup> and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools.<sup>2</sup> A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.<sup>3</sup>

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.

Cross References:        Policy 4.40 – HOMELESS STUDENTS  
                                  Policy 4.52 – STUDENTS WHO ARE FOSTER CHILDREN

Legal References:        A.C.A. § 6-4-302  
                                  A.C.A. § 6-18-202  
                                  A.C.A. § 6-18-203  
                                  A.C.A. § 9-28-113

Date Adopted: July 29, 2008

Last Revised: July 8, 2013

## 4.2—ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS, or in policy 4.5—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

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

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

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

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

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

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

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

- g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
  4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

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

### **Uniformed Services Member's Children**

For the purposes of this policy,

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

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

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

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

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;

5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

Cross References:       4.1 – RESIDENCE REQUIREMENTS  
                                   4.4 – STUDENT TRANSFERS  
                                   4.5 – SCHOOL CHOICE  
                                   4.34 – COMMUNICABLE DISEASE AND PARASITES  
                                   4.40 – HOMELESS STUDENTS

Legal References:       A.C.A. § 6-4-302  
                                   A.C.A. § 6-18-201 (c)  
                                   A.C.A. § 6-18-207  
                                   A.C.A. § 6-18-208  
                                   A.C.A. § 6-18-702  
                                   A.C.A. § 6-15-504 (f)  
                                   A.C.A. § 9-28-113  
                                   Plyler v Doe 457 US 202,221 (1982)

Date Adopted: July 29, 2008  
 Last Revised: July 8, 2013

### **4.3—COMPULSORY ATTENDANCE REQUIREMENTS**

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

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6 - HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.



4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary 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).

Legal Reference:       A.C.A. § 6-18-201  
                               A.C.A. § 6-18-207

Date Adopted: July 29, 2008  
 Last Revised: September 24, 2012

#### **4.4—STUDENT TRANSFERS**

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

The District may reject a nonresident’s application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school.<sup>2</sup> The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

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

Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student’s appropriate grade placement.

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

Except as otherwise required or permitted by law, the responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student’s parents. The District and the resident district may enter into a written agreement with the student or student’s parents to provide transportation to or from the District, or both.

Legal References:       A.C.A. § 6-18-316  
                               A.C.A. § 6-18-510  
                               A.C.A. § 6-15-504 (f)  
                               A.C.A. § 9-28-113(b)(4)  
                               State Board of Education Standards of Accreditation 12.05

Date Adopted: July 29, 2008  
 Last Revised: July 20, 2012

## **4.5—SCHOOL CHOICE**

### **Standard School Choice**

#### **Exemption**

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

#### **Definition:**

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

### **School Choice Transfers Out of the District**

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

If, prior to August 1, the District receives sufficient copies of requests from its students to transfer to other districts to trigger the 3% cap, it shall notify each parent from which it has received a school choice application and the district the student applied to transfer to that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of what applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.<sup>2</sup>

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

### **School Choice Transfers Into the District**

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

The Board of Directors will adopt a resolution containing the capacity standards the District will use in determining whether to accept or deny a school choice application from another district's resident student. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. In determining the capacity of the District to accept choice applications, the Board of Directors shall consider the probable, locally generated growth in student enrollment based on recent District enrollment history.<sup>3</sup>

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than April 1.<sup>4</sup>

### Application Process

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

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

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

### Accepted Applications

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

- A reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.<sup>5</sup>
- Instructions for the renewal procedure for succeeding school years.<sup>6</sup>

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

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

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

### Rejected Applications

The District may reject an application for a transfer into the District under school choice if its acceptance would exceed the capacity standards specified by the Board of Director's resolution. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.<sup>7</sup>

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

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

### Facilities Distress Choice Applications

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

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

## Opportunity School Choice

### Transfers Into or Within the District

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

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

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

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

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

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

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

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

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

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

Legal References:     A.C.A. § 6-1-106  
                          A.C.A. § 6-15-430(b)  
                          A.C.A. § 6-18-227  
                          A.C.A. § 6-18-510  
                          A.C.A. § 6-18-1901 et seq.  
                          A.C.A. § 6-21-812  
                          ADE Rules Governing the Guidelines, Procedures and Enforcement of the  
                          Arkansas Opportunity Public School Choice Act

Date Adopted: July 29, 2008

Last Revised: July 8, 2013

## **RESOLUTION OF EAST END SCHOOL DISTRICT BOARD OF DIRECTORS**

WHEREAS, the East End School District Board of Directors (Board) met in a special, open, and properly-called meeting on June 10, 2013, in Bigelow, Arkansas.

WHEREAS, three or more members were present, a quorum was declared by the chair.

WHEREAS, the East End School Board has, pursuant to the Public School Choice Act of 2013, Act 1227 of 2013, and the applicable Arkansas Department of Education School Choice Rules and Guidelines, established the following standards for accepting and rejecting student school choice applications for the 2013-2014 school-year:

1. East End School District will respond in writing no later than August 1 to notify the student's parent(s) or guardian(s) of whether the application has been accepted or denied. If the application is denied, the superintendent shall state in the notification letter the reason for denial. If the application is accepted, the superintendent shall state in the notification letter:
  - a. A reasonable deadline for the student to enroll in the district and after which the acceptance notification is null; and
  - b. Instructions for the renewal procedures established by the district.
2. A student's application may be denied by our School District for any of the following reasons:
  - a. The student's application was not either received or post-marked before or on June 1, 2013.
  - b. The District lacks the capacity in a program, class, grade level, or school building.
  - c. The applicant's resident district has declared itself exempt due to an existing desegregation order.
  - d. The acceptance of an application would cause the applicant's resident district to exceed the statutory limitation on student transfers out of its district.
3. A student's application may not be denied based on the student applicant's athletic or extracurricular abilities, academic achievement, English proficiency level, gender, race, ethnicity, religion, national origin, or disability. An application may not be denied on the basis of previous disciplinary proceedings, except that an expulsion from another district may be considered.

4. Priority will be given to any applicant who has a sibling or stepsibling who resides in the same household and is already enrolled in our School District by choice.
5. The East End School District is not required to accept any application that would cause it to add teachers, staff, or classrooms, or in any way exceed the requirements and standards established by law.
6. A student may transfer by choice to one nonresident school per year. A student who has transferred to our School District may return to his or her resident district at any time, but may only return to our School District by re-application and re-acceptance through the Public School Choice Act process. No student is allowed more than one school choice transfer per school year.
7. All student choice applications to transfer out of the district shall be approved unless the approval would cause our School District to have a net enrollment loss of more than 3% of the previous year's student enrollment.

WHEREAS, the Board, upon due consideration and deliberation, hereby approves and adopts the above standards for use in the East End School District immediately.

NOW THEREFORE, this Board hereby authorizes the Superintendent of the East End School District to post this Resolution in the appropriate Board policies, student handbooks, East End School District website, and all other places necessary in order to give notice to the District's patrons and the general public of the Board's adoption of this Resolution.

#### **4.52---STUDENTS WHO ARE FOSTER CHILDREN**

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

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

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

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

A foster child's grades shall not be lowered due to absence from school that is caused by a change in the child's school enrollment, the child's attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

Legal References: A.C.A. § 9-28-113

Date Adopted: July 14, 2011

Last Revised: July 14, 2011

#### **4.6—HOME SCHOOLING**

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.

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.

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.

Legal References: A.C.A. § 6-15-503  
A.C.A. § 6-41-206

Date Adopted: July 29, 2008

Last Revised: July 20, 2012



## 4.7—ABSENCES

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

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

### **Excused Absences**

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

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

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.<sup>3</sup>

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

### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with ten (10) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has **four (4)** and **eight (6)** unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified<sup>5</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.

Whenever a student exceeds **eight (8)** unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.<sup>6</sup>

Students who attend in-school suspension shall not be counted absent for those days.<sup>7</sup>

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.<sup>7</sup>

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

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

**College Visitation** is encouraged and is deemed to be a school-related activity. Seniors are permitted 2 college days per semester, which must be official college visitation days (i.e. Bear Facts Day). Juniors are allowed one official college visitation day in the spring. The student is responsible for all make-up work. The student is responsible for obtaining written verification from the college visited and for presentation of said statement to the office immediately upon their return to school. Failure to immediately present this statement causes the absence to be counted against the parental excuse but only if accompanied by a parent/guardian note or phone call. Otherwise, the absence will be treated as unexcused. (Students must notify the counselor or office prior to taking a college day visit. Unless unavoidable, college visits must be arranged around major test or testing at the school.)

Legal References:     A.C.A. § 6-4-302  
                              A.C.A. § 6-18-209  
                              A.C.A. § 6-18-220  
                              A.C.A. § 6-18-222  
                              A.C.A. § 6-18-229  
                              A.C.A. § 6-18-231  
                              A.C.A. § 6-18-507(g)  
                              A.C.A. § 7-4-116  
                              A.C.A. § 9-28-113(f)  
                              A.C.A. § 27-16-701

Date Adopted: July 29, 2008

Last Revised: July 8, 2013

## **4.8—MAKE-UP WORK**

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent, with a maximum of **five** days.
6. Make up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may be made up for excused absences with the following stipulation: A student may make up work for only five absences that are excused with a parent note. All other excused absences must include a doctor's note, etc.

Date Adopted: July 29, 2008

Last Revised: July 8, 2013

#### **4.9—TARDIES (BHS)**

Promptness is an important character trait that District staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

Tardies shall be defined as a student not being in the classroom or otherwise assigned position when the tardy bell rings until 15 minutes after the bell has rung. Anyone who comes in 15 minutes or more after the tardy bell will be considered absent. Tardies are not classified as excused or unexcused.

Tardies are accrued per semester.

- ❖ TARDY #1 - Warning by teacher.
- ❖ TARDY #2 - Parent must be contacted by teacher and 60 minutes morning detention. (3 days beginning at 7:35 in the morning. 20 minutes per day)
- ❖ TARDY #3 – Referred to Principal for parent/guardian conference
- ❖ TARDY #4 – Saturday detention
- ❖ TARDY #5 - 3 day in-school suspension

\* All tardies will be documented on a discipline notice, a copy of which will be sent home with the student and the others sent to the office.

Date Adopted: July 29, 2008

Last Revised: July 14, 2011

#### **4.10—CLOSED CAMPUS**

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by a school official. Students must sign out in the office upon their departure.

After arrival on the school campus, a student will not leave the campus or designated area without permission from school authorities.

- ❖ FIRST OFFENSE: 3 day in-school suspension
- ❖ SECOND OFFENSE: 3 day out-of-school suspension

Date Adopted: July 29, 2008

Last Revised: July 20, 2012

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

No student in the East End 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.

Date Adopted: July 29, 2008

Last Revised: January 18, 2011

#### **4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS**

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

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

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

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

Legal References:       A.C.A. § 6-5-201 et seq.  
                              A.C.A. § 6-21-201 et seq.  
                              20 U.S.C. 4071 Equal Access Act  
                              Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226  
                              (1990)  
                              A.C.A. § 6-18-601 et seq.

Date Adopted: July 29, 2008

Last Revised: July 14, 2011

#### **4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION**

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parents of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education

records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

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.

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

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

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

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

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

For purposes of this policy, the East End School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon

the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

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

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

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

The form for objecting to making directory information available is located in the 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

Legal References: A.C.A. § 9-29-113(b)(6)  
20 U.S.C. § 1232g  
20 U.S.C. § 7908 (NCLB Section 9528)  
34 CFR 99.3, 99.7, 99.31, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34,  
99.35, 99.36, 99.37, 99.63, 99.64

Cross References: Policy 5.20—District Web Site  
Policy 5.20.1—Web Site Privacy Policy  
Policy 5.20F1—Permission to Display Photo of Student on Web Site

Date Adopted: July 29, 2008

Last Revised: July 20, 2012

## **4.14—STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE**

### **Student Publications**

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

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

### **Student Publications on School Web Pages**



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. Additionally, student web publications shall;
2. Not contain any personally identifying information, as defined by “Directory Information” in **Policy 4.13** (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (18);
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

### **Student Distribution of Non-school Literature, Publications, and 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 the school superintendent 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, whose decision shall be final.

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

The regulations shall:

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

The Superintendent, along with the student publications advisors, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

Legal References: A.C.A. § 6-18-1202, 1203, & 1204

*Tinker v. Des Moines ISD*, 393 U.S. 503 (1969)  
*Bethel School District No. 403 v. Fraser*, 478 U.S. 675 (1986)  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)

Date Adopted: July 29, 2008  
Last Revised: January 18, 2011

## **4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL**

### **BRINGING LUNCHESES TO SCHOOL - BHS**

Parents or legal guardians have the right to send food items to school for their child's individual consumption to eat during the school's designated time to eat breakfast and lunch. Food may only be brought to a student by his/her parent or legal guardian.

### **CONTACT BY PARENTS**

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

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

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

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

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful

control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

Legal References:

A.C.A. § 6-18-513  
A.C.A. § 9-13-104  
A.C.A. § 12-18-609, 610, 613  
A.C.A. § 12-18-1001, 1005

Date Adopted: July 29, 2008

Last Revised: July 14, 2011

#### **4.16—STUDENT VISITORS**

The board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation, in or out of the classroom, shall be allowed only with the permission of the school principal and all visitors must first register at the office.

Date Adopted: July 29, 2008

Last Revised: July 20, 2009

#### **4.17—STUDENT DISCIPLINE**

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

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a

criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District's licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the East End School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

Legal Reference:       A.C.A. § 6-18-502  
                              A.C.A. § 6-17-113

Date Adopted: July 29, 2008  
Last Revised: July 8, 2013

#### **4.18 – A —PROHIBITED CONDUCT**

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;

5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, iPods, and other portable music devices on the school campus during normal school hours (unless stored in silent mode in the student's locker or vehicle) unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment; and
22. Bullying.

