



## **MISSION STATEMENTS JASPER SCHOOL DISTRICT ELEMENTARY SCHOOLS**

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

### **JASPER SCHOOL DISTRICT HIGH SCHOOLS**

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

### **JASPER SCHOOL DISTRICT BOARD OF EDUCATION**

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**Charles Emmett, Vice President**  
**Quentin Rylee, Secretary**  
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**\*Jasper School Board approved this handbook for use on July 20, 2021**

**2021-2022 JSD Handbook Committee Members:**

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Kim Liggett, Principal  
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# CHAPTER 1

## ENROLLMENT/ENTRANCE CRITERIA

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

### **RESIDENCE CRITERIA (ASBA 4.1)**

#### **Definitions:**

“In loco parentis” means relating to the responsibility to undertake the care and control of another person in the absence of:

1. Supervision by the person's parent or legal guardian; and
2. Formal legal approval.

“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 lawful control of the student, 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 lawful control of the student, or persons standing in loco parentis reside. A student may use the residential address of a parent, legal guardian, person having lawful control of the student, 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, persons having lawful control of the student, or person standing in loco parentis 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 parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis 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 parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis, the student is required to 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.<sup>4</sup>

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

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

Upon notification to the district's foster care liaison by a foster child's case worker 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.

### **HOMELESS STUDENT CRITERIA (See Chapter 11)**

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

### **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 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5. 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.

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

**Kindergarten Student:** Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he she is

enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the district.

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.

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

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

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

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

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

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

**Home-Schooled and Private School Students:** Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy.

**Uniformed Services Member's Children:**

For the purposes of this policy:

“Activated reserve components” means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.

“Active duty” means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209 and 1210.

“Deployment” means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to his or her home station.

"Dual status military technician" means a federal civilian employee who is:

- a. Employed under 5 U.S.C. § 3101 or 32 U.S.C. § 709(b);
- b. Required as a condition of his or her employment to maintain membership in the Selected Reserve; and
- c. Assigned to a civilian position as a technician in the organizing, administering, instructing, or training of the Selected Reserve or in the maintenance and repair of supplies or equipment issued to the Selected Reserve of the United States Armed Forces.

“Active duty<sup>4</sup> 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.

“Eligible child” means the children of:

- Active duty members of the uniformed services;
- Members of the active and activated reserve components 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 ;
- Dual status military technicians; and
- Traditional members of the National Guard and reserve components of the armed forces who are relocating to the state for employment or to serve as a member of an Arkansas-based reserve component unit.

"Traditional member of the National Guard or federal reserves" means an active member of the Selected Reserve subject to mobilization and deployment for which he or she attends monthly and annual training periods.

“Transition” means the:

- Formal and physical process of transitioning from public school to public school; or
- Period of time in which a student moves from a sending district to a receiving district.

“Uniformed services”<sup>4</sup> means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Space Force, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

“Veteran” means an individual who served in the uniformed services and who was discharged or released from the uniformed services under conditions other than dishonorable.

The superintendent shall designate an individual as the District’s military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the superintendent designates as the District’s military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.<sup>5</sup>

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 the 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.

Following the receipt of advanced notice of the enrollment of an eligible student from a military family, the District shall treat the notice as a provisional enrollment and provide the student with materials regarding:

- a. Academic courses;
- b. Electives;
- c. Sports; and
- d. Other relevant information regarding the public school.

In the event that official copies of an eligible child’s education records are not available at the time the eligible child is transferring, then the District shall:

- Pre-register and place an eligible child based on the eligible child’s unofficial education records pending receipt of the eligible child’s official records; and
- Request the eligible child’s official education records from the sending district.



To facilitate a smooth transition between the student's previous coursework and the curriculum best suited to ensure educational success in the student's new school, the District may enroll an inbound transitioning eligible student in digital coursework, if available, at the request of the military family.

## **IMMUNIZATIONS**

### Definitions:

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

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

### General Requirements:

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against: Poliomyelitis; Diphtheria; Tetanus; Pertussis; Red (rubeola) measles; Rubella; Mumps; Hepatitis A; Hepatitis B; Meningococcal disease; Varicella (chickenpox); and any other immunization required by the Arkansas Department of Health (ADH).

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

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

1. Physician;
2. Health department;
3. Military service; or
4. Official record from another educational institution in Arkansas.

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

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

1. Proof of immunization showing the student to be fully age appropriately vaccinated;

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

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

### **Temporary Admittance:**

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

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

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

### **Exclusion From School**

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments for the remainder of the week by the end of the initial school day of the student's exclusion and by the end of each school's calendar week for the upcoming week until the student returns to school.

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

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

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

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

### **STUDENT TRANSFERS**

The Jasper School District shall review and accept or reject requests for transfers on a case by case basis during regularly scheduled board meetings.

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

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Any student transferring from homeschool 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. A student transferring from homeschool will be placed in accordance with Policy 4.6—HOME SCHOOLING.

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.

## **SCHOOL CHOICE**

### **Standard School Choice**

#### **Exemption**

The District is under an enforceable desegregation court order/court-approved desegregation plan that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Arkansas Department of Education (ADE). As a result of the desegregation order/desegregation plan, the district is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). The district shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the district from accepting any school choice applications from students wishing to transfer into or out of the district through standard School Choice or Opportunity School Choice.

#### **Definition**

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

## **Transfers Into the District**

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

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

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

### **Application Process**

The student's parent shall submit a school choice application on a form approved by ADE to this District and to the student's resident district. Except for students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, the transfer application must be postmarked, emailed, or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications the District receives as both the resident and nonresident district as they are received in the District's central office. Except for applications from students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, applications postmarked, emailed, or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

Students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base may submit an application and transfer at any time if the student's application:

1. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
2. Includes the parent's or guardian's military transfer orders; and
3. Includes the parent's or guardian's proof of residency on the military base.

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

student's resident district to determine if the resident district's three percent (3%) cap has been met.

No earlier than January 1 of each year, the Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

### **Accepted Applications**

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.<sup>7</sup>

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

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

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

### **Rejected Applications**

The District may reject an application for a transfer into the District under Standard School Choice due to a lack of capacity. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.<sup>8</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.

An application may be provisionally rejected if the student's application was beyond the student's resident district's three percent (3%) cap. The student's resident district is responsible for notifying this District that it is no longer at its three percent (3%) cap. If a student's application was provisionally rejected due to the student's resident district having reached its three percent (3%) cap and the student's resident district notifies this District that it has dropped below its three percent (3%) cap prior to July 1, then the provisional rejection may be changed to a provisional acceptance and the student 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. Unless the student's application was rejected due to the application not being timely received by both the resident and nonresident districts, a A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

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

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

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

- Academic Distress **or classified as in need of Level 5 Intensive Support** under A.C.A. § 6-18-227;
- Facilities Distress under A.C.A. § 6-21-812.;
- **Foster Child School Choice under A.C.A. § 6-18-233.**

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

When the last successful application requesting to transfer out of the District before the District's three percent (3%) cap was triggered belonged to an individual who was a member of a group of siblings who applied to transfer out of the District, the District shall allow all members of the individual's sibling group to transfer out of the District even though these applications are beyond the District's transfer cap.

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

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

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student's resident district remains in distress;
- The student is not required to meet the May 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"<sup>11</sup> is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the DESE Rules for the Standards for 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<sup>11</sup> at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer from the student's assigned school to another school in the District<sup>10</sup> or from the student's resident district into the District if:

Either:

- The student's resident district has been classified by the state board as in need of Level 5 — intensive support; or
- The student's assigned school has a rating of "F"; and
- The student's parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student's request to transfer by no earlier than January 1 and no later than May 1 of the school year before the school year the student intends to transfer to both the sending and receiving school districts.:

A student is not required to meet the May 1 application deadline if the student has a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base. The student may transfer at any time if the student's application:

- a. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
- b. Includes the parent's or guardian's military transfer orders; and
- c. Includes the parent's or guardian's proof of residency on the military base.

Except for those students who are applying to transfer within the time permitted due to the student's parent or guardians' military service or seeking to transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, and the student's resident district whether the Opportunity School Choice application has been accepted or rejected by no later than July 1 of the school year the student is seeking to enroll. If the student is seeking a transfer due to the student's parent or guardian's military service or seeking a transfer within the District, 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 within



fifteen (15) days from receipt of the student's application. 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.<sup>12</sup> 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 hand delivery or 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 transfer under Opportunity School choice is effective at the beginning of the next school year and the student's enrollment 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 School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

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

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

If a District school receives a rating of "F" or the District has been classified by the State Board as in need of Level 5 Intensive Support, the District shall timely notify parents, guardians, or students, if over eighteen (18) years of age, as soon as practicable after the school or district designation is made of all options available under Opportunity School 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 submit an application to enroll the student in :

1. A school district that has not been classified by the State Board as in need of Level 5 Intensive Support; or
2. If there is more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of "F", a public school within the District that is nearest to the student's legal residence that does not have a rating of "F"; or
3. If there is not more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of "F", a public school that does not have a rating of "F" within a School district that has not been classified by the State Board as in need of Level 5 Intensive Support.

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.

### **Unsafe School Choice Program**

Any student that becomes the victim of a violent criminal offense while in or on the grounds of a District school or who is attending a school classified by ADE as a persistently dangerous public school shall be allowed to attend a safe public school within the District.

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

## **Homeschooling**

### **Enrollment in Home School**

Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to homeschool. The notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. Five (5) school 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; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

Written notice of the parent or legal guardian's intent to homeschool shall be delivered to the Superintendent through any of the following methods: Electronically, including without limitation by email; by mail; or in person. The notice shall include:

- a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
- b. The mailing address and telephone number of the home school;
- c. The name of the parent or legal guardian providing the home school;
- d. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
- e. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
- f. A statement if the home-school student plans to seek a driver's license during the current school year;
- g. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to homeschool; and
- h. A signature of the parent or legal guardian, which must be notarized if the home-schooled student plans to seek a driver's license during the school year.

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 homeschooling their children shall provide information that might indicate the need for special education services.

A student who has been temporarily issued items, resources, supplies, materials, or other property belonging to the District is eligible for enrollment in a home school during the school year after:

- The items, resources, supplies, materials, or other property belonging to the District have been returned to the District;
- The items, resources, supplies, materials, or other property belonging to the District have been paid for; or

- The semester has ended.

The superintendent or the board of directors may waive the required five (5) school day waiting period for a student's enrollment in home school during a semester if the superintendent or the board of directors is satisfied with the return of temporarily issued items, resources, supplies, materials, or other District property .

### **Enrollment or Re-Enrollment in Public School**

A homeschooled student who wishes to enroll or re-enroll in a District school shall submit:

1. An official transcript listing all courses taken and semester grades from the home school;
2. Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
3. A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
  - Curricula used in the home school;
  - Tests taken and lessons completed by the home-schooled student; and
  - Other indicators of the home-schooled student's academic progress.

If a homeschooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score.

A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:

1. As indicated by the documentation submitted by the home-schooled student;
2. By mutual agreement between the public school and the homeschooled student's parent or legal guardian; or
3. If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, the District may have sole authority to determine the homeschooled student's grade placement and course credits. The District will determine the homeschooled student's grade placement and course credits in the same manner the District uses when determining grade placement and course credits for students enrolling or re-enrolling in the District who attended another public or private school.

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

The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the District's other students. The District shall not deny a homeschooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a homeschool:

1. Award of course credits earned in the home school;
2. Placement in the proper grade level and promotion to the next grade level;
3. Participation in any academic or extracurricular activity;
4. Membership in school-sponsored clubs, associations, or organizations;

5. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District as a full-time JSD student for at least the nine (9) months immediately prior to graduation;or
6. Scholarships.

### **SPECIAL EDUCATION**

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, as 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 the state and federal statutes governing 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 students with disabilities.

Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents.

### **ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOMESCHOOL STUDENTS**

The District allows private school and homeschool students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered in grades 7-12. The District will place a list of courses that a private school or home school student may request to attend on its website by:

1. June 1 for courses to be offered during the Fall semester; and
2. November 1 for courses to be offered during the Spring semester.

A private school or home school student who desires to attend one or more of the available academic courses shall submit a written request to attend the academic course(s) to the superintendent, or designee, no later than:

1. August 1 for Fall semester courses; or
2. December 1 for Spring semester courses.

The District may reject a private school or home school student's request for attendance if the District's acceptance would:

1. Require the addition of staff or classrooms;
2. Exceed the capacity of a program, class, grade level, or school building;
3. Cause the District to provide educational services the District does not currently provide;  
or
4. Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

Requests to attend an academic course will be granted in the order the requests are received. Upon the receipt of a private or home school student's request to attend academic course(s), the District will date and time stamp the request for attendance. If a private school or home school student is denied attendance based on a lack of capacity and an opening in the requested course occurs prior to the start of the course, the District will use the date and time stamp on the request for attendance to determine the private school or home school student who will be notified of an opening in the requested course.

