

2019-2020 Student Handbook

Policy and Procedures



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4.42—STUDENT HANDBOOK

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

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

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

To review ALL of the Little Rock School Districts policies, visit Irsd.org. Click on Leadership then click Policies.

Note: In the event that there is a conflict between the contents of this handbook, State and Federal law will prevail.

Rights and Responsibilities

The Administration believes that students have the right to know the standards of behavior that are expected of them and the consequences of misconduct. The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through the ***Student Handbook*** as well as through other documents which may be developed by the local school. It is the responsibility of the student to adhere to the standards of behavior set forth by the Administration through the Student Handbook. Students have the right to a free public education; they are responsible for complying with rules and regulations of the District and the reasonable instructions of district personnel.

Student Behavior in the Little Rock School District

The Little Rock School District Administration, by its authority, establishes the following student behavioral expectations, and they will be taught to students as a necessary part of the learning process. Therefore, all students will:

- Show respect to others and show respect for the rights of others.
- Respect the authority of all school personnel.
- Behave in a courteous manner.

- Bring to school and to individual classes the necessary materials (books, pencils, paper, and assignments) and actively participate in the learning process.
- Use appropriate personal hygiene habits and dress in a manner that is not disruptive to the learning environment.
- Adhere to all school rules and regulations.

STANDARDS OF CONDUCT ARE IMPLEMENTED SUCCESSFULLY WHEN THERE IS A TRUE UNDERSTANDING AND ACCEPTANCE OF HIGH EXPECTATIONS FOR EVERYONE WHO WORKS AND INTERACTS IN THE SCHOOL COMMUNITY.

Parent/Guardian(s) Bill of Rights and Responsibilities

Every parent/guardian(s) has the right to:

- Be treated with courtesy.
- Be respected as an individual regardless of race, creed, national origin, disability, sex or age.
- Participate in meaningful parent/guardian(s)-teacher conferences to discuss his/her child's school progress and welfare when the need arises.
- Be informed of school policies and administrative decisions.
- Be informed of approved procedures for seeking changes in school policies and for appealing administrative decisions.
- Inspect his/her child's cumulative record and remove or correct any false or misleading statements in conformity with current guidelines established by state and federal governments.
- Be informed of all programs in special education and in the schools generally.
- Appeal the placement, in accordance with established guidelines, of his/her child in a special education class.
- Secure as much help as is available from the Little Rock School District to further the progress and development of his/her child.
- Expect to receive important school news and messages.
- Expect reasonable protection for his/her child from physical harm while he/she is under school authority.
- Support and participate in school organizations and activities.
- Be informed and take advantage of educational opportunities and programs available to youth in the Little Rock area.

Every parent/guardian(s) has the responsibility to:

- Provide for the physical needs of the child.
- Prepare the child emotionally and socially to be receptive to learning and discipline.
- Has the child attend school regularly and on time.
- Assist the child in developing proper habits.
- Know school requirements and procedures.

- Discuss problems with the appropriate persons to prevent misunderstandings.
- Work for the success and improvement of public education in the Little Rock School District.
- To conduct themselves respectfully at all times.

Note: Use of obscene language or gestures and/or physical or verbal abuse toward school personnel may result in involvement of a law enforcement agency.

General Information

4.1—RESIDENCE REQUIREMENTS

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the student, or person standing in loco parentis reside within the District¹ 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 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. 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.

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.

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.

Notes:¹ Residency requirements of homeless students is governed by policy 4.40—HOMELESS STUDENTS. Residency requirements governing foster children are governed by policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN

² The Interstate Compact on Educational Opportunity for Military Children is the source for this sentence. It is codified at A.C.A. § 6-4-302 and 6-18-107.

³ This is a provision of A.C.A. § 9-28-113(a) and (b).

Legal References;

A.C.A. § 6-4-302

A.C.A. § 6-18-107

A.C.A. § 6-18-202

A.C.A. § 6-18-203

A.C.A. § 9-28-113

Date Adopted:

Last Revised:

Cross References: Policy 4.40—HOMELESS STUDENTS

Policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN

Legal References: A.C.A. § 6-4-302

A.C.A. § 6-18-202

A.C.A. § 6-18-203

A.C.A. § 9-28-113

Date Adopted: August 27, 2017

Last Revised:

4.2—ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—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 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, will become five (5) years old during the year in which he/she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a written request to the District.

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

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

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

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. 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 4.6—HOME SCHOOLING.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.¹

Prior to the child's admission to a District school:²

1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - a. An affidavit of the date and place of birth by the child's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;
 - b. United States military identification; or
 - c. Previous school records.
1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.³
2. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

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.

“Active duty”⁴ 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.

“Uniformed services”⁴ means the United States Army, United States Navy, United States Air Force, United States Marine Corps, 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.⁵

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.

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.

Cross References:

4.1—RESIDENCE REQUIREMENTS

4.4—STUDENT TRANSFERS

4.5—SCHOOL CHOICE

4.6—HOME SCHOOLING

4.34—COMMUNICABLE DISEASES AND PARASITES

4.40—HOMELESS STUDENTS

Legal References:

A.C.A. § 6-4-302

A.C.A. § 6-4-309

A.C.A. § 6-15-504

A.C.A. § 6-18-107

A.C.A. § 6-18-201 (c)

A.C.A. § 6-18-207

A.C.A. § 6-18-208

A.C.A. § 6-18-510

A.C.A. § 6-18-702

A.C.A. § 9-28-113

Plyler v Doe 457 US 202,221 (1982)

Date Adopted:

Last Revised:

School Assignments

School assignments are determined by the residential address. To determine your zone school, you may contact the Student Registration Office or visit the www.lrsd.org webpage and click on “school locator.” You may register your child either at the zone school or the Student Registration Office.

For additional information about the student registration process, visit the LRSD.org website.

4.4—STUDENT TRANSFERS

The Little Rock School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings.¹

The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school.² 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 Division of Elementary and Secondary Education (DESE) 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 a school that is not accredited by the DESE to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from home school will be placed in accordance with Policy 4.6—HOME SCHOOLING.

Any person who has been expelled from any other school district shall receive a hearing before the Board or superintendent designee at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.³

Except as otherwise required or permitted by law,⁴ 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.

Cross Reference:

4.6—HOME SCHOOLING

Legal References:

A.C.A. § 6-15-504

A.C.A. § 6-18-316

A.C.A. § 6-18-317

A.C.A. § 6-18-510

A.C.A. § 9-28-113(b)(4)

A.C.A. § 9-28-205

Date Adopted:

Last Revised:

4.5—SCHOOL CHOICE

Standard School Choice

Exemption

The District is under an enforceable desegregation court order/court-approved desegregation plan¹ that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Division of Elementary and Secondary Education (DESE).² As a result of the desegregation order/desegregation plan¹, 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 (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption.³ 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.⁴

Definition

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

Transfers into the District

Capacity Determination and Public Pronouncement

The Board of Directors will adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District has a lack of capacity by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.⁵

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; and include contact information for the primary point of contact at the District for school choice questions. Such pronouncements shall be made in the spring, but in no case later than March 1.⁶

Application Process

The student's parent shall submit a school choice application on a form approved by ADE to this District along with a copy 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 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 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.

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.⁷

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who 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.

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. 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 1 of the immediately preceding year. By December 15 of each year, DESE 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 f

Through Opportunity School Choice due to the school receiving a rating of "F" or a district classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;

- Due to the district's identification of Facilities Distress under A.C.A. § 6-21-812; or
- Through the 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.⁹ The District shall immediately notify all receiving districts if it should drop back below its three percent (3%) cap prior to July 1.

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 facilities 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 District¹⁰

For the purposes of this section of the policy, a "lack of capacity"¹¹ 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 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 District¹⁰ 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
- By May 1 of the year before the student intends to transfer, 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 to the:
 - DESE;
 - Sending school district; and
 - Receiving school district.

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:

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

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

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

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection.¹² A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

A student's 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.¹³

Transfers out of, or within, the District¹⁴

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 a school district that has not been classified by the State Board as in need of Level 5 Intensive Support or in a public school that does not have a rating of "F".

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.¹⁴

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 DESE as a persistently dangerous public school shall be allowed to attend a safe public school within the District.

Notes: ¹ Select the version of the desegregation order that applies to your district.

² A.C.A. § 6-13-113 requires a district under a desegregation court order or court-approved desegregation plan to submit to DESE by January 1, 2016:

- A copy of the desegregation order or desegregation-related order;
- The case heading and case number of each court case in which the order was entered;
- The name and location of each court that maintains jurisdiction over the order; and
- A description of the school choice student transfer desegregation obligations, if any, that the school district is subject to, related to the order.

Should the district be released by the court, the district is responsible to promptly notify DESE. DESE will post all districts who have submitted the proper paperwork on its website.

In addition, A.C.A. § 6-18-1906 requires districts claiming an exemption based on a desegregation order/desegregation plan to submit documentation by January 1 of each year that contains the following:

- Documentation that the desegregation order or court-approved desegregation plan is still active and enforceable; and
- Documentation showing the specific language the school district believes limits its participation in Standard School Choice.

DESE will notify the district within thirty (30) calendar days of receipt of the submitted documentation whether or not it is required to participate in standard school choice. If DESE does not provide a written exemption to the district, then the district is required to participate in Standard School Choice. The district may submit a written petition to the State Board to review DESE's decision.

³ If your district doesn't meet the provisions of this paragraph, delete it and, for your master copy of the policy, renumber the remaining footnotes accordingly.

While the policy language requiring the district to notify its contiguous districts that it is exempt from the school choice provisions is not statutorily required, it is advocated by Commissioner's Memo Com-13-061 and we believe it is necessary if potential receiving districts are going to be able to intelligently inform parents who have applied to their school.

⁴ If the desegregation court order/court-approved desegregation plan your district is under would prohibit standard school choice but would not prohibit Opportunity School Choice, remove the references to Opportunity Choice in this paragraph and add the following sentence:

While the District's desegregation court order/court-approved-desegregation-plan exempts the District from the provisions of Standard School Choice, the District's desegregation court order/court-approved-desegregation-plan does not exempt it from the transfer provisions of the Arkansas Opportunity Public School Choice Act –Opportunity School Choice).

We advise districts to consult with their attorney about the district's desegregation court order/court-approved-desegregation-plan applicability to the exemption provisions in A.C.A. § 6-18-1906 and A.C.A. § 6-18-227 and whether you will need to include both, either, or neither policy provisions on standard School Choice or Opportunity School Choice in your final version of this policy.

⁵ For the Resolution, see Form 4.5F. There is no real flexibility in setting capacity as you can no longer take growth into account when setting slots for Standard School Choice. Districts may only deny a transfer if the transfer would place the district above the ninety percent (90%) maximum under law or the student's resident district has reached its three percent (3%) cap. Your application of a lack of capacity must be consistent; you can't choose to add a teacher due to accepting a student, but refuse to add a staff member because the applicant requires special education.

Once the resolution has been made, the Board's role in determining acceptance is finished and no further board action is required to accept school choice students.

⁶ The statute does not stipulate a date and you can choose your own, but it should give parents a reasonable opportunity to submit their application. While the statute gives districts a choice between advertising in print or on the Internet, it also doesn't prohibit advertising in both. To help inform parents before they try to apply so they will know in advance if it's actually a possibility that their child could be accepted, we suggest either including your capacity resolution in the public announcements or state where the resolution can be picked up.

⁷ Consider the following about the timing of your acceptance of an application and why it's important to provisionally accept each application until the notification letter is returned to you:

and were they in the expected grade level patterns?) However, an earlier, **provisional**, acceptance, such as June 1, gives you more time to determine through the use of your acceptance notification letter whether the student's reality matches the information supplied on the application. For example, would the applicant have been held back in 3rd grade in the resident school and the parent is trying to keep that from happening by transferring. While you may have an opening in 4th grade (the grade the parent would have applied for), you may not have an opening in 3rd grade and so would need to deny the application once the paperwork was submitted.

Another example would be an application for a kindergarten choice transfer. When reviewing the completed paperwork, you discover the child is medically fragile and will require additional staff to meet the student's needs. Provisional acceptance gives you the time and opportunity to reconsider your acceptance and still meet the July 1 deadline.

⁸ You are required to hold a hearing before the board of directors about the student's expulsion. (See A.C.A. § 6-18-510.) It is possible that the expulsion was for a disciplinary infraction that does not result in expulsion in your district. If this is the case, you have the choice of whether or not to admit the student under school choice due to the resident district's expulsion of the student, but you may **NOT** deny a student unless you hold a hearing.

Legal References:

A.C.A. § 6-1-106

A.C.A. § 6-13-113

A.C.A. § 6-15-2915

A.C.A. § 6-18-227

A.C.A. § 6-18-233

A.C.A. § 6-18-320

A.C.A. § 6-18-510

A.C.A. § 6-18-1901 et seq.