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

Legal References: A.C.A. § 6-18-502  
A.C.A. § 6-18-707  
A.C.A. § 6-15-1005  
A.C.A. § 6-21-609  
A.C.A. § 6-18-506  
A.C.A. § 6-18-222  
A.C.A. § 6-5-201  
A.C.A. § 6-18-514

Cross-References: Prohibited Conduct #1—Policy # 3.17  
Prohibited Conduct #2— Policy # 4.20  
Prohibited Conduct #3— Policy # 4.21, 4.26  
Prohibited Conduct #4— Policy # 4.22  
Prohibited Conduct #5— Policy # 4.23  
Prohibited Conduct #7—Policy 4.47  
Prohibited Conduct #8— Policy # 4.24  
Prohibited Conduct #13— Policy # 4.25  
Prohibited Conduct #14— Policy # 4.21  
Prohibited Conduct #15— Policy # 4.7  
Prohibited Conduct #16— Policy # 4.9  
Prohibited Conduct #17— Policy # 4.43  
Prohibited Conduct #19— Policy # ~~4.26~~ 4.12  
Prohibited Conduct #20— Policy # ~~4.27~~ 4.26  
Prohibited Conduct #21—Policy # ~~4.43~~ 4.27  
Prohibited Conduct #22— Policy # 4.43

Date Adopted: July 29, 2008

Last Revised: July 20, 2012

## **4.18 – B – STUDENT BEHAVIOR (BHS)**

### **MORNING/AFTERSCHOOL DETENTION RULES AND PROCEDURES**

1. Students may be assigned morning detention at the discretion of his/her teacher for minor infractions. Teachers will assign the date which is to be served and students are to report to the detention room by 7:45 am. Failure to do so will result in being sent to the office for further discipline.
2. Morning detention or afterschool detention assigned by the office will last 25 minutes per day. All students assigned to detention by the office will be required to arrive at **7:30** for morning detention and stay until **3:40** for afterschool detention.
3. Excused absences will not be counted against students for missing morning detention.
4. Students must bring work with them to detention. Ex: Reading book, homework, etc.
5. During detention, students are not allowed to sleep, put their heads down, or talk to other students.
6. Students failing to complete morning detention assigned by a teacher will be referred to the office and will be disciplined by other means (i.e. corporal punishment, afterschool detention, ISS, Saturday detention).

7. Upon the fourth referral to morning detention, students will be assigned 1 day of Saturday School. A fifth referral will result in 2 days of in-school suspension. Any further detention referrals in the semester will result in 1 or more days out of school suspension.

**IN-SCHOOL SUSPENSION (ISS) RULES AND PROCEDURES WILL BE PROVIDED WHEN ASSIGNED.** (Along with Assignments for the day, students will be required to complete character education assignments/summarize board policies from handbook)

### **CATEGORY I OFFENSES**

Any student who acquires more than 15 days of (in-school or out-of-school) suspension in a semester will be recommended for alternative learning environment or expulsion.

Category I Offenses are considered minor in nature and should be dealt with by the administrator and/or staff in consultation with the students' parents/guardians.

Normally, disciplinary actions for Category I Offenses will become progressively more severe if minor rule infractions persist; however, the administrator may choose a more severe penalty at any time based on the student's past disciplinary record and may reduce disciplinary sanctions when warranted. When sanctions are imposed on a student, the parent/guardian should be notified. Notification may be made through such means as a discipline notice, letter, or phone call.

#### **RULE 1: HORSEPLAY/MINOR ALTERCATIONS**

Horseplay is defined as the act of pushing, grabbing, patting, etc. another student playfully and with care not to harm the recipient of the physical conduct. Horseplay is forbidden because it can result in accidental injury or hurt feelings that lead to minor altercations and/or fights. ALL participants engaged in horseplay and/or minor altercations will be disciplined.

#### **RULE 2: HALL PASSES**

Personal school business should be taken care of before school, between classes, at lunch, or after school. Request for permits to leave class during the day should be made only if absolutely necessary. If a student is on campus and not where his daily schedule indicates he should be, he must have a valid pass in his possession and should present it to any teacher or administrator who requests it. If a student fails to have a hall pass, the student shall be disciplined.

FIRST OFFENSE: 20 minutes of morning detention.  
SECOND OFFENSE: 40 minutes of morning detention.

#### **RULE 3: USE OF PROFANITY (non-directed)**

Students will not use in verbal or written form profane or vulgar language at any time. Discipline may include a warning, corporal punishment, detention, Saturday School, or in-school suspension.

#### **RULE 4: PUBLIC DISPLAY OF AFFECTION**

The public display of affection is not appropriate behavior at school. Thus, physical contact of any kind, such as, but not limited to, holding hands, hugging, and kissing, is unacceptable. Discipline may

include a warning, morning detention, and corporal punishment, and in-school suspension. Severe incidences may be serious enough in nature to be considered a category II offense.

### **AT LARGE CATEGORY I OFFENSES**

(These rules apply to all areas of the school campus.)

1. Students are not to sleep during instructional time.
2. Students are not to sit on the tops of desks or tables.
3. Students are not to interrupt classes in progress.
5. Students are not allowed to have glass containers.
6. Students are not to engage in physical contact.
7. Students are not permitted to engage in unsportsmanlike conduct at school events.
8. Students are not to enter faculty rooms, coach's office, or secretary's office without the express permission of a faculty member at any time during or after school hours.
9. Students are not to write on the clothes or skin of themselves or other students if this writing is deemed to cause or lead to a disruption in the educational process.
10. Skipping class.

Possible disciplinary actions for Category I Offenses include, but are not limited to:

1. Warning
2. Student, Staff, Administrator, and/or Parent Conference
3. Detention (morning or afterschool) / Corporal Punishment
4. Saturday Detention
5. In-School Suspension
6. Out of School Suspension

### **CATEGORY II OFFENSES**

Category II Offenses are considered more serious in nature. Disciplinary actions for violation of a Category II rule will be progressive through a defined schedule at each rule violation. Violations of Category II rules that are felony offense or serious, violent misdemeanors will be reported to the law enforcement officials.

#### **RULE 5: REPEATED VIOLATION OF CATEGORY I OFFENSES**

Habitual or repeated violation of school rules and regulations shall not be tolerated.

FIRST OFFENSE: 3 day in-school suspension

SECOND OFFENSE: 3 day suspension

#### **RULE 6: 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, threats, excessive noise, obscene gestures, using verbal or written forms of profane, violent, vulgar, abusive, or insulting language directed at another individual at any time. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts.

FIRST OFFENSE: 3 day out-of-school suspension or 3 days in-school suspension.

SECOND OFFENSE: 5-10 day out-of school suspension



A student who directs profanity toward any school employee may be recommended for expulsion.

**RULE 7: ACADEMIC DISHONESTY**

Cheating on tests, test compromise, or copying the work of another shall not be tolerated. For all offenses involving academic assessments, the student will receive a grade of zero on the assessment or test.

- Parents will be contacted on each occurrence and the student will receive a grade of zero and receive a punishment ranging from a verbal reprimand up to and including suspension.

**RULE 8: DISREGARD OF REQUESTS, DIRECTIONS, OR COMMANDS**

A student shall comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendents, school bus drivers, cafeteria workers, or other authorized school personnel. Students will be considered insubordinate when they refuse to obey any rule or regulations of the school or school district or the reasonable instructions of school district personnel.

FIRST OFFENSE: 3 days in-school suspension or out-of-school suspension

SECOND OFFENSE: 5-10 days of out-of-school suspension

**RULE 9: LOITERING BY SUSPENDED/EXPELLED STUDENTS**

A student provided written notification that because of an act of misbehavior he is prohibited from being in a school building or on a school campus for a specified period of time shall not enter such building or be present on school grounds.

FIRST OFFENSE: 5 additional days of out-of-school suspension

SECOND OFFENSE: student shall be arrested and charged in accordance with Arkansas Law (ACT 75 of 1971)

**RULE 10: FORGERY OR FALSIFICATION OF INFORMATION**

The act of falsifying teacher/administrator signatures, or falsifying information on official school records shall not be tolerated.

FIRST OFFENSE: 5 day suspension

SECOND OFFENSE: 10 day suspension

**RULE 11: 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.

FIRST OFFENSE: 3 day suspension

SECOND OFFENSE: 5 day suspension

**RULE 12: MISDEMEANOR THEFT**

Students shall not take or possess property that does not belong to them.

FIRST OFFENSE: 3 day suspension

SECOND OFFENSE: 5 day suspension

**CATEGORY III OFFENSES**

Students found guilty of a Category III Offense shall receive an expulsion recommendation. Law enforcement officials shall be immediately notified when applicable and violators will be prosecuted to the fullest extent of the law.

**RULE 15: PERSISTENT DISREGARD FOR SCHOOL 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.

**RULE 16: FELONY THEFT - SCHOOL PROPERTY**

A student shall not take possession of property that belongs to the school without permission. If a student takes or is in possession of school property without permission, that student will at a minimum be suspended and may be recommended for expulsion.

**RULE 17: CRIMINAL MISCHIEF/VANDALISM - MAJOR DAMAGE**

No student shall purposefully and without legal justification destroy or damage any property of another or that belonging to the school district. The parent shall be responsible for all damages to property caused by his or her child. The student will at a minimum be suspended and may be recommended for expulsion.

**BEHAVIOR NOT COVERED ABOVE**

The school district reserves the right to punish behavior which is not conducive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules. All discipline rules of the East End School District are in effect at all school activities whether on campus or off.

GPC - Greatest Possible Consistency will be used in the discipline at East End School District. All discipline will be administered in the most reasonable and fair method possible. Any school employee has the authority to enforce discipline if a disruptive incident happens in their presence.

Any violation of the law WILL BE reported to law enforcement officials.

You send your child to school for a quality education, and you also expect them to be safe while they are here. We plan to make sure of both.

**4.19—CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION  
ELIGIBILITY**

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

The preceding paragraph also applies to student conduct while on school buses. 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.

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

All school buses are owned and operated by the school district. A bus driver has authority and responsibility on the bus. Students who ride the buses are required to obey the following rules:

1. Be at the bus stop at the scheduled time. Stand back about ten (10) feet from the bus stop and wait until the door is opened before moving closer to the bus.
2. While loading or unloading, enter and leave quickly and in an orderly manner.
3. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. The principal has the authority to suspend a student from riding the bus.
4. Students are not to distract the attention of their driver or disturb other riders on the bus (which includes keeping your hands to yourself, attending to your own business, leaving other students alone, and being reasonably quiet).
5. No knives or sharp objects of any kind are allowed - neither firearms, pets, nor other living animals, etc.
6. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Students must keep seated while the bus is in motion and must not ever move while it is stopped except as the driver directs. Students are not to put their hands, arms, heads, or bodies outside the bus.
7. Students are not to deface the bus or any school property. Do not write on the bus or damage seats, etc. Do not throw paper, food, or other objects on the floor of the bus. Do not eat or drink on the bus. No glass bottles are allowed on the bus. Keep the aisle of the bus clear from books, lunches, coats, etc. Do not put your feet in the aisles.
8. Do not ask the driver to let you off the bus up town, at the store, to get mail out of the mailbox, or any place except your regular stop.
9. Students who cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten (10) feet in front of the bus. Cross the road only after the driver or student patrol has signaled you to do so.
10. Students cannot ride any bus except their own. Visitors are not allowed except in case of an emergency. Permission must be secured from the Principal in order to ride a bus other than their own.
11. Students will be held responsible for the condition and care of the bus seat assigned to them. This includes any repairs needed to the seat.
12. Parents will be responsible for the transportation of students who have been suspended from the bus.
13. This is not intended to cover all of the do's and don'ts, but it is a very specific guide.
14. If a student does not attend school while suspended from the bus, that will not count as day of suspension from the bus.

**IT SHOULD BE REMEMBERED - IT IS A PRIVILEGE TO RIDE TO SCHOOL ON THE BUS.**

The driver is responsible for the safety and supervision of students on the bus at all times. If a student must be sent to the principal:

- ❖ First offense - student-principal conference.
- ❖ Second offense - student-parent-principal conference.

- ❖ Third offense - punishable by a three (3) day bus suspension.
- ❖ Fourth offense - punishable by a ten (10) day bus suspension.
- ❖ Fifth offense - punishable by a bus suspension for the remainder of the school year.

**\*\*Severe Clause:** A student that displays profane, obscene, insulting, illegal, or extremely disruptive actions or remarks or refuses to obey the school bus driver after being told repeatedly will automatically (no warning) receive appropriate disciplinary action.

Legal Reference: A.C.A. § 6-19-119 (b)  
Ark. Division of Academic Facilities and Transportation Rules Governing  
Maintenance and Operations of Ark. Public School Buses and Physical Examinations  
of School Bus Drivers 4.0

Date Adopted: July 29, 2008  
Last Revised: January 18, 2011

#### **4.20—DISRUPTION OF SCHOOL**

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

Disorderly activities by any student or group of students 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.

Legal Reference: A.C.A. § 6-18-511  
Date Adopted: July 29, 2008  
Last Revised: January 18, 2011

#### **4.21—STUDENT ASSAULT OR BATTERY**

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any 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.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

### **A. FIGHTING**

All parties participating in a fight will be dealt with by the administration. Continual problems in this area will result in the recommendation for expulsion and WILL BE turned over to the law enforcement authorities.

- ❖ FIRST OFFENSE: 5 day suspension
- ❖ SECOND OFFENSE: 10 day suspension

### **B. SIMPLE ASSAULT**

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.

- ❖ FIRST OFFENSE: 5 day suspension
- ❖ SECOND OFFENSE: 10 day suspension

### **C. TERRORISTIC THREATENING - THREATS OF SERIOUS PHYSICAL INJURY OR PROPERTY DAMAGE/THREATS TO TEACHERS AND 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. The student will be suspended immediately and recommended for expulsion. Threats to cause death or serious physical injury to teachers or employees are a class "D" felony. The student will be suspended immediately and recommended for expulsion.

### **D. ABUSE OR INSULT OF A TEACHER**

Any person who shall abuse or insult a public school teacher while that teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than \$100 or more than \$1500.

Legal Reference: A.C.A. § 6-17-106 (a)

Date Adopted: July 29, 2008

Last Revised: July 20, 2009

## **4.22—WEAPONS AND DANGEROUS INSTRUMENTS**

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

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

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon, other than a firearm, to school including a weapon, other than a firearm, that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated

and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm<sup>1</sup> shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.<sup>21</sup> Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property.<sup>32</sup> Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

A firearm brought inadvertently to school by a student shall be grounds for disciplinary action against the student, but the School Board of Directors may consider the "inadvertent circumstances" of the incident in determining the student's discipline.