As part of the request to attend academic courses in the District, a private school or home school student shall:

1. Indicate the course(s) the private school or home school student is interested in attending;
2. If the course(s) the private school or home school student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home school student intends to attend the physical course or the digital course;
3. Agree to follow the District's discipline policies; and
4. Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS. In addition to the documentation methods provided in Policy 4.57, a homeschool student may submit a letter to the superintendent, or designee, stating an objection to immunizations and listing the immunizations the student has received, if any.

A private school or home school student who fails to attend an academic course by the eleventh (11) day of class shall be dropped from the course.

The responsibility for transportation of any private school or home school student attending academic courses in the District shall be borne by the student or the student's parents.

## **CHAPTER 2**

### **ABSENCES—COMPULSORY ATTENDANCE REQUIREMENTS**

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

1. The child is enrolled in private or parochial school.
2. The child is being homeschooled and the conditions of homeschooling have been met.
3. The child who will be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District's administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. 6-18-201 (b). The schools of the district shall be open and free through the completion of the secondary program to all persons between the ages of 5 and 21 years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the district and to all persons between those ages who have been legally transferred to the district for educational purposes.

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

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school, whether in person or digitally, is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult.

Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

Absences for students enrolled in synchronous digital courses shall be determined in the same manner as for District students attending courses in person.

### **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. Parent notes may serve as documentation for three (3) days of absences. If a child is sent home by the school nurse, the absence will be recorded as excused.**

2. Death or serious illness in their immediate family (parent, grandparent, sibling, spouse, or other relative living in the same household).
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FCCLA, FBLA or 4-H sanctioned activity; or other school approved student organization.
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting.

The number of additional excused absences shall be at the discretion of the superintendent or designee.

10. Absences granted, at the superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.
12. Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

In order for the absence to be considered excused, the student must:

- a. Bring a written statement to the principal or designee upon the student's return to school from the student's parent or legal guardian stating the reason for the student's absence; or
- b. If the student is attending the District's courses digitally, upload a written statement from the student's parent or legal guardian stating the reason for the student's absence through the District's digital course management platform for review by the principal or designee.

A written statement presented or uploaded for an absence having occurred more than five (5) school days prior to its presentation or upload will not be accepted.

### **Unexcused Absence**

Absences that are not defined above; do not have an accompanying note from the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis; or have an accompanying note that is not presented or uploaded within the timeline required by this policy, shall be considered as unexcused absences. Students with 6 unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

**When a student has (3) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.**

**Whenever a student exceeds (6) unexcused absences in a semester, the district shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.**

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student; the student's parent, legal guardian, person having lawful control of the student, or person in loco parentis; and the school or district administrator or designee.

Students who attend in-school suspension shall not be counted absent for those days. Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

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

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

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

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

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

As authorized by state law, Ark. Code Ann. 6-18-221, the Jasper School District has entered into a cooperative agreement with the local law enforcement to implement within the district an "Operation Stay in School" program. , Ark. Code Ann. 6-18-221 states that any certified law enforcement officer may stop, question, and detain any unsupervised school-age student



located off school premises during school hours and request the production of documentation excusing his/her presence from school. Upon the failure of the student to produce sufficient documentation, the law enforcement officer may take the student into custody and return the student to his/her school or transport the student to his/her parents.

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

**A reward system will be used for those students who would have qualified for an exemption. All students will be eligible for exemption from semester tests by meeting the guidelines below. For exemption purposes, absences in which a student sees a professional, such as a doctor, dentist, therapist, etc. will not be used to exclude a student from exemption.**

Semester Exam Exemptions:

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

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

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

### Students in Grades 7-12

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment may receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

10. Students who are found to be truant will not be allowed to make up major tests and assignments.
11. Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy 4.7. (Out-of-school suspensions are unexcused absences)
12. In cases of absolute deadlines for long term projects (projects that are assigned for at least 15 days), research papers, etc., the work must be turned in on the first day the student returns from the absence. Students will be given a grade of zero percent if the long term project is not returned when the student returns to school from the absence.

### **TARDY/TRUANCY POLICIES**

Whether at school or work, it is important for students to learn to be on time. Constantly being late or tardy is a bad habit, is inconsiderate of others, and is a waste of valuable time. It is important for students to be on time to get the maximum benefit from their classes and for teachers to be able to conduct classes effectively and efficiently. It is understandable that students will occasionally be tardy, but persistent tardiness will result in disciplinary action as stated in Chapter 4. **For elementary students, minutes tardy OR checking out early will be accumulated until they reach 180 minutes, then the minutes will roll over and become ½ day of unexcused absence. For high school students, checking out of a class or being tardy for half of the class will result in an absence from that class.**

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

1. Students and their parents/guardians hold the main responsibility for school attendance and for the following policy. The school board asks for the cooperation of both the student and parent/guardians in these matters so that the student can receive the best education possible.
2. Any student who fails to follow all or any part of the assigned schedule, (See Daily Schedule Below) whether the student is on or off campus, without checking out at the office, will be considered truant, and the student will not receive credit for the time truant.
3. Consequences for tardy/truancy are in Chapter 4.

#### **Daily Schedule:**

1. Students should not plan to arrive at school before 7:30 a.m. If a student must be at school before this time, special permission must be obtained from the office. Supervision on the campus begins at 7:30 a.m. and ends at 3:30 p.m.
2. Elementary and high school students will be tardy if not in class at 8:00 a.m. and will receive consequences as outlined in Chapter 4 of this handbook.
3. Jasper students go to the cafeteria or student union.
4. Kingston: All elementary students go to the cafeteria. High school students may go to the cafeteria or outside between the gym and the new building.
5. Oark students go to the cafeteria.

## **CHAPTER 3**

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

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

### **Student Procedure**

1. Definition of Grievance-- A grievance is any claim by the aggrieved person or his representative that there has been a violation, or misrepresentation, or misapplication of any established policy or practice of the Board, or a violation of its, or the student's right to fair treatment, or any act of discrimination as defined by Title VI, Title IX of the Education Amendments, and section 504 of the rehabilitation Act of 1973.
2. Procedure-- No reprisals of any kind will be taken by the superintendent, or by any member of the administration or the board against any aggrieved person or any party in interest, or any participation. The student may have a representative of his/her choice at all stages of the grievance procedure. The purpose of the grievance procedure is to secure, at the lowest possible level, equitable solutions to the problems affecting students which may from time to time arise. All parties agree that the proceedings will be kept confidential.

### **Level One**

Principal -- The aggrieved person may request an informal conference with the Principal or other immediate superior within a reasonable time after he/she becomes aware of the grievance. The aggrieved person may request a witness, or witnesses, to be present at this conference.

### **Level Two**

Superintendent--If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision is rendered within five (5) school days, or mutually agreed on time, the grievance may then be filed with the superintendent who will meet with the aggrieved person and his witness, or witnesses, in an effort to resolve said grievance.

### **Level Three**

JSD Board--If the grievance is not resolved at Level Two, the aggrieved person may refer the grievance to the school board by addressing a written communication to the President of the Board requesting a hearing by the board, and each party shall have the right to representation. Within five (5) working days of the meeting, the aggrieved shall be provided with the board's written response.

### **Parental Procedure**

It is a goal of the Jasper School Board and the district to be responsive to the community and parents it serves and to continuously improve the educational program offered in its schools. The Jasper Board welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the district's services. The board formulates and adopts policies to achieve the district's vision and elects a superintendent to implement its policies. The administrative functions of the district are delegated to the superintendent who is responsible for the effective administration and supervision of the district.

Individuals with complaints concerning personnel, curriculum, discipline, coaching, or the day to day management of the schools need to address those complaints to the lowest possible level proceeding to the top level until the concern is resolved or the board renders a final decision.

1. Definition of a concern: A concern is any claim by a person or his/her representative that there has been a violation, misrepresentation, or misapplication of any established policy or practice of the board, or a violation of its or the student's' right to fair treatment, or any act of discrimination as defined by Title VI, Title IX of the Educational Amendments and Section 504 of the Rehabilitation Act of 1973.
2. Procedure: No reprisals of any kind will be taken by the superintendent, or by any member of the administration or the board against the parent for any concerns. The parent may be represented at all stages of this procedure by himself or by a representative of his/her choice. The purpose of the parental concern procedure is to secure, at the lowest possible level, equitable solutions to the issues affecting you or your child. All parties agree that the proceedings will be kept confidential.

### **Level One**

Teacher, coach or other staff member against whom the concern is directed. The parent may request an informal conference with the personnel mentioned above. If not satisfied, the parent can proceed to level two.

### **Level Two**

Principal--The parent may request an informal conference with level one's principal, or other immediate superior within three (3) school days. If not satisfied, the parent can proceed to level three.

### **Level Three**

Superintendent--If a parent is not satisfied at level two or no decision is rendered within five (5) school days, or a mutually agreed upon time, the parent concern may then be filed with the superintendent who will meet with the parent to resolve the concern.

### **Level Four**

School Board-- If the concern is not resolved at level three, the parent may refer the concern to the school board by addressing a written communication to the President of the Board, requesting a hearing by the board. Each party shall have the right to representation. Within five (5) working days of the meeting, the parent shall be provided with the board's written response. The board's decision is final.

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

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

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

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

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

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

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

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

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

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

For the district to release the student's PII without getting permission: 1. The student must be in foster care; 2. The individual to whom the PII will be released must have legal access to the student's case plan; 3. The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

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

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

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

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

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

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance,

his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the district.

"Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

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

The form for objecting to making directory information available is located in **the parent packet sent home the first day of school** and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission.

The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the district from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

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

### **PARENTAL INVOLVEMENT PLAN**

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

### **CONTACT WITH STUDENTS BY PARENTS WHILE AT SCHOOL**

Parents wishing to speak to their children during the school day shall register first with the office. All non emergency contact shall wait for the next transition period.

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

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

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the district's schools, the transfer of a child between his/her custodial parent and noncustodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or noncustodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and noncustodial parents that was witnessed by the student's building principal.

Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

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

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

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



as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

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

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

## **CHAPTER 4 STUDENT DISCIPLINE**

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

The district's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the district shall be in accordance with the student's appropriate due process rights.

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

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

The minimum penalty for student misconduct will be a verbal warning and the maximum penalty will be expulsion by the Board and/or legal action dependent upon the severity and frequency of the misconduct.

### **PROHIBITED CONDUCT**

The following activities are considered improper and unacceptable and may subject the student to disciplinary action as described in the procedural section of this policy. Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the board. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco or e-cigarettes in any form on any property owned or leased by any public school; All vapes, e-cigs, vape juices (and containers), and all other accessories will be treated as tobacco. If the vapes or containers contain illegal drugs- it will be treated as possession of a controlled substance.
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. 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;
8. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
9. Inappropriate public displays of affection such as holding hands, kissing, groping, sitting on laps, etc.;
10. Cheating, copying, or claiming another person's work to be his/her own;
11. Gambling;

12. Inappropriate student dress; (see Chapter 14)
13. Use of vulgar, profane, or obscene language or gestures;
14. Truancy;
15. Excessive tardiness;
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
17. 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;
18. Hazing, or aiding in the hazing of another student;
19. 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;
20. Sexual harassment;
21. Operating a vehicle on school grounds while using a wireless communication device
22. Theft of another individual's personal property.

## **FORMS OF DISCIPLINE WITH PROCEDURES**

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

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

1. verbal warning,
2. time out,
3. loss of privileges,
4. referral to principal

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

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

**Detention Guidelines:** When a student receives detention, that student's privilege of free time during the lunch break or after school may be withdrawn, and the student will be assigned to a supervised detention area. When assigned to detention, students must bring and work on academics. A student who is tardy, talks or disrupts in any manner in the detention room, will have his/her detention doubled or assigned ISS. Any student who accumulates 5 detentions in one semester shall receive 1 day of ISS, any student who accumulates 10 days of detention will receive 2 days of ISS.

3. **Parent-school conferences:** This type of cooperative action is highly encouraged, especially when a student appears to be developing a potentially serious behavioral problem. Parents should not expect a report on every problem that arises. When public or private property has been stolen or damaged, the school will work through parents to recover reasonable compensation for damages to that property.

4. **Referral to other school personnel** (counselor, social worker, nurse, etc.).
5. **Referral to out-of-school personnel** (physician, psychologist, drug or alcohol treatment centers, law enforcement personnel, etc.).

### **Suspension From School (ASBA 4.30)**

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The JSB authorizes school principals or their designee to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days including the day upon which the suspension is imposed. The suspension may be in school or out of school. **Students will not participate in extracurricular activities during ISS or OSS.**

Students are responsible for their conduct that occurs:

1. At any time on the school grounds;
2. Off school grounds at a school-sponsored function, activity, or event; and
3. 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. insubordinate, incorrigible, violent, or involves moral turpitude.

### **In-school Suspension Guidelines**

1. Teachers of students being placed in ISS must provide assignments for these students.
2. When assigned a full day of ISS, the student will report to ISS before the first period tardy bell.
3. Extra assignments may be given to the students by the ISS supervisors, teachers, or principal.
4. The ISS supervisor has the right to inspect materials and books brought to ISS for study purposes.
5. Unauthorized materials may be collected.
6. Students are to bring all materials necessary to complete their assignments.
7. Students may not talk to anyone or get up from his/her seats without permission.
8. Students must have all assignments completed before returning to the classroom.
9. All regular school rules apply to ISS.
10. Students must follow instructions of the ISS supervisor.
11. Students who do not follow ISS rules may be assessed additional disciplinary actions.

**Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:**

- a. Poses a physical risk to himself or herself or to others;
- b. Causes a serious disruption that cannot be addressed through other means; or

- c. Is the act of bringing a firearm on school campus.

**OSS** shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

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; and
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 eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

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:

1. A primary call number; The contact may be by voice, voicemail, or text message.
2. An email address;
3. 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 OSS are not permitted on campus except to attend a student/parent/administrator conference.

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

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.

**7. Corporal Punishment: Corporal Punishment (CP)** will only be administered by the building principal, his/her designee, or superintendent. The Jasper School District recognizes the need to maintain student discipline and authorizes the use of corporal punishment as one means of maintaining this discipline. The Jasper School Board authorizes the use of corporal punishment

to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment. Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges. All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District

#### **8. Other forms of discipline determined to be appropriate by the professional staff:**

The following general guidelines should be applied to any disciplinary methods adopted by the professional staff, as well as to those methods listed above.

- a. All methods of discipline should refrain from being a serious inconvenience to students other than the student(s) involved; mass punishment is to be avoided.
- b. Within the limits of practicality, all methods of discipline should be directed toward the student who has committed an offense.
- c. All methods of discipline should refrain from promoting an attitude unfavorable to academic or other schoolwork.
- d. Methods of discipline that would tend to publicly embarrass the student(s) are not allowed.

#### **9. Student Removal:**

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

1. The principal or his/her designee
2. The teacher
3. The school counselor
4. The parents, guardians, or persons in loco parentis; and
5. The student if appropriate

The failure of the parents, guardians, or persons in loco parentis to attend the conference provided for in this subsection shall not prevent the conference from being held nor prevent any action from being taken as a result of the conference.

#### **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.

1. Deemed to be of such gravity that suspension would be inappropriate;
2. Where the student's continued attendance at school would disrupt the orderly learning environment; or
3. Would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

- a. Poses a physical risk to himself or herself or to others;
- b. Causes a serious disruption that cannot be addressed through other means; or
- c. Is the act of bringing a firearm on school campus.

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

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student.

Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental

responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Superintendent and 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.

Disciplinary actions, as outlined above, will not be entered on a student's permanent record, and will not be divulged to unauthorized personnel, except as provided under "Suspension" and "Extended Suspension," above. Students with disabilities, as defined in state standards, who engage in inappropriate behavior are subject to normal school disciplinary rules and procedures provided the student's right to a free appropriate public education is not abridged. The following provisions will apply.

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

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



- c. expel or suspend the student from school for more than ten (10) school days, subject to conditions set forth in the procedural safeguards of IDEA and Section 504.
- d. If the student's misconduct was a manifestation of his/her disability or an inappropriate placement, the student may not be expelled or suspended from school for more than ten (10) school days for the misconduct. However, other procedures may be used to address the student's misconduct. A change in placement, if determined appropriate, could be implemented subject to applicable procedural safeguards. The school district would also have the option of suspending the student from school for ten (10) days or less, or seeking a court order at any time to remove the student from school or to change the student's placement if it believes that maintaining the student in the current placement is substantially likely to result in injury to the student or to others. In addition to showing that the student is substantially likely to cause injury, the school district must show that it has made reasonable efforts to accommodate the student's disabilities so as to minimize the likelihood that the student will injure him or herself or others.
- e. The student who is suspended/excluded for more than ten (10) days should be offered a free appropriate public education for the duration of the exclusion.
- f. A student with a disability who brings a weapon to school, possesses illegal drugs at school, or causes serious bodily injury to another at school may be removed from school for ten (10) days or less, and placed in an interim alternative education setting for up to 45 school days.

## **STUDENT DISCIPLINE REGULATIONS**

1. This regulation is intended to ensure a degree of uniformity in disciplinary actions.
2. Teachers and administrators shall respond to inappropriate behavior by students with disabilities based on the student's IEP.
3. Teachers and administrators shall follow this regulation after determining that a student has committed an infraction.
4. Teachers and administrators shall determine how many infractions of the listed type of improper activity have been committed by a student before taking the appropriate disciplinary actions.
5. If a parent appeals any out-of-school suspension or expulsion; the student shall be assigned to in-school suspension or an alternative learning environment; pending appeal, a student shall not be allowed to attend extracurricular activities.
6. The improper student behavior shall be categorized as follows:

### **Category I**

- Disruption and interference with school, including clowning around, mock-fighting, mimicking, name calling, biting etc.
- Disregard of reasonable directions or commands given by authorized school personnel, such as not giving their name when asked.
- Gambling on school property or at a school activity.
- Distribution of petitions or other printed matter not approved in advance by the principal.
- Violations of established classroom or school rules or regulations.
- Littering on school campus or in the building, including the parking lot.
- Hand held video or electronic games at school
- Tardy/Truancy--Definition in Chapter 2

- Display of affection
- Violations of the Student Computer/Network Use Agreement.

### **Category II**

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

### **Category III**

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

### **Category IV**

- Assault or physical abuse of a school employee, whether on or off school premises.

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

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

### **Category I: Principal's discretion**

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

#### **TARDY**

Penalties (based on semester accumulation):

Tardy 1-3: 1 Detention Each

Tardy 4-5: 2 Detentions Each

Tardy 6: ISS thereafter

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

#### **First Violation:**

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

#### **Second Violation:**

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

#### **Third Violation:**

1. Conference with the student
2. Notification of parent by certified letter
3. ISS for 5 days
4. Court Referral

#### **Fourth Violation:**

1. Appearance before the School Board

## **TOBACCO AND TOBACCO PRODUCTS**

Recreational nicotine products or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, e-cigarettes, nicotine delivery systems, and snuff) in or on any real property owned or leased by the District school, including school buses owned or leased by the district, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures. With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor. A.C. A. 6-21-609

**First Violation:** In-School Suspension (2 days) with parent notification.

**Second Violation:** In-School Suspension (3 days) with parent notification.

**Third Violation:** In-School Suspension (3 days) with parent conference.

**Fourth Violation:** Out of School Suspension (5 days) with possible recommendation for expulsion.

\*A citation may be issued for the possession and/or use of a nicotine delivery system.

### **Category II: Principal's discretion**

1st infraction—1 to 5 days of noon detention or corporal punishment

2nd infraction—1-3 days of ISS

3rd infraction— 3-5 days of ISS 4th infraction—Court referral

### **Category III**

#### **1st infraction**

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

#### **2nd (and any subsequent) infraction**

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

### **Category IV**

#### **1st (and any subsequent) infraction**

- a. Parent/guardian conference, and
  - b. 10 days out of school suspension, with the possibility of
  - c. Referral to pre-expulsion with the possibility of expulsion for up to one calendar year.
- Whenever damage to property or person is involved, a teacher or administrator may add an order to repair, replace, or otherwise compensate for the damage to the disciplinary action prescribed above.
  - Many of the listed infractions also have civil and criminal legal consequences for the student and the parent--for example, verbal abuse of a teacher is a violation, incurring a fine from \$100 to \$1500, and verbal abuse of a bus driver is also

a misdemeanor.

- After School Intervention or Community Service – Students are assigned this by administrators for chronic violation of school rules, repeated violations, or for failing to serve other disciplinary assignments.
- In-School Suspension (ISS) – Students are assigned ISS by building principal or his/her designee for violation of school rules and for failing to serve other disciplinary assignments. Students are expected to keep up with all class assignments, tests, or work scheduled for those days spent in ISS
- Out-of-School Suspension (OSS)—Students are assigned OSS by administrators for serious violations of school rules and for failing to serve other disciplinary assignments. Students assigned to OSS are not permitted to attend or participate in any school activities or be on any school campus during their suspension-
- Students who are suspended must be accompanied to school by a parent/guardian for a conference with an administrator before being readmitted to classes.
- Bus Suspension – Students are suspended from the privilege of riding any school bus for a minimum of one day, not to exceed one calendar year for violations.
- Behavior not Covered Above

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

### **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 exempted.

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

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

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

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

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

## **DRUGS AND ALCOHOL**

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

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

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

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

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

### **STUDENT DRUG TESTING POLICY MISSION STATEMENT**

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

### **DEFINITIONS**

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

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

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

### **POLICY STATEMENT**

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

### **PROCEDURES FOR STUDENTS**

**Consent:** Each student wishing to participate in any activity program or park on campus, and the student’s custodial parent or guardian, shall consent in writing to drug testing pursuant to the District’s drug testing program. Written consent shall be in the form attached to this policy. No student shall be allowed to participate in any activity program or park on campus absent such consent.

### **SELECTION PROCESS**

**Student Selection:** Random testing will be conducted monthly during the school year. Selection for random testing will be by lottery drawing from a “pool” of all students participating in activity programs or who park on campus in the district at the time of the drawing. The number of names drawn will be no less than 2% and no greater than 15% of the population. The superintendent or designee shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating students are in the pool, assuring that the person

drawing names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

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

### **SAMPLE COLLECTION**

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

### **TESTING AGENCY**

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

### **PRESCRIPTION MEDICATION**

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

### **SCOPE OF TESTS**

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

### **RECORDS**

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

### **PROCEDURES IN THE EVENT OF A POSITIVE RESULT**



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

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

### **FIRST POSITIVE RESULT – PARTICIPATION IN COUNSELING**

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

Within one (1) week of the conference, the student must receive or be enrolled in substance abuse counseling or School Based Mental Health services. The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen for counseling at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.

- The student will be required to submit to drug tests for the rest of the school year at the expense of the parent/guardian.
- On day eleven, eligibility will be restored provided the student submits to a school test with negative results.

### **FIRST POSITIVE RESULT – REFUSAL OF COUNSELING**

- For the first positive result the student will be suspended from participating in activities or parking on campus for 20 school days.
- On day twenty-one, the student will be allowed to be retested (at the expense of parent-guardian). If the tests results are found to be negative, the student will again become eligible for competitions, presentations and activities relating to Jasper School District and parking on campus. However, the student must submit to a mandatory school drug screen or lab test on a monthly basis at the expense of the parent/guardian for the next three months.

### **SECOND POSITIVE RESULT – PARTICIPATION IN COUNSELING**

- With the consent of the student and his or her parents/guardians, the superintendent or designee may reduce the suspension so that the student is only prohibited from participating in parking and district sponsored activities for a total of forty-five (45) school days as long as the student meets the following requirements:

- Within one (1) week of the conference, the student must receive or be enrolled in the substance abuse counseling or School Based Mental Health services. The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen for counseling at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.
- The student will be required to submit a monthly drug test for the rest of the school year at the expense of the parent/guardian.

### **SECOND POSITIVE RESULT – REFUSAL OF COUNSELING**

For the second positive result in the same year or any two consecutive calendar years, the student will be suspended from participating in activities or parking on campus for 90 school days.

### **THIRD POSITIVE RESULT**

For the third positive result, the student will be suspended from participating in activities or parking on campus for the remainder of his enrollment with the district. The parent/guardian may appeal to the superintendent.

### **NON-PUNITIVE NATURE OF POLICY**

No student shall be penalized academically for testing positive for illegal drugs. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

### **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:

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

## **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 or employees 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.

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

1. Building a fake profile or website of the employee;
2. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
3. Posting an original or edited image of the school employee on the Internet;
4. 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;
5. 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;
6. Signing up a school employee for a pornographic Internet site; or
7. 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 include but is not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic “compliments” about another student’s personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
5. Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to School property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others, Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or

11. Teasing or name-calling based on related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender.

**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, or designee. 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, or designee. The principal, or designee, 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> In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.**

**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.**

Differentiated consequences are permitted depending on the age or grade of the bullying student. The board directs each school in the district to develop implementation regulations for prohibited student conduct consistent with applicable board policy, State and Federal laws, and judicial decisions.

## **STUDENT SEXUAL HARASSMENT**

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

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to: the nature of sexual harassment; the District's written grievance procedures for complaints of sexual

harassment;<sup>1</sup> that the district does not tolerate sexual harassment; that students can report inappropriate behavior of a sexual nature without fear of adverse consequences; the redress that is available to the victim of sexual harassment;<sup>2</sup> and the potential discipline for perpetrating sexual harassment.

“Sexual harassment” means conduct that is:

- Of a sexual nature, including, but not limited to:
  - Sexual advances;
  - Requests for sexual favors;
  - Sexual violence; or
  - Other personally offensive verbal, visual, or physical conduct of a sexual nature;
- Unwelcome; and
- denies or limits a student’s ability to participate in or benefit from any of the District’s educational programs or activities through any or all of the following methods:
  - Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual’s education;
  - Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
  - 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 that 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.

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

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 and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person’s alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students as to sexual activity or performance;
- Circulating or showing emails or Websites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and

- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual or transgender.

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.