A.C.A. § 6-21-812

DESE Rules Governing the Guidelines, Procedures and Enforcement of the Arkansas Opportunity Public School Choice Act

DESE Rules Governing The Public School Choice Act of 2015

4.3—COMPULSORY ATTENDANCE REQUIREMENTS

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

1. The child is enrolled in private or parochial school.

2. The child is being home-schooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.

3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.

4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.

5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Legal Reference: A.C.A. § 6-18-201

A.C.A. § 6-18-207

Date Adopted: August 27, 2017

Last Revised:

4.6—HOME SCHOOLING

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 home school. The notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; 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 home school 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 home school; 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 home-schooling their children shall provide information that might indicate the need for special education services.

Enrollment or Re-Enrollment in Public School

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

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

If a home-schooled 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 home-schooled 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 home-schooled student's grade placement and course credits. The District will determine the home-schooled 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.

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 home-schooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a home school:

- a. Award of course credits earned in the home school;
- b. Placement in the proper grade level and promotion to the next grade level;
- c. Participation in any academic or extracurricular activity;
- d. Membership in school-sponsored clubs, associations, or organizations;
- e. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
- f. Scholarships.

Legal References:

A.C.A. § 6-15-503

A.C.A. § 6-15-504

A.C.A. § 6-41-103

Date Adopted: August 27, 2017

Last Revised:

4.52—STUDENTS WHO ARE FOSTER CHILDREN

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the Division of Elementary and Secondary Education (DESE), 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.¹

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.²

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.³

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.⁴

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 DESE 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:⁵

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:

- Graduates from high school; or
- 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.

Cross References:

4.1—RESIDENCE REQUIREMENTS

4.2—ENTRANCE REQUIREMENTS

4.5—SCHOOL CHOICE

4.7—ABSENCES

Legal References:

A.C.A. § 6-18-233

A.C.A. § 9-28-113

Date Adopted:

Last Revised:

4.40—HOMELESS STUDENTS

The Little Rock School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are 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 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;
- 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.

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.¹

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, including all appeals. It is the responsibility of the District's LEA 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:

1. 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
2. Enroll the child or youth in any public school that none 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 LEA Liaison), to and from the child's school of origin.²

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

- a. Are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters;
 - Abandoned in hospitals; or
- b. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- c. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- d. Are migratory children who are living in circumstances described in clauses (a) through (c).

In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13.³

³ The prohibition on the release of a student's homeless status is from 42 U.S.C. § 11432(g)(3)(G).

Legal References:

42 U.S.C. § 11431 et seq.

42 U.S.C. § 11431 (2)

42 U.S.C. § 11432(g)(1)(H)(I)

42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II)

42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii)

42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii)

42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii)

42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii)

42 U.S.C. § 11432 (g)(3)(G)

42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E)

42 U.S.C. § 11434a

Commissioner's Memo COM-18-044

Date Adopted:

Last Revised:

4.49—SPECIAL EDUCATION

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, 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.¹ Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents.

Legal References:

34 C.F.R. 300 et seq.

42 U.S.C. §12101 et seq. Americans with Disabilities Act

29 U.S.C. § 794 Rehabilitation Act of 1973, Section 504,

Before and After school CARE for Elementary

The before and after school CARE program is a non-profit, self-supported program for the students and parents of the Little Rock School District. CARE students participate in a variety of large group and independent activities. These activities include outdoor recreational activities, arts and crafts, music, games, and supervised homework time.

CARE is available at LRSD elementary schools with a minimum of 15 full time participants at a reasonable cost to parents. Each program operates from 7:00 a.m. until the start of the school day and from dismissal until 5:30 p.m. on regular school days. CARE is open at specified sites for Parent Conference Days, Teacher Workdays and Professional Development Days. Students attend these days by reservation only at an additional cost. When schools are closed or dismissed before the normal dismissal time due to an emergency or inclement weather, CARE is closed.

For more information, call the CARE office at 447-1880.

Child Nutrition

The Child Nutrition Program participates in the National School Lunch and Breakfast Program and After School Snack Program. To complete a school lunch application, go to www.lrsd.org and click on department and then Child Nutrition.

4.51—FOOD SERVICE PREPAYMENT

The district will provide a limited credit for students to charge for breakfast and/or lunch meals. A student will be allowed to charge a maximum of three (3) meals or \$10.00 to their account. Students will not be allowed to charge a-la-carte or extra sale items.

The district prefers that 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 specific school main office;
- Depositing funds through the District's online service;

A student's parents will be contacted by the Child Nutrition Department regarding a student's prepaid account balance at the following times:

- When a student's balance reaches three dollars (\$3.00)

If a student is without money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for meals at no cost for their child by going online to www.myschoolapps.com or completing a paper application obtained from the Child Nutrition Department at 1501 Jones Street, Little Rock, Arkansas 72202

Alternative Meals

The District does not provide alternative meals for students.

Legal References:

Commissioner's Memo CNU-17-003

Commissioner's Memo CNU-17-024

Date Adopted: August 24, 2017

Last Revised: October 25, 2018

PROVISION 2 – The following twenty-nine schools are participating in the Provision 2 Universal Lunch and School Breakfast Program: **Bale, Baseline, Booker, Brady, Carver, Chicot, Dodd, Geyer Springs, M.L. King, Mabelvale Elem., McDermott, Meadowcliff, Otter Creek, Rockefeller, Romine, Stephens, Terry, Wakefield, Washington, Watson, Western Hills, Cloverdale, Dunbar, Mann, Henderson, Mabelvale Middle, Hall, McClellan and J.A. Fair.** Students receive meals at “no charge” due to the provisional status of the school **not the student's meal status. If your child attends a Provision 2 school, all meals will be provided at no cost. However, they are not eligible for additional benefits without applying for individual household determination. Students who apply and are approved for free/reduced are entitled to fee waivers for summer school tuition, ACT/SAT testing fee**

waivers, concurrent credit fee waivers, as well as external discounted services such as internet. We must have a completed meal application to determine your individual meal status for such benefits.

4.10—CLOSED CAMPUS

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

Date Adopted: August 27, 2017

Last Revised:

4.16—STUDENT VISITORS

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

Cross References:

For adult visits see Policy 4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL and Policy 6.5—VISITORS TO THE SCHOOLS

Date Adopted: August 27, 2017

Last Revised: **Visitors at School**

4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or 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.

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 non-custodial parent, when both parents are present, shall not take place on the school’s property on normal school days during normal hours of school operation. The custodial or non-custodial 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 non-custodial parents that was witnessed by the student’s building principal.¹ 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.

4.19—CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

The District’s Student Code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District’s Student Code of Conduct.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices.¹ The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the District’s Student Code of Conduct, the student’s bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior.

Students are eligible to receive district bus transportation if they meet the following requirements.² The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student’s parent or guardian.

Legal References:

A.C.A. § 5-60-122

A.C.A. § 6-19-119 (b)

Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.0

Date Adopted:

4.33—STUDENTS' VEHICLES

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

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

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.

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

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

Date Adopted:

Last Revised:

4.7—ABSENCES

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

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

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

Excused Absences

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

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

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.³

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.⁴

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent/legal guardian; person having lawful control of the student; or person standing in loco parentis, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with *(insert number)*⁵ 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, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified⁶. 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 7 (*high school*) and 9 (*for elementary*) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing 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, legal guardian, person with lawful control of the student, or person standing 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 standing in loco parentis, and the school or district administrator or designee.⁷

Students who attend in-school suspension shall not be counted absent for those days.⁸

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.⁸

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.

Cross References:

4.8—MAKE-UP WORK

4.57—IMMUNIZATIONS

5.11—DIGITAL LEARNING COURSES

Legal References:

A.C.A. § 6-4-302

A.C.A. § 6-18-107

A.C.A. § 6-18-209

A.C.A. § 6-18-220

A.C.A. § 6-18-222

A.C.A. § 6-18-229

A.C.A. § 6-18-231

A.C.A. § 6-18-507(g)

A.C.A. § 6-18-702

A.C.A. § 7-4-116

A.C.A. § 9-28-113(f)

A.C.A. § 27-16-701

Division of Elementary and Secondary Education Rules Governing Distance and Digital Learning

Date Adopted:

Last Revised:

Tardy Policy

Each school will create their own tardy policy. All tardy policies must be developed by an eight (8) member committee which is comprised of: Administrator, counselor, attendance secretary/secretary, mental health agent, two diverse parents and two teachers from different levels. Final drafts should be signed off on by each committee member and submitted to the respective Associate Superintendent who will approve and submit to the Senior Director of Student Services. Once approval has been established, each school shall make tardy policies part of their school based handbook for parent awareness.

4.8—MAKE-UP WORK

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

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

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57—IMMUNIZATIONS.

Cross References:

4.7—ABSENCES

4.57—IMMUNIZATIONS

Date Adopted: August 27, 2017

Last Revised:

4.38—PERMANENT RECORDS

Permanent school records, as required by the Division of Elementary and Secondary Education (DESE), shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance¹. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received².

Notes: ¹ The legal requirement for retention of student records is as written. ASBA strongly advises districts, however, to retain the records of graduates indefinitely due to the potential for future need of the records by students for college admissions, security clearances, background checks, etc.

² The law prohibits districts from refusing to provide the records to receiving schools due to a student owing money to the district.

Legal References:

A.C.A. § 6-18-901

DESE Rules Governing Student Permanent Records

Date Adopted:

Last Revised:

4.14—STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE

Student Media

All student media that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored media. School-

sponsored media does not provide a forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District's administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:-

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is otherwise inconsistent with the shared values of a civilized social order; or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited media includes those that:
 - a. Are obscene as to minors;
 - b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
 - c. Constitute an unwarranted invasion of privacy as defined by state law;
 - d. Suggest or urge the commission of unlawful acts on the school premises;
 - e. Suggest or urge the violation of lawful school regulations;
 - f. Attacks ethnic, religious, or racial groups; or
 - g. Harass, threaten, or intimidate a student.

Student Media on School Web Pages

Student media displayed on school web pages shall follow the same guidelines as listed above and shall also:

1. Not contain any non-educational advertisements-
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18-;
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

Student Distribution of Non-school Literature, Publications, and Materials

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or materials (hereinafter "non-school materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education

environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials¹ shall have school authorities² review their non-school materials at least three (3) school days³ in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution.⁴ Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur⁵; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.⁶
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than 5 days.

The Superintendent, along with the student media advisors⁸, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

Legal References:

A.C.A. § 6-18-1202, 1203, & 1204

Tinker v. Des Moines ISD, 393 U.S. 503 (1969)

Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

Date Adopted:

Last Revised:

4.14—STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

Student Publications

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

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

Student Publications on School Web Pages

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

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
 2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.
 3. State that the views expressed are not necessarily those of the School Board or the employees of the district.
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Student Distribution of None school Literature, Publications, and Materials

A student or group of students who distribute ten (10) or fewer copies of the same none school literature, publications, or materials (hereinafter "none school materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of none school materials shall have school authorities review their none school materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the none school materials, prior to their distribution and will bar from distribution those none school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of none school materials.

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of none school materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than 5 days.

Legal References:

A.C.A. § 6-18-1202, 1203, & 1204

Tinker v. Des Moines ISD, 393 U.S. 503 (1969)

Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

Date Adopted: August 27, 2017

Last Revised:

4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty-five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

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

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

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

such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations. Page 27

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

The right to opt out of the disclosure of directory information under 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

Cross References:

Policy 4.34—Communicable Diseases and Parasites

Policy 5.20—District Web Site

Policy 5.20.1—Web Site Privacy Policy

Policy 5.20F1—Permission to Display Photo of Student on Web Site

Legal References:

A.C.A. § 9-28-113(b)(6)

20 U.S.C. § 1232g

20 U.S.C. § 7908

34 CFR 99.3, 99.7, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37, 99.63, 99.64

Date Adopted: August 27, 2017

Last Revised:

4.47— 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;¹ 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 record audio or video or 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 school, during lunch, 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.

A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians.² Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.³ 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.⁴

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.⁵

Notes: As districts move toward one-to-one computing and other options for integrating technology into classroom instruction and student learning, ASBA advises that in changing this policy (or any other locally generated policy), districts be mindful of the potential concerns relating to equitable access to the technology. When classroom instruction involves technology devices, it is important to make sure all students have reasonably the same access and are not hampered by their socio-economic status. Permitting or requiring students who own laptops, iPads or any other such device to use them as part of the instructional/learning environment without providing similar devices to those who don't own or have access to such devices is unfair to those students.

¹ The DESE Testing Administration Manual requires this language. Our interpretation is that on testing days' students will not be allowed to have their cell phones in their possession during any test they take.

² ASBA suggests adding another sentence that specifies the increasing severity of the penalty for repeat offenders. Given the severity of a breach of assessment security, you might consider separate penalties for such action. If you choose to do so, don't forget to amend the last sentence of the second paragraph.