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

**---Violation of this policy may result in punishment ranging from a verbal reprimand up to and including a recommendation for expulsion.**

ACT 649 (HB 1417) Handguns in School Prohibited: Provides that no person under the age of 18 shall possess a handgun. Violation shall be a class A misdemeanor. It also provides that no person shall possess a handgun upon the property of a public school or upon any school campus or school bus. Violation is a class D felony, and no sentence imposed for violation can be suspended, probated, or treated as a first offense. No weapons of any kind are permitted at school or at school functions. ACT 517 (1995) Requires that students who bring firearms to school be expelled for one calendar year.

Cross Reference: Policy 4.31 – EXPULSION

Legal References: A.C.A. § 6-18-502 (c) (2)(A)(B)  
A.C.A. § 6-18-507 (e) (1)(2)  
A.C.A. § 6-21-608  
A.C.A. § 5-4-201  
A.C.A. § 5-4-401  
A.C.A. § 5-27-210  
A.C.A. § 5-73-119(b)(e)(8)(9)(10)

Date Adopted: July 29, 2008  
Last Revised: July 8, 2013

#### **4.24—DRUGS AND ALCOHOL**

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the East End School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

Selling, distributing, or attempting to sell or distribute prescription or over-the-counter drugs, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

Students found in violation of this policy will be subject to the following consequences:

**First Offense:** The student will be suspended with a recommendation for expulsion. The student may be eligible for a suspended expulsion with a provision to re-enter school after ten (10) days if enrolled in a compulsory counseling/rehabilitation program per Board approval. The counseling/rehabilitation services will be at the expense of the student and must be approved by the school superintendent. Upon re-admission, continued enrollment in school shall be contingent upon completion of the alcohol/drug counseling program. The student will be restricted from attending or participating in any extra-curricular activities during the semester. (A list of resources for counseling/rehabilitation programs is available in the counselor's office)

**Second Offense:** On the second violation of the drug and alcohol policy while the student is enrolled at Bigelow High School, the student will be suspended ten (10) days and recommended for expulsion for at least one calendar year.

**Law enforcement will be notified upon each violation.**

Date Adopted: July 29, 2008  
Last Revised: July 20, 2012

## 4.25—STUDENT DRESS AND GROOMING

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

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

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

1. Dress and grooming should be clean and in keeping with health and sanitary practices.
2. Students may NOT wear clothing or hair-styles that can be hazardous to them in their educational activities such as shop, lab work, physical education, art, or on-the-job training. No baggy pants (more than one size larger) will be allowed, pants must be worn at the waist.
3. Dress and grooming should NOT substantially disrupt the education process. A student shall NOT wear or use emblems, insignias, badges, or other symbols which distract unreasonably the attention of other students or otherwise cause disruption or interference with the operation of the school.
4. Certain types of clothing may be required for extracurricular activities.
5. Caps, hats, hoods of hoodies, and sunglasses are NOT to be worn in the building or assemblies. These items will be confiscated from students that fail to comply.
6. The length of shorts or skirts shall not substantially disrupt the educational process and shall reflect a reasonable standard of modesty. Shorts & skirts must equal or exceed the fingertips of the student's outstretched arm.
7. No muscle shirts, tank tops, or spaghetti straps with the exception of scheduled athletic classes. Shirts must have sewn-in sleeves.
8. Shirts will be worn at all times and in such a fashion so as not to expose the student's chest, abdomen, or belly button. This includes athletic periods. There shall be no cleavage showing.
9. Obscene language or symbols, drug and/or alcohol symbols, tobacco symbols, on clothing are expressly prohibited.
10. Wallet chains or any other chain attached to clothing are expressly prohibited.
11. The principal, designee, and/or the superintendent will determine if clothing is appropriate, dangerous, or a disruption to the learning process.
12. No sleepwear may be worn to school.
13. Any clothing with holes above the knee that expose skin is not permitted. **Holes at or above the upper-thigh region will not be permitted.** Outer clothing must meet the dress code. (See rule 11).

It is not the desire of any school official to embarrass any student. We are, therefore, asking for your complete cooperation in making the appearance of our student body something which all of us can be proud. If, despite this request, violations occur, the principal will deal with the individual situation.

CONSEQUENCES:



- ❖ First Offense - Student will receive a verbal warning and parents will be notified.
- ❖ Second Offense – 60 minutes of morning detention. Parents will be notified.
- ❖ Third Offense – One day of in-school suspension. Parents will be notified.
- ❖ Fourth Offense – Three days of in-school suspension. Parents will be notified.

\*In all circumstances, the student will be required to make the necessary dress and grooming changes to meet student dress and grooming guidelines. If possible, students will be provided clean clothing that meets dress and grooming guidelines. If clothing is available and the student refuses to wear the provided clothing, that student will be sent home. Any class time missed due to dress and grooming issues will be considered unexcused.

Legal References:       A.C.A. § 6-18-502(c)(1)  
                                  A.C.A. § 6-18-503(c)

Date Adopted: July 29, 2008  
Last Revised: July 8, 2013

## **4.26—GANGS AND GANG ACTIVITY**

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

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

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.
5. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.
  - Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion

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

Legal References:       A.C.A. § 6-15-1005(b)(2)  
                                  A.C.A. § 5-74-201

Date Adopted: July 29, 2008  
Last Revised: July 20, 2012

## **4.27—STUDENT SEXUAL HARASSMENT**

The East End School District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

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

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

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

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

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

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

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

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

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

The governing board of Bigelow High School prohibits sexual harassment of or by any student. This policy applies to conduct during school or at any school related or school sponsored activities. Sexual harassment is inappropriate and offensive. All students have a right to be educated in an environment free from sexual harassment. All school district employees have a right to work in an environment free from sexual harassment.

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.  
A.C.A. § 6-15-1005 (b) (1)

Date Adopted: July 29, 2008  
Last Revised: January 18, 2011

#### **4.28—LASER POINTERS**

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

- ❖ FIRST OFFENSE: Item will be confiscated and parents notified
- ❖ SECOND OFFENSE: 3 days ISS

Legal References: A.C.A. § 6-18-512  
A.C.A. § 5-60-122

Date Adopted: July 29, 2008  
Last Revised: July 20, 2009

#### **4.29 – COMPUTER USE POLICY**

The East End School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. For the purposes of this policy “harmful to minors” is defined as any picture, image, graphic image file, or other visual depiction that –

- (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

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

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

Student use of computers shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook<sup>2</sup> and/or computer use agreement.

In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Failure to follow the guidelines set forth in the handbook and user agreement will result in consequences ranging from a verbal reprimand up to and including a recommendation for expulsion.

(Each offense will result in a more severe penalty)

Parents must sign the **STUDENT INTERNET USE AGREEMENT** found in the back of this book.

Legal References: Children's Internet Protection Act; PL 106-554  
FCC Final Rules 11-125 August 11, 2011  
20 USC 6777  
47 USC 254(h)  
47 CFR 520 (c)(4)  
A.C.A. § 6-21-107  
A.C.A. § 6-21-111

Date Adopted: July 29, 2008

Last Revised: July 20, 2012

#### **4.30—SUSPENSION FROM SCHOOL**

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 of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

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

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

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

When possible, notice of the suspension, its duration, and any stipulations for the student's 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.

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

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

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

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

During the period of their suspension, students serving out-of-school suspensions shall not be permitted on campus except to attend a student/parent/administrator conference. All work, projects, tests, assignments, etc. missed due to suspension will be counted as a zero, with the exception of semester tests which will be offered at an alternate time.

During the period of their suspension, **students serving in-school** suspension shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board.

Suspensions initiated by the Superintendent may be appealed to the Board.

Legal References: A.C.A. § 6-18-507  
*Goss v Lopez*, 419 U.S. 565 (1975)

Date Adopted: July 29, 2008

Last Revised: July 20, 2012

#### **4.31—EXPULSION**

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

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

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

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

During the hearing, the Superintendent 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.

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

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

Legal Reference: A.C.A. § 6-18-507

Date Adopted: July 29, 2008

Last Revised: January 18, 2011

#### **4.32—SEARCH, SEIZURE, AND INTERROGATIONS**

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

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

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

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

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

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

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

Legal Reference:       A.C.A. § 6-18-513  
                              A.C.A. § 9-13-104  
                              A.C.A. § 12-18-609, 610, 613  
                              A.C.A. § 12-18-1001, 1005

Date Adopted: July 29, 2008  
Last Revised: July 14, 2011

### **4.33—STUDENTS' VEHICLES**

Students, who have presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive their vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search the vehicle.

Campus speed limit at all times – before, during, and after school is 5 mph for all vehicles

The school is not responsible for the automobile and its contents.  
All students driving cars or motorcycles to school must register them with the principal during the first week of school. Students who begin driving to school during the school year should register their car or motorcycle the day they first drive to campus. Failure to register will result in withdrawal of this privilege.

All students who drive vehicles to school must register that vehicle and purchase a ten dollar (\$10) parking permit through the principal's office. Students who register vehicles in the spring semester will be required to pay five (\$5) dollars.

Violation of the driving policy will result in discipline ranging from a verbal reprimand up to and including a recommendation for expulsion.

Date Adopted: July 29, 2008  
Last Revised: July 20, 2012



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

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant *Staphylococcus aureus*), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B<sub>1</sub> or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally).<sup>1</sup> A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

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

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

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

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

Cross References: 4.2 – ENTRANCE REQUIREMENTS  
4.13 – PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

Date Adopted: July 29, 2008

Last Revised: July 8, 2013

## 4.35—STUDENT MEDICATIONS

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

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

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

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

Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse)<sup>1</sup> shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence<sup>1</sup> shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes only to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is not an authorization. **Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities.** Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall not be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

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

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an rescue inhaler or auto-injectable epinephrine, or both and who

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

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

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

#### Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained<sup>1</sup> and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

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

Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained<sup>1</sup> and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.<sup>2</sup>

Students who require medication to be taken at school must fill out the **MEDICATION ADMINISTRATION CONSENT FORM** found on in the back of this book.

Students who wish to be eligible to self-administer rescue inhalers and/or auto-injectable epinephrine must fill out the **MEDICATION SELF-ADMINISTRATION CONSENT FORM** found in the back of this book.

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities  
Arkansas Department of Education and Arkansas State Board of Nursing Rules  
Governing the Administration of Glucagon to Arkansas Public School Students  
Suffering from Type I Diabetes  
A.C.A. § 6-18-707  
A.C.A. § 6-18-1005(a)(6)  
A.C.A. § 17-87-103 (11)

Date Adopted: July 29, 2008

Last Revised: July 8, 2013

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

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

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

Date Adopted: July 29, 2008

Last Revised: January 18, 2011

#### **4.37 —EMERGENCY DRILLS**

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

For school-year 2013-14, an annual active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel.<sup>2</sup> Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

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

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

Legal References:     A.C.A. § 12-13-109  
                          A.C.A. § 6-10-110  
                          A.C.A. § 6-10-121  
                          A.C.A. § 6-15-1302  
                          A.C.A. § 6-15-1303  
                          Ark. Division of Academic Facilities and Transportation Rules Governing  
                          Maintenance and Operations of Ark. Public School Buses and Physical  
                          Examinations of School Bus Drivers 4.03.1

Date Adopted: July 29, 2008

Last Revised: July 8, 2013

### **4.37-B CRISIS RESPONSE POLICY**

The East End School District recognizes its responsibility to the students, parents, and faculty to provide a safe learning environment. The District also realizes that all schools are subject to any number of potentially dangerous, unexpected, and unpredictable crisis situations. It is therefore our purpose to protect all of our students and staff as fully as possible. In answer to that purpose we have implemented a system to handle crises should they occur.

**Crisis:** A sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the school population and often involves serious injury or death.

Types of crisis situations are, but not limited to, the following:

- Bomb threat
- Bus Transportation accident
- Child missing/abducted
- Disaster
- Gas leaks / hazardous spills
- Injury
- Death of student or staff
- Intruder
- Suicidal Situations
- Weapons situation
- Weather / Severe situation
- Terrorist Situation

**Responding to Crisis** - Intervening during a crisis to ensure safety and welfare.

**Lockdown** - Students are to remain in their classroom. Students may be checked out in the building's office by staff.

**Evacuation** - During an evacuation, only authorized adults with proper identification will be allowed to check out students. No Phone Calls Will Be Accepted.

Last Adopted: July 29, 2008

Last Revised: July 12, 2010

#### **4.38—PERMANENT RECORDS**

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student 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 the transfer of the student to another district.

The following information shall be in a student's permanent record during the student's enrollment in the district in the state.

- 1) Student's Birth Certificate Number (copy); Social Security Number (optional); Name; Address and Telephone Number if different; Occupation Workplace; Telephone Number at work
- 2) Sibling's names
- 3) Emergency Contact Person and Telephone Number
- 4) Health Record - Record of Immunization
  - Indication of disability or chronic illness
  - Allergies
  - Regularly Prescribed Medication
  - Hospital and Doctor Preference
  - A copy of any written accident report for accidents at school
- 5) Longitudinal Record of Standardized Test Scores
- 6) Permanent Record of Grades
- 7) Academic Skills Development Plan for students in grades 3, 6 and 8 who fail to achieve mastery on the basic competency tests
- 8) Enrollment Information
  - Entry Date
  - Exit Date
  - Reason for leaving
  - If transfer - indicate location
  - If graduation - indicate date
  - If dropout - indicate reason and age of student
- 9) Attendance Record
- 10) Listing of Extra Curricular Activities

An interview to obtain exit information shall be conducted by a counselor when any student transfers or drops out.

Comments shall be objective statements which can be validated with documentation.

Date Adopted: July 29, 2008

Last Revised: January 18, 2011

#### **4.39—CORPORAL PUNISHMENT**

The East End School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

Legal Reference:       A.C.A. § 6-18-503 (b)  
                              A.C.A. § 6-18-505 (c) (1)

Date Adopted: July 29, 2008

Last Revised: July 20, 2012

#### **4.40—HOMELESS STUDENTS**

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

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

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

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

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

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

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

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

(a) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(b) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

(c) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes

(d) are migratory children who are living in circumstances described in clauses (a) through (c).

Legal References\*\*:

- 42 U.S.C. § 11431 et seq.
- 42 U.S.C. § 11431 (2)
- 42 U.S.C. § 11432(g)(1)(H)(I)
- 42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II)
- 42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii)
- 42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii)
- 42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii)
- 42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii)
- 42 U.S.C. § 11432 (g)(3)(G)
- 42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E)
- 42 U.S.C. § 11434a

Date Adopted: July 29, 2008

Last Revised: July 20, 2012

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

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

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.