Complaints will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to: individuals who are responsible for handling the District's investigation to the extent necessary to complete a thorough investigation; the extent necessary to submit a report to the child maltreatment hotline; the Professional Licensure Standards Board for complaints alleging sexual harassment by an employee towards a student; or the extent necessary to provide the individual accused in the complaint due process during the investigation and disciplinary processes. Individuals who file a complaint have the right to request that the individual accused of sexual harassment not be informed of the name of the accuser; however, individuals should be aware that making such a request may substantially limit the District's ability to investigate the complaint and may make it impossible for the District to discipline the accused.

Students, or the parents/legal guardians/ other responsible adult of a student, who file a complaint of sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats, intimidation, coercion, or discrimination. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who filed the complaint:

- The final determination of the investigation;
- Remedies the District will make available to the student; and
- The sanctions, if any, imposed on the alleged harasser relevant to the student.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who was accused of sexual harassment in the complaint:

- The final determination of the investigation; and
- The sanctions, if any, the District intends to impose on the student.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following an investigation, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

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.

## **CHAPTER 5 CURRICULUM**

### **ELEMENTARY CURRICULUM**

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

- A. The core curriculum for grades K-6 shall emphasize mastery of competencies and skills in the following content areas that are required of each student:
  1. Language Arts
  2. Mathematics
  3. Science
  4. Social Studies (with an emphasis on Arkansas History at Grade 5)
  
- B. Each student shall be required to take instruction in the following areas:
  1. Art
  2. Music
  3. Physical Education
  4. Library
  
- C. In order to meet the needs of all learners, Response to Interventions (Rtl), gifted and talented, and special resource programs will be made available for students who qualify.

### **SEVENTH AND EIGHTH GRADE CURRICULUM**

- A. The core curriculum for grades seven and eight shall emphasize mastery of competencies and skills in the following subject areas that are required of each student:
  - Language Arts
  - Social Studies
  - Geography—7th grade
  - History—8th grade
  - Arkansas History—7th or 8th grade (one semester)
  - Mathematics
  - Algebra I may be taught in 8th grade for credit with state approval
  - Science
    - Earth Science
    - Physical Science
  
- B. Each student shall be required to take instruction in the following areas of vocational study if offered at his/her campus:

- Career Orientation, Family and Work Connections, Introductions to World Agriculture Science
  - One (1) semester of keyboarding
- C. Students may be required to take:
- Physical Education
  - Art
  - Music
- D. In order to meet the needs of all learners, Response to Interventions (RtI), gifted and talented, and special resource programs will be made available for students who qualify.

## **HIGH SCHOOL CURRICULUM (GRADES 9-12)**

**The following courses shall be provided by an accredited high school every year.**

- Language Arts—6 units
- English—4 units
- Oral Communication— 1 unit or (1/2 units Oral Communications and ½ unit of Drama)
- Journalism—1 unit
- Science—5 units
  - Biology—1 unit
  - Physics—1 unit
  - Chemistry—1 unit
  - Electives—2 units
- Mathematics—6 units
  - Algebra I—1 unit
  - Algebra II—1 unit
  - Geometry—1 unit
  - Trigonometry/Pre-Cal—1 unit
  - Electives—2 units
- Modern Foreign Language—2 units of the same language
- Fine Arts—3 and ½ units:
  - Survey of Fine Arts –1 /2 unit
  - Art I—1 unit
  - Instrumental Music—1 unit
  - Vocal Music—1 unit
- Computer Applications—1 unit
- Social Studies—4 units
  - American History—1 unit
  - World History—1 unit
  - Civics—1/2 unit
  - Arkansas History –1/2 unit for grades 9-12 if not offered in the 7th or 8th grade
  - Economics—1/2 unit
  - Elective—1 unit
- Physical Education and Health Education—1 and ½ units
  - Physical Education –1 unit
  - Health Education—1/2 unit



- Career and Technical Education—9 units
  - Eight units must be taught every year.
  - Three programs of study must be offered each year.

Advanced Placement (AP) Class and Pre-AP classes shall be offered every year in mathematics, science, social studies and English.

### **C. DIGITAL LEARNING POLICY**

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

### **D. CONCURRENT CREDIT (ASBA 5.22)**

A ninth (9th) through twelfth (12th) grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education (ADE) shall be given credit toward high school grades and graduation at the rate of one (1) 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.

**As permitted by the ADE Rules Governing Concurrent College and High School Credit**, a student who takes a three (3)-semester hour remedial/developmental education course receives a half (1/2) 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:

1. The student,
2. The student's parent(s) or legal guardian(s) if the student is under the age of eighteen (18);
3. The District; and
4. 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. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received at all or in a timely manner. This may jeopardize students' eligibility for extracurricular activities and the privilege to walk in the graduation ceremony.

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

A student eligible to receive free or reduced price meals shall not be responsible for any of the costs for the student's first six (6) concurrent credit hours so long as the concurrent credit courses are taught on the District grounds and by a teacher employed by the District. Any and all costs of concurrent credit courses beyond the six (6) hours permitted, that are not taught on the District's campus, or are not taught by a teacher employed by the District are the responsibility of the student. Students who are not eligible to receive free or reduced price meals are responsible for any and all costs associated with concurrent credit courses.

### **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS (ASBA 4.45.1)**

**All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (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 (7th) grade, or when a seventh (7th) through twelfth (12th) 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 record.<sup>1</sup> This policy is to be included in student handbooks for grades six (6) through twelve (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 paths.**

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

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

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

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

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

### **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 twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education (ADE), the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

#### **Digital Learning Courses**

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

#### **Personal and Family Finance**

In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall receive credit in a course covering the Personal and Family Finance Standards.

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

English: four (4) units – 9th, 10th, 11th, and 12th Oral Communications: one-half (½) unit

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

1. Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;
2. 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-four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement*
3. Algebra II; and
4. A fourth unit may be either:
  - a. A math unit approved by ADE beyond Algebra II; or
  - b. A computer science flex credit may be taken in the place of a fourth math credit.

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

**One (1) unit of biology; and either**

**Two units chosen from the following three categories:**

- Physical Science;
- Chemistry;
- Physics; or

**One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.**

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

- Civics one-half ( $\frac{1}{2}$ ) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half ( $\frac{1}{2}$ ) unit

Physical Education: one-half ( $\frac{1}{2}$ ) unit

**Note:** While one-half ( $\frac{1}{2}$ ) 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 ( $\frac{1}{2}$ ) unit

Economics – one half ( $\frac{1}{2}$ ) 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.

Fine Arts: one-half ( $\frac{1}{2}$ ) 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.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

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

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

Oral Communications: one-half ( $\frac{1}{2}$ ) 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 computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry**

**\*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: and Two units chosen from the following three categories:**
- **Physical Science;**
- **Chemistry;**
- **Physics; or One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.**

### **Social Studies: three (3) units**

- **Civics one-half ( $\frac{1}{2}$ ) unit**
- **World history, one (1) unit**
- **American History, one (1) unit**
- **Other social studies – one-half ( $\frac{1}{2}$ ) unit**

Physical Education: one-half ( $\frac{1}{2}$ ) unit

**Note:** While one-half (½) 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 (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>98</sup>

Fine Arts: one-half (½) 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.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.<sup>9</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 **twenty-two (22)** units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the **twenty-two (22)** units required for graduation by the Arkansas Department of Education, the JSD requires an additional **two (2)** units to graduate for a total of **twenty-four (24)** units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. **Participation in graduation ceremonies is reserved for JSD students who have fulfilled all of the requirements for graduation and are receiving a diploma.**

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

### **DIGITAL LEARNING COURSES**

## **Definitions**

For the purposes of this policy:

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

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

"Instructional Materials" means:

1. Traditional books, textbooks, and trade books in printed and bound form;
2. Activity-oriented programs that may include:
  - a. Manipulatives;
  - b. Hand-held calculators;
3. Other hands-on materials; and
4. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.

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

“Public School Student Accessing Courses at a Distance” means a student who is scheduled for a full course load through the District and attends all classes virtually.

## **Digital Course Offerings**

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

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

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

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

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

A student may elect to take any or all of his/her scheduled courses digitally. The student's attendance in his/her digital course(s) shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school.

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

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

## **COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION For Grades 9-12**

### **Traditional Progression**

A student who has not previously received a computer science credit may elect to take an introductory level computer science course. A student who passes a computer science course level is eligible to take the next level computer science course in the same computer science course emphasis.

### **Alternative Progression**

A student who does not have credit for any computer science course, the introductory level computer science course for the particular computer science emphasis, or the preceding level course for the computer science emphasis may be placed in a computer science course based on any combination of the following factors:

- The student's grade point average;
- Recommendation from the student's teacher(s);
- Completion of computer science internships or independent studies;
- Demonstration of previous computer science work by the student or;
- Proficiency report from a computer science proficiency evaluation tool.

## **ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOMESCHOOL STUDENTS**



The District allows private school and homeschool students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered in grades 7-12. The District will place a list of courses that a private school or home school student may request to attend on its website by:

- June 1 for courses to be offered during the Fall semester; and
- November 1 for courses to be offered during the Spring semester.

A private school or home school student who desires to attend one or more of the available academic courses shall submit a written request to attend the academic course(s) to the superintendent, or designee, no later than:

- August 1 for Fall semester courses; or
- December 1 for Spring semester courses.

The District may reject a private school or home school student's request for attendance if the District's acceptance would: Require the addition of staff or classrooms;

1. Exceed the capacity of a program, class, grade level, or school building;
2. Cause the District to provide educational services the District does not currently provide; or
3. Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

Requests to attend an academic course will be granted in the order the requests are received. Upon the receipt of a private or home school student's request to attend academic course(s), the District will date and time stamp the request for attendance. If a private school or home school student is denied attendance based on a lack of capacity and an opening in the requested course occurs prior to the start of the course, the District will use the date and time stamp on the request for attendance to determine the private school or home school student who will be notified of an opening in the requested course.

As part of the request to attend academic courses in the District, a private school or home school student shall:

- Indicate the course(s) the private school or home school student is interested in attending;
- If the course(s) the private school or home school student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home school student intends to attend the physical course or the digital course;
- Agree to follow the District's discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS. In addition to the documentation methods provided in Policy 4.57, a homeschool student may submit a letter to the superintendent, or designee, stating an objection to immunizations and listing the immunizations the student has received, if any.

A private school or home school student who fails to attend an academic course by the eleventh (11) day of class shall be dropped from the course.

The responsibility for transportation of any private school or home school student attending academic courses in the District shall be borne by the student or the student's parents.

The opportunity provided to home school students under this policy is in addition to the opportunity provided in Policy 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS.

### **SCHEDULE CHANGES**

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

### **MATERIALS SELECTION POLICY**

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

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

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

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

### **COPYRIGHT COMPLIANCE INSTRUCTION**

The board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe

penalties may be imposed for unauthorized copying or using of audio visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

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

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

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the district's procedures or is permissible under the law should contact the superintendent or the person designated as the copyright compliance officer. The latter will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required. Legal References: P.L. 94-553 Federal Copyright Law of 1976 (U.S. Code, Title 17)

## **RELIGION IN THE SCHOOLS**

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

The need for neutrality does not diminish our school system's educational responsibility to address the historical role of religion in the development of our culture. Since we live in a diverse society, the district's goal shall be to address the subject of religion objectively in such a

way that it promotes an understanding of, and tolerance for, each other's religious or nonreligious views.

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

Accommodation will be considered for those portions of instructional activities in the schools that unduly burden a student's sincere religious belief provided such accommodation does not amount to a significant change in curriculum, program, or course of instruction and when it is possible that a substitution of equally rigorous material that advances the same instructional goals can be

arranged. Parents and students are advised that such accommodations are easier to grant when the objection is to non-state mandated framework material than if the material is required by the frameworks.

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

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

## **STUDENT PROMOTION/RETENTION**

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

student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

At least once each semester, the parents and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

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

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

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

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

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

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

#### **SEVENTH AND EIGHTH GRADE STUDENTS**

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

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

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

Freshman:	less than 5.5 credits
Sophomore:	6 to 11 credits
Junior:	12 to 16.5
Senior:	16.5 or more credits

### **ALTERNATIVE SCHOOL**

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

### **EXAMINATIONS**

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

### **GRADING (ASBA 5.15)**

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

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

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

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

All Elementary Campuses in the Jasper School District are progressing towards using Standards Based Report Cards. The scales used for standards based grading is:

- 3= Meeting or exceeding mastery of grade level standard;
- 2= Progressing toward mastery of grade level standard;
- 1= Not yet able to master grade level standard

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

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

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

Beginning with the 2020-2021 school year, concurrent credit courses will count for weighted credit.

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

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

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

### **TEXTBOOKS**

Textbooks are supplied to the students by the school when appropriate for the class. They are loaned to the students for the school year, but remain the property of the school. Textbooks are

to be returned in good shape at the end of the school year, when the course is completed, or when the student checks out of school. Damaged or lost books must be paid for by the students. Textbooks do not have to be assigned for the course.