³ To perform a search of an electronic device, an administrator would have to possess individualized suspicion that an examination of the device would reveal evidence of student misconduct, **and** the search itself would have to be tailored to the suspicion. For instance, if there were an allegation that harassing text messages had been sent from Student A to Student B during lunch, individualized suspicion would exist as to the text message history contained on Student A's phone; however, viewing pictures or files unrelated to the suspected misconduct would be inappropriate and a violation of the student's rights under the 4th Amendment of the US Constitution. Merely confiscating a cell phone because the student received a call on it, does not give individualized suspicion to justify a search.

⁴ This sentence is included because insurance companies have ruled that injuries occurring while driving and talking on school issued cell phones are subject to worker's comp awards.

⁵ A.C.A. § 27-51-1603 makes it illegal for anyone under the age of eighteen (18) to use a wireless communication device for any purpose while operating a motor vehicle. Additionally, A.C.A. § 27-51-1609 prohibits the use of a "wireless handheld telephone" while in a school zone for any purpose when that use is not hands free. While the policy language exceeds the statutory prohibitions, we believe the language is important for the protection of students, employees, and the public.

Legal References:

A.C.A. § 6-15-2907

A.C.A. § 6-18-515

A.C.A. § 27-51-1602

A.C.A. § 27-51-1603

A.C.A. § 27-51-1609

DESE Test Administration Manual

Date Adopted:

Last Revised:

Possession and Use of Cell Phone and Other Electronic Devices

Cell Phone and other electronic devices may serve as an outstanding instructional tool and learning resource, if used appropriately. Staff members and students are encouraged to use electronic devices to supplement instruction and learning. In order to preserve the teaching and learning environment with cell phones and other electronic devices, the following apply:

- Cell phones and other electronic devices may be used for educational purposes in the classroom setting at the discretion of the teacher.
- Cell phones and other electronic devices may be used for non-educational purposes in the morning before the tardy bell, during lunch and after school.
- Cell phones must be turned off at the sound of the tardy bell.
- Cell Phones and other electronic devices must be stored in a location that is not visible by staff, other students (purse, backpack, and locker).
- If the cell phone or other electronic device rings, vibrates, is visible during instruction time or class changes, or if caught using a cell phone, a staff member has the right to confiscate and turn the device into the main office.
- The use of a cell phone or other electronic device to photograph or video other students or employees is forbidden on campus and could result in a consequence up to and including expulsion.
- If assigned to the in School Suspension Program, the ISSP teacher will hold cell phones and electronic devices during the school day.

Any student in possession of a cell phone or other electronic devices that violates the rules shall immediately surrender the device. If the student refuses to relinquish the cell phone or electronic device or the student exhibits other inappropriate behavior, the student will receive a disciplinary sanction according to the Student Handbook. An adult listed on the Pupil Information Form or

designated by the parent, may pick up the cell phone or electronic device by the end of the school day. The adult must present identification, and a copy of the ID will remain on file in the main office

4.29—INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY

Definition

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

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

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

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

Technology Protection Measures

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors¹; therefore, it is the policy of the District to protect each electronic device with Internet filtering software² that is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

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

4.25—STUDENT DRESS AND GROOMING

The Little Rock School Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the

educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

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

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

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

A.C.A. § 6-18-503(c)

Date Adopted: August 27, 2017

Last Revised:

The following guidelines are to be used in determining appropriate dress and grooming in the school environment:

- Dress and grooming is to be in keeping with health, safety, and sanitary practices.
- Students may not wear clothing or hairstyles that can be hazardous in educational activities such as lab, shop, physical education or art classes.
- Shoes must be worn as required by law. slippers, heels (skate shoes) and similar footwear are inappropriate for school and are not to be worn.
- Clothing and accessories are not to substantially disrupt the education process.
- Students are not to wear clothing, buttons, patches, jewelry or any other items with words, phrases, symbols, pictures or signs that are indecent, profane, suggestive, inflammatory or that have negative overtones that appear to be derogatory or discriminatory.
- Students are not to wear suggestive or revealing clothing that diverts attention from the learning process.
- Students are not to wear sunglasses, caps, coats or hats in the building. Coats may be worn in breezeway or open areas of the building during inclement weather. Students are not to wear clothing, outerwear, pins, symbols or insignia of prohibited organizations or street gangs while at school or at any school-related activity.
- Students are prohibited from wearing the following while on the grounds of a public school during the regular school day and at school sponsored activities and events:
 - ***No tank tops or underwear as outer garments;***
 - ***No shorts or skirts more than four (4) inches above the knee;***
 - ***No pajamas;***
 - ***No clothing with negative overtones that appear to be derogatory or discriminatory;***
 - ***No clothing or accessories that are profane, suggestive or inflammatory;***
 - ***No shirts or blouses tied at the midriff, clothing with bare midriff, or not properly fastened;***
 - ***No clothing or accessories of prohibited organizations or street gangs;***
 - ***No pants that fall/sag below the waistline;***
 - ***No bandanas, Do-Rags or hair bonnets***
 - ***No head coverings (unless for religious reasons); and/or for the purposes of cultural/ethnic celebrations;***
 - ***No clothing that exposes underwear, buttocks or clothing worn as under garments.***

It is suggested that students not wear expensive jewelry or other expensive accessories to school. It is difficult to recover such items when they are lost. The local school and/or the Little Rock School District are not responsible for replacing lost or stolen property.

EQUAL EDUCATIONAL OPPORTUNITY

No student in the Little Rock 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 Cub Scouts and other youth groups.

Inquiries on non-discrimination may be directed to Human Resources, who may be reached at 810 West Markham St., Little Rock, Arkansas 72201 (501)447-1100.

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.

Non Discrimination Policy/Harassment

This section of the *Student Handbook* is provided so that students and their parent/guardian(s) are knowledgeable of District policies and procedures that govern students during the educational process. Please note this section is not all inclusive and many other policies and procedures are contained in other LRSD publications.



The Little Rock School District does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, or age in its programs and activities and provides equal access to the Cub Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

For Title II, Title VII, ADA For Section 504 and Title VI For Title IX
Robert Robinson
Cassandra Steele
Dr. Frederick Fields
Coordinator of Recruitment and Director of Special Programs
Senior Director
Classified Personnel
810 West Markham
Student Services
810 West Markham Little Rock, Arkansas 72201
501 Sherman St
Little Rock AR 72201
501-447-1054
Little Rock, AR 72201
501-447-1106
501-447-2950

Non-Discrimination Policy	
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The commitment of the Little Rock School District to the most fundamental principles of academic freedom, equality of opportunity and human dignity requires that decisions involving students and employees be based on individual merit and be free from discrimination in all its forms.

It is the policy of the Administration there will be no discrimination because of race, color, religion, sex, age, national origin or handicap/disability in the placement, instruction and guidelines of pupils; the employment, assignment, training or promotion of personnel; the provision and maintenance of physical supplies and equipment; the development and implementation of the curriculum, including the activities program; and in all matters relating to the instruction, supervision, administration and Board policy development.

Verbal and/or written civil rights questions should be directed to the Superintendent of Schools or his/her designee, 810 West Markham Street, or 447-1000.

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It is the policy of the District to maintain a learning environment that is free from harassment. The District prohibits any and all forms of harassment because of race, color, sex, sexual orientation, age, marital status, national origin, religion, disability or protected activity (i.e. opposing unlawful harassment or discrimination or participating in an investigation). Any such conduct will result in disciplinary action and notification of the proper authorities.

It will be a violation of District policy for any student, teacher, administrator or other school personnel of the District to harass a student through conduct of a sexual nature or regarding race, color, sex, sexual orientation, age, marital status, national origin, religion, disability or protected activity as defined by this policy.

It will also be a violation of District policy for any teacher, administrator or other school personnel of the District to tolerate sexual harassment or harassment because of a student's race, color, sex, sexual orientation, age, marital status, national origin, religion, disability or protected activity as defined by this policy, by a student, teacher, administrator, other school personnel or by any third parties who are participating in, observing or otherwise engaged in activities, including sports events and other extracurricular activities, under the auspices of the District. For the purpose of this policy, the "school personnel" includes school Board of Education members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.

The District will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, sexual orientation, age, marital status, national origin, religion, disability or protected activity; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other

school personnel who is found to have violated this policy and/or to take other appropriate action reasonably calculated to end the harassment.

This policy will be broadly interpreted as evidence of the District's commitment to equality of opportunity, human dignity, diversity and academic freedom. No person will retaliate or threaten retaliation against another person for reporting, testifying or otherwise participating in any investigation or proceeding relating to a complaint of harassment.

Procedure for Complaints of Harassment

These regulations are intended to protect the rights of students, employees, administrators, the Administration and visitors on District property and to outline procedures that will be followed in the event harassment occurs on District property or at an event sponsored by the District.

Definitions

The following definitions will be used for the purpose of enforcing the Anti-Harassment Policy.

Racial or Color Harassment

Racial or color harassment includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking and negative references to racial customs.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature. It also includes conduct that is not sexual in nature, but that is engaged in because of the gender of the victim. It includes conduct that is also criminal in nature such as rape, sexual assault, stalking, and similar offenses. Under this policy, sexual harassment is prohibited regardless of the sex of the harasser, i.e., sexual harassment may occur even if the harasser and the person being harassed are the same sex.

Sexual Orientation Harassment

Harassment on the basis of sexual orientation is unwelcome verbal, written, or physical conduct directed at the characteristics of a person's sexual orientation, such as negative name-calling and imitating mannerisms.

Marital Status Harassment

Harassment on the basis of marital status is unwelcome verbal, written or physical conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

National Origin Harassment

Harassment on the basis of national origin is unwelcome verbal, written or physical conduct directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.

Religious Harassment

Harassment on the basis of religion or creed is unwelcome verbal, written, or physical conduct directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious tradition, religious clothing, religious slurs or graffiti.

Disability Harassment

Harassment based on a person's disabling mental or physical condition includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interference with necessary equipment.

Reporting Procedures

Any person who feels he/she is being harassed may wish to consider informing the offending person the behavior is inappropriate and not appreciated. Often times, this is all that is required to stop the harassing behavior. You are not, however, required to take this step prior to filing a complaint.

Any student, District personnel, or visitor who believes he/she has been the victim of harassment by a student, teacher, administrator, other school personnel of the District or by any other person who is participating in, observing or otherwise engaged in activities, including extracurricular activities under the auspices of the District, is encouraged to immediately report the alleged acts to the building principal. If the principal is the perpetrator of the harassment, the report of the incident will be made to the Associate Superintendent of Elementary or Secondary Education or the Director of Human Resources.

Any teacher, administrator, or other school official, who has knowledge of or receives notice that a student or visitor has or may have been the victim of harassment by a student, teacher, administrator or other school district personnel is required to immediately report the alleged act(s) to the building principal unless the principal is the perpetrator. If the harassment involves the principal, the incident will be reported to the appropriate Associate Superintendent for Elementary or Secondary Education.

Upon receipt of the report, the principal or Associate Superintendent will notify Safety and Security personnel to conduct an investigation of the allegation. A third party may be involved in the investigation.

The parent/guardian(s) of the student (victim) will be notified immediately, unless after consultation with the student, it is determined not to be in the best interest of the student.

If the alleged harassment is committed by a student, the student's parent/guardian(s) will be notified that an investigation is being conducted.

Complaints will be kept confidential to the extent possible. A prompt, thorough and impartial investigation will be conducted of all complaints of violations of this policy.

Upon completion of the investigation, a written report will be submitted to the principal or Associate Superintendent. The report will include a determination as to whether the allegations have been substantiated as factual and whether they appear to have violated District policy and/or law. Notification of the outcome of the investigation will be sent to all parties involved.

If the allegation is substantiated, the District will take immediate and appropriate corrective action including the following:

- A student will receive a disciplinary sanction as outlined in the ***Student Handbook*** and/or notification to the proper authorities.
- A staff member will receive a disciplinary sanction as outlined in the Employee Handbook and/or the proper authorities will be notified.
- A report of the incident regarding a visitor, who committed an act while on District property or at an event sponsored by the District, will be referred to the proper legal authorities.

Notwithstanding this policy, employees may file a charge of discrimination with the U.S. EEOC. Employers who wish to file a charge must do so within 180 days of the last act of alleged harassment.

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Bullying

Definitions

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

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other

student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

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

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

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
6. Demeaning humor relating to a student's actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
13. 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 the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").

"Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
- Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

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

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

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

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

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

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

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

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 building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

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

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
 - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
 - b. Prepare a written report of the alleged incident of bullying:
 1. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.
 2. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
 3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco

parentis of the student who is alleged to have been the perpetrator of the incident of bullying;

- a. That a credible report or complaint of bullying against their student exists;
- b. Whether the investigation found the credible report or complaint of bullying to be true;
- c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
- d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
4. Make a written record of the investigation, which shall include:
 - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
 - b. Any action taken as a result of the investigation; and
5. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

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.¹ 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.² Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.³

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Copies of this policy shall be available upon request.⁴

Notes: Different consequences are permitted depending on the age or grade of the bullying student.