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

Any parent who objects to physical examinations or screenings may fill out the **OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS** form found on page 119.

Legal References: A.C.A. § 6-18-701 (b), (c), (f)

Date Adopted: July 29, 2008

Last Revised: July 20, 2009

#### **4.42—STUDENT HANDBOOK**

It shall be the policy of the East End school district that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.

Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

Date Adopted: July 29, 2008

Last Revised: July 8, 2013

#### **4.43—BULLYING**

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

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

## **Definitions:**

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

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

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

**Electronic act** means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

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

**Harassment** means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

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

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

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

- a. Building a fake profile or website of the employee;

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

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

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

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

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.<sup>1</sup>

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

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

Copies of this policy shall be available upon request.<sup>2</sup>

Legal Reference:     A.C.A. § 6-18-514  
                          A.C.A. § 5-71-217

Date Adopted: July 29, 2008  
Last Revised: July 8, 2013

#### **4.44— ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9 - 12**

Students in grades nine through twelve (9-12) are required to schedule and attend at least 350 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

##### Study Halls

Students may be assigned to no more than one (1) class period each day for a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building.

##### Extracurricular Classes

Students may be assigned to no more than one (1) class period each day for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in

order to receive credit for the course. For the purpose of this policy, extracurricular classes is defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

#### Course Enrollment Outside of District

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

In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. For the purpose of this policy, proven financial hardships is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. The superintendent shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.

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

Legal References:       A.C.A. § 6-18-210, 211  
                                  Arkansas Department of Education Rules Governing the Mandatory Attendance Requirements for Students in Grades Nine through Twelve

Date Adopted: July 29, 2008  
Last Revised: January 18, 2011

### **4.44.1 - CONCURRENT CREDIT**

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective. A student who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

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

- The District's student, and his or her parent(s) or guardian(s) if the public school student is under the age of eighteen (18);

- The District; and
- The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see Policy 4.44) are to be received by the school within 5 school days of the end of the semester in which the course is taken.<sup>1</sup> Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities and graduation.

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

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

Legal References: A.C.A. § 6-15-902(c)(2)  
Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade

Date Adopted: July 29, 2008

Last Revised: January 18, 2011

#### **4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS**

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.<sup>1</sup> This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year.<sup>2</sup> Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year<sup>3</sup> to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.<sup>4</sup>

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

The first year of this policy's implementation all employees required to be licensed as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, 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.<sup>5</sup>

## **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. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

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

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

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

- Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9
  - Geometry or Investigating Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10
- \*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

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

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

Natural Science: a total of three (3) units with lab experience chosen from  
One unit of Biology; and

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

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

Social Studies: three (3) units

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

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

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

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

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>8</sup>

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

### **CAREER FOCUS: - Six (6) units**

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

The Smart Core and career focus units must total at least twenty-two (22) units to graduate.

### **CORE: Sixteen (16) units**

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

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



Social Studies: three (3) units

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

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

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

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

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>8</sup>

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

### **CAREER FOCUS: - Six (6) units**

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

The Core and career focus units must total at least twenty-two (22) units to graduate.

Cross References: Policy 5.16.1—GRADUATION REQUIREMENTS  
5.11—PROMOTION/RETENTION/COURSE CREDIT FOR ?-12 SCHOOLS  
5.12—PROMOTION/RETENTION/COURSE CREDIT FOR K- ? SCHOOLS

Legal References: Standards of Accreditation 9.03 – 9.03.1.9, 14.02  
ADE Guidelines for the Development of Smart Core Curriculum Policy  
Smart Core Informed Consent Form 2014  
Smart Core Waiver Form 2014

Date Adopted: July 12, 2010

Last Revised: July 8, 2013

### **4.46—PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance shall be recited during a designated time of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while standing. Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.

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

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

Legal Reference: A.C.A. § 6-16-108

Date Adopted: July 29, 2008

Last Revised: January 18, 2011

#### **4.47 —ELECTRONIC DEVICES**

The East End School District will be initiating BYOD (Bring Your Own Device) in the 2013-2014 school year. Students will have the opportunity to bring their own electronic devices to use for educational purposes. It is not required that students bring their own devices, and all students will have access to technology for lessons and assignments that require it.

As with any electronic device, there are many options available. There are pros and cons with each device available, and the district does not want to “push” or recommend any single product. The most effective electronic device is not the one with the most options but rather one that the students are most comfortable with and can use effectively.

##### **Guidelines for the program are as followed:**

- Students are responsible for their own devices. It is the student’s responsibility to keep up with the device to ensure theft does not occur.
- Use of the student device during the school day must be with teacher approval and academic use.
- Students are NOT required to bring their own device.
- If a lesson requires the use of a device, the school will provide one for those students who do not have one. This could be done in a computer lab.
- The school does not provide technical assistance for student-owned devices. It is the student’s responsibility to keep them functional.
- It is the student’s responsibility to ensure that the device is fully charged prior to arriving at school.
- It is the teacher’s discretion on whether electronic devices will be allowed on individual lessons or activities.
- **Any refusal for a student to put his or her device away could result in insubordination.**
- A technology usage agreement form would need to be signed and returned before the student could access the student network.
- The student network would be filtered and monitored
- Students are responsible for all sites visited and content from their device or while using any electronic device. Inappropriate use such as bullying, inappropriate sites, etc. . . could result in the student no longer having access to technology while at school, notification to law enforcement, school disciplinary measures ranging from verbal reprimand to expulsion.
- Students would be allowed to use headphones when approved by the teacher.
- No photos, video, or audio recording is permitted without the permission of a teacher and only during academic lessons.

- Students may be able to use their devices before school, during lunch, after school, and any other times with approval from school personnel.
- Students will only be able to print through a printer in the computer labs by using lab computers.
- Students should only use their own device unless working on a teacher-approved group lesson that requires multiple users.
- **During state testing, all devices must be turned into the teacher in charge. Devices will be given back to the students after the testing is completed for the day. Failure to turn device in could result in insubordination.**

Date Adopted: July 29, 2008  
 Last Revised: July 8, 2013

#### **4.48—VIDEO SURVEILLANCE**

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.

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.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording.

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 is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

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

Legal References: 20 USC 1232(g)  
 34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

Date Adopted: July 29, 2008  
 Last Revised: January 18, 2011

#### **4.49—SPECIAL EDUCATION**

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

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

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

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding handicapped students.<sup>1</sup> Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents.

**Legal References:** 34 C.F.R. 300 et seq.  
42 U.S.C. §12101 et seq. American with Disabilities Act  
29 U.S.C. § 794 Rehabilitation Act of 1973, Section 504,  
20 U.S.C. §1400 et seq. Individuals with Disabilities Education Act,  
P.L. 108-446 The 2004 Reauthorization of the Individuals with Disabilities Act  
A.C.A. § 6-41-201 et seq.

**Date Adopted:** July 20, 2009

**Last Revised:** January 18, 2011

## **4.50 CLASS STATUS**

Class status is determined at the BEGINNING of each school year.

1. A student must have completed six (5) units to be considered a tenth grade student.
2. A student must have completed ten (10) units to be considered an eleventh grade student.
3. A student must have completed three (3) years of high school and must have completed fifteen (15) units to be considered a twelfth grade student.

Date adopted: July 29, 2008

Last revised: July 14, 2011

## **4.51 ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP PROGRAM**

The Arkansas Academic Challenge Scholarship Program was created by ACTS 352, 362, and 733 of 1991. The qualifications, as identified in the statutes, include as follows: complete the pre-collegiate core curriculum (see below); maintain a minimum GPA and ACT Score as determined by the Department of Higher Education; enroll in an Arkansas college or university; and meet the family income requirements.

Date adopted: July 29, 2008  
Last revised: January 18, 2011

#### **4.52B VALEDICTORIAN/SALUTATORIAN/HONOR GRADUATES**

Valedictorian and Salutatorian must be enrolled before the beginning of the third week of school of the senior year and must meet the requirements for an honor's diploma (must have honor graduate grade point.). To be considered for Valedictorian, Salutatorian, or Honor Graduate status, students must complete the Smart Core Curriculum. Grade points for Valedictorian, Salutatorian, and honor graduates will be averaged after the seventh semester. Their GPA will be rounded to the nearest 100th of a percent.

Grade points will be figured after the completion of the seventh semester for scholarships, Governor's reception, and official transcript ranking. Only advanced placement classes will be weighted. Honor graduates must have a minimum GPA of 3.50.

Beginning with the class of 2004, honor graduates must complete the Smart Core Curriculum as listed in this student handbook.

All rank will be based on a 5.0 scale.

Date Adopted: July 29, 2008  
Last revised: July 12, 2010

#### **4.53B FAILED COURSES/MAKE-UP REQUIREMENTS**

Senior assignments, projects, tests, etc. and grades must be finalized by the end of the school day on the Monday prior to graduation.

Students who fail core courses or who did not have the number of courses needed to graduate will be required to make-up the course work in one of the following ways:

1. Attend summer school at an accredited high school.
2. Correspondence courses from an accredited university which offers high school courses.  
(Students will not be allowed to take a correspondence course for a class he/she is currently enrolled)
3. The participation in and satisfactory completion of an approved computer based or web-based credit recovery program on the school campus.
4. Correspondence course students must have parental knowledge and proof of payment for courses before being allowed to schedule a class-free period for study. No more than one period a day may be used for this work.

Students must successfully pass previous grade specific courses before moving to the next level. This applies to credit level courses only. If successfully completed, students may use the grade assigned through credit recovery, or correspondence to replace an in-class grade of lesser value.

Date adopted: July 29, 2008  
Last revised: July 14, 2011

#### **4.54 - STUDENT ACCELERATION**

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

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school Gifted and Talented Program Coordinator who shall convene the individuals necessary to make an informed decision which shall include the student's parents or guardians.

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

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

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

Legal Reference: ADE Gifted and Talented Rules

Date adopted: July 8, 2013  
Last Revised: July 8, 2013

#### **4.54-1 COURSE WITHDRAWALS (BHS)**

Students will have a maximum of seven (7) school days to request withdrawal from any class without penalty. After seven (7) school days schedule changes must be approved by a committee made up of the principal, counselor, and teachers involved.

Date adopted: July 29, 2008  
Last revised: January 18, 2011

## 4.55 GRADING

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

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

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

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

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

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69-60

F = 59 and below

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

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

Legal References:     A.C.A. § 6-15-902  
                              State Board of Education: Standards of Accreditation 12.02  
                              Arkansas Department of Education Rules and Regulations Governing Uniform  
                              Grading Scales for Public Secondary Schools

Date Adopted: July 29, 2008

Last Revised: July 20, 2012

## **4.56(5.21)—ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, and HONORS COURSES**

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

A = 100 – 90  
B = 89 – 80  
C = 79 – 70  
D = 69-60  
F = 59 and below

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

A = 5 points  
B = 4 points  
C = 3 points  
D = 2 point  
F = 0 points

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

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

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

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

Legal References:     Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools  
ADE Rules Governing Advanced Placement Courses in the Four Core Areas in High School  
A.C.A. § 6-15-902(c)(1)  
A.C.A. § 6-16-806

Date Adopted: July 29, 2008



Last Revised: July 8, 2013

#### **4.57 HONOR ROLL**

An honor roll is established at the end of the first and third nine weeks and at the end of each semester. The honor roll consists of the following: *All "A" Honor Roll* for 4.0 GPA, and the "A-B" Honor Roll for 3.0 – 3.99 GPA.

Date adopted: July 29, 2008

Last revised: July 12, 2010

#### **4.59 SECOND SEMESTER EXAM EXEMPTIONS (BHS)**

**Semester Exams will count 1/5 (20%) of the students semester grade**

**All students will be required to take the first semester exam.**

Any high school student in grade 7-12 may be exempt from his/ her second semester exam if the following criteria are met:

1.     A.) A semester average of ninety percent (90%) or higher in a class with no more than 5 absences.  
  
       B.) A semester average of eighty percent (80%) or higher with no more than 3 absences.  
  
       C.) Any student that scored proficient or advanced on the EOC Literacy, Algebra, Geometry, Biology, exam or the Arkansas Benchmark exams and has an eighty percent (80%) average and has no more the eight (8) days absence for the semester.
2.     No out-of-school suspensions during the current semester.
3.     No more than five days of in-school suspension during the current semester.

Students will be informed of exempt status by each classroom teacher.

Any exempt student who chooses to participate in a semester exam in an effort to improve their final semester average will not be penalized. The semester exam will only be counted if it improves the student's final semester average.

**Attendance will be enforced during semester exam time. All students are required to be present unless they meet the exemption status listed above.**

Date adopted: July 29, 2008

Last revised: July 8, 2013

#### **4.61 REMEDIATION AND ACADEMIC IMPROVEMENT (AIP)**

In accordance with Act 35 of the 2nd Extraordinary Session of 2003, student in grades kindergarten through twelve (k-12) who do not demonstrate proficiency on the Arkansas Comprehensive Assessment Program exams, including those who are not present for testing, shall participate in an

intense remediation program. The building principal will determine the length and type of remediation. Credit will not be given for the remediation course. Any student failing to achieve at the proficient level on the State mandated exams shall be evaluated by school personnel, who shall develop a student Academic Improvement Plan (AIP) to assist the student in achieving the expected standard in subject area(s) the student was not proficient in. The AIP shall describe the consequences for the student's failure to participate in the plan. Parents will sign and be provided a copy of the student's AIP.

Participation in the testing and remediation program is mandatory. Students in grades one through eight, identified for an AIP who do not participate in the remediation program shall be retained. Students not proficient on the End-of-Course tests or on the Grade 11 Literacy test shall participate in a remediation program to receive credit for the corresponding course.

Date adopted: July 29, 2008

Last revised: January 18, 2011

#### **4.62 (5.11) PROMOTION/RETENTION/COURSE CREDIT FOR 7-12 SCHOOLS:**

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 East End School District shall include in the student handbook, the criteria for promotion of students to the next grade as well as the criteria for being required to retake a course, if applicable. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria: Promotion or retention of students in 7<sup>th</sup> and 8<sup>th</sup> grade shall be based on the performance of the student in the four core content classes (Math, English, Social Studies and Science). Classification of students in 9-12 will be determined by the number of credits that are received each year. If there is doubt concerning the promotion or retention of a student, or their required retaking of a course, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal or his/her designee.

Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.<sup>2</sup>

All students must successfully pass all end-of-course (EOC) assessments they are required to take, unless exempted by the student's individualized education program (IEP). To receive academic credit

on his/her transcript in a course requiring a student to take a EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her Individualized Academic Improvement Plan (IAIP) which shall focus on the areas in which the student failed to meet the necessary passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.

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

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.

Cross References: 3.30—PARENT-TEACHER COMMUNICATION  
4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

Legal References: A.C.A. § 6-15-402  
A.C.A. § 6-15-404  
A.C.A. § 6-15-419(3)  
A.C.A. § 6-15-433  
A.C.A. § 6-15-1602  
A.C.A. § 6-15-2001  
A.C.A. § 6-15-2005  
A.C.A. § 6-15-2009  
State Board of Education: Standards of Accreditation 12.04.3  
ADE Rules Governing the ACTAAP and the Academic Distress Program  
Arkansas Department of Education Rules Governing Public School End-Of-Course Assessments and Remediation

Date Adopted: July 29, 2008

Last Revised: July 8, 2013

## **4.63 FINANCIAL OBLIGATIONS**

Financial obligations must be cleared before grades are issued or classes are scheduled.

Date adopted: July 29, 2008

Last Revised: January 18, 2011

## **4.64 ALTERNATIVE LEARNING ENVIRONMENT (BHS)**

The district shall have an alternative learning environment (ALE) which 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.

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. The team should consist of

at least a school counselor, the ALE director or principal, a parent or legal guardian, and a regular classroom teacher.

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

- Academic problems
- Disruptive behavior
- Potential for Dropping out from school
- Personal or family problems or situations
- Recurring absenteeism
- Transition to or from residential program

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:

- Abuse; physical, mental, or sexual
- Frequent relocation of residency
- Homelessness
- Inadequate emotional support
- Mental/physical health problem
- Pregnancy
- Single parenting

Students that have successfully completed a minimum of twenty (20) days in the ALE will be eligible for transition if they meet the requirements to transition back to the regular classes. The ALE exit criteria will include, but is not limited to: Success in meeting the Action Plan developed for the student in the ALE, recoupment of lacking academic skills, improvement in social and life skills, discretion of a mental health provider, parental request, and agreement by the placement team. This decision must be based on tangible evidence of success. The team will write a plan for transition back into the mainstream, and this plan must be presented to the receiving teachers to ensure success of the student. The team will receive quarterly updates regarding the transition of individual students. The student will continued to be monitored for attendance, discipline, and academic performance for up to one year following the transition from the ALE.

The district's ALE program shall follow class size, staffing, and expenditure requirements identified in the ADE Rules Governing the Distribution of Student Special Needs Funding.

Date adopted: July 29, 2008

Last revised: July 8, 2013

## **4.65 LUNCHROOM**

The lunchroom is a non-profit, school operated service that provides well-balanced meals at a low cost. All students may eat in the lunchroom. Free and reduced lunches are available for those who qualify. Forms may be obtained from the office. A student is only permitted to charge 10 dollars. Students will not be permitted to charge lunches after May 15. A student will not be permitted to charge any lunches if the student has delinquent charges.

Running, pushing, and other forms of loud boisterous behavior will not be permitted in the cafeteria. Students are responsible for cleaning up after themselves (trash,etc.)

Date adopted: July 29, 2008  
Last revised: July 20, 2012

#### **4.66 LUNCH MONEY CREDIT (BHS)**

Student's ending the school year with a credit in their lunch money account will have that credit applied to their beginning balance the following year.

Account refunds will be made only for students who are graduating or leaving the system.

Date adopted: July 29, 2008  
Last revised: January 18, 2011

#### **4.67 ANNOUNCEMENTS (BHS)**

All announcements that will be made during the day should be approved by the principal.

Announcements should be provided to the office by 2:00 the day before they are to be placed in the bulletin. Any announcement provided after that will need approval to be placed in the days bulletin.

Date adopted: July 29, 2008  
Last revised: July 14, 2011

#### **4.68 LEAVING SCHOOL (BHS)**

A student will be allowed to check out of school when his or her parents/guardians come to pick up the student or make arrangements by phone with the school office. Parents/guardians must come in the office to checkout a student; students will not be allowed to meet parent/guardians in the parking lot. Students will not be allowed to check out for lunch. Notes from Home are not Acceptable Documents to Allow a Student to check-out of School except during semester testing. Parents are requested not to make medical or dental appointments for students during school hours unless a conflict is impossible to avoid. All correspondence is subject to verification by the office.

Date adopted: July 29, 2008  
Last revised: July 20, 2009

### **3.69 SELECTION /INSPECTION OF INSTRUCTIONAL MATERIALS**

The use of instructional materials beyond those approved as part of the curriculum/textbook program must be compatible with school and district policies. If there is uncertainty concerning the appropriateness of supplemental materials, the personnel desiring to use the materials shall get approval from the schools principal prior to putting the materials into use.

All instructional materials used as part of the educational curriculum of a student shall be available for inspection by the parents or guardians of the student. For the purposes of this policy, instructional materials is defined as instructional content provided to the student regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats. The term does not include academic tests or academic assessments.

Parents or guardians wishing to inspect instructional materials used as part of the educational curriculum for their child may schedule an appointment with the student's teacher at a mutually agreeable time. Parents/guardians wishing to challenge the appropriateness of any instructional materials shall follow the procedures outlined in Policy 5.6—CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

**Note:** This policy is to be developed in conjunction with parents.

Legal Reference: 20 USC § 1232h (a), (b), (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(C)(i)(ii), (2)(A)(i), (5)(B), (6)(A)(C)]

Date Adopted: July 29, 2008

Last Revised: January 18, 2011

#### **4.69.1 SELECTION OF LIBRARY/MEDIA CENTER MATERIALS**

Instructional and supplemental materials are selected for their compatibility with the District's educational program and their ability to help fulfill the District's educational goals and objectives. Individuals wishing to challenge or express concerns about instructional or supplemental materials may do so by filling out a *Challenge to Instructional Material* form available in the school's office. The contesting individual may present a copy of the form to the principal and request a conference be held at a time of mutual convenience. Prior to the conference, the principal shall consult with the teacher regarding the contested material. In the conference, the principal shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the principal's response to those concerns to the Superintendent<sup>1</sup>.

If the contesting individual is not satisfied with the principal's response, the individual may, after the five (5) working day period, request a meeting with the Superintendent where the individual shall present the same *Challenge to Instructional Material* form previously presented to the principal. The Superintendent shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.<sup>2</sup>

Following the conclusion of the meeting, the Superintendent shall have five (5) working days to write a summary of the concerns expressed by the individual and the Superintendent's response to those concerns. The Superintendent shall create a file of his/her response along with a copy of the principal's response and a copy of the contesting individual's *Challenge to Instructional Material* form.

If, after meeting with the Superintendent, the contesting individual is not satisfied with the Superintendent's response regarding the appropriateness of the instructional or supplemental material, he/she may appeal the Superintendent's decision to the Board. The Superintendent shall present the contesting individual's *Challenge to Instructional Material* form to the Board at the next regularly scheduled meeting along with the written responses to the challenge. The Board may elect, if it so chooses, to hear brief verbal presentations from the parties involved in the challenge.

The Board shall decide at that meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The Board's primary consideration in reaching its decision shall be the appropriateness of the material for its intended educational use.

Legal Reference: 20 USCS 1232(h)(c)(C)

Date Adopted: July 29, 2008

Last Revised: January 18, 2011

#### **4.70 EMERGENCY HEALTH SERVICES**

Facilities for sick students are limited. If your child is sick or injured, the school will make every effort to notify you immediately so that you can pick up your child or make arrangements to do so. When parents cannot be reached, if the injury or medical condition requires medical attention, school officials shall act "in loco parentis" and secure medical attention for the student. The parents will be responsible for the payment of any services.

Only Emergency First Aid Will Be Given at School. - Tylenol will only be given if the student brings a parental note from home stating that the child is to be given Tylenol that day. Tylenol will not be provided by the school except at the discretion of the office.

Illness - If a student should become ill at school, he should ask his classroom teacher for a pass to the office. The office or nurse may permit the student to attend the sickroom. An effort will be made to contact the parent/guardian for further instructions. A student may not be present in the sickroom unless directed to be there.

Date adopted: July 29, 2008

Last revised: January 18, 2011

#### **4.71 FOOD/SOFT DRINKS**

Food, candy and soft drinks may be consumed before school, at lunch, and after school. This should be done only in the areas designated by the principal. Students may not bring soft drinks in glass containers. The administration reserves the right to prohibit, limit, or ban the use of the vending machines. Food, candy, or soft drinks are not permitted on the school bus or at the high school/middle school during school hours except in designated areas and for special events. Food and drink, with the exception of water, should be consumed in the cafeteria or student lounge area only. **Food and drinks, with the exception of bottled water, may not be carried in the hallways or classrooms.**

Date adopted: July 29, 2008

Last revised: July 20, 2009

#### **4.72 BUILDING REGULATIONS**

The locker area will be opened for student use at 7:50 a.m. Students should remain in the designated areas until such time. The hallways and lockers are off-limits prior to 7:50 a.m. and during lunch unless the student is provided a hall pass by a teacher.

Date adopted: July 29, 2008

Last revised: July 8, 2013

#### **4.73 OFF-LIMIT AREAS**

Students are never to be:

1. In the parking lot during school hours without authorization.
2. On the gym floor wearing street shoes.
3. In the hallways or at a teacher's classroom door during class time without proper authorization or a hall pass.
4. Touching or adjusting any heating or cooling thermostats.
5. Seated on tables or desks in the cafeteria or in the classroom.
6. In any unsupervised school area before school, noon, or after school.
7. Touching or messing with the intercom system.

Date adopted: July 29, 2008

Last revised: January 18, 2011

#### **4.74 FEES, FINES, AND CHARGES**

There will be a charge for a parking decal each year. A decal is required in order to park on campus.

Textbooks must last seven (7) years. Students are responsible for their textbooks. The following is a list of damages that will result in a fine or full replacement cost of the book: wet or mildewed book; writing words/pictures in the book; lost or stolen book; removed from binding.

A student's grades or records will not be released or sent to any party until all fines, fees, and charges are paid in full. A student will not be permitted to attend the prom or to participate in baccalaureate and graduation until all fines, fees, and charges are paid in full.

Date adopted: July 29, 2008

Last revised: January 18, 2011

#### **4.75 EXTRACURRICULAR ACTIVITIES (BHS)**

Students participating in extracurricular events are required to follow student handbook discipline rules. Students will abide by all rules sanctioned by the Arkansas Activities Association. Students must conduct themselves in a manner that would be a credit to their team, school, and community. All students should be aware that the school does not furnish insurance; however, insurance may be obtained through the school on a voluntary basis. Forms are available in the office.



**Students must be in attendance at least four periods the day of the competition in order to compete.** Students that have a valid excuse (doctor, funeral, or court) may show documentation excusing them for missing more than four periods the day of an event.

#### **4.40A-----PUBLIC SCHOOL/HOME SCHOOL DUAL ENROLLMENT (BHS)**

**For Home-school students wishing to participate in extra-curricular activities, please see policy #5.19.2**

A student who is entering the 7th grade or above and has been enrolled as a home school student for the two previous years, may be eligible for dual enrollment at Bigelow High School. The student must enroll in a minimum of four periods. All periods of enrollment must be consecutive. Dual enrollment is possible for a maximum of two consecutive years. If a student withdraws from dual enrollment, the student will not have the opportunity to participate in dual enrollment in the future.

Any student eligible for dual enrollment must file the proper home school documentation for the amount of time not enrolled at Bigelow High School. For example: if a student is enrolled as a half-time student at Bigelow High School, he/she must file the proper paperwork showing they are home schooled for the other half of the day.

Parents and students are responsible for their own transportation to and from school.

Students who are dual enrolled during their sophomore, junior, or senior year are not eligible for graduation, Val/Sal, or honor graduate status. Graduation credit is only offered for accredited course.

Students must apply for dual enrollment to Bigelow High School prior to the start of the semester of initial attendance.

Enrollment in requested classes is not guaranteed but will be based on course availability. Full-time students will have preference in course enrollment and placement. The placement of the student into proper classes will be done by school administration consistent with policy 4.2-ENTRANCE REQUIRMENTS. Students who are dually enrolled must take the recommended courses form the administration that matches with testing at that grade level.

Only students who meet both AAA and local eligibility requirements will be permitted to enroll in courses and activities which have requirements beyond the regular school day.

**Date Adopted:** July 20, 2012

Last Revised: July 8, 2013

#### **5.19.2 - EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS**

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.<sup>1</sup>

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<sup>2</sup> as permitted by this policy. Although not guaranteed participation in an interscholastic activity home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination.

The District shall abide by this policy and by the rules contained in the Arkansas Activities Association (AAA) Handbook governing interscholastic activity participation of students who are home-schooled . Areas of eligibility criteria, such as a student's age and semesters of eligibility, are the same for home-schooled and traditional students and are governed by the current AAA Handbook.

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

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

The parent of any student wishing to participate in an interscholastic activity shall mail or hand deliver a completed application form 5.19.2F to his/her child's school's principal before the signup, tryout or participation deadline established for traditional students. The Superintendent shall approve those applications which meet the enrollment application requirements identified in this policy and AAA Rules and shall deny those that don't meet the requirements.

Approved applications shall apply only for the semester<sup>3</sup> in which the student enrolls in the student's resident school zone.<sup>2</sup> The student shall regularly attend the class in which the student is enrolled beginning no later than the eleventh (11) day of the semester in which the student's interscholastic activity participation is desired. If the student's desired interscholastic activity begins prior to the first day of the semester in which the student is enrolled, to maintain eligibility, the student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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

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

A student whose application for eligibility to participate in an interscholastic activity is accepted is required to enroll in no more than one course<sup>5</sup> in the District's school where the student is intending to participate in an interscholastic activity.<sup>6</sup> Home-schooled students shall meet the same enrollment criteria as are required for traditional students in policies 4.1—RESIDENCE REQUIREMENTS and 4.2—ENTRANCE REQUIREMENTS and the parent or guardian's shall sign a form acknowledging receipt and understanding of the school's student handbook and to be bound by the applicable portions thereof.