### **FIELD TRIPS**

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

### **HONOR ROLL**

#### **GRADES 7-12**

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

### **HONOR GRADUATES**

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

- Highest Honors: All students with a G.P.A. of above a 4.0 and have taken a combination of 3 AP or Concurrent Credit classes in the areas of English, Science, Math, or Social Studies and received credit for AP or scored at least a "B" in Concurrent Credit courses. (All shall be ranked #1 and are eligible to speak at graduation).
- High Honors: All students with a G.P.A. of 3.75 to 4.0 and have taken a combination 2 AP classes or Concurrent Credit Concurrent Credit courses, and received credit. The student/s with the highest G.P.A. in this group is/are eligible to speak at graduation.
- Honors: All students with a G.P.A. of 3.5 to 3.749 and have taken 1 AP class or Concurrent Credit class in the areas of English, Science, Math, or Social Studies and received credit for AP or scored at least a "B" in Concurrent Credit courses.

Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student not be so identified.

### **STUDENT SUCCESS PLANS**

Beginning with the 2018-2019 school year, each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-



level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

- Statewide student assessment results;
- Subject grades;
  - Student work samples; and
  - Local assessment scores.

By the end of grade eight (8), the student's SSP shall:

- Guide the student along pathways to graduation;
- Address accelerated learning opportunities;
- Address academic deficits and interventions; and
- Include college and career planning components.

Based on a student's score on the college and career assessment:

- ❖ The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- ❖ Provide a basis for counseling concerning post secondary preparatory programs.

An SSP shall be created:

1. By no later than the end of the school year for a student in grade eight (8) or below who enrolls in the District during the school year; or
2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

Students who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following Statewide assessment, as applicable. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

## **CHAPTER 6 BUS TRANSPORTATION**

### **CONDUCT TO AND FROM SCHOOL**

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

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

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

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

### **RULES FOR BUS PASSENGER CONDUCT**

- Be on time; arrive at the bus stop at least 5 minutes early.
- Do not stand or play in the road while waiting for the bus. Stand back about 10 feet from the roadway while waiting for the bus.
- If students must cross the roadway to board the bus, look in both directions for traffic; wait until the bus driver signals before crossing the road. Students should walk in front of the bus in single file, do not run. Enter the bus without crowding or disturbing others.

- The first duty of the passengers is to obey the driver's directions promptly. The driver has the same responsibility and authority as a teacher in controlling discipline. There must be an attitude of respect and cooperation on the part of each student toward the bus driver. Conversation with the driver while the bus is in motion should be kept to a minimum.
- Do not extend your head or arms out of the windows. Keep your head, arms, and hands inside the bus at all times. Never open the windows without the driver's permission.
- Be courteous to the driver and to fellow pupils, keeping hands off other people at all times.
- See that your conversation is clean and never loud or boisterous. Talk in normal tones. Use of profane language on a school bus is forbidden by law. Obscene gestures are prohibited.
- Do not call out to passers-by.
- Help keep the bus clean, sanitary, and orderly. Keep the aisle of the bus clear. Keep books, musical instruments, and all other objects on lap or under the seat, not in the aisle.
- Large items cannot be transported on the bus.
- Animals and insects are not to be transported on the bus.
- Do not possess or use any form of tobacco on the bus.
- Do not damage or abuse bus equipment. Keep your feet off the seats.
- Do not loiter in or around a bus while on school grounds.
- Do not leave the bus without the driver's consent, except on arrival at home and at school. Make sure that the road is clear and get the driver's signal when you must cross the road, to and from the bus.
- Keep seated until the bus comes to a complete stop. Enter and leave the bus by the front door ONLY, except in emergencies.
- Stay in your seat at all times, except when entering and exiting the bus.
- Students must ride their assigned bus and are responsible for their possessions

### **GUIDELINES FOR BUS DISCIPLINE**

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

#### **Category I**

- Attire, which would be inappropriate in the school.
- Gambling on a school bus.
- Distribution of petitions or other printed matter not approved in advance by the principal.
- Violations of established bus rules or regulations.
- Littering when on a school bus, including the parking lot.
- Disregard of reasonable directions or commands given by authorized school personnel.

#### **Category II**

- Damage, destruction, or theft of private or public property valued at less than \$10
- Violation of statutory or constitutional regulations.
- Possession, or distribution of recreational nicotine products or smoking paraphernalia (including, but not limited to, lighters, matches, rolling papers, cigarette holders, and

pipes) during the school day, whether on or off school property, or during a school-sponsored activity at any time of day, whether on or off school property.

- Possession of hand-held laser pointers.
- Disruption and interference with the operation of the bus, including horseplay, mimicking, name calling, etc.
- Possession of any type of pornographic material.

### **Category III**

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

### **Category IV**

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

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

#### **Category I: Principal or designee's discretion;**

**1st infraction**--warning and parent contact and/or corporal punishment  
**2nd infraction**--parent contact and/or corporal punishment

**3rd infraction**-- suspension from bus, min.-1 day, max.-3 days

**4th (and any subsequent) infraction**--suspension from bus indefinitely

#### **Category II: Principal or designee's discretion;**

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

### **Category III**

#### **1st infraction--**

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

### **Category IV**

#### **1st (and any subsequent) infraction**

- Parent/guardian conference, and
- suspension from bus not to exceed one calendar year, and
- referral to Principal for further disciplinary action

## **STUDENTS' VEHICLES**

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

## **CHAPTER 7 EXTRACURRICULAR ACTIVITIES EXTRA CURRICULAR SECONDARY SCHOOLS**

**Definitions:**

“Academic Courses” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified

under Arkansas statute, and has a course content guide which has been approved by the Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet,

work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/interscholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

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

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis. Interscholastic Activities--A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

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

**Extracurricular Eligibility**

The board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not

exceed one per week per extracurricular activity (tournaments excepted). Additionally, a student's participation in, and the district's operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day

A student who enrolls in the district and meets the definition of "eligible child" in Chapter 4—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

### **Interscholastic Activities**

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

### **CLASS AND ORGANIZATION MEETINGS**

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

### **JOINING SCHOOL CLUBS OR ORGANIZATIONS**

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

### **ACADEMIC REQUIREMENTS--Junior High**

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

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

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

### **ACADEMIC REQUIREMENTS--Senior High**

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

Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester;

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

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

### **ARKANSAS ACTIVITIES ASSOCIATION**

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

### **Intrascholastic Activities**

#### **AAA Governed Activities**

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The



District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

### **Non-AAA Governed Activities**

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

## **ELEMENTARY**

### **Definitions**

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

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

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

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

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

Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a homeschooled 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.

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.

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy.

Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if the superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District.

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 provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the homeschooled student is unable to meet because of his or her enrollment in a homeschool.

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

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one **credit-bearing** course in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

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

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

A homeschooled student who is not a resident of the District may begin participating in interscholastic activities:

- Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
- One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7th) grade if the student were enrolled in public school.

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

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

## **CHAPTER 8**

# **COMPUTER/TECHNOLOGY USE POLICY**

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

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

For the purposes of this policy:

- “harmful to minors” is defined as any picture, image, graphic image file, or other visual depiction that--
  - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or Excretion;
  - 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;
  - 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 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 cyberbullying awareness and response.

### **STUDENT INTERNET USE AGREEMENT**

The Jasper School District agrees to allow the student identified above to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a district or student owned technology device:

- 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.
- 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.
- Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
- "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
  - using the Internet for other than educational purposes;
  - gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
  - using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - making unauthorized copies of computer software;
  - accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
  - using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - posting anonymous messages on the system;
  - using encryption software;
  - wasteful use of limited resources provided by the school including paper;
  - causing congestion of the network through lengthy downloads of files;
  - vandalizing data of another user
  - obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - gaining or attempting to gain unauthorized access to resources or files;
  - identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
  - invading the privacy of individuals;
  - 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.
  - using the network for financial or commercial gain without district permission;
  - theft or vandalism of data, equipment, or intellectual property;
  - attempting to gain access or gaining access to student records, grades, or files;
  - introducing a virus to, or otherwise improperly tampering with the system;
  - degrading or disrupting equipment or system performance;

- creating a web page or associating a web page with the school or school district without proper authorization;
- providing access to the District's Internet Access to unauthorized individuals;
- failing to obey school or classroom Internet use rules; or taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- Installing or downloading software on district computers without prior approval of the technology director or his/her designee.
- 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.
- 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 email, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.
- No Guarantees: The District will make good faith efforts to protect children from improper or harmful matters 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.
- 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.
- No Warranties: The district makes no warranties of any kind, either expressed or implied, for the Internet access it is providing. The district will NOT be responsible for: loss of data resulting from delays or interruptions in service, the accuracy, nature, or quality of information stored on storage devices, the accuracy, nature, or quality of information gathered through school-provided Internet access, or unauthorized financial obligations resulting from district-provided access to the Internet.

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

**1st offense:** Three (3) days of noon detention or 3 swats

**2nd offense:** Conference with student, call parent and three (3) days of ISS

**3rd offense:** Referral for pre-expulsion with the possibility of expulsion for the rest of the fiscal school year The building principal and technology coordinator can make a decision as to which step is appropriate for violations that are harmful to students and or school infrastructure.

## **POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES**

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

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan; this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data. Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms.
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent it is approved in a student's IEP or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parent or guardian. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls

while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

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

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

## **VIDEO SURVEILLANCE**

The Jasper School Board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio capable of tracking the physical location of district equipment, students, and/or parents.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectations of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

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



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

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

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

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

### **Chromebook Policy**

The Jasper School District School District participates in a 1:1 initiative. All students in grades 7-12 will be issued a school owned Chromebook. All parents/guardians and students will be required to read and abide by the rules set forth in the technology handbook. A Chromebook use permission form with parent/guardian and student signatures will be required before taking possession of a school owned device.

### **DAMAGE, INSURANCE AND INVENTORY CONTROL**

Jasper School District Public Schools concluded that it would be effective to privately insure the school owned devices. Your premium covers the cost of repair and replacement parts up to complete loss of device. Your premium and a deductible of \$25 protects you against complete loss, theft, or irreparable damage. A temporary replacement Chromebook will be issued, if available, while repairs are being made. If complete replacement is required, a \$50.00 deductible will be assessed to receive the replacement.

Students/Guardians/Teachers are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the Chromebook. Intentional damage will be considered vandalism. In this case, full repair or replacement cost of the Chromebook will be charged and further disciplinary action may be taken. Insurance will not cover damage caused by removing the battery or opening the device in attempt to repair it.

### **Insurance**

Parents/Guardians the Jasper School District Chromebook insurance plan is an opt-in option. Enrollment fee is \$25 per student, per damage. This is a nonrefundable annual insurance policy with a premium of \$25.00 per student (A Maximum of Three (3) students per family will be charged the \$25.00 each for a total of \$75.00 if the family has more than three (3) children

enrolled during the first enrollment) before taking possession of the school owned Chromebook. If an occurrence happens in which the \$25.00 premium is used, then the student must enroll again with another fee of \$25.00 to be covered for future damages. The re-enrollment fee will need to be paid before the student is issued another Chromebook.

Chargers and other accessories are NOT covered by insurance. Chargers must be replaced with the same Chromebook part number. Charger replacement cost is \$50.00.

\*\*This insurance policy will only cover repairs up to cost of the replacement value (\$800.00) of one

Chromebook per calendar year. If total loss occurs and/or once the replacement value of the student's original computer has been exceeded, the student will have to pay a \$50.00 deductible.

### **Damaged, Lost, or Stolen Devices**

Loss, theft or damage beyond repair of the property must be reported to the Principal's office by the next school day after the occurrence. In case of theft, vandalism or other criminal acts, a police report MUST be filed by the student or parent within 48 hours of the occurrence and a copy of the police report must be brought to the school by the next school day.

Students/Parents are reminded that the act of filing a false police report is a felony. If a Chromebook is stolen and the student reports the theft (by the next school day) and a police report is filed, then the student will be charged \$50.00 deductible to receive a replacement Chromebook.

### **INTENTIONAL DAMAGE**

The actual cost of repair. Students lose device privileges until the financial obligations are taken care of and a campus committee devises a plan for the student's possible further use of the equipment. Administration and the technology department shall determine whether damage to the computer was intentional. The student and parent/guardian is responsible for replacing any lost or stolen items if the school Administration and the technology department determine that the item is missing due to user negligence. Students and parents/guardians agree to pay ALL fines (Library, Lunch, Tech, textbooks, etc.) before receiving school owned technology.

### **Student Promise**

You will comply at all times with the Jasper School District School District Chromebook Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession immediately and the District may repossess the property.

### **Title**

Legal title to the property is the Jasper School District School District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student.