¹ Example: a student might be disciplined both for bullying and sexual harassment, in an appropriate situation, or bullying and assault.

² Suggestion for the posted notice: Create a circle with a line through it over the word Bullying (similar to a non-smoking logo). Beside the logo write: Mean talk or hurting other people is called bullying. Bullying is against the rules and can get you in trouble, suspended, or expelled. If someone bullies you, or you see someone being bullied, get help by telling an adult.

³ Copies of the notices are required to be published in any district Publication that sets forth the comprehensive rules, procedures, and standards of conduct for the schools within the district as well as the student handbook

⁴ There should be a statement in the Student Handbook to this effect.

Legal References:

A.C.A. § 5-71-217

A.C.A. § 6-18-514

Date Adopted:

Last Revised:

Consequences for Violation of This Policy By Students in Grades K-2

First Offense: The student or students, who are the perpetrators of bullying, will receive a *2day suspension and/or* must participate in counseling such as Behavior Modification, Conflict Resolution Program or other programs as determined by District personnel. At least one parent or guardian will be required to attend a conference with the principal or his/her designee concerning the student's bullying offense. The school will provide information on bullying to the parent or guardian.

Second Offense: *Second offense will result in a 3–4-day suspension* and the perpetrators of bullying will be required to again participate in a counseling program such as Behavior Modification, Conflict Resolution Program or other programs as determined by District personnel. The parents/guardians will be required to attend a conference with the principal or his/her designee concerning the student's bullying offense.

Third Offense: *If the third offense occurs within one school year, the student will receive a 5 – 10-day suspension.* Additional behavior interventions will be required.

Fourth Offense: *The fourth offense will result in an expulsion recommendation and/or the School Based Intervention Team recommendation(s).*

Consequences for Violation of This Policy by Students in Grades 3-5

First Offense: The student or students, who are the perpetrators of bullying, will receive a 3 – 4-day suspension and/or must participate in counseling such as Behavior Modification, Conflict Resolution Program or other programs as determined by District personnel. At least one parent or guardian will be required to attend a conference with the principal or his/her designee concerning the student's bullying offense. The school will provide information on bullying to the parent or guardian.

Second Offense: *Second offense will result in a 5 – 10-day suspension*, and the perpetrators of bullying will be required to again participate in a counseling program such as Behavior Modification, Conflict Resolution Program or other programs as determined by District personnel. The parents/guardians will be required to attend a conference with the principal or his/her designee concerning the student's bullying offense.

Third Offense: *If the third offense occurs, the student will receive an expulsion recommendation and/or the School Based Intervention Team recommendation(s).*

Consequences for Violation of This Policy by Students in Grades 6-12

First Offense: The student or students, who are the perpetrators of bullying will receive a 3 – 4-day suspension and must participate in Behavior Modification, Conflict Resolution Program or other programs, as determined by District personnel. At least one parent or guardian will be required to attend a conference with the principal or his/her designee concerning the student's bullying offense.

Second Offense: The second offense will result in a 5 – 10 suspension, and the student must complete a unit of study on bullying, empathy and anger management. The parents/guardians will be required to attend a conference with the principal or his/her designee concerning the student's bullying offense.

Third Offense: *If the third offense occurs, the student will receive an expulsion recommendation and/or the School Based Intervention Team recommendation(s).*

STUDENT/PARENT/GUARDIAN(S) COMPLAINT PROCEDURE	
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The following procedure will be used to address a complaint from a student, parent, or guardian. Complaints can include, but are not limited to, discrimination based on race, color, national

origin, religion, handicap, age or gender, sexual harassment, sexual orientation, the handicap/disability in the placement, instruction and guidance of pupils; employment, assignment, training, or promotion of personnel; provision and maintenance of physical supplies and equipment, the development and implementation of the curriculum, including the activities program; and in all matters relating to the instruction, supervision, administration, and Board policy development:

1. Report the alleged incident to the principal as soon as possible after the event(s) has occurred. If the complaint involves the principal, the report of the alleged incident should be made to the appropriate Associate Superintendent as soon as possible after the event(s) occurred.
2. The complaint will be investigated, and the individual bringing the complaint will be advised of the outcome of the investigation within ten (10) days.
3. If the individual bringing the complaint is not satisfied with the principal's resolution, he/she may appeal to the appropriate Associate Superintendent. The appeal must be made in writing within ten (10) days from receipt of the principal's decision.
4. If the individual is not satisfied with the Associate Superintendent's resolution of the complaint, he/she may appeal to the Superintendent of Schools or his/her designee. The Superintendent of Schools, following a documented investigation, may direct the notification of law enforcement authorities, where appropriate.

Complaint Procedure:

- First Contact: Appropriate building principal
- Follow-Up Contact: Appropriate Associate Superintendent, 810 West Markham, Little Rock, Arkansas 72201;
 - Associate Superintendent High Schools 501-447-1137
 - Associate Superintendent Middle Schools 501-447-1136
 - Associate Superintendent Elementary Schools 501-447-1133
- Appeal: Superintendent of Schools, 810 West Markham, Little Rock, AR; 501-447-1000

COMPLAINT RESOLUTION FOR TITLE II, TITLE VI, TITLE VII, TITLE IX, ADA, SECTION 504, OR OTHER SIMILAR REQUIREMENTS

The specific purposes to be served by these procedures are:

- To ensure that a complaint is considered fairly, with all due speed, and without prejudice or reprisal to the aggrieved person;
- To encourage student expression regarding conditions that affect him/her;
- To provide a specific procedure that will facilitate the understanding of district policies affecting students;
- To build confidence in the sincerity and integrity of the complaint resolution procedure as a means to establish the facts upon which a complaint is based, a problem is stated, and a fair conclusion or solution is reached.

Definitions

- * A "complaint" is an allegation of action or inaction by the District or its representatives in violation of Title II, Title VI, Title IX, ADA or Section 504, or the implementing regulations, or other similar requirements.
- * The "complainant" is the student, patron, or employee bringing the complaint.
- * "Employee" means a person who is a full or part-time employee who is on the payroll of the District.
- "Patron" means any student's parent or other resident in the LRSD.
- * The "responsible official" means the employee designated by the District to coordinate its efforts to comply with and carry out its responsibilities under the above mentioned requirements.
- * "Student" means a person enrolled in one of the schools operated by the corporation.
- "Superintendent" means the Superintendent of Schools or his/her designee.

Process

The following process will be used in the review and resolution of complaints regarding compliance with Title II, Title VI, Title IX, ADA, Section 504, or other similar requirements of the Civil Rights Act of 1964 as amended:

Step 1 (Informal Resolution)

The complainant is encouraged to try to resolve any issues relating to implementation and compliance with any of the aforementioned legal requirements at the lowest administrative level possible. The complaint should be brought to the administrator/supervisor at the point where the possible violation exists. Within ten days after receipt of the complaint, the administrator will attempt resolution with the complainant in an informal manner. If a satisfactory informal resolution cannot be reached, the complainant and/or the administrator may seek the assistance of the District's responsible official

Step 2 (Formal Complaint)

If the complainant is unable to secure a satisfactory resolution through informal means at step 1, the complainant may file a formal complaint. The complaint should be filed with the LRSD official, who has district level responsibility for that area. The complaint must be filed within ten days of the response of the administration at step 1. The complaint should be in writing and give a concise but thorough overview of the alleged problem or violation and indicate the specific relief requested. All relevant documents should also be included. The responsible official will investigate the complaint and collect whatever information is needed to make an informed decision. The responsible official will issue a written finding within fifteen days of the receipt of the complaint or inform the complainant of the reasons that it is not possible to issue a

finding in that time frame. If a finding cannot be issued within fifteen days, it will be issued as soon as practicable.

Step 3 (Appeal to the Board of Education)

If the complainant is not satisfied with the finding at step 2, he/she may request a hearing with the Board of Education. The request for the hearing must be made within ten days of the written finding issued at step 2. The request for the hearing must include a statement of the complaint, the finding of the responsible official from step 2, and any response to the finding that the complainant wishes to present. It should include the reasons that the complainant believes the finding is in error.

The individual members of the Board will review the information presented with the written request for the hearing prior to the following month's Board agenda meeting. The Board will decide at the agenda meeting whether or not to place the appeal on the agenda for a hearing. If the Administration decides not to hear the complaint, the written finding of the District's responsible official will be the position of the LRSD.

Timelines

The failure of the complainant to comply with the identified timelines will be considered to be an abandonment of the complaint.

Effect of Settlement

Any settlement of a complaint will be applicable to that complaint only and will not be binding authority for the disposition of any other complaint.

Anonymous Complaints

The LRSD is committed to compliance with its legal obligations. As a result, anonymous complaints will be thoroughly investigated and handled in a serious manner. However, anonymous complaints are more difficult to substantiate and investigate. Therefore, complainants are encouraged to be open, forthcoming, and identify themselves to assist in a satisfactory resolution to the complaint.

The LRSD recognizes that some students, patrons, and employees will not come forward with legitimate complaints because of a fear of retribution. The LRSD will not condone or tolerate reprisals against complainants by any of its employees. Employees who exercise retaliatory behavior against any complainant will be appropriately disciplined.

Reporting Outside the Process

In instances where there is a genuine sense of potential reprisal and it is not realistic to report the complaint at the lowest administrative level, the complaint may be made with the District's responsible official. The responsible official may refer the complaint to another administrator in the department's organizational structure to attempt a resolution.

4.32—SEARCH, SEIZURE, AND INTERROGATIONS

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community.¹ School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

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

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

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, ~~or other~~ person having lawful control of the student, or person standing in loco parentis. 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, person having lawful control of the student, 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 Division 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, person having lawful control of the student, or person standing in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

Legal References:

A.C.A. § 6-18-513

A.C.A. § 9-13-104

A.C.A. § 12-18-609, 610, 613

A.C.A. § 12-18-1001, 1005

Date Adopted:

Last Revised:

4.48—VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

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

The district shall retain copies of video recordings until they are erased¹ 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;² any release or viewing of such records shall be in accordance with current law.

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.

Legal References:

20 USC 1232g

20 U.S.C. 7115

34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

Date Adopted:

Last Revised:

Physical Restraint

There are times when it becomes necessary for staff to use reasonable restraint to protect others from harm. Reasonable restraint is defined as immobilization of the individual's opportunity for movement by a staff member(s) through direct contact. Any person employed by the District may, within the scope of their employment, including involvement in extracurricular activities, use and apply such amount of force as is reasonable and necessary to accomplish the following purposes:

- To quell a disturbance threatening physical injury to self or others.
- To obtain possession of weapons or other dangerous objects which are within the control of a student.
- For the protection of self, others, or property.

An act of a teacher or other employee will not be considered child abuse if the act was performed in good faith and in compliance with Board and/or school policies and procedures. Such acts will not be construed to constitute corporal punishment.

In the case of a student with a disability, any restraint used beyond the specific situations listed above should be identified on the Individual Education Plan (IEP) as a form of intervention.

The school employee using physical restraint will:

- Immediately, or as soon thereafter as possible, notify the principal of the incident;
- Provide a written report of the situation indicating why such action was deemed necessary; and
- The principal or his/her designee will inform the parent/guardian(s) of the incident using the appropriate disciplinary reporting form.

Health and Wellness

The Little Rock School District Health Services is available to support health care in the educational setting as necessary. The school nurse and health services coordinator are responsible for the following:

- Hearing and Vision Screenings for K, 1,2,4,6 and 8 Height and Weight for all Kindergarten, K, 2nd, 4, 6th, 8th and 10th grades
- Scoliosis for 6th grade girls and 6th and 8th grade boys and girls
- Dental and Blood Pressure
- Enforcing the Arkansas Department of Health Policies and Procedures
- Training staff in first aid, ADE and CPR, Bleeding Control Measures
- Maintaining a confidential school health record on each student

A third party Billing Agent will be used to collect funds for vision and hearing screening services. Students name and date of screening will be disclosed to this agent. Parents must notify the school nurse if they do not approve of this Health Insurance billing and disclosure.

4.57—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 against¹:

- 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 District 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 ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

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

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

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

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

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

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

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

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.²

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.³

Cross References: 4.2—ENTRANCE REQUIREMENTS
 4.7—ABSENCES
 4.8—MAKE-UP WORK
 4.34—COMMUNICABLE DISEASES AND PARASITES

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.

4.35—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 or otherwise authorized by this policy, 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 OTC medications to the extent giving such medications are included in the student's IHP.

The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and rules.¹

Schedule II Medications²

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).³

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy.³ Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.⁴

Self-Administration of Medication

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.

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

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

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

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of a student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian's written authorization shall not be required to assist the student in the application of sunscreen.

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 trained⁶ 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 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 trained⁴⁶ 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 trained⁶ 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 trained⁶ 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.