If the student's desired interscholastic activity is associated with a specific class or course that meets during the school-day that the traditional students of the district are required to take, the home-schooled student shall take the required class or course to be eligible for the interscholastic activity.

If the student's desired interscholastic activity is **not** associated with a specific class or course that meets during the school-day, to be eligible to participate in the student's desired interscholastic activity, the home-schooled student shall enroll in a class or course that is age and grade appropriate for the student.

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

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.

## **ARKANSAS ACTIVITIES ASSOCIATION**

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

Legal References:     A.C.A. § 6-15-509  
                              Arkansas Activities Association Handbook

Date Adopted:   July 8, 2013

Last Revised:    July 8, 2013

### **4.24 A--RANDOM DRUG/ALCOHOL TESTING FOR EXTRACURRICULAR ACTIVITIES**

#### Definitions

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

**Who is tested:**       Any student who wishes to participate in any extracurricular activity during the school year.

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

**Policy Statement:**   East End School District is conducting a mandatory drug testing program for students in extracurricular programs. Alcohol use is prohibited as this policy states. Any student that is found to be using alcohol will adhere to the consequences listed below. Firsthand knowledge of students using alcohol will be investigated by the sponsors and administration. Examples of firsthand knowledge may include: Information presented by a school official, parent of the student, or admission by the student in question.

Purpose: The purpose of this policy is:

1. To ensure the total wellbeing of our students
2. To emphasize the health and safety of students, as well as addressing the long-term physical and emotional effects of chemical use on their health.
3. To undermine the effects of peer pressure by providing legitimate reasons for students in athletic programs to refuse to use illegal drugs.
4. To encourage students who use drugs to discontinue use and participate in drug treatment programs.
5. To establish a standard of conduct for students representing Bigelow Schools who are considered leaders and standard bearers among their peers.
6. To work with parents to assist in keeping their children drug free.
7. To assist student/athletes who need to be referred for assistance or evaluation regarding their use of illegal drugs.

Consent: Each student wishing to participate in any *extracurricular* program, and the student's custodial parent or guardian will consent in writing to drug testing pursuant to the district's drug testing program. Written consent of this policy is a form provided by the district. No student shall be allowed to participate in any of the above activities if the written form is not returned prior to participation beginning. The form of consent will be binding for the remainder of the school year unless the district is notified in writing by the student's parent or guardian that the student is no longer going to participate and the parent's wish for their child not to be drug tested.

Student Selection: At the option of the district, all students in extracurricular activities may be drug tested at the beginning of the school year or at the beginning of their activity. In addition, random testing will be conducted during the school year. The random testing shall be made up of a sufficient number of students in the activity programs to create a probability in favor of each student being randomly tested during the school year. Selection of random testing will be lottery drawing from a "pool" of all students in the above programs in the district at the time of the drawing.

Prescription Medication: The existence of lawfully prescribed medication in the student's sample is not a violation of this policy when taken in accordance with a physician's recommendation or prescription to a specific student. Some over-the-counter medications may have similarities to unlawful drugs when tested. Students may indicate prescribed medication on the drug testing consent form. Students should inform the drug testing coordinator of any prescription medications they are taking at the time of the testing. Students may also be asked to produce a doctor's note or doctor's prescription to verify the medications they are taking. Students who refuse to provide verification and test positive will be subject to the actions specified below for a "positive test."

- Scope of Test: The drug sample tests for one or more illegal drugs. Student samples will not be screened for the presence of any substance other than an illegal drug or for the existence of any physical condition other than drug intoxication. Once the sample is collected, the sample will be sent to a testing lab. If the sample tests negative at the lab, the student will be notified, and no further action will be taken.
- Access to results: The testing lab will be authorized to report results only to the Coordinator or to such persons as the Coordinator may designate in the event the Coordinator is absent.
- Procedure in the event of a positive result from the lab: Whenever a student's test results indicate the presence of illegal drugs ("positive drug"), the following will occur: If the sample tests positive, a custodial parent or legal guardian will be notified by the administration.
- 1<sup>st</sup> Positive Result: For the first positive result, the student will be encouraged to seek treatment and/or counseling for drug/alcohol related problems. A referral/resource list will be made available to the student and parent/legal guardian. The East End School District will not assume any expense incurred for counseling service or attendance in a drug/alcohol rehabilitation program.
- The student will be on probation for a thirty day period. Between twenty and thirty days after the first test, the student will be tested again at his/her own expense. If the test is negative, the student will be allowed to continue in any of the named programs after the thirty day period is expired. If the test is positive, the student will not be allowed to continue any of the above named programs for a 12 month period. During the probation period, the student will not be allowed to participate in any competition that represents Bigelow Schools. A student may be required to practice or participate in off-season activities at the head coach or sponsor's discretion. He/She may not dress out for any competition. In order to regain eligibility, a student must have a negative chemical screening test. This test must be administered under the school district's supervision and at the student's expense.
- 2<sup>nd</sup> Positive Result: For a second positive result in the same year or on any two consecutive school years, the student will be suspended from participating in any of the above named activities for a 12 month period.
- 3rd Positive Result: For the third positive result in any two consecutive school years, the student will be permanently suspended from participating in any of the above named programs for the remainder of his/her

enrollment with the school.

**Admission of use:** If a student-athlete admits to using an illegal or banned substance prior to a 1st Positive Result, that student athlete will receive a 15 day Probation period. After the 15 day period is complete, the athlete will be required to pay for and pass a screening before he or she is allowed to resume participation in athletic events. This will count as the First Positive Test for this athlete. A reduced penalty will only be available for the 1st Positive Result only.

**Alcohol use:** Any student found to be using alcohol will adhere to the consequences listed below. Firsthand knowledge of students using alcohol will be investigated by the sponsor and administration. Examples of firsthand knowledge may include: Information presented by a school official, parent of the student, or admission by the student in question.

**First Violation:** A mandatory meeting between the parent(s), student, sponsor, and administration, unless the violation occurs on school grounds or at a school activity, must occur before the student is allowed to participate in any further activities. Information for counseling agencies may be provided at the parents request by the school with the understanding that any cost is incurred by the parents and student.

**Second Violation:** A second offense will result in a 30 day probation period and participation in events will be suspended during this time. Other infractions will result in penalties listed below.

**Third violation:** A third offense within any two consecutive school years will result in a suspension of no less than twelve (12) months from the above named activitie(s).

Further violations may result in permanent suspension from extracurricular activities

**Nature of Policy:** No student shall be penalized academically for testing positive for illegal drugs. The results of any drug test pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid or binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible before response is made by the district.

**Other Disciplinary Measures:** The district, by accepting this policy, is not precluded from utilizing other disciplinary measures set forth in the Student Handbook or Athletic Handbook if reasonable suspicion arises.

Date Adopted: July 20, 2012

Last Revised: July 20, 2012

## **A. FIELD TRIPS**

Class visits to places of cultural or educational significance give enrichment to the lesson of the classroom. To insure the desired outcomes of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip. An advance trip by the teacher is suggested.

Any student with excessive discipline may be denied the privilege of leaving school for a field trip or an extracurricular event.

Extracurricular activities are an important component to the overall development of our students; however, interruptions of instructional time in the classroom should be limited and kept to an absolute minimum. In this regard absences due to such activities should also be kept to a minimum. It is also emphasized that participation in extracurricular activities is a privilege and not a right.

The written consent of parents must be obtained for every child participating in a field trip. Parents must be informed of the following:

1. Name, location, and date(s) of the event.
2. Cost to the student.
3. Mode of transportation to be used.
4. Name of the supervisor overseeing the activity.
5. Parents' responsibility.

Spirit bus permission slips may be valid for an entire academic year, but an individual permission slip must be turned in for each different field trip that you attend. Students with attendance problems may be denied the privilege of riding a spirit bus that would require the student from missing more class time.

Field trips must be approved by the principal. Field trip sponsors must complete a form containing a trip plan stating the starting point, planned stops, and destination. Sponsors shall present this form to the principal for approval no later than 10 days prior to the planned field trip. Upon approval, sponsors must email to the staff a list of student participants. Unplanned or unapproved stops will not be permitted. Field trips must be educational in nature. Shopping trips and other recreational activities will not be permitted during educational trips.

To ensure proper attendance, sponsors of field trips will take roll prior to leaving, cross-reference this roll with the list of participants, and inform the office of any absentees.

Whenever possible, bus transportation should be provided. The use of private vehicles is discouraged. If a private passenger vehicle must be used, the following conditions must be met:

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
3. The vehicle must have a valid registration.
4. The vehicle must be insured for the state required minimum limits of liability. A signed Drivers Insurance Form must be submitted to the principal for each vehicle used.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. For trips other than inter-school athletics, supervision of one (1) adult per fifteen (15) students is required.

## **B. OVERNIGHT TRIPS**

No overnight trips will be permitted without the approval of the principal, superintendent, and the school board. Sponsors should seek permission in advance from the principal and superintendent. This proposal should be brought before the school board at a regularly scheduled meeting.

Before bringing this proposal to the board, the sponsor should have secured enough additional teachers/parents to ensure that there will be a sponsor assigned to each room. The ratio of 3 students per sponsor should be maintained.

Any student that has been suspended from school as a result of a behavior problem may not be allowed to attend school sponsored overnight trips during that school year.

### **OVERNIGHT TRIP RULES**

1. Students will be expected to obey all rules established by the school administration.
2. Curfew will be strictly observed.
3. No drugs or alcohol will be allowed. Suspicion of drugs/alcohol will lead to personal body search and search of luggage and room by school administration representative or local authorities.
4. Boys/girls will not be allowed to be in girls'/boys' rooms for any reason.
5. If the trip involves a performance (such as band, choir), students are expected to bring appropriate clothing for performance. (Organizations' dress code will be enforced.)
6. Students will behave in a courteous manner at all times; rudeness to others is inexcusable.
7. Excessive loudness/noise in hotel rooms will not be tolerated.
8. Only small radios that operate through earphones only will be allowed on trips.
9. Students will be permitted to bring only unopened cans of soft drinks on trips. No glass drink bottles of any kind will be allowed.
10. Students will be responsible for their luggage and personal items.
11. Any destruction of public property will be the responsibility of the student/his parents to make restitution.
12. Any misbehavior will not be tolerated. Anyone violating the rules or causing problems will be returned home via airplane/bus at their parents' expense. If a student has to be sent home, they will be taken to the airport/bus terminal and placed on the next available flight/bus to Little Rock by school administration representative, and parents will be notified of the action by the representative.
13. A medical release will be obtained for any student going on the trip and will be carried with the sponsor at all times.
14. The parents will be given a copy of the rules and a notarized statement from the parents stating that they and their child have read and understand these rules will be obtained before departure. An itinerary will be provided for the parents.
15. All expenses for these overnight trips are the responsibility of the organization/club, students and sponsors and will be paid for through school approved fund raisers prior to the event.



## **C. PROM**

Only students in grades 11-12 enrolled in Bigelow High School can attend and invite others to the Junior-Senior Prom. Sophomores and above may be included on the guest list with invitation, parental notification, and approval by the principal.

Students from grades 11 and 12 must have written permission from their parents if their date is not a student enrolled in Bigelow High School. All requests must be turned in not later than one week prior to the prom. The prom will be held on Bigelow School property unless a request for an alternative location is approved by the school board.

Students with outstanding financial obligations will not be allowed to attend the prom. Students with 6 or more days of out-of-school suspension per school year or 10 days of in-school suspension per school year will not be permitted to attend the prom.

## **D. DANCES**

1. If you bring a date other than a Bigelow High School student, he/she must be preregistered not later than two days prior to the dance. Your out of school date must enter and leave with you. You are responsible for that person's compliance with our school rules. You will be disciplined for any school policy violations committed by your out-of-school date.
2. No alcoholic beverages, tobacco products, or drugs of any kind are allowed. If you or your date is found with or under the influence of alcoholic beverages or other drugs, your parents will be called to come and get you. Disciplinary action will follow school policy.
3. You may also be asked to leave the dance if you engage in any sort of disruptive behavior. Your parents will be notified and disciplinary action will result as stated in the handbook according to the offense.
4. Once you leave the dance you may not return and are required to leave the school campus immediately. All students must sign out of the dance as they leave and the time will be posted by a faculty member.

## **E. LEAVING EXTRACURRICULAR EVENTS**

In order for a student to leave any away-from-school activity, supervising school personnel must have contact with the parent. The student will be allowed to leave only with the student's parent, guardian or their designee. Parents must submit in person the names of four adults (not students) that will be allowed to sign their child out and bring them home from extracurricular activities. The parents count as two of the individuals on the list to sign the students out. This list must be turned in as soon as possible at the beginning of the year.

Date adopted: July 29, 2008

Last revised: July 8, 2013

## **4.76 FUND RAISING (BHS)**

All fund raising must be cleared with the building principal's calendar by the monthly deadline date.

Date adopted: July 29, 2008

Last revised: January 18, 2011

## **4.77 STUDENT AIDES**

Aides will be assigned upon request after approval by the counselor and principal. Aides may be used in the library, computer lab, counselor's office, and administrative offices. Students who wish to schedule one (1) period as an aide must be a sophomore, junior, or senior with a GPA of 2.5 and must otherwise be enrolled in on-campus classes for the remainder of the school day.

Date adopted: July 29, 2008

Last revised: January 18, 2011

## **4.78 AWARDS & ACTIVITIES (BHS)**

### **A. CLASSROOM ACADEMIC AWARDS**

These awards are made by the classroom teacher. While the awards most often go to the student who has the highest average in that particular classroom, the teacher may give the award to a student who has demonstrated ability in some other academically valuable area or effort.

### **B. BOYS AND GIRLS STATE**

These programs are open to eleventh grade students. The purpose is to encourage leadership skills and increase understanding of our system of government. Two boys and two girls are elected by the high school teachers. The Counselor/Administrator will oversee the selection and application process of Boys and Girls State. The selection process will be completed by March 15 (or the next business day) of each year.

### **C. CHALLENGE SCHOLARSHIP PROGRAM**

This program is a guaranteed college scholarship plan to promote academic achievement and encourage academically prepared Arkansas high school graduates to enroll in the state's colleges and universities. The scholarship provides annually the lesser of \$2500 or the annual tuition and is renewable for up to 3 more years provided the student meets the continuing eligibility standards established by the Arkansas Department of Higher Education. This scholarship will not displace any other state grants or scholarships unless required by federal regulations. Names of recipients may be released to the news media to recognize the accomplishments of the recipients.