**Repossession:** If you do not timely and fully comply with all terms of this Agreement and the

Chromebook/ Device Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

**Term of Agreement:** Your right to use and possession of the property terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

**Appropriation:** Your failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

**Educational Purposes Only:**

The school district is providing access to its Chromebook networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

**Unacceptable Uses of Network:**

Among the uses that are considered unacceptable and which constitute a violation of this policy include but are not limited to the following:

- Uses that violate the law or encourage others to violate the law.
- Transmission of offensive or harassing messages;
- Offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy;
- View, transmit or download pornographic materials or materials that encourage others to violate the law;
- Intrude into the networks or notebook of others;
- Download or transmit confidential, trade secret information, or copyrighted materials.
- The user should assume that all materials are protected unless there is explicit, written permission on the materials to use them.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions which may include loss of technology privileges.
- Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation);
- Employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, or other harmful form of programming or vandalism.
- Participate in hacking activities or any form of unauthorized access to other Chromebooks, networks, or information systems.
- Uses that jeopardize the security of student and staff access and of the Chromebook network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user. Do not delete any folders or

files that you did not create or that you do not recognize. Deletion of certain files will result in a Chromebook failure and will interfere with your ability to complete class work and may affect your grades.

- Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
- Uses for non-educational purposes.
- Do not use for gaming, social media, or any other Non-educational purposes.

## **CONSEQUENCES OF INAPPROPRIATE USE**

The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with the District Technology Acceptable Use Policy and any applicable laws. Students violating the District Technology Acceptable Use Policy are subject to disciplinary action up to and including out of school suspension or expulsion depending on the frequency and severity of the incident in addition to loss of device privileges. Students assigned to OSS (Out-of-School Suspension) for whatever reason will turn in any school owned technology.

Students withdrawing from school will also be required to turn in any school owned technology.

## **Cyber Bullying**

Cyberbullying is when one or more people intentionally harm, harass, embarrass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via social media, email, IM (instant messaging), or text messages.
- Spreading rumors about others through social media, email, IM, or text messages.
- Creating a website or social networking account that targets another student or other person(s).
- Sharing fake or embarrassing photos/videos of someone with others via a cell phone or the web.
- Stealing another person's login and password to send mean or embarrassing messages from his or her account. It shall be the policy of Jasper School District Public Schools that cyber bullying will not be tolerated under any circumstances.
- A student caught violating this policy will lose Chromebook privileges and these actions may result in further disciplinary action including suspension or expulsion from school. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Arkansas and/or federal law.

## **Internet Safety**

In order for the school district to ensure the continued accessibility of its Chromebook network and the internet, all students and staff must take responsibility for appropriate and lawful use of this access.

There are many sites on the internet that can be potentially dangerous to minors. These sites are blocked with the District content filter while students are logged on to the District network, but may be unprotected outside of school. Students are in violation of district policy if they access these sites through other means. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and internet access, they must have

student cooperation in exercising and promoting acceptable use of technology. Parents should monitor student home internet access. To find more information about internet safety, go to [www.isafe.org](http://www.isafe.org) .

### **No Expectation of Privacy**

Network and internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the Chromebook network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### **Failure to Follow Policy**

The user's use of the school network and internet is a privilege, not a right. A user who violates this policy may have his or her access to the network and internet terminated. A user violates this policy by their action or by failing to report any violations by other users that come to the attention of the user.

Further, a user violates this policy if he or she permits another to use his or her account or password to access the Chromebook network and internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

### **Warranties/Indemnification**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its networks and the internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its network or the internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its Chromebook and the internet, whether that use is on a school network or on another computer outside the school district's network.

### **Updates**

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all

of the information changes, the user must notify the person designated by the school to receive such information.

### **INTERNET FILTERING REGULATION**

Jasper School District Schools utilizes internet filtering techniques and protective hardware for internet filtering and internet usage reporting while the student is at school. However, please keep in mind the internet changes rapidly, making it impossible to filter all objectionable sites. Therefore, the staff role in supervising and monitoring student access to the internet is critical. Additionally, staff members have the responsibility to monitor their own navigation on the internet to avoid undesirable sites.

Filtering should be viewed as only one of a number of techniques used to manage student access to the internet and encourage acceptable usage. Filtering should not be viewed as a foolproof approach to preventing access to inappropriate material and should be used in conjunction with:

- Educating students to be "Internet smart;"
- Using recognized internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using "Acceptable Use Agreements;"
- Using behavior management practices for which internet access privileges can be earned or lost; And
- Appropriate supervision, either in person and/or electronically.

The placement of filters on district devices is viewed as an exercise of the board's ability to determine educational suitability of all material used in the schools. Filters may be utilized with district schools to (1) block preselected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) through a preselected list of approved sites.

### **GENERAL USE AND CARE OF THE CHROMEBOOKS**

- Students are expected to treat their Chromebook with care and respect.
- The Chromebook should be kept clean and free of marks at all times. No stickers, writing, drawing, engraving, decorations or otherwise defacing the Chromebook, power cords, battery, or otherwise defacing the school property will be allowed and will result in loss of privileges.
- Students should protect their Chromebook from extreme heat or cold. Chromebooks should be protected from the weather, water or other liquid, food, and pets.
- Heavy objects should never be placed or stacked on top of the Chromebooks (this includes books, musical instruments, sports equipment, etc.).
- Students should not use their Chromebook while walking. Always use Chromebooks on a stable surface.
- Students are responsible for saving and backing up their data to their school provided Google Drive. Jasper School District Public Schools will not be held responsible for lost data.
- The Chromebook should never be left unsupervised. Students and parents/guardians are responsible if a Chromebook is stolen.

- The Chromebook and battery are subject to inspection at any time without notice.

### **CHROMEBOOK USE AT SCHOOL**

- Students should never swap or share their Chromebook with another student.
- Passwords should be kept confidential, and students should not allow others to use their Chromebook.
- Students who leave the district must return their Chromebook to the district before leaving or they will be charged replacement costs.
- Chromebooks not returned will be reported to Jasper School District Police Department as stolen and charges may be filed.
- As a result of a violation of Jasper School District Chromebook policy, one or more of the following disciplinary actions may be taken at the administrator's discretion:
  - Removal of Chromebook
  - Parent contact
  - Loss of Chromebook rights
  - In-school suspension
  - Out of school suspension
  - Notification of outside authority/police (charges filed if appropriate)
  - Expulsion

## **CHAPTER 9 CIVIL RIGHTS PROVISION**

Ark. Code 6-10-111

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

To assure full compliance, Todd Parker has been appointed as Civil Rights Compliance Officer. Mr. Parker's mailing address is P.O. Box 446, Jasper, AR 72641. Her telephone number is 870-446-9284. Any employee or student having a complaint under this provision is encouraged to notify Mr. Cantrell at the above address.

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

The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups. Inquiries on non-discrimination may be directed to Melissa Parks, who may be reached at 870-446-9284.

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

#### **SECTION 504**

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

#### **TITLE IX**

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

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

#### **IV. EQUAL EDUCATIONAL OPPORTUNITY**

No student in the Jasper School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the district. The district has a limited open forum granting equal access to the Boy and Girl Scouts of America and other youth groups.

Inquiries on nondiscrimination may be directed to Todd Parker, who may be reached at 870-446-2223 Or [tparker@jasper.k12.ar.us](mailto:tparker@jasper.k12.ar.us)

Or POB 446

Jasper, AR 72641

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

## **CHAPTER 10 HARASSMENT AND VIOLENCE**



## **POLICY STATEMENT**

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

## **DEFINITIONS**

1. School Personnel-School board members, school personnel, agents, volunteers, contractors or persons subject to the supervision and control of the District.
2. Civil Rights Compliance Officer-A staff member appointed by the administration/or board, who is responsible for ensuring that the District is in compliance with federal, state, and local laws prohibiting discrimination or harassment.
3. Religious Harassment-Physical abuse or verbal conduct which is related to an individual's religion when the conduct: has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment, has the purpose of effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.
4. Racial Harassment-Physical abuse or verbal conduct which is related to an individual's race when the conduct: has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment, has the purpose of effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.
5. Sexual Harassment-Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
6. Sexual harassment may include but is not limited to:
  - a. unwelcome verbal harassment or abuse,
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teacher, administrators or other school personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of gender.
7. Other forms of harassment --Harassing conduct includes, but is not limited to:

- a. Epithets, slurs, jokes, negative stereotyping or threatening, intimidating or hostile acts that relate to a person's race, color, religion, gender, national origin, age, sexual orientation, or disability.
  - b. Written or graphic material which demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age sexual orientation, or disability and is posted on the walls, bulletin boards,
  - c. e-mails or elsewhere on the premises, or is circulated within.
8. Sexual Violence
- a. A physical act of aggression or force or the threat thereof which involves;
    - i. the touching of another's intimate parts, or
    - ii. forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
  - b. It may include, but is not limited to:
    - i. touching, patting, grabbing, or
    - ii. pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
    - iii. coercing, forcing or attempting to coerce or force the touching on anyone's intimate parts;
    - iv. coercing, forcing or attempting to coerce or force sexual intercourse of a sexual act on another; or
    - v. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
9. Racial Violence: a physical act of aggression or assault upon another because of; or in a manner reasonably related to, race.
10. Religious Violence-a physical act of aggression or assault upon another because of; or in a manner reasonably related to, religion.
11. Assault- An act done with intent to cause;
- 1. fear in another or
  - 2. immediate bodily harm or death;
  - 3. the intentional infliction of or attempt to inflict bodily harm upon another;
  - 4. or the threat to do bodily harm to another with present ability to carry out the threat.
12. Retaliation - Any form of intimidation, reprisal or harassment or any other action taken to cause harm to an individual in reaction to that individual's filing of a harassment or violence report.

## **REGULATIONS**

### **Related to the District's Position**

- 1. The district prohibits any form of religious, racial or sexual harassment or violence.
- 2. The district considers the following actions to be in violation of this policy
  - a. Sexual harassment,
  - b. religious harassment or
  - c. racial harassment of a pupil, teacher, administrator or other school personnel through conduct or communication.

- d. Inflicting, threatening to inflict or attempting to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

**Related to Harassment or Violence as Abuse**

- a. Under certain circumstances, alleged harassment or violence may also be possible abuse under Arkansas law.

**Related to Alternative Complaint Procedures**

1. Following the procedures in this policy does not in any way compromise the right of a complainant to pursue other avenues of recourse, including, but not limited to the following.
  - a. Filing charges with the Arkansas Department of Human Rights, initiating civil action, seeking redress under state criminal statutes and/or federal law.

**Related to the Dissemination of Information**

1. The District shall establish and implement a plan for disseminating information about this policy to pupils, teachers, administrators and other school personnel, including the following: The District shall take the following steps to ensure that pupils, teachers, administrators and other school personnel are aware of this policy. Conspicuously post the policy throughout each school building in areas accessible to pupils and staff members. Provide a copy of this policy to each District employee and independent contractor at the time of entering into the person's employment contract. Include this policy in the student handbook. Develop and implement a process for discussing this policy with students and employees.

The District shall conspicuously post the name of its civil rights compliance officer, including mailing address and telephone number.

**Related to Reporting Procedures**

1. The following parties are responsible for reporting incidents of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel.
  - a. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence.
  - b. Any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel.
  - c. Any adult district personnel who receives a report of religious, racial or sexual harassment or violence.
  - d. Incidents of harassment or violence must be reported immediately to the parties identified below.
  - e. At the individual school site level contact, the school principal. Should the complaint involve the school principal, contact the Civil Rights Compliance Officer (see definitions).
  - f. At the District level contact, the Civil Rights Compliance Officer. Should the complaint involve the Civil Rights Compliance Officer, contact the Superintendent.
  - g. The School Board designates the Civil Rights Compliance Officer as the school district human rights officer.
2. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the Civil Rights Compliance Officer or to the superintendent. Any adult school

district personnel who receives a report of harassment or violence shall inform the building principal or Civil Rights Compliance Officer immediately.

3. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
4. Forms for reporting incidents of harassment or violence shall be made available in the principal's office at each school site.
5. Use of formal reporting forms for reporting incidents of harassment or violence to the District is encouraged but is not mandatory. Oral as well as written reports shall be considered complaints.
6. Principals receiving verbal reports of incidents of harassment or violence may request but not require a written complaint. If the complainant declines to submit a written report, the principal must prepare a written report of the complaint and forward it to the Civil Rights Compliance Officer within twenty-four (24) hours of hearing the complaint.
7. Principals and administrators receiving reports of harassment or violence incidents must immediately notify the Civil Rights Compliance Officer, without screening or investigating the report.
8. The district must take appropriate disciplinary or other action against any principal who fails to forward any harassment or violence report or complaint as provided herein.

### **Related to Investigation**

1. The district must investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence.
2. Upon receiving a report of a harassment or violence incident, the Civil Rights Compliance Officer shall immediately undertake or authorize an investigation, to be completed within ten (10) school days. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
3. To the full extent possible, the district must respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses. The respect of privacy, however, shall not interfere with the district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.
4. Investigations of reports of harassment or violence may be conducted by either district personnel or a third party and shall consist of personal interviews with the complainant(s), the individual(s) against whom the complaint is filed, and other(s) who may have knowledge of the alleged incident or circumstances giving rise to the complaint, as well as other methods and documents deemed pertinent by the investigator.
5. A written report summarizing the results of an investigation must be prepared and submitted to the Superintendent or the School Board if the complaint is against the Superintendent within two (2) school days of completion of the investigation. The report

shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

6. If the investigation reveals that a complainant, victim, or witness has made a knowingly false allegation in bad faith, disciplinary or other appropriate action against this person may be imposed.