Notes:A.C.A. § 17-87-103(11) provides for the administration of Glucagon, insulin, or both to students suffering from diabetes.

Legal References:

Ark. State Board of Nursing: School Nurse Roles and Responsibilities

Division of Elementary and Secondary Education and Arkansas State Board of Nursing Rules Governing the Administration of Insulin and Glucagon to Arkansas Public School Students with Diabetes

A.C.A. § 6-18-701

A.C.A. § 6-18-707

A.C.A. § 6-18-711

A.C.A. § 6-18-714

A.C.A. § 17-87-103 (11)

A.C.A. § 20-13-405

Date Adopted:

Last Revised:

—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.

<http://arsba.org/policy-resources>

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

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

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

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

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

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

Temporary Admittance

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

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

The District will not accept copies of applications requesting an exemption for the current school year that is 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. The Arkansas Department of Health will 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.

4.34—COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant

Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally).¹ A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, 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.

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

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

Rewards

Food and beverages are not to be used as rewards for academic, classroom or sports performance. A list of non-food rewards is posted on the LRSD website in the Wellness Policy.

Fundraising

Schools are encouraged to host non-food related fundraisers. All fundraising activities are to have a 50/50 balance of healthy and less healthy offerings for sale on or off campus. Fundraisers that promote physical activity are preferred.

Mental Health Services

Little Rock School District recognizes the need for education, early intervention, and prevention services in regards to student mental, emotional, and behavioral health. To meet these needs, LRSD partners with community School-Based Mental Health (SBMH) agency providers. The providers are contracted with the District, rather than employed by the District. SBMH services are available to all schools and students in the District. Services provided by these agencies include but are not limited to:

- Individual Therapy
- Family Therapy
- Group Therapy
- Interventions
- Medication Management
- Educational meeting attendance
- Home visits
- Other services necessary for the support and success of LRSD students and families

Referrals for SBMH services generally come from the school guidance counselor. However, parents, teachers, and other school staff, can refer students based on observation or knowledge of potential issues. Student confidentiality is maintained unless a student has threatened to harm themselves or others.

The Mental Health Services Department is committed to serving the needs of the whole child and inspiring them to be healthy in all aspects of life.

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2020

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, a *Smart Core Information Sheet* and a *Smart Core Waiver Form*¹ 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 waiver form in the student's permanent record. 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 Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

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.² 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 as part of the annual school district support plan development process³ 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:⁴

- 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.⁵

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 including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

GRADUATION REQUIREMENTS

The number of unit's 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 Division of Elementary and Secondary Education (DESE), the district requires an additional __ units to graduate for a total of __ units. The additional required units may be taken from any electives offered by the district.⁶ 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.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators 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.⁷ In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (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-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) The fourth unit may be either:
 - A math unit approved by DESE beyond Algebra II; or
 - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units DESE approved biology – 1 credit;

- a. DESE approved physical science – 1 credit; and
- b. A third unit that is either:

- An additional science credit approved by DESE; or
- 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 unit
- American History - one 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.⁸

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.⁹

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

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
 - An additional science credit approved by DESE; or
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Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World history, one (1) unit
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- 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.

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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.⁸

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Cross References:

4.55—STUDENT PROMOTION AND RETENTION

5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT

5.11—DIGITAL LEARNING COURSES

5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES

5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References:

Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3

DESE Guidelines for the Development of Smart Core Curriculum Policy

DESE Rules Governing Distance and Digital Learning

Smart Core Information Sheet

Smart Core Waiver Form

Commissioner's Memo LS-18-082

A.C.A. § 6-4-302

A.C.A. § 6-16-122

A.C.A. § 6-16-143

A.C.A. § 6-16-149

A.C.A. § 6-16-150

A.C.A. § 6-16-1406

A.C.A. § 6-18-107

Date Adopted:

Last Revised:

4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER

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, a *Smart Core Information Sheet* and a *Smart Core Waiver Form*¹ 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 waiver form in the student's permanent record. 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 Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

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This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process³ 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.

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- 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;
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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.⁵

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GRADUATION REQUIREMENTS

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

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

SMART CORE: Sixteen (16) units

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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.)

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

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- 4) The fourth unit may be either:
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- a. DESE approved physical science – 1 credit; and
- b. A third unit that is either:
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- Civics - one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one 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.⁸

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.⁹

CORE: Sixteen (16) units

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

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Mathematics: four (4) units

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- 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.

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- b. DESE approved physical science – 1 credit; and
- c. A third unit that is either:
 - An additional science credit approved by DESE; or
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- 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.⁸

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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.⁹

⁹ In order for students to receive the community service learning (CLS) credit, the district must have completed and submitted a CLS plan to DESE. In addition, a partner site application must be approved by both the district's board of directors and by the State Board if an organization the District has partnered with, rather than a District employee, is responsible for certifying a student's hours of service. Districts who do not intend to submit a CLS plan should not include this language.

Cross References:

4.55—STUDENT PROMOTION AND RETENTION

5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT

5.11—DIGITAL LEARNING COURSES

5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES

5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References:

Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3

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Commissioner's Memo LS-18-082

A.C.A. § 6-4-302

A.C.A. § 6-16-122

A.C.A. § 6-16-143

A.C.A. § 6-16-149

A.C.A. § 6-16-150

A.C.A. § 6-16-1406

A.C.A. § 6-18-107

Date Adopted:

Last Revised:

Concurrent Courses

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) credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements English and Mathematics.

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

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

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. 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, graduation.

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, shall be the responsibility of parent/guardian 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.

Inclement Weather Alternative Learning Activities Days (AMI)

The Little Rock School District was approved by the state to provide alternative home learning activities for up to 5 inclement weather days. The alternative home learning activities will allow students to continue their instruction when school is closed for inclement weather.

Districts that have an Arkansas Department of Education approved plan in place to provide alternative home learning will not have to make up days (up to 5) during which school is closed for inclement weather. Little Rock School District has constructed a two-part plan that consists of an online or offline option for alternative home learning in case of inclement weather. By providing both an online and offline option, all students are provided instructional materials to use in the event that school is closed due to inclement weather. Your school will inform you regarding which method you will be using

Promotion, Acceleration, Retention, And Administrative Placement of Students, Pre K-12

Purpose

The purpose of the following regulations is to provide guidelines for teachers and campus-level administrators to use in making decisions relating to promotion, acceleration, retention, and administrative placement of students from one grade to the next. Failure of students to take part in their Remediation Plan will result in retention in grades K-8 and loss of credit for high school courses.

Elementary School, Pre K-1

Students in grades Pre K-1 are not to be retained except under extenuating circumstances where the best interest of the child would clearly be served, according to multiple criteria and in consultation with the parent/guardian(s). Extenuating circumstances include, but are not limited to, excessive absences, lack of participation in pre-kindergarten, fetal alcohol syndrome, fetal drug addiction, and developmental delays.

Elementary School, Grades 2-5

A student who is not proficient on the Summative Assessments in math, literacy, or science must participate in his/her Remediation Plan for that subject in order to be promoted from one grade to the next. Students take Summative Assessments in both math and literacy in grades 3-8 and in science in grades 5 and 7.

If a student is proficient on the Summative Assessments for math, literacy, and science or if a student is not proficient but participates in an Remediation Plan, promotion of the student from one elementary grade to the next will be determined by the degree to which the student has achieved the District's curriculum standards identified in the curriculum at each grade level as evidenced by multiple criteria (e.g., criterion-referenced tests, state examinations in literacy and mathematics, norm-referenced tests, grades, teacher/counselor predictions of success at the next level, extenuating circumstances, etc.). Achievement in reading/language arts and mathematics are of primary importance.

The decision to accelerate (double-promote) a student will be made based on multiple criteria and in consultation with the parent/guardian(s), classroom teacher(s), principal, counselor, staff from the gifted/talented office, and other appropriate curriculum and assessment staff. Students not performing at or above the proficient level on the most recent standards-based assessments in both literacy and mathematics are not generally candidates for acceleration. A four-year-old is not permitted to skip pre-kindergarten and be "double-promoted" to kindergarten since he/she would not be old enough to enter kindergarten under state law.

The decision to retain a student in a grade will be made based on multiple criteria and in consultation with the parent/guardian(s), classroom teacher(s), and principal. Achievement in English language arts and mathematics are of primary importance, and for that reason, students performing at the Below Basic level on state assessments, if substantiated by other criteria, may be considered for retention, even though scores may be reported during the summer after the end of the school year.

Prior to a decision to retain, the student's remediation plan must be implemented fully by the teacher, and Interim Reports must be sent home each quarter of failing work so that parents are alerted. In addition, contact with parents must be documented (such as the Parent- Teacher Conference Form and/or the parent-teacher conference) to show efforts made to prevent student failure or retention through intervention and remediation.

Parent/guardian(s) must be notified by the end of the third nine week grading period and given reasons for the probable retention of the student. This notification (or attempts to encourage the parent's participation) must include a good-faith effort to include the parent/guardian(s) in a parent-teacher conference and must be documented in writing. Parent/guardian(s) must be advised of all available programs and services provided by the District to support the child's remediation. The documentation must include the date, persons involved, and results of the conference, and it must be placed on file.

If a student will reach age eleven (11) before June 1 of his/her third grade year, he/she may be administratively assigned from grade 2 to grade 4. If a student will reach age thirteen (13) by June 1 of his/her fifth grade year, he/she may be administratively assigned from grade 4 to grade 6.

Middle School, Grades 6-8

The following regulations are established to guide decision-making at grades 6-8. Any exceptions to these regulations will be the result of a collaborative decision involving the classroom teacher(s), the counselor, the principal, parent/guardian(s), and other appropriate staff. Such an exception must be based on multiple criteria, including criterion-referenced tests, grades, teacher/counselor predictions of success at the next level, extenuating circumstances, etc. An exception can be made for those students who can successfully earn credit for a failed course through a District-approved correspondence or distance-learning program or through summer school.

A student who is not proficient on the Summative Assessments in math, literacy or science must participate in his/her Student Success Plan for that subject in order to be promoted from one grade to the next. Students take Summative Assessments in both math and literacy in grades 3-8 and in science in grades 5 and 7. If a student is proficient on the Summative Assessments for math, literacy, and science or if a student is not proficient but participates in an Remediation Plan promotion of the student from the sixth grade to the seventh grade, from the seventh grade to the eighth grade, or from the eighth grade to the ninth grade, requires that a student must earn a passing grade (D) or above in both English and mathematics and in either science or social studies. Grades will reflect the degree to which the student has achieved the core curriculum standards appropriate for the grade level.

Although a student may be accelerated (double-promoted) from grade 4 to grade 6, acceleration is rarely an option in middle school and should only be considered under extenuating circumstances. Any decision to accelerate will be based on multiple criteria (e.g., criterion-referenced tests,

examinations in literacy and mathematics, norm-referenced tests, grades, teacher/counselor predictions of success at the next level, extenuating circumstances, etc.) Students not performing at or above the proficient level on the most recent standards-based assessments or the state Benchmarks in both English language arts and mathematics are not generally candidates for acceleration.

The parent/guardian(s) of any student likely to be retained must be notified through teacher-parent conferences relating to the Remediation Plan and quarterly Progress Reports of the student's low performance. In addition, parent/guardian(s) must be notified, in writing, by the end of the third nine-weeks grading period of the likelihood of retention and the need to attend summer school to make up failing grades.

A student who fails either English or mathematics may be promoted to the next grade level if he/she earns a passing grade or above in summer school in either the English or mathematics course that was failed.

A student who fails either English or mathematics and one other core curriculum course may be promoted to the next grade level if he/she earns a passing grade or above in summer school in either the English or mathematics course that was failed.

At the discretion of school officials, the student may be required to retake the other failed course or enroll in an extra remedial course during the next school year instead of allowing an elective course.

A student who fails both English and mathematics must attend the full-day summer school program and earn passing grades in both subjects in order to be promoted.

A student who fails both English and mathematics and either science or social studies must attend the full-day summer school program and earn passing grades in both English and mathematics in order to be promoted.

A student who fails either English or mathematics and both science and social studies must attend the full-day summer school program and earn passing grades in English/mathematics and in science/social studies – two of the three failed course.

A student who fails all four core curriculum areas is not eligible for promotion and must be retained.

A student who performs at the Below Basic level on the most recent criterion-referenced assessments or state Benchmarks in both literacy and mathematics may be retained if other student performance data verify the low performance and if scores are received by the school before the beginning of the next school year.

A student who does not earn promotion the second year at a grade level in grades 6 or 7 may be administratively assigned to the next grade level. A student who will be age sixteen (16) before June

1 of his/her eight-grade year and who has not successfully completed the requirements for grade 8 may be administratively assigned to an alternative education program if program eligibility and placement criteria are met.