Courses required: English 4 units with an emphasis in writing; Science 2 units with laboratories, starting with Biology, Chemistry, Physics; Mathematics 3 units, Algebra I, Algebra II, and Geometry; Social Studies 3 units, American History, World History, American Government, or Civics; Foreign Language – 2 units.

Award is made based on the applicant meeting minimum standards with regard to the ACT composite score and grade point average in the pre-collegiate core curriculum as defined by the State Board of Higher Education pending funding.

#### **D. GOVERNOR'S SCHOOL**

The Governor's School is a six (6) week residential program for creative, above average ability, motivated, and/or socially, emotionally, and intellectually mature eleventh grade students. There is no fee for students who are accepted. If more than four (4) students apply, a local committee must meet to select only four. The committee will include the Counselor/Principal, Department Chairs, and a teacher selected by the students who have submitted applications. The final selection of participating students is made by a committee at the state level.

#### **E. HONOR ROLL AWARD**

Students are given awards through the year and also at the Awards Assembly. Some of the awards are drawings for prizes, bumper stickers, pizza prizes, etc. These types of awards may change from year-to-year to provide for variety. The students must be present to win the awards.

#### **F. NATIONAL SCHOLAR ATHLETE**

Students eligible for this award are a senior boy and a senior girl who have a 3.00 GPA, who have played interscholastic sports for four (4) years in grades 9-12, and who have demonstrated an outstanding quality in some area of athletics. After the eligible students have been identified, a committee consisting of the principal, counselor, and coach will make the final decision on the national scholar athletes.

#### **G. PRESIDENTIAL ACADEMIC FITNESS**

This award is made to seniors who meet the following criteria: grade average of 90%, score at 85th percentile on a standardized test in the junior or senior year, and completion of at least fourteen (14) courses in English, Mathematics, Social Studies, Foreign Language, and Computer Science.

#### **H. PRINCIPAL'S AWARD**

This award honors two (2) senior students who have shown the most improved academic/social maturity and leadership skills. The students are chosen by the principal.

Date adopted: July 29, 2008

Last revised: July 14, 2011

### **4.79 STUDENT ORGANIZATIONS (BHS)**

Students must file for office according to procedures set up by the sponsors of the organization or by the school.

#### **A. BETA CLUB**

Beta Club is a non-profit, leadership-service organization for high school students. Its purpose is to stimulate effort, reward achievement, promote good citizenship, and to encourage and assist its members to continue their education after high school.

Membership is limited to students in grades 9-12. These students must meet the requirements set by the local chapter and by ACT 980 of 1991. At Bigelow High School these requirements include an

overall grade average of 80% and no D's or F's from the previous semester. Dues for this organization will be determined by the organization's sponsor.

## **B. CHEERLEADER TEAM**

Cheerleader team members are a support group for the interscholastic athletic program. They boost school spirit, promote good sportsmanship, and help develop positive crowd involvement. Tryouts are held to choose members of the cheerleading squad. While fund raisers are held to raise money for the squad, members will incur some expense for uniforms.

## **C. FBLA**

The purpose of Future Business Leaders of America (FBLA) is to provide an opportunity for business students to prepare for business occupations by developing self-confidence and strong, aggressive business leadership.

Membership in FBLA is open to 9-12 grade students who are currently enrolled in a business course. All members must pay \$10 annually to be a current member.

## **D. FFA**

Future Farmers of America (FFA) is an integral part of the curriculum of the vocational agriculture/agribusiness department in the public schools. FFA offers the opportunity for achieving a personal goal of becoming a productive citizen in our democracy. There are four (4) degrees of active membership: Greenhand Degree, Chapter Farmer Degree, State Farmer Degree, and American Farmer Degree.

To become a member of FFA, students must be enrolled in an agriculture class and pay annual dues of \$6.00. Through the FFA and its leadership program, more than half a million young Americans are learning by doing.

## **E. SPANISH CLUB**

The purpose of Spanish Club is to provide Spanish students of all levels an opportunity to meet together and speak in Spanish. The club will be taking trips together and working on various community projects. Any student who has completed two years of Spanish or is currently enrolled in Spanish (any level) is eligible to join. Spanish Club dues are \$5.00. The money collected from Spanish Club dues will be used within the academic year for Spanish Club Activities.

## **F. STUDENT COUNCIL**

The purpose of the Student Council is to serve the student body of Bigelow High School and be a representative for the students to the school board and administration. The Student Council shall have five (5) constitutional officers. These shall include the president, vice-president, secretary, treasurer, and parliamentarian. The voting membership of the Student Council will be composed of two elected representatives from each grade and all elected officers.

## **G. FCCLA**

## **H. FCA**

- I. Drama Club**
- J. National Honor Society**
- K. National Art Society**

## **TO INITIATE A NEW CLUB**

First, a sponsor that is a school employee should be secured. Next, the potential sponsor and the students organizing the club shall file a petition with the student council. The petition must state the intent and purpose of the organization.

If a majority of the student council approves the petition, a formal constitution stating the club's purpose, by-laws, and membership requirement shall be submitted for administrative review. If approved by the administration, the club shall enjoy the privileges extended to other clubs.

Date adopted: July 29, 2008

Last revised: July 8, 2013

## **4.80 ELIGIBILITY FOR COMPETITIVE INTERSCHOLASTIC ACTIVITIES**

Bigelow High School utilizes the guidelines established by the Arkansas Activities Association and the Arkansas Department of Education as its minimal guidelines in determining student eligibility to participate in competitive interscholastic activities.

A student must pass at least four (4) academic courses the previous semester and have earned a minimum grade point average of 2.0 from all academic courses the previous semester. Grades will be checked at the end of the semester in January and June.

It is required by the Arkansas Activities Association that all athletes remain eligible in order to participate in athletics. If a student athlete fails to maintain eligibility at a semester marking period, that student athlete will be pulled from their athletic period and put in either an academic class or a study hall. If after the next nine weeks marking period, the student athlete has raised his or her grades to an eligible status, the athletic period will be reinstated.

Students who attend the ALE program are not permitted to participate in or be members of extracurricular activities or clubs on the Bigelow High School Campus. However, students will be permitted to walk in graduation exercises if the appropriate paperwork is filed.

Date adopted: July 29, 2008

Last revised: July 20, 2009

## **4.81 GENERAL STATEMENT OF JURISDICTION - ACT 742 OF 1997**

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook.

Date adopted: July 29, 2008  
Last revised: January 18, 2011

#### **4.82 PARENT RESPONSIBILITY STATEMENT**

It is the responsibility of parents to provide the school with any current legal documents including court orders concerning custody or guardian of a child. State law allows divorced parents access to their child's records unless a court order has been issued prohibiting access. Moreover, step-parents have no legal standing to receive student records unless a court order has been issued to the contrary. The legal guardian of a child can authorize other persons to pick up the child from school.

Date adopted: July 29, 2008/  
Last revised: January 18, 2011

#### **4.83 ACCIDENT AND STUDENT INSURANCE**

The school does not carry liability insurance and is immune from liability and from suit for damages. **It is strongly recommended that parents purchase student insurance to cover their child while at school, particularly if no other health coverage is in force.**

Date adopted: July 29, 2008  
Last revised: January 18, 2011

#### **4.84 -- East End School District Comprehensive Tobacco Policy (BHS)**

##### **4.23—TOBACCO AND TOBACCO PRODUCTS**

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

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

Legal Reference: A.C.A. § 6-21-609

The East End School District shall be a Tobacco Free Environment. Tobacco use is prohibited concerning:

- All buildings, facilities, grounds, and properties under the jurisdiction of the East End School District
- All vehicles parked on school property, school buses, and district-owned vehicles
- All staff, students, and any person present on school district property, 24 hours a day every day
- All school trips and activities, this includes on campus, off campus, and outside of regular school hours

- Anyone transporting students or in the presence of students during events.

A 24/7 tobacco-free environment, combined with educational efforts in the school, provides a genuine opportunity for all adults to serve as positive role models for not using tobacco. It is important that the environment which surrounds a young person be clear in its expectations and in its attitudes towards tobacco use.

## **RATIONALE**

The East End School District believes it has an obligation to provide a safe and healthy environment for all students, parents, employees, and visitors. Smoking is a fire safety issue for schools and the use of spit tobacco is a health and sanitation issue.

District leaders support current literature and research that tobacco use is considered the chief preventable cause of premature disease and death in the United States. In addition, second hand smoke is a health hazard to others. Leadership also believes that allowing tobacco use on school property is in conflict with prevention messages within the curriculum and the classroom. Also, in addition to the philosophical reasons, schools may face liability issues by allowing tobacco use on their premises, particularly in light of laws that intentionally limit access and the sale of tobacco products to youth. The purchase and possession of tobacco products is illegal for persons under age 18.

This policy is in support of our comprehensive school health programs designed to help students learn and foster healthy lifestyles by providing them with knowledge, skills, social support and environmental reinforcement.

## **DEFINITION**

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

## **TOBACCO PROMOTION**

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

## **CLOSED CAMPUS**

No student may leave the school campus during breaks in the school day to use a tobacco product. Signs to this effect will be posted at appropriate locations. School authorities shall consult with local law enforcement agencies to enforce laws that prohibit the possession of tobacco by minors within the immediate proximity of school grounds.

## **NOTICE**

The superintendent/principal/others shall notify students, families, faculty/personnel, and school visitors of the tobacco-free policy in handbooks and newsletters, on posted notices or signs at every school entrance and other appropriate locations, and by other efficient means. To the extent possible,

schools and districts will make use of local media to publicize the policies and help influence community norms about tobacco use.

## **EDUCATION AND SUPPORT**

Tobacco use prevention education shall be integrated within the health education program and be taught pre-k-12<sup>th</sup> grade. The educational program shall be based on theories and methods that have been proven effective by published research and consistent with the state's/district's health education standards/guidelines/framework.

Instruction shall be most intensive in grades four through eight and shall be reinforced in all later grades. Instructional activities shall be participatory and developmentally appropriate. The program shall engage families as partners in their children's education. Staff and volunteers responsible for teaching tobacco use prevention shall have adequate pre-service training to effectively deliver the education program as planned.

To send consistent messages to students and their families, school instructional staff shall collaborate with agencies and groups that conduct tobacco use prevention education in the community. The District and school staff will work with the community offer organized support to students. Resources used as support could include public health nurses, the Cancer Society, the Lung Association, and the 1-866-Now Quit line. Students will need a great deal of support if they are trying to quit.

## **STUDENT OFFENSES**

First Offense: 5 day suspension or participation in tobacco use cessation program.

Second Offense: 10 day suspension or participation in tobacco use cessation program and only 5 day suspension.

Third Offense: 10 day suspension. No options on the third offense.

Any other violations will result in recommendation for expulsion.

For a first and second offense, if the option of participation in tobacco use cessation program is chosen written proof of registration for program must be provided within one week of incidence. If no such proof is provided, appropriate number of suspension days will be automatic dependent upon offense. Proof of cessation program completion will need to be provided within a week of program end, or automatic suspension according to policy will be necessary.

## **PROGRAM ATTENDANCE**

Attendance or completion of a tobacco use cessation program shall not be mandatory for anyone or used as a penalty. Attendance or completion of a tobacco use cessation program is allowed as a voluntary substitute to suspension for possession or use of tobacco.

## **POSITIVE ROLE MODELING**

Children learn to smoke not only from peers but also by imitating adults. Adults who use tobacco inevitable influence student's attitudes by suggesting it is a responsible adult decision to use a tobacco product. A 24/7 tobacco—free environment, combined with educational efforts in the school, provides a genuine opportunity for all adults to serve as positive role models for not using tobacco. It is important that the environment which surrounds a young person be clear in its expectations and in its attitudes towards tobacco use.



Date adopted: July 29, 2008

Last revised: July 8, 2013

#### **4.85-PARENTAL/COMMUNITY INVOLVEMENT-SCHOOL**

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

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

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

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

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

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

Legal References: 20 U.S.C. § 6318 (b)(1) (NCBL Act of 2001, Section 1118)  
20 U.S.C. § 6318 (c)(1),(2),(3),(4) (NCBL Act of 2001, Section 1118)  
20 U.S.C. § 6318 (d) (NCBL Act of 2001, Section 1118)  
20 U.S.C. § 6318 (e)(1),(2),(3),(4),(5),(6),(8),(9),(10),(11),(13),(14) (NCBL Act of 2001, Section 1118)

Date Adopted: July 29, 2008

Last Revise: January 18, 2011

## **4.91-HOMEWORK**

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

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Parents shall be notified of this policy at the beginning of each school year.

### **Lunch Lab: (BHS)**

The purpose of assigning students to lunch lab is to assist the students in learning. Students that are failing due to failing to submit homework will be given the opportunity to do the homework while they have lunch. The students will be allowed to submit work done in the lab for credit in an attempt to assist their grade. Teachers will monitor the lab and be available if the students have questions pertaining to their assignments.

Grades will be checked weekly to determine students that need to attend lunch lab. Those students that are failing a class at the time grades are checked will be notified that they are required to attend lunch lab. Teachers may assign students lunch lab for missing assignments. Students will attend lunch lab until assignments are complete. Students may be assigned Lunch Lab through the office as well for grades, behavior, etc.

All students may utilize lunch lab. They must notify the office prior to attending. Attendance will be maintained in order to ensure proper credit is given to those students working to raise their grades.

Students may also be required to attend lunch lab to meet remediation requirements for testing purposes.

Students will be assigned after school detention or Saturday detention for failing to attend Lunch Lab when assigned.