#### **Related To Reprisal**

1. The District will discipline or take appropriate action against any pupil, teacher administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence.

#### **Related to School District Actions**

1. Nothing in this policy will prohibit the District from taking immediate action to protect victims of alleged harassment or violence.
2. The district must discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.
3. Any action taken by the district in response to a violation of this policy must be consistent with the requirements of applicable collective bargaining agreements, Arkansas and federal law, and district policies. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.
4. Reports to complainants regarding investigation results must be in compliance with federal law regarding data or records privacy. The district will submit a written report outlining results of the investigation to the complainant, consistent with state and federal laws regarding data and record privacy. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA (FAMILY Educational RIGHTS AND PRIVACY). If the harasser is an employee of the District, the report will document the action taken as a result of the complaint to the extent permitted by law.

#### **Related to policy monitoring**

1. The District must review this policy annually for compliance with state and federal law. The Civil Rights Compliance Officer is responsible for reviewing this policy annually for compliance with state and federal law.

## **CHAPTER 11 CHILDREN AND YOUTH IN TRANSITION HOMELESS STUDENTS**

The JSD will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but not limited to:

- Receive appropriate time and training in order to carry out the duties required by law and this policy;

- Coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- Ensure that school personnel receive Professional development and other support regarding their duties and responsibilities for homeless youths;
- Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
- Ensure that unaccompanied homeless youths:
  - Are enrolled in school;
  - Have opportunities to meet the same challenging State academic standards as other children and youths; and
  - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.

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.

For the purposes of this policy "school of origin" means:

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
- The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.

The District shall do one of the following according to what is in the best interests of a homeless child:

- Continue the child's or youth's education in the school of origin for the duration of homelessness:
  - In any case in which a family becomes homeless between academic years or during an academic year; and
  - For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
  - Enroll the child or youth in any public school that non homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the District shall:

- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

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 are:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
2. Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals; or
5. 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;
6. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
7. Are migratory children who are living in circumstances described in clauses (1) through (6).

### **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 Arkansas Department of Education (ADE), and individuals involved with

each foster child to ensure that the foster child is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

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

The district, working with other individuals and agencies shall, unless the presiding court rules otherwise, or DHS grants a request to transfer under Foster Child School Choice, ensure that the foster child remains in his/her school of origin, even if a change in the foster child's placement results in a residency that is outside the district. In such a situation, the district will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

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

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.<sup>4</sup>

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.

#### Foster Child School Choice

If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by ADE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester at another school in the District or in the District.

By July 1 of the school year in which the student seeks to transfer under this section, the superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the superintendent shall state in the notification letter a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall



void the school choice acceptance. If the application is rejected, the superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter.

The District shall only reject a Foster Child School Choice application if

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, rules for standards of accreditation, or other applicable rule or regulation; or
2. Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

A foster child whose application is rejected by the District may submit a written request within ten (10) days following the receipt of the rejection letter from the superintendent to the State Board of Education for the State Board to reconsider the transfer.

A Foster Child School Choice transfer shall remain in effect until the foster child:

1. Graduates from high school; or
2. Transfers to another school or school district under:
  - The Foster Child School Choice Act;
  - Opportunity Public School Choice Act of 2004;
  - The Public School Choice Act of 2015; or
  - Any other law that allows a transfer.

The District shall accept credits toward graduation that were awarded by another public school district.

When a foster child transfers from the foster child's school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child's transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into a written agreement for the District to provide the transportation to and from the school the foster child transferred to.

## **CHAPTER 12 TERRORIST EVENT**

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

### **Biological attack**

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or even weeks. The first signs may emerge as personnel notice higher than usual

incidence of various symptoms. Should an attack be discovered while in progress the school should:

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

### **Chemical attack**

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

### **Conventional Attack**

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

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

### **Nuclear Attack**

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

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

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

### **CONTACT NUMBERS**

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

## **CHAPTER 13 WELLNESS POLICY**

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

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

### **GOALS**

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

1. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
2. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
3. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
4. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
5. Not use food or beverages as rewards for academic, classroom, or sports performances;

6. Establish class schedules and bus routes that do not directly or indirectly restrict meal access;
7. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
8. Abide by the current allowable food and beverage portion standards;
9. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's (USDA) Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;
10. Restrict access to competitive foods as required by law and Rule;
11. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of competitive foods.
12. Provide professional development to all district staff on the topics of nutrition and/or physical activity;
13. Utilize the School Health Index available from the CDC to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students.

### **Food and Beverages Outside of the District's Food Service Programs**

The District will insure that drinking water is available without charge to all students throughout the school including, but not limited to, in the District's food service areas.

All food and beverages sold to students on school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.); students or student groups; parents or parent groups; or another person, company, or organization associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum. These restrictions include, but are not limited to, food and beverages sold in vending venues (machines, ice chests, cabinets) in school stores or as part of school fundraisers.

All food and beverages provided, but not sold, to students on the school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.); students or student groups; parents or parent groups; or another person, company, or organization associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum. These restrictions include, but are not limited to, food and beverages provided in vending venues (machines, ice chests, cabinets) in school stores or as part of school fundraisers.

Up to a maximum of nine (9) times per school year, school administration may schedule school wide events where food and beverages provided to students are not required to meet the Federal Smart Snacks standards during the scheduled time. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar.

Food and beverages outside of the District's food service programs may not be sold, served, or provided to students in the District's food service areas during meal times.

Elementary students shall not have in-school access to vending machines.

The District does not place nutrition restrictions on food or beverages brought from home that are intended for personal consumption only.

### **Advertising**

In accordance with the USDA regulations, oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product that are made by the producer, manufacturer, seller, or any other entity with a commercial interest the product shall only be permitted on school campus during the school day if they meet or exceed the Federal Smart Snacks standards. This restriction does not apply to:

1. Clothing, apparel, or other personal items used by students and staff;
2. The packaging of products brought from home for personal consumption; and
3. Currently existing advertisements on school property, including but not limited to, the exterior of vending machines, posters, menu boards, coolers, trash cans, cups used for beverage dispensing, and other food service equipment; however, all future contracts and replacement items shall meet the Federal Smart Snacks standards.
4. Materials used for educational purposes in the classroom, including, but not limited to:  
The use of advertisements as a media education tool; or  
Designing and implementing the health or nutrition curriculum;

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

#### **Food Sharing Table**

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

1. Raw whole fruit traditionally eaten without the peel (e.g. bananas and oranges);
2. Raw whole fruit traditionally eaten with the peel provided the fruit is wrapped to prevent contamination (e.g. apples and grapes);
3. Raw whole vegetables provided the vegetable is wrapped to prevent contamination (e.g. carrot sticks);
4. Milk; and
5. Juice.
  - a. Fruit and vegetables to be shared are to be placed into a designated container on the table. Milk and juice to be shared are to be placed in an ice-filled cooler. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the table to place an item for sharing after the student has left the service line.
  - b. At all times, the sharing table will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item may remain on the table for longer than four (4) hours.

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

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

Food removed from the food service area can be consumed by the student that removed the food items, at times allowed by their teachers, or during times that those students are switching classes. It is at the teacher's discretion to make sure food is not shared with other students and is not left in students' desks/lockers.

## **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 his/her condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be immediately picked up by his/her parent or guardian. The student will not be sent back to the classroom. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment. Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

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

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

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

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

## **STUDENT MEDICATIONS**

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, 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 (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student, the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

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

Students with an individualized health plan (IHP) may be given over-the-counter OTC 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 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.<sup>2</sup> 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.<sup>3</sup>

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 on file with the District may:

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

A student may be authorized to self-administer a stress dose medication to treat the student's adrenal insufficiency with:

1. The written authorization of the student's parent, legal guardian, or person standing in loco parentis; and
2. A written order from the student's treating physician stating that the student:
  - a. Is capable of completing the proper method of self-administration of the stress dose medication,; and
  - b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

The parent, legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled. The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

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

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

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to



carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, stress dose medication, , or combination does not require the student to have such on the student's person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, stress dose medication, or any combination on the student's person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

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

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

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

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

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

### **Emergency Administration of Glucagon and Insulin**

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

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

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

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

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

### **Emergency Administration of Epinephrine**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained<sup>6</sup> and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP that 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(s) certified to administer auto-injector epinephrine 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>6</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.

#### **Emergency Administration of Albuterol**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained<sup>6</sup> and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol 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(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained<sup>6</sup> and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

#### **Emergency Administration of Anti-opioid**

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

#### **Emergency Administration of Emergency Adrenal Insufficiency Medication**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained<sup>6</sup> and certified by a licensed physician may administer an injectable

emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication 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(s) certified to administer an injectable emergency dose medication to administer an injectable emergency dose medication to the student when the employee believes the student is having an adrenal crisis due to adrenal insufficiency.

Students who have met the requirements to be authorized to self-administer a stress dose medication under this policy shall provide the school nurse an emergency injectable dose of the student's medication. This emergency injectable dose will be used in the event the school nurse, or other school employee certified to administer an injectable emergency dose medication, in good faith professionally believes the student is having an adrenal crisis due to adrenal insufficiency.

### **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 eighteen (18) years old.

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

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

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

### **SEX OFFENDERS ON CAMPUS (MEGAN'S LAW)**

The Jasper School District shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals to provide information concerning registered sex offenders. The decision regarding

the school principals to be notified rests solely with law enforcement officials; law enforcement officials who needs to be notified, which is according to the sex offender's dangerousness to the community.

In turn, building principals should notify any employee who is regularly in a position to observe unauthorized persons on or near the school's property in the ordinary course of their employment. Employees notified could include any of the following: aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teachers' assistants, and teachers.

It is important that school personnel who receive sex offender notifications understand that they are receiving the sex offender notifications in their official capacity and are not to disseminate information about an offender to anyone outside the school. If school personnel are asked about notification information by an organization using school facilities, the organization should be referred to the area law enforcement agency that issued the notice.

Persons not to be notified, except at the specific discretion of area law enforcement officials, include: members of parent-teacher organizations, other schools, organizations using school facilities, students, parents or guardians of students, and the press. District personnel may inform the press about procedures that have been put in place and other general topics, but may not reveal the name or any other specifics regarding an offender.

A parent or guardian who is a Level 1 or Level 2 sex offender shall be allowed to enter the school campus to attend parent-teacher conferences or any other activity that is appropriate for a parent, or guardian, or community member.

Level 3 and Level 4 sex offenders may only enter the school campus in the following instances:

1. The offender is a student attending school in the district;
2. To attend a graduation or baccalaureate ceremony;
3. It is a non-student contact day according to the school calendar or no school-sponsored event is taking place on campus;
4. The offender is a parent or guardian of a student enrolled in the district and goes directly to the school office to have school personnel deliver medicine, food, or personal items for the student;
5. The offender is a parent or guardian of a student and enters the school campus where the student is enrolled to attend a scheduled parent-teacher conference and the offender is escorted to and from the conference by a designated school official or employee.

A Level 3, but not a Level 4, sex offender may attend a school sponsored event for which an admission fee is charged or tickets are sold or distributed if the sex offender:

- Is the parent or guardian of or is related by blood or marriage within the fourth (4th) degree of consanguinity to a student enrolled in the public school; and
- Notifies the administration of the school in writing at least twenty-four (24) hours before the start of the event that he or she will be attending the event.

A Level 3 and Level 4 sex offender who is the parent or guardian of a child enrolled in the district and who wishes to enter the school campus in which the student is enrolled for any other purpose than those listed above, must give reasonable notice to the school principal or his/her designee. The principal or designee may allow the sex offender to enter upon the campus provided there is a designated school official or employee to escort and supervise the sex offender while they remain on campus. The sex offender shall not enter upon the school campus until such time as a designated school official or employee is available.

Copies of the notification from law enforcement should be kept in a secure place accessible to teachers and staff, but should not be posted on school bulletin boards or made available to students or members of the community at large.

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

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

When visitors register, the office will issue a visitor's pass. All visitors must have a visitor's pass. This measure is to increase student safety at school and all visitors' cooperation is greatly appreciated. Please remember that the classrooms are busy places and interruptions must be kept to a minimum. A teacher's primary responsibility is to the students. When a teacher is called out of class, instructional time is lost. If you have business with a teacher that will take more than a moment, please make an appointment for a conference with the teacher.

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

### **BREAKFAST/LUNCH**

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

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

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

### **FOOD SERVICE PREPAYMENT MEAL CHARGES**

The Jasper School District does not provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods.

- Submitting cash or check payment at the campus cafeteria personnel or school office.
- Depositing funds through the District’s online service; (See EZPAY on the Jasper District Website).
- Students who have submitted proper documentation to receive a meal modification in accordance with Policy 4.50—SCHOOL MEAL MODIFICATIONS shall receive the same type of modification for an alternative meal.

A student’s parents will be contacted by authorized District personnel or phone automation message regarding a student’s prepaid account balance at the following times: when the student’s account has five dollars (\$5) left and to send written notification along with a copy of the policy if the student’s account becomes empty.