High School, 9-12

A high school student must earn a minimum of 5.5 units of credit each year in order to be promoted to the next grade level, as follows:

Sophomore (grade 10) 5.5 units

Junior (grade 11) 11 units

Senior (grade 12) 16.5 units

Over-age and credit-deficient students may be administratively assigned to an alternative education program if program eligibility and placement criteria are met.

Accelerated Learning Center (ACC) – The Accelerated Learning Center provides effective education to students identified as needing a flexible, nontraditional learning environment with alternative ways to acquire a high school diploma. Students must apply to become a student at the ACC through their high school counselor, and must have failed one or more courses.

English: 4 units - English 1, English 2, English 3, English 4

Oral Communication: ½ unit: Oral Communication 1A

Mathematics: 4 units - Algebra I, Geometry, Algebra II, one or more additional units of advanced mathematics

Science: 3 units - Physical Science, Biology, Chemistry I or Physics I

Social Studies: 3 units - Civics/Economics, World History, US History

Physical Education: – ½ unit - Physical Education

Health and Safety: ½ unit - Health and Safety

Fine Arts: ½ unit - One unit from art, dance, drama, or music

Career Focus: 6 units: - Six units from any of the approved Career Focus programs

Total – 22 units

Student Success Plan

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.

The SSP is an individualized student driven plan that prepares students to graduate ready for postsecondary opportunities. The plan addresses student needs and interests associated with post-secondary education and career goals. The SSP is a collection of programs and services that address academic, college, and career exploration topics for students in grade 8.

The purpose of the Student Success Plan is to:

- Set personal and academic goals
- Support most rigorous high school expectations for each student
- Explore postsecondary education and careers

What will be covered:

- Pathways to Graduation
- Accelerated Learning Opportunities
- Academic Deficit Interventions provided
- College Career Planning

LRSD uses Naviance as an online tool that supports academic, career, and college planning. These tools are located in Naviance student portal. Students and parents can communicate with school staff and work on college and career readiness activities assigned by counselors and teachers. Students can set personalized goals, take career interest inventories, and assessments. Students can search for colleges and information on careers.

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 Principal 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.

General Graduation Requirements

The Little Rock School District Board of Education believes that students should graduate from high school possessing the skills, knowledge, and attitudes needed for responsible citizenship, life-long learning, and productive employment in our modern economy. Programs for post-secondary preparation will be available to equip students for the advanced training that will be needed for the work of the 21st century. The Little Rock School District will be responsible for providing the educational opportunities and experiences that will enable our students to take full advantage of post-secondary education and employment opportunities available to them after graduation.

The District shares with the state of Arkansas the commitment to ensure all students have access to a rigorous curriculum. The District's general graduation requirements meet the State's adopted **Smart Core or Core Curriculum**.

SEALS

ADE Seal

In order to receive the ADE Seal, students must complete the state's recommended core curriculum with a minimum grade point average of 2.75.

Magnet Program Seal

Students who participate in the District's high school magnet programs may meet the magnet curriculum requirements through completion of the designated Career Focus courses established for each magnet. In order to receive a Magnet Seal, magnet students must complete all the requirements of the magnet program. Students transferring into a magnet program after the freshman year may earn a diploma from that high school, but they will not earn the Magnet Seal.

Arkansas Scholars Seal (privately sponsored)

Arkansas Scholars, a program of the Arkansas Business & Education Alliance, is a partnership between the District and the Little Rock Chamber of Commerce's Education Committee. Many local businesses have agreed to recognize the achievement of Arkansas Scholars status as a symbol of high quality education. A special Arkansas Scholars seal will be affixed to the diploma and

transcript of a student who meets the following standards established by the Arkansas Scholars program:

1. Earn semester grades of "C" or above in all courses.
2. Achieve a 95% or better attendance record (average over four years).
3. Complete the recommended courses to graduate from high school and to prepare for post-secondary education, including:
 - English. 4 units (I, II, III, & IV)
 - Science. 3 units (from biology, chemistry, physics, and physical science, lab based).
 - Mathematics. 4 units (algebra I, geometry, algebra II and an advanced math course)
 - Social studies. 3 units (to include world history, U.S. history, civics/government)
 - Complete the balance of state mandated high school graduation requirements.
4. Finish high school in 8 consecutive semesters.

Honors Diploma Seal (Honors Graduate Requirements)

1. A special Honors Seal will be affixed to the diploma and transcript of a student who meets the following standards: Completes the units required for the Little Rock Scholars curriculum, which includes and goes beyond the requirements of the Arkansas Higher Education Coordinating Board for unconditional admission to any public two-year or four-year institution of higher education in Arkansas and which includes, but goes beyond, the requirements for eligibility for the Arkansas Challenge Scholarship. The Little Rock Scholars curriculum also reflects the admission requirements of the most competitive universities in the United States of America.
2. The Little Rock Scholars curriculum requires the successful completion of any combination of at least six Pre-Advanced Placement, Advanced Placement, and/or International Baccalaureate courses over a four-year period. Other approved dual-credit courses offered to LRSD students in collaboration with area colleges/universities may also be substituted for the Pre-AP, AP, or IB requirements.
3. Earns a grade-point-average of at least 3.5. Students designated for valedictory or salutatory recognition must have completed the Little Rock Scholars curriculum.

Recognition of Graduates

Each high school may design its own traditions to commend and celebrate the achievements of the following sets of graduates:

1. The valedictorian and salutatorian;
2. Students earning an overall average of 3.5 or above;
3. Students earning Magnet Program, Arkansas Scholars, Little Rock Scholars, and/or Honors Diploma Seals;
4. Members of the National Honor Society or similar honors organization;
5. Scholarship recipients;
6. Students with perfect attendance throughout high school; and
7. Students whose other achievements are worthy of special recognition.

Participation in Graduation Ceremony

In order to be a participant in the graduation ceremony, the student must be within one unit of completing the graduation requirements and must have enrolled in and paid the tuition, if applicable, for the one-half or one unit to be taken in summer school (or, alternately, in another approved credit-earning program). All high school students and their parents will be informed in writing of this expectation when course lists and graduation requirements are published for the spring registration process.

Principals will make a determination of potential graduates at the end of the junior year and each quarter of the students' senior year and inform students and their parents immediately if it is determined that the student is in danger of not graduating. Such students will be advised of all the appropriate credit-earning options, including, but not limited to, evening high school, summer programs, credit recovery, correspondence courses, online courses, and placement at the Accelerated Learning Center.

Early Graduation

When a student is within one year of completing the District's graduation requirements and the student wishes to graduate early, he/she must submit a written request, signed by the parent/guardian, for early graduation to the high school principal. If the student requests to graduate at the end of the sixth semester of high school, the request must be made prior to the

beginning of the fifth semester. If the student wishes to graduate at the end of the seventh semester, the request must be made prior to the beginning of the sixth semester.

A plan for early graduation will be reviewed in a conference to include the student, counselor, parents/ guardians, and the high school principal. If it is determined that the student can complete the requirements for high school graduation early, then he/she will be permitted to do so, with signed parent consent if the student is a minor.

Participation in Graduation Ceremony After Six Semesters

If after six semesters the student lacks one-half or one unit of credit to complete the requirements for graduation and has complied with the requirements of early graduation, he/she will be allowed to participate in the graduation ceremony, provided that the additional one-half or one unit can be earned in summer school, evening school, or through completion of correspondence or another form of approved distance learning courses.

Participation in Graduation Ceremony After Seven Semesters

If the student has completed the credits required for graduation after seven semesters and has complied with the requirements for early graduation, the student may participate in the graduation ceremony at the end of the eighth semester with the other students in the graduating class. All records completed at the end of the student's seventh semester will be used for calculating class rank and honors. All arrangements for participation in the graduation ceremony, such as acquiring the cap and gown, invitations, etc., are the responsibility of the student.

Award of Diploma

The award of the high school diploma will not be made until all graduation requirements are met.

Text Books

Students and their parents are responsible for payment of lost\damaged textbooks. If the book is lost or damaged beyond use, the student will be charged for the entire cost of the book. Books returned damaged beyond an acceptable condition may be assessed a damage fine at the school's discretion, Guidelines are as follow:

- Minor damage will be assessed at 25% of cost (removal of bar code)
- Major damage will be assessed at 50%
- Lost books will be assessed at up to 100%

It is the student and parent's responsibility to clear all fines.

Students with Disabilities

The Individuals with Disabilities Education Act (IDEA) and Arkansas Code Ann. 6-41-101 et seq. ensures that all children with disabilities in the Little Rock School District have available to them a free and appropriate public education that emphasizes special education and related services designed to meet their unique need, and prepare them for further education, employment and independent living. The Little Rock School District makes every effort to locate and identify all students who may be disabled through Child Find Activities. Procedures consistent with state and federal regulations are utilized in referring, evaluating, and delivering specialized instruction and related services to students with disabilities.

To be eligible for special education, a student must have an identifiable disability which results in an adverse effect on educational performance and the corresponding need for special education services. Appropriate services are provided for students with the following disabilities under IDEA:

- Autism
- Deaf-Blindness
- Emotional Disturbance
- Hearing Impairment
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech Language Impairment
- Traumatic Brain Injury
- Visual Impairment

Once eligibility has been established, a program is designed which meets the individual needs of the student. Eligibility for special education services means that a child is determined eligible upon completion of the administration of assessments and other evaluation measures by a group of qualified professionals.

Programming

Programming consists of the development and review of an Individualized Education Plan (IEP) for each student receiving special education and related services. It is the responsibility of the Educational Management Team to review all data compiled during the referral and evaluation process. The IEP must be completed prior to placement of students in special education and related services. During the process of programming the team must:

- Provide Special Education and Related Services based on the student's IEP.
- Determine, at least annually, the need for continued placement in Special Education.

Curriculum for students with disabilities must be designed to meet individual needs and to include appropriate sections of the general curriculum. Modifications of materials, methods of instruction, and/or curriculum must be made to assist the student with a disability.

Procedural Safeguards

There are a number of specific procedures written into the law and expanded in the regulations to protect the rights of students and their parent/guardian(s). These safeguards include the following: due process, nondiscriminatory testing, least restrictive environment, native language, confidentiality, and the right to representation. For further information, refer to the District's Procedural Manual for Special Education and Your Rights as the Parents under IDEA.

Federal law and school district policies provide safeguards to ensure that students who receive special education services are appropriately placed. Parents are involved in all phases of the process. The District encourages full participation at all conferences in which the educational needs of the students are being considered. For further information, contact the Division of Special Programs at 447-1033.

Least Restrictive Environment

LRSD policy ensures that, to the maximum extent appropriate, students with disabilities are educated with their non-disabled peers. A full continuum of services is available in the District. Determination of the least restrictive environment will be made on an individual basis, taking into account services needed and the program placement which would be most conducive to learning. Based on the programming team's recommendations of needed special education and related services, it will be the responsibility of the special education administrator(s) to locate and place a student in the most appropriate school/site.

Disciplining students with disabilities within the Individuals with Disabilities Education Act (IDEA) Guidelines

The District recognizes that there are times that students with disabilities will need to be disciplined as a result of inappropriate and/or unpredictable behavior, which interferes with his/her personal or educational welfare or the welfare of others. Specific procedures have been developed and must be used when determining the type of disciplinary action(s) for these students and for students suspected of having a handicapping condition. Procedures are identified in the District's Procedural Manual for Special Education.

A student with disabilities, who engages in misbehavior and disciplinary infractions, is subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the

right to a free and appropriate public education. Care should be taken that any disciplinary action does not constitute a unilateral change in a student's receipt of special education and related services. **For a student with disabilities, an exclusion from school for more than a total of ten (10) school days (within a school year) constitutes a change in placement and is subject to procedural safeguards.**

The Individualized Education Plan (IEP) team, for a student with a disability, will convene to consider whether a functional behavioral assessment and particular discipline procedures should be adapted for that individual student and included in his/her IEP.

If a long-term suspension or expulsion recommendation is recommended, the team must complete a functional behavioral analysis and a manifestation determination review before any disciplinary action can be completed. At this point, a special education supervisor must be involved in the process. Contact the Division of Special Programs at 447-1033, if assistance is needed.

Disciplining Students with Disabilities Within the Section 504 Guidelines

The District recognizes that there are times that students with disabilities will need to be disciplined as a result of inappropriate and/or unpredictable behavior, which interferes with his/her personal or educational welfare or the welfare of others. Specific procedures have been developed and must be used when determining the type of disciplinary action(s) for these students and for students suspected of having a physical or mental impairment that substantially limits a major life activity under Section 504.

For a student under Section 504, an exclusion from school for more than ten (10) school's days (long-term exclusion) constitutes a change in placement and is subject to procedural safeguards. If a long-term suspension or expulsion recommendation is made, the student's 504 team must complete a manifestation determination review conference before any disciplinary action can be completed. The purpose of this conference is to determine if the student's behavior has a direct relationship to their physical or mental impairment identified under Section 504.