Legal Reference: State Board of Education Rules & Regulations: Accreditation Standards 10.07

Date Adopted: July 12, 2010

Last Revised: July 8, 2013

### **2013 2014 Tentative Testing Dates**

**August 19 – September 20, 2013 – Window for Kindergarten Screener (QUALLS)**

**January 14-15, 2014 – Mid-Year End of Course Algebra I Exam (Tuesday-Wednesday)**

**January 16-17, 2014 – Mid-Year End of Course Geometry Exam (Thursday-Friday)**

**January 21-22, 2014 – Mid-Year End of Course Biology Exam (Tuesday-Wednesday)**

**March 11 - 12, 2014 – Grade 11 Literacy Exam (Tuesday-Wednesday)**

**March 17 – May 2, 2014 – Window for English Language Development Assessment (ELDA) for LEP students K-12**

**March 21, 2014– Alternate Portfolio due date (Friday)**

**March 31 – April 11, 2014 – Window for Grades 1-2 and Grade 9 Iowa Tests (NRT)**

**April 7-11, 2014 – Augmented Benchmark Exams in Grades 3-8 (Monday-Friday)**

**April 22-23, 2014 – End of Course Geometry Exam (Tuesday-Wednesday)**

**April 29-30, 2014 – End of Course Biology Exam (Tuesday-Wednesday)**

**May 13-14, 2014 – End of Course Algebra I Exam (Tuesday-Wednesday)**

**As much consideration as possible has been given to the many requests regarding testing in setting this calendar. Please arrange the 2013-2014 school year calendar to accommodate the legally required testing dates. There will be no waivers granted from these testing dates.**

**REQUIRED**

**EAST END SCHOOL DISTRICT  
BIGELOW HIGH SCHOOL ENROLLMENT FORM**

**GENERAL STUDENT INFORMATION**

**First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**SSN:** (Optional) \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Birth date:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Gender:** M or F (circle one)  
A nine digit number will be assigned

**Curriculum (Circle any that apply):** GT    Special Education    Regular Education    Alternative Education    504

<b>Ethnicity (check one):</b> ____ Hispanic ____ Non-Hispanic	<b>Primary Race (check only one):</b> ____ American Indian/Alaska Native ____ Asian ____ Black ____ Hispanic ____ Native Hawaiian/Other Pacific Islander ____ White	<b>Additional Race (check all that apply):</b> ____ American Indian/Alaska Native ____ Asian ____ Black ____ Hispanic ____ Native Hawaiian/Other Pacific Islander ____ White
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**Bus # To/From School:** \_\_\_\_\_ **Birth Certificate #:** \_\_\_\_\_

**City of Birth:** \_\_\_\_\_ **Birth Country:** \_\_\_\_\_ **State of Birth:** \_\_\_\_\_

**Last School Attended:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip** \_\_\_\_\_

**PARENT GUARDIAN INFORMATION**

**Student Living With: (Please Circle Appropriate Response)**

- |                         |                  |                    |                   |
|-------------------------|------------------|--------------------|-------------------|
| A - ALONE               | F - FATHER ONLY  | I - INSTITUTION    | P - BOTH PARENTS  |
| D - FATHER & STEPMOTHER | G - GRANDPARENTS | L - LEGAL GUARDIAN | S - SPOUSE        |
| E - MOTHER & STEPFATHER | H - HOMELESS     | M - MOTHER ONLY    | T - FOSTER PARENT |

**Parent/Guardian Name:** \_\_\_\_\_ **Language Spoken At Home:** \_\_\_\_\_

**Parent/Guardian Address Information: (IF MAILING ADDRESS AND 911 (PHYSICAL) ADDRESS ARE DIFFERENT, BHS MUST BE PROVIDED WITH BOTH)**

**MAILING ADDRESS**

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**911 (PHYSICAL) ADDRESS – If different than mailing address**

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ (Can Bigelow High School send short informational text messages to this cell phone number? (Please check one)  YES  NO

**IMPORTANT: BHS OFTEN RELAYS IMPORTANT INFORMATION (SCHOOL CLOSINGS, EMERGENCIES, ETC.) TO PARENTS THROUGH AN AUTOMATED PHONE SYSTEM CALLED ALERT NOW. PLEASE INDICATE WHICH PHONE NUMBER IS BEST TO CONTACT YOU THROUGH ALERT NOW. NOTE: ALERT NOW WILL NOT WORK IF YOU HAVE A MUSIC ANSWER TONE APPLIED TO YOUR CELL PHONE.**

**BEST PHONE TO CONTACT THROUGH SCHOOL MESSENGER (CIRCLE ONE):** Home    Cell    Other: \_\_\_\_\_  
(NO WORK PHONES PLEASE)

**Parent/Guardian Workplace 1:**

**Parent/Guardian 1 Name:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Parent/Guardian Workplace 2:**

**Parent/Guardian 2 Name:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**REQUIRED**

Work Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Parent/Guardian preferred E-mail Address: \_\_\_\_\_

**CONTINUE – TURN OVER**

**EMERGENCY CONTACT INFORMATION**

**Emergency Contact Information: Include individuals who can be contacted in case of accident, illness, discipline, natural disaster, etc. or to assume temporary custody if you cannot be reached. Due to the importance of this list, please keep names and numbers updated with the school office.**

Contact 1 Name: \_\_\_\_\_

Contact 2 Name: \_\_\_\_\_

Contact 1 Phone: \_\_\_\_\_

Contact 2 Phone: \_\_\_\_\_

Physician: \_\_\_\_\_

Does your child take prescribed medicine?  yes  no

Physician Phone: \_\_\_\_\_

If yes, what is it? \_\_\_\_\_

If child is allergic to anything, please list: \_\_\_\_\_

Which hospital do you prefer? \_\_\_\_\_

Any other medical problems (i.e. speech, hearing, diabetes, etc.)? \_\_\_\_\_

**NEW STUDENT INFORMATION ONLY**

Please note: New students may be required to provide proof of residence. Example: Water bill, electricity bill, notarized letter from land lord / homeowner, etc. Students not living in the East End School District must have a legal transfer from their previous school district. Students must be enrolled by a parent/legal guardian.

Has your child ever attended a school within the East End School District?  Yes  No

Has this student been expelled or is a party to expulsion proceedings in another district?  Yes  No

**STUDENT CHECK-OUT AUTHORIZATION**

My child is not to leave the school or be checked out by anyone except:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

**Due to the importance of the authorization list and number, please keep the list of names updated with the school office.**

**SIGNATURE**

**NOTE: IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO NOTIFY THE SCHOOL IF THERE IS EVER ANY CHANGES IN THE INFORMATION ON THIS FORM.**

**By signing this form, I verify that the information provided is correct and true to the best of my knowledge. I understand that my signature gives authorization to Bigelow High School to get emergency care for my child if parents or emergency numbers cannot be reached.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**REQUIRED**

**East End School District # 1  
Bigelow High School  
Parent-Student  
Statement of Responsibility**

State law requires documentation of student and parent receipt of student discipline policies.

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/she will not be permitted to attend class until he/she does comply.

We have read the Bigelow High School Student Handbook for the 2013 - 2014 school year, and although we may not agree with all of the rules and regulations, we understand that the student must adhere to them while he/she is at school or in attendance at school-sponsored activities.

**Please submit in writing if you do not wish your son/daughter to receive corporal punishment.** Parents who choose for corporal punishment not to be used should be prepared to pick up their child who will be punished with suspension.

\_\_\_\_\_  
PRINT STUDENT'S NAME

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
PARENT / GUARDIAN'S SIGNATURE

\_\_\_\_\_  
DATE

---

**REQUIRED**

## STUDENT EMERGENCY INFORMATION

We are requesting this information in case of a disaster/crisis such as fire, tornado, bus accident, etc. Please take your time and complete this form the best that you can.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Social Security No. \_\_\_\_\_  
*(Optional) or nine digit # will be provided*

Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parents/Guardians \_\_\_\_\_

*In case a disaster/crisis may occur, who do you want to have notified first? It must be someone with a working phone.*

Name \_\_\_\_\_ Relation \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Evening Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Do you have any other children at this school? \_\_\_\_\_

If so, please list names and grades \_\_\_\_\_  
\_\_\_\_\_

Does your child take prescribed medicine? If so, please list \_\_\_\_\_  
\_\_\_\_\_

Is your child allergic to anything? If so, please list allergies \_\_\_\_\_  
\_\_\_\_\_

Does your child have any medical problems such as speech or hearing problems, diabetes, mental conditions, autism, etc? \_\_\_\_\_

If your child was to need of medical attention, please list the hospital you prefer and its location

Physicians Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_





#### 4.29F—STUDENT INTERNET USE AGREEMENT

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

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

The East End 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 technology device:

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

- t. introducing a virus to, or otherwise improperly tampering with the system;
  - u. degrading or disrupting equipment or system performance;
  - v. creating a web page or associating a web page with the school or school district without proper authorization;
  - w. providing access to the District's Internet Access to unauthorized individuals;
  - x. failing to obey school or classroom Internet use rules; or
  - 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 technology director or his/her designee.
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.
  6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.
  7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.
  8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**EAST END SCHOOL DISTRICT RELEASE FORM:  
STUDENT INTERVIEWS, PHOTOGRAPHS, AND VIDEOTAPES**

**PLEASE CHECK ONE OF THE FOLLOWING TWO BOXES**

I hereby consent that interviews, photographs, and/or videotapes of my child may be taken or used by the East End School District only for public relations (i.e. newspaper, school website, etc.), educational purposes, or other purposes consistent with the purpose and mission of the school district. I further agree that said materials shall become the property of the East End School District, and I hereby release and discharge the East End School District and its representatives from any and all claims that may arise due to taking of said interviews, photographs, and/or videotapes.

I do not give permission for my child to be interviewed, photographed, and/or videotaped for East End School District purposes.

**CHILD'S NAME:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

**Date** \_\_\_\_\_



## **LOCKER RULES**

1. Students will occupy the locker assigned to them. Only one student per locker.
2. The school will not be responsible for any valuables left in a locker.
3. Combination Locks will be available for students to rent for \$5.00 per year. Other locks are not permitted. Students who choose not to rent a lock or lock their locker will be responsible for assigned items (textbooks, library books, etc.) that may be stolen or damaged. All locks must be returned to the office at the end of the school year.
4. Lockers are subject to inspection and search by the Administration.
5. Graffiti and other types of damage are not permitted. Costs of locker repair will be paid by the person responsible for the damage.
6. Students who place decals or stickers on lockers or locks will be assigned a fine.

---

I have received a copy of the Locker Rules and understand that I am responsible for the care and contents of my locker.

---

Signature of Student

---

Signature of Parent



**4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION**  
**(Not to be filed if the parent/student has no objection)**

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

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

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

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

Deny disclosure to Military Recruiters \_\_\_\_\_

Deny disclosure to Institutions of Postsecondary Education \_\_\_\_\_

Deny disclosure to Potential Employers \_\_\_\_\_

Deny disclosure to all Public and School Sources \_\_\_\_\_

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

Deny disclosure to all public sources \_\_\_\_\_

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

\_\_\_\_\_  
Name of student (Printed)

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

\_\_\_\_\_  
Date form was filed (To be filled in by office personnel)





**4.35F—MEDICATION ADMINISTRATION CONSENT FORM**

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

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

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

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

Name(s) of medication(s) \_\_\_\_\_

Name of physician or dentist (if applicable) \_\_\_\_\_

Dosage \_\_\_\_\_

Instructions for administering the medication \_\_\_\_\_

\_\_\_\_\_

Other instructions \_\_\_\_\_

\_\_\_\_\_

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

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Date Adopted: July 8, 2013  
Last Revised: July 8, 2013



### 4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM

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

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

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

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

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

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

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

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

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Date Adopted: July 8, 2013  
Last Revised: July 8, 2013



4.35F3----GLUCAGON ADMINISTRATION AND CARRY CONSENT FORM

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

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

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

I hereby authorize the school nurse or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer Glucagon to my child in an emergency situation. Glucagon shall be supplied to the school nurse by the student's parent or guardian and be in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

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

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Date Adopted: July 20, 2012

Last Revised: July 8, 2013



**4.35F4—EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM**

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

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

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

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

Date of physician's order \_\_\_\_\_

Circumstances under which Epinephrine may be administered  
\_\_\_\_\_  
\_\_\_\_\_

Other instructions \_\_\_\_\_  
\_\_\_\_\_

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

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Date Adopted: July 8, 2013  
Last Revised: July 8, 2013





**4.41F—OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS**

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to the physical examination or screening of the student named below.

Physical examination or screening being objected to:

\_\_\_ Vision test

\_\_\_ Hearing test

\_\_\_ Scoliosis test

\_\_\_ Other, please specify

\_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of student (Printed)

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

\_\_\_\_\_  
Date form was filed (To be filled in by office personnel)



### Parent Sign-Out Consent Form for Extracurricular Event

Bigelow High School strives to provide safety and security to the students as they travel to and from extracurricular events. In an effort to maintain the safety and security of each student and to be understanding of parent(s) needs, Bigelow High School is allowing the parents of students to identify up to four adults (this number includes parent(s), so two or three other adults may be added to the list) that are allowed to sign their child out from extracurricular events. The adults that are given permission to sign the child must be present in order to sign the child out. Otherwise, the child will ride the bus back to the school and be picked up from that point.

By providing the names below that may sign my child out from extracurricular events, I understand that I or the individual listed below assumes responsibility of my child the moment they sign the release form and the school is no longer responsible for the safe return of my child to Bigelow.

My signature acknowledges that I have read and agree with the statement above.

Parent Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Student(s) Name (Printed) \_\_\_\_\_  
\_\_\_\_\_

#### LIST OF ADULTS THAT ARE ALLOWED TO SIGN MY CHILD OUT FROM EXTRACURRICULAR EVENTS

(Include parent(s) names here as well. Do not list any current students; Four names only)

NAME (Printed) \_\_\_\_\_

NAME (Printed) \_\_\_\_\_

NAME (Printed) \_\_\_\_\_

NAME (Printed) \_\_\_\_\_

I understand that it is my responsibility to notify the school in the event an individual listed above is to be removed from the check-out list. This must be done as soon as possible and understand that another name may not be added to replace the name being removed.



**5.19.2F— HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY**

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

Parent or Guardian's Resident Address

Street \_\_\_\_\_ Apartment \_\_\_\_\_

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

Student's date of birth \_\_/\_\_/\_\_ Last grade level the student completed \_\_\_\_\_

Student has demonstrated academic eligibility by obtaining a verifiable 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, or another nationally recognized norm-referenced test approved by the State Board of Education. \_\_\_\_\_

Name of test, Date taken, and score achieved \_\_\_\_\_

Extracurricular activity the student requests to participate in \_\_\_\_\_

Course(s) the student requests to take at the school \_\_\_\_\_

Proof of required immunizations/vaccinations or an exemption issued by the Arkansas Department of Health \_\_\_\_\_

Proof of identity \_\_\_\_\_

Date Submitted \_\_/\_\_/\_\_

Parent's Signature \_\_\_\_\_

Date Adopted: July 8, 2013  
Last Revised: July 8, 2013