**Meal Prices:**

**Elementary Students:**

Regular Breakfast:	\$1.10	Regular Lunch (K-8):	\$1.65
Reduced Breakfast:	\$0.30	Reduced Lunch:	\$0.40

**High School Students:**

Regular Breakfast:	\$1.10	Regular Lunch: (9-12)	\$1.90
Reduced Breakfast:	\$0.30	Reduced Lunch:	\$0.40
Adults: Breakfast:	\$2.00	Lunch:	\$3.50

**SCHOOL LUNCH PROGRAM**

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

**SCHOOL MEAL MODIFICATIONS**

The district only provides modified meal components on menus to accommodate students with disability A parent/guardian wishing to request such a dietary accommodations for their student with a disability must submit to the district’s Director of Child Nutrition (Tina Byrd) a medical statement completed by a State licensed healthcare professional, which includes:

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

The medical statement should include:

1. A description of the student's disability that is sufficient to understand how the disability restricts the student's diet;
2. An explanation of what must be done to accommodate the disability, which may include:
  - A. Foods to avoid or restrict;
  - B. Foods to substitute;
  - C. Caloric modifications; or
  - D. The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Director of Child Nutrition, Tina Byrd, shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District's 504 Coordinator, Melissa Parks, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

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

#### **DRESS AND APPEARANCE CODE**

1. School boards may impose dress code rules in the interest of decency, cleanliness, safety or health.
2. Title IX legislation (1972) prohibits different hair length and facial hair regulations for both male and female students.
3. School officials may require certain types of clothing to be worn in special extracurricular activities.
4. School boards may impose rules on dress and grooming when such dress and grooming will substantially disrupt the educational process or interfere with rights or opportunities of others to learn or teach.
5. The Jasper school board has formulated the following guidelines for on campus dress:
  - A. Students should practice good personal hygiene. This is especially important during the winter months.
  - B. Clothing should be neat and clean.

- C. Since the major purpose of school is to provide an atmosphere conducive to learning, any mode of dress which attracts an unusual amount of attention and disrupts the educational process is unacceptable.
- D. Because of their distracting qualities, these items are considered inappropriate for school attire and may not be worn:
  - 1. shirts or dresses with shoulder straps less than 3 inches
  - 2. head bands (Principal's Discretion)
  - 3. bicycle shorts
  - 4. tube tops
  - 5. tops which do not cover the midriff
  - 6. see-through tops for boys and girls
  - 7. muscle shirts
  - 8. torn or ripped (above the fingertip length) clothing considered inappropriate
  - 9. any item that reveals undergarments or cleavage
  - 10. intentional sagging of clothing
  - 11. badges, buttons, or any other form of advertisement of anything illegal or inappropriate.
  - 12. any other clothing considered inappropriate by the principal
  - 13. Caps, hats, and hoodies will not be worn in the school building.
  - 14. Shoes must be worn at all times.
  - 15. Clothing with suggestive phrases or pictures, advertising inappropriate displays or messages may not be worn at school.
  - 16. Students are not to wear chains attached to their garments or on their being. Chains can be used as a weapon and serve no useful purpose in the school.
  - 17. Shorts, skirts, dresses must be of fingertip length when the arms are held to the sides
  - 18. Legging type pants must be covered by a dress or top that is long enough to cover the buttocks while standing.

### **DISTRIBUTION OF LITERATURE**

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

### **SEARCH AND SEIZURE**

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

### **PERSONAL SEARCH**

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



warrant will be obtained. A pat down of a student's person should be done by a school official of the same sex and with an adult witness present.

### **STUDENT LOCKERS**

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

### **STUDENT LOCKER ASSIGNMENTS**

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

### **K9/Drug Dogs**

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

### **METAL DETECTORS**

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

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

1. Must be presented to the board no later than the September board meeting.
2. Must be within a 50-mile radius of each school's campus unless approved by the School Board
3. Must purchase 1 million dollars in liability insurance if out of state.
4. All funds must be raised by February 15th
5. Junior/Senior Prom and any other off campus trip other than National, State, and District events must be approved by the board if out of state.

The Prom will be attended by Juniors and Seniors and their approved dates. A date and registration deadline will be established each year by the administration. The approved dates must pay for their admission to the Prom. This is to help deter additional costs to the class involved. The price of the prom ticket will be determined by the Junior class sponsors, with the approval of the administration. All tickets must be purchased by a Jasper School District Junior or Senior as soon as dates are approved.

1. If there is a valid reason that an approved date is unable to have Prom, another date may be submitted for approval before the deadlines mentioned above. No other substitutions will be allowed.

2. All dates will obey the Jasper School District policies at all times. Jasper School District students are responsible for the behavior for his/her date.
3. All dates must conform to the specific dress code of the Prom and banquet and all scheduled activities.
4. A Jasper School District student who brings a date who is not a Jasper School District Junior/Senior must furnish a Signed Rules and Regulations Form.
5. Signed Date Approval Form and meet the following criteria
  - a. All dates must be in the 9th-12th grade, or have not reached their 21st birthday prior to the date of Prom. Unusual circumstances must be presented before the administration.
  - b. All dates who are not Jasper School District students must present a photo ID at the time of admission. This applies to all outside dates, including any person who has attended a Jasper School District high school in the past. **IF NO ID IS PRESENTED, NO ADMISSION!**
  - c. All outside dates must purchase a prom ticket. No refunds of tickets will be given. The amount of the ticket will be determined annually.
  - d. Once you enter the Prom area, you are not to leave that area until you are ready to leave for the evening.
  - e. If any student or their date breaches any school policy, at any time, they will be escorted from the premises by whatever means necessary. Any attendee with drugs or alcohol will be promptly escorted and/or arrested by the police.
  - f. To qualify for Prom attendance, a Junior must pay the amount specified by Junior class sponsors. This money can be raised through class participation or paying the equivalent. All Jasper School District students attending Prom must have paid all debts.
  - g. No student has the authority to make decisions or enter into a contract with any business regarding prom activities.
  - h. Excessive discipline problems can be the basis for a student to be excluded from Prom activities. Decisions will be made by the Administration, Junior/Senior class sponsors, and respective Prom Committees. All rules and judgments of the Administration, Sponsors, and Prom Committees are final.

**Prom Dress Code:**

1. No hats are to be worn in the building, excluding to have pictures made. Students WILL NOT change into other attire DURING PROM! Come ready.
2. Appropriate formal attire is to be worn. (If you have any questions regarding the appropriateness of dress, it needs to be approved by the Principal.)
3. Dress shoes will be worn.
4. If a two-piece dress is worn, the belly-button must not be visible.
5. Slits in dresses/skirts must not exceed the tip of the fingers when relaxed to the side. Additionally, dress length must not be worn any shorter than fingertip length.
6. The dress/skirt must be worn at the natural waistline, both in the front and the back.
7. No sheer dresses will be allowed.
8. A tuxedo, suit, or dress slacks with a sport jacket, shirt and tie are to be worn. A tuxedo or sport jacket with dark jeans, dress shirt and tie are also acceptable.

**Adults:**

Prom is a formal event, dress accordingly and appropriately.

### **CLASS ELECTIONS**

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

### **EMERGENCY DRILLS**

All schools in the Jasper School District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct a lockdown drill at all schools in the District in collaboration with local law enforcement and emergency management personnel. The lockdown drill training will include use of the District's emergency communication method with law enforcement. 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 violent, terrorist attack, natural disaster, other emergency, or the District's emergency communication with law enforcement method<sup>3</sup>. Students shall be included in the drills to the extent practicable.

### **"NO SCHOOL" SIGNAL**

The school district will send a message via phone first.

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

### **SCHOOL INSURANCE**

School Insurance will be available at student's expense.

### **TELEPHONE**

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

### **LOST AND FOUND**

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

### **PLEDGE OF ALLEGIANCE/ Moment of Silence**

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

## **HALL PASSES**

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

## **CLOSED CAMPUS**

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

## **SCHEDULING OF ASSEMBLIES**

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

## **CAMPUS VISITORS**

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

## **DAILY INTERRUPTIONS AND ANNOUNCEMENTS**

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

## **OTHER AREAS OF CONSIDERATION**

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

## **SCHOOL MESSENGER and ESCHOOL**

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

## **NATIONAL ANTHEM**

Each school in the District shall broadcast The Star-Spangled Banner at:

- The commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the broadcast of The Star-Spangled Banner may be performed at only one (1) of the events; and
- At least one (1) time each week during school hours.

The broadcast of The Star-Spangled Banner shall be selected from any recording that adheres to the Division of Elementary and Secondary Education (DESE) Rules, or, when appropriate, performed from original sheet music that adheres to DESE rules by:

- A school-sanctioned band program;
- A school-sanctioned chorale program, vocal group, or vocalist; or
- The attendees of a school-sanctioned event led by a vocalist selected by the principal of the school hosting the school-sanctioned event.

Students shall not be compelled to participate in the performance of The Star-Spangled Banner, but students who choose not to participate in the performance of The Star-Spangled Banner shall not disrupt those students choosing to participate in the performance of The Star-Spangled Banner. Students choosing not to participate in the performance of The Star-Spangled Banner who do not disrupt the participation of performance of The Star-Spangled Banner shall not be subject to any comments, retaliation, or disciplinary action.

## **FUNDRAISING**

All fund raising activities held in the District or in the name of the District must be pre-approved in writing by the Superintendent and affected school principal. Approval will be predicated on the potential for return relative to the time and energy to be invested in the fund raising. Fundraising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties. Student participation in any fund raising activity shall:

1. Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and
2. Not influence or affect the student's grade.

For purposes of this policy, "Door-to-door sales" means the selling of merchandise outside of the child's home and off the school grounds.

## **Secondary Schools**

Fund raising in the secondary schools may only be done by officially sanctioned student clubs, spirit groups, school PTAs, or parent booster clubs. Student clubs and spirit groups must receive written approval from their sponsor and the school principal before submitting the fundraising proposal to the Superintendent.

Door to door fundraising activities are generally discouraged. If approved, students wishing to participate who are under the age of eighteen (18) must return to their sponsor a signed parental notification and permission form.

## **Elementary Schools (K-6)**

Fund raising in the elementary schools may only be done by the school or a school sponsored organization. Door to door fundraising activities are generally discouraged, but there shall be no more than one (1) such activity per school per school year.

Schools must provide written notification of the following to parents or legal guardians of elementary students who participate in fundraising programs.:

1. Student participation in fundraising programs is voluntary;
2. Students who do not participate will not forfeit any school privileges;
3. Students may not participate in fundraising programs without written parental permission returned to school authorities;
4. An elementary student who sells fundraising merchandise door to door must be accompanied by a parent or an adult; and
5. Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

## **Online Fundraisers**

All school-affiliated online fundraisers must be approved by the superintendent, or the superintendent's designee. The superintendent, or the superintendent's designee, shall act as the point of contact for all school-affiliated online fundraisers. An employee may be disciplined, up to and including termination, if the employee establishes:

1. A school-affiliated online fundraiser without the permission of the superintendent, or the superintendent's designee; or
2. The employee as the point of contact for a school-affiliated fund raiser instead of the superintendent, or the superintendent' designee.

For purposes of this policy, a "school-affiliated online fundraiser" includes, but is not limited to, a fundraiser intended to raise funds for a particular teacher's classroom, grade, student club or organization, or athletic team.

## **PARENT, FAMILY, AND COMMUNITY ENGAGEMENT - SCHOOL**

The Jasper School District understands the importance of involving parents, families, and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Jasper Schools shall strive to develop and maintain the capacity for meaningful and productive parent, family, and community involvement that will

result in partnerships that are mutually beneficial to the school, students, parents, families, and the community. To achieve such ends, the school shall work to:

1. Involve parents, families, and the community in the development and improvement of Title I programs for the school;
2. Have a coordinated involvement engagement program where the involvement engagement 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, families, and the community the State's content academic and achievement standards, State and local student assessments and how the school's curriculum is aligned with the state's academic standards and assessments and how parents, families, and the community can work with the school to improve their child's students' academic achievement;
4. Provide parents and families 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, family, and community engagement involvement programs that will promote positive partnerships between the school and parents, families, and the community;
6. Keep parents, families, and the community informed about parental, family, and community engagement involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents and families can understand;
7. Find ways to eliminate barriers that work to keep parents and families 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, family, and community involvement engagement programs to suit the needs of our school;
9. Train parents, families, and the community to enhance and promote the involvement of other parents, families, and members of the community;
10. Provide reasonable support for other parental, family, and community involvement engagement activities as parents, families, and the community may reasonably request.

To help promote an understanding of each party's role in improving student learning, Jasper Schools 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.

Jasper Schools shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents and families of participating students, to inform parents and families of the school's participation in Title I, its requirements regarding parent, family and community engagement and the parents right to be involved in the education of their child.

Jasper Schools shall, at least annually, involve parents, family, and community in reviewing the school's Title I program and parent, family, and community engagement policy in order to help ensure their continued improvement.

**\*Jasper School Board approved this handbook for use July 20, 2021**