At this point, The District Section 504 Coordinator must be involved in the process. When appropriate, a student under Section 504 should have as a part of his/her accommodation plan a component that addresses a pattern of behavior. Contact the District Section 504 Coordinator in the Division of Special Programs at 447-1033, if assistance is needed.

Students with Special Health Care Needs

Parent/guardian(s) of students with special health care needs, which necessitate consideration such as transportation, classroom placement/adjustment or special procedures during the routine school schedule, should contact the building administrator, school nurse, and or the Division of Special Programs for assistance.

Arkansas law requires that all students with special health care needs, including chronically ill, medically fragile and technology dependent students, must have an "Individual Health Care Plan

(IHP),” which includes input from the parent/guardian(s) and the physicians. Forms are available from the school nurse or registrar. Students that have a chronic condition such as asthma, diabetes, or seizures must have an emergency “Action Plan” written by the student’s physician or nurse practitioner. Individual Health Care Plans (IHPs) and Action Plans are to be updated annually.

Parent/guardian(s) of students with medical conditions that may require specific dietary restrictions must have a physician complete the “Certification of Disability for Special Dietary Needs” annually. This form may be obtained from the school nurse or the Child Nutrition Department.

Specialized Transportation

Most special needs students require adult supervision at home. The parent/guardian(s) is responsible to inform the school system whether or not his/her child can be left without supervision. Forms are available at the Transportation Office to indicate a child may be left without supervision at the request of the parent/guardian(s) (Parent Consent Form).

- School buses will no longer sound any horn or signal device to alert parents and students that the school bus has arrived to pick up or drop off students. School buses run on a timed schedule and should arrive within a ten-minute time-span of the scheduled arrival time in the A.M. Please allow at least thirty minutes after school’s dismissal in the P.M. for a student to be delivered home.
- Remember, please have your child/children dressed and ready to go ten (10 minutes prior to the scheduled pick-up time.
- Someone must receive your child/children in the p.m. If there is no one there to receive the child/children, they will be taken Forest Heights Stem Academy (5901 Evergreen St.). If any student that has been transported to Forest Heights Stem Academy is not picked up by 5:00 p.m., the Little Rock Police Department will be notified, along with the Department of Human Services, and the student or students will be declared as abandoned and turned over to either of these entities.
- Please make address changes well in advance as it takes approximately three to five days for route changes to occur.
- No address changes can be made by telephone to the Transportation Department. You must call the Department of Special Programs to make address changes, 447-1033, or 447-1035. Additionally, you must report these changes to Student Registration Office.
- In the event that your child/children will not be riding the bus for the A. M. or the P.M. route or for extended periods, please notify the dispatcher at 447-7550. Telephones will be answered 5:30 a.m. until 6:30 p.m. After any extended absence, the parent/guardian(s) must notify the Transportation Department 24 hours in advance to assure next day transportation from the same address. If address has changed, please notify the Special Needs Department and Student Registration at least five days in advance with date transportation is to be reinstated.
- Students, who have specialized transportation may be picked up or dropped off at locations other than the home bus stop upon written approval from the Division of Special Programs.
- Students requiring constant care and supervision will not be left unattended when delivered to their homes in the afternoon. Parent/guardian(s) will be responsible for providing the necessary supervision.

4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Definitions:

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

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

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

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.¹

“Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.¹

“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)². 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.³ Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.⁴

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2—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.

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular 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.⁵

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 the fall semester of their tenth-grade year.

ACADEMIC REQUIREMENTS: Senior High

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

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

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

ARKANSAS ACTIVITIES ASSOCIATION

In addition to the foregoing rules, the district shall abide by the rules of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in a AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.⁶

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.⁷

Non-AAA Governed Activities

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

4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Definitions

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

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

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

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

Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity¹ (tournaments or other similar events excepted with approval of the All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school’s administration, the student’s participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.³

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.⁴ Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.⁵

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2—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.

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

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.

Cross References:

4.55—STUDENT PROMOTION AND RETENTION

4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Legal References:

A.C.A. § 6-4-302

A.C.A. § 6-15-2907

A.C.A. § 6-16-151

A.C.A. § 6-18-713

Commissioner's Memo LS-18-015

Date Adopted:

Last Revised:

4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

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

Interscholastic activity means an activity between school's subject to rules 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.¹

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 zone² 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 home-schooled student is unable to meet because of his or her enrollment in a home school.

No student shall be required to pay for individual or group instruction in order to participate in an interscholastic activity.

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 course³ 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 home-schooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;⁴
- permission slips, waivers, physical exams; and
- participation or activity fees.

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

- a. Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
- b. 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.

A home-schooled student who is not a resident of the District and is prohibited under this policy from participating in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity.

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.

Cross Reference:

4.59—ACCADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS

Legal References

A.C.A. § 6-15-509

A.C.A. § 6-16-151

A.C.A. § 6-18-232

A.C.A. § 6-18-713

Arkansas Activities Association Handbook

Commissioner's Memo COM-18-009

Commissioner's Memo LS-18-015

Division of Elementary and Secondary Education Rules Governing Home Schools

Date Adopted:

Last Revised:

Discipline

Coaches/sponsors are responsible for maintaining discipline among student participants in activities they coach/sponsor. In addition, the coach/sponsor may have rules and impose discipline not included in this Handbook, but approved by the school administration and Athletic Director.

- Coach/sponsors must provide student participants with a written code of conduct. The student's parent/guardian(s) will be given a copy of the code of conduct, and a signed parent/guardian(s) form will be maintained by the sponsor.
- When a coach/sponsor is considering excluding a student from participation, **all previously established due process procedures must be followed.**

NOTE: Any person(s) attending a Little Rock School District-sponsored event removed or arrested at the request of District staff for disruptive activities, will not be allowed to attend a District-sponsored event(s) for a period of one (1) year.

Interscholastic Athletics/Cheerleading/Drill Team/Pep Club

- The principal is responsible for designating the coaches/sponsors of athletic teams and spirit groups.
- An 8th grade student cannot participate on a 9th grade team except when they are ineligible for middle school participation either by their age or semester rule.
- Interscholastic athletic/spirit group activities will be scheduled so that they do not conflict with semester and final exam schedules.
- Schools will follow rules and regulations of the Arkansas Activities Association, State Department of Education and North Central Association.
- When racial disparities are identified in interscholastic athletic or spirit groups, the principal will work with the school to develop a plan for improvement where appropriate.

Physical Examinations

The student must have a consent form signed by the parent/guardian(s), along with the physical form signed by a physician, on file at the Athletic Director's office and at the school site with the coach.

It is mandatory that all students trying out or participating in Athletics (interscholastic sports) have a physical exam before any activity occurs. It is the parent/guardian(s) responsibility to see this is provided.

Selection of Cheerleader/Drill Team Officers

- After being selected, each squad will nominate its candidates for office.
- Nominees must meet requirements set forth in the group's constitution.
- Only squad members will be allowed to vote by secret ballot.

Transportation

Interscholastic athletes and all spirit groups will be provided transportation to attend regularly scheduled conference games and post season competitions.

Note: If you are not eligible for transportation due to Staff Preference, Transfer-No-Transportation (TNT), or students who were granted school choice by the Student Registration Appeals Committee, then you are only eligible for transportation to extra-curricular events, and not eligible for transportation home from extra-curricular events.

ALTERNATIVE LEARNING ENVIRONMENTS

The District shall provide an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a District school. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in an ALE shall not be punitive in nature.

The superintendent or designee shall appoint an Alternative Education Placement Team, which shall have the responsibility of determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.

The team is to be comprised of the following:

- a school counselor from the referring school;
- the ALE administrator and/or ALE teacher;
- the building principal or assistant principal from the referring school;
- a parent or legal guardian (if they choose to participate); or eligible student.
- The District shall document its efforts to contact the student's parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian's convenience, and maintain such documentation in the student's Student Action Plan (SAP).
- Local Education Agency (LEA) special education/504 representative (if applicable);
- at least one (1) of the student's regular classroom teacher(s); and
- if the District so chooses, the student.

Students who are placed in the ALE must exhibit following characteristics:

- a) Disruptive behavior;
- b) Dropping out from school;
- c) Personal or family problems or situations;
- d) Recurring absenteeism;

For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:

- e) Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics;
- f) Abuse: physical, mental, or sexual;
- g) Frequent relocation of residency;
- h) Homelessness;
- i) Inadequate emotional support;
- j) Mental/physical health problems;
- k) Pregnancy; or

l) Single parenting.

No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE, the parent or legal guardian (if they choose to participate), and the student, outlining the responsibility of the ALE, parent or legal guardian, and the student providing assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student's current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop a Student Action Plan (SAP) outlining the intervention services to be provided to the student that is in compliance with the Arkansas Department of Education (ADE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student's return to the regular educational environment.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules.

Accelerated Learning Center (ACC)

The Accelerated Learning Center is designed to address learning needs of students who are potential high school dropouts through a combination of LRSD curriculum and computer-assisted instruction. Student's instruction is individualized, with limited class size, allowing for progress at an accelerated pace. Teachers act as facilitators by assisting students in completion of graduation requirements. A flexible schedule allows students the maximum opportunity for attending classes. Students in the ACC may participate in Metropolitan Career - Technical Center's programs of study. The District does not provide transportation for students enrolled in the ACC Program at Metropolitan Career- Technical Center. However, a Rock City Metro pass may be issued to enrolled students.

Admission

Students seeking enrollment in ACC must:

- Be classified as a high school sophomore, junior or senior;
- Not be age appropriate for his/her current grade level;
- Have not earned sufficient credits to graduate on time with his/her class;
- Have not acquired a discipline history of any Category 3A or 3B Offenses within one year of application for entry into the program;
- Completion of an application for program entrance;
- Completion of a signed ACC Participatory Contract upon acceptance into the program; and
- Have demonstrated one or more of the following characteristics:
 - poor school attendance;

- economically disadvantaged;
- eligibility for services under IDEA, 504, or English Language Learners (ESOL).
- failure of two or more academic core courses;
- currently pregnant or a teen parent/guardian(s); or
- failed to have advanced from one grade level to the next in one or more school years; or
- acquisition of a minimum of 10 course credits.

Students can apply for admission throughout the year but must complete the ACC Enrollment Application and submit all school-related academic records (transcripts, modifications, etc.) prior to being granted an interview. The interview process includes questions to assist in individualizing his or her learning plan and a review of academic records to determine their individualized program of study. ACC has open enrollment and exit so when students meet state graduation requirements, they may exit the program at the time of completion. The high school diploma is issued by the students' home school and they may attend graduation ceremonies at their home school. All ACC students, classified as seniors, are able to participate in senior activities with their home school but cannot participate in athletic programs or other student organizations. ACC does provide all of its graduates with the opportunity to participate in the ACC Baccalaureate and Graduation Ceremonies.

Students enrolled jointly in the ACC and the Metropolitan Career- Technical Center programs who complete graduation requirements are eligible to participate in the graduation ceremonies of their home school (i.e., Central, Fair, Hall, McClellan, and Parkview).

Students may earn a diploma based on completion of their individualized core curriculum and demonstration of competency.

Student Conduct

Prohibited Behavior

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

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.

Citizenship Grading

Citizenship grades are used to determine participation in incentive programs. The criteria for these programs will be published and/or given to students in advance of starting the incentive program.

Citizenship Grade of 0

A student is eligible to receive an outstanding (0) citizenship grade if he/she has not received more than two behavior documents during a grading period; however, the documents may not result in a sanction for a Category 1 in citizenship.

Citizenship Grade of 1

A student becomes ineligible for an outstanding (0) citizenship grade upon the receipt of any Category 1 sanction resulting in a disciplinary sanction, except an in-school suspension.

Citizenship Grade of 2

A student becomes ineligible for a citizenship grade of 1 upon receipt of any Category 1 sanction resulting in an in-school suspension.

Citizenship Grade 3

A student becomes ineligible for a citizenship grade of 2 upon:

- Being referred for disciplinary action from the classroom to a building administrator when he/she evidences an emerging pattern of inappropriate behavior. Once the student is referred from the classroom or other assigned area to an administrator for disciplinary action, a citizenship grade of 3 will be assigned provided the allegation is substantiated by the administrator, due process is accorded, and the disciplinary action results in an out-of-school suspension.
- Receiving an out-of-school suspension for violations of an offense in Category 2 of the student conduct code.

Citizenship Grade 4

If a student receives a long-term suspension or expulsion recommendation, a citizenship grade of 4 will be automatically assigned provided the allegation is substantiated, the procedure has been followed, and due process has been accorded. A student has the right to appeal a citizenship grade using the procedures outlined in the ***Student Handbook***. In the event that a student violates school rules or regulations while he/she is not under direct supervision of a classroom teacher (who would normally document the infraction and record the appropriate grade on the report card), the responsibility for handling the manner rests with the administration. The assignment of the appropriate citizenship grade for the report card will be recorded by the registrar at the direction of the administrator. Similarly, citizenship grades of 3 and 4 are to be recorded on the report card by the registrar at the direction of the administrator. The administrator will be responsible for identifying the classroom teacher who will record the citizenship grade that is as signed during the grading period.

Restorative Justice

Restorative Justice is a practice of utilizing non punitive approaches to disciplinary referrals, suspensions, and expulsions. It can improve the school climate, foster more positive relationships with students and school staff, and decrease disciplinary disparity. LRSD is working towards a more restorative environment that empowers and encourages students to resolve conflict on their own and in small groups.

See the links below to review Restorative Justice models:

<http://restorativejustice.org/#sthash.1TbyakUe.dpbs.org>

<https://www.rpiassn.org/practice-areas/what-is-restorative-justice/>

<http://restorativejustice.org/restorative-justice/about-restorative-justice/tutorial-intro-to-restorative-justice/#sthash.LYfbSrSe.dpbs>

<https://www.edutopia.org/blog/restorative-justice-resources-matt-davis>

<https://www.tolerance.org/magazine/summer-2014/toolkit-for-restoring-justice>

https://www.unicef.org/tdad/index_56513.html

<http://schottfoundation.org/restorative-practices>

Restorative Practices

Restorative Practices focuses on repairing harm in relationship to dispensing punishment {Lucille Ebert, 7th Annual NY conference 2014. Restorative Practices inspired by the philosophy for building community and for implementing alternative interventions in lieu sanctions disciplinary referrals, these practices include but is not limited to the following

- Build healthy relationships between educators and community
- Reduce, prevent, and improve harmful behavior
- Repair harm and restore positive relationships
- Resolve conflict, including individuals and groups
- Address and discuss the needs of the school community needs

PBIS and Restorative Practice Integration

PBIS and Restorative Practices are whole-school models to increase positive outcomes for student behavior. PBIS mult-tiered structure utilizes systemic use of data, ,provide a framework for using restorative practices for including youth, staff, and community voice with in{see [www.campaign.org/sites/default/files/restorative page](http://www.campaign.org/sites/default/files/restorative%20page)}

The Role of the School Based Intervention Team (SBIT)

Each school must have a school-based intervention team (SBIT) in order to complete the referral process and compliance steps outlined in the LRSD Student Handbook regarding discipline in accordance with approved alternative learning environment (ALE) regulations. The purpose of SBIT is to collaboratively address minor, inappropriate behaviors in the school setting prior to recommending a student for an ALE setting. The SBIT members can include, but not limited to:

- building principal, assistant principal, and/or designee,
- school guidance counselor,
- parent/guardian of the student,
- one or more of the student's general education classroom teachers,
- special education and/or building level 504 representative, if applicable,
- school based mental health provider representative, and
- Advocate for student.

Once school administration determines the discipline violation in accordance with the LRSD Student Handbook, the school administration and SBIT must conduct a mandatory review for **ALL Category 1, 2 and 3A and 3B** offenses resulting in a long term/expulsion recommendation. The SBIT referral conference for discipline should include the parent/guardian in order to (1) review the discipline violation allegation, and (2) review the Positive Behavior Intervention Services (PBIS) compliance packet and (3) document supports and or services as needed.

After the SBIT has determined and implemented appropriate interventions and supports to address the discipline violation(s), the team can make the following:

1. Recommend a modified discipline sanction in accordance with the LRSD Student Handbook.
2. Recommend alternative PBIS sanction in lieu of out of school suspension.
3. Recommend student to ALE program.

School administration will be responsible for submission of all Category 2 and 3 long term recommendations to the Student Hearing Office (SHO) and/or LRSD Due Process Review Committee (SHO and/or Student Services designees). If necessary, the school and parent will contact the SHO in order to schedule an appeals and/or due process review hearing.

4.20—DISRUPTION OF SCHOOL

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

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

Legal Reference:

A.C.A. § 6-18-511

Date Adopted:

Last Revised:

4.30—SUSPENSION FROM SCHOOL

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 Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days,¹ including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs:

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

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

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

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), person(s) with lawful control of the student, person(s) standing in loco parentis, 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), person(s) having lawful control of the student, person(s) standing in loco parentis, 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 responsibility of a student's parents', legal guardians', person having lawful control of the student, or person standing in loco parentis to provide current contact information to the district, which the school shall use to immediately notify the parent, ~~legal guardian,~~ person having lawful control of a student, or person standing in loco parentis upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:²

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

The district shall keep a log of contacts attempted and made to the parent, ~~legal guardian,~~ person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS.

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program.³

Student Discipline Definitions

Sent Home- A sent home is used to establish contact with a parent/guardian(s) to resolve problems that do not require suspension. It is not to exceed 24 hours, and its purpose is to have the parent/guardian(s) come to the school for a conference with an administrator within 24 hours. Telephone conferences are acceptable at the discretion of the principal; however, formal paperwork must be generated in Eschol and given to the parent. (Sent Home Letter)

In-School Suspension- An in-school suspension is issued to the student for minor misbehaviors based upon the building principal's recommendation. Formal paperwork must be generated in Eschol and given to the parent.

- Each in-school assignment may be up to five (5) days for elementary and secondary students.
- In-school suspensions should not exceed 15 days per semester.
- Students may not receive in-school suspension more than twice for the same offense.
- The building principal's decision is final in the appeal process governing in-school suspensions.
- Students are not allowed to participate in school-sponsored extracurricular activities while serving an in-school suspension.

Detention

The principal or designee has the authority to assign students, with notification to the parent/guardian(s), to before or after school detention. Detention should not extend beyond two hours before or after school. Transportation for students to serve detention is the responsibility of the parent/guardian(s).

Saturday School

The principal or designee has the authority to assign students to Saturday School, with notification to the parent/guardian(s), for misbehavior. Transportation for students to serve Saturday School is the responsibility of the parent/guardian(s).

Reinstatement Conference

When a student returns from a short term suspension, a parent conference is required. Parents must take the student to school at the end of the suspension and meet with the school administrator to seek resolution of the misconduct and the reinstatement requirements.

Students, who have been in a detention facility, alternative learning environment, truant or have not been enrolled in a traditional educational setting, must be reinstated by the student hearing office before returning to school. Students may be assigned to an alternative learning environment in lieu of a traditional school site.

Reduction of Sanction

The Superintendent, Executive Director, Senior Director of Student Services, the Student Hearing Officer, or the Principal may at any time reduce the sanction imposed against a student. Reduction of the sanction does not affect the student's right to appeal the lesser sanction.

Out of School Suspension Appeals Procedure (10 days or

To appeal a short term suspension, the parent/guardian must request an appeal with the principal within 24 hours after notification of the suspension. If after the appeal hearing with the principal the parent still wants to continue the appeal, they should contact the Student Hearing Office to schedule an appeal hearing. The student shall remain at school pending the outcome of the appeal hearing.

The decision of the Hearing Officer is final.

The appeal hearing must be scheduled within 10 school days.

4.31—EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct:

- Deemed to be of such gravity that suspension would be inappropriate;
- 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.

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, legal guardians, persons having lawful control of the student, or persons standing in loco parentis (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 days¹ 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, legal guardian, person having lawful control of the student, person standing in loco parentis, 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, who 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 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, persons having lawful control of a student, or persons standing in loco parentis 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.² The parents, ~~or~~ legal guardians, persons having lawful control of the student, or persons standing in loco parentis 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.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

Cross Reference:

Policy 4.22—WEAPONS AND DANGEROUS INSTRUMENTS

Legal References:

A.C.A. § 6-15-1406

A.C.A. § 6-18-502

A.C.A. § 6-18-507

Date Adopted:

Last Revised:

Expulsion Appeals Procedures

The first level of appeal for expulsion is with the Student Hearing Office. A hearing will be scheduled within 10 days of the date of the suspension.

The student is entitled to representation by an attorney or lay counsel. Written notice of representation must be provided to the Hearing Office at least 48 hours before the disciplinary hearing. If the student's guardian fails to provide notice, the administration will be entitled to have the hearing rescheduled.

If the parent does not agree with the decision of the hearing office, the final level of appeal is to the Board of Education. In lieu of an expulsion, the Board of Education may assign the student to an alternative learning environment up to a calendar year.

Category One Offenses – Elementary, Middle and High School

Possible disciplinary sanctions for Category 1 Offenses listed below:

- Warning
- Parent contact
- Parent conference/teacher/administrator conferences
- In school time out- elementary
- Before school/after school/lunch detention
- Saturday detention
- Sent home
- In School Suspension
- Conflict mediation
- School site probation contract
- SBIT Conference/Referral – Counseling, Behavior Support/Modification Plan, etc.
- Restorative Interventions

Rule 1: Dishonesty – Cheating on tests, copying or allowing the copying of the work of another student. Photographing, possession or use of unauthorized exam materials is considered academic dishonesty. For all offenses, involving academic assessments, the student will receive a grade of zero on the assessment or test. Forgery of parent/guardian signature or falsifying information will not be tolerated.

Rule 2: Insubordination-Failure or Refusal to Follow Reasonable Directives of school staff and school rules and Regulations.

Rule 3: Horseplay/Minor Altercations- The act of pushing, grabbing, patting, etc. another child playfully with no intent to harm them and no injury occurs.

Rule 4: Teasing-Behavior or actions that violate a person's right to privacy. Peer Mediation\Conflict Resolution is required.

Rule 5: Skipping\Cutting Class\Leaving School Grounds or Class without Permission – No student is to leave or miss a class without permission. No student is to leave campus after arrival unless checked out by parent/guardian or given approval by the administrator.

Rule 6: Failure to Serve Detention- A student who fails or refuses to serve detention when directed to do so by a school administrator or other authorized school personnel will be subject to progressive discipline.

Rule 7: The Use of verbally Abusive Language - Obscene Gestures or fighting words. Use of profanity, inflammatory or verbally abusive language, obscene gestures, intimidation and or the instigation of a fight among peers is prohibited. Mediation\Conflict Resolution is required.

Rule 8: Failure to Follow Bus Rules and Regulations-All school rules and regulations governing student behavior apply to conduct on the bus and at the bus stops.

Rule 9: Tardies – A student is tardy when he\she fails to be in the classroom or assigned area by the time the tardy bell stops ringing. Tardies will accumulate on a semester basis rather than on a nine-week basis. Teachers will record all tardies for students in their classes. The tardy policy becomes effective one week after the opening of each school year to allow students time to learn their schedules.

Category 2 Offenses – Middle and High School

Category 2 Offenses are more serious offenses, and the student may receive a more severe consequence, ranging from a sent home up to a long term out of school suspension. The school must conduct a School Based Intervention Team meeting after the second offenses. Parents are not required to attend, but should be invited.

First Offense: 1-5 days

Second Offense: 1-10 days (Mandatory SBIT meeting and Behavior Plan or Special Education Team Review)

Third Offense: Expulsion (Mandatory SBIT or MDR for IDEA/504 students)

Rule 10: Smoking or Use of Tobacco Products/Possession of Matches, Lighters, Lighter Fluid or Tobacco Product/E-cigarettes or any other alternative nicotine products on school grounds, at a school related function or on the school bus is prohibited

Rule 11: Possession of Mace, Chemical Agents, and Multi Fingered Rings, Fireworks or Gaming Material Device -The possession of mace, pepper spray or other chemical agents that may cause irritation, physical discomfort or bodily harm on school district property is prohibited. These items will be confiscated by school district personnel

Rule 12: Gambling- The unauthorized possession or use of any gambling paraphernalia will not be tolerated. Confiscated funds will not be returned and will be deposited into the school's Activity Fund.

Rule 13: Bullying\Cyber Bullying- The intentional harassment, intimidation, ridicule, defamation or threat to incitement of violence on a continual basis by a student against another student or public school employee through written, verbal, electronic devices, to include the use of Social Media, (Face book, Instagram, or other electronic communication) and physical acts is prohibited.

Rule 14: Fighting- mutual combat, in which participants intently inflict bodily harm to another person is prohibited. All participants involved will be disciplined according to the degree of their involvement. Conflict Resolution or Mediation is mandatory.

Rule 15: The Use of Profanity/Slander Directed to or About Staff Person in a Non-Threatening Manner- The use of profanity or slander directed to or about a school staff member in a non-threatening manner will not be tolerated.

Rule 16: Loitering – Lingering on the school grounds or within 100 feet of the school without permission of a school administrator. Students, who are on a suspension or expulsion are not allowed on District property for any purpose while serving the suspension/expulsion. Students from other school campuses or non-students are not allowed on school property during school hours without permission from the school administrator.

Rule 17: Repeated Violations of Category One Offenses- Repeated violation of school rules will not be tolerated. The school administrator must have exhausted and documented all steps in the school discipline plan before issuing a sanction.

Rule 18: Forgery/Falsification of Information/Misrepresentation-Falsifying teacher/administrator signatures or information on official school records, hall passes or documents and any item requiring a staff signature or giving a false name or information or refusal to give a name to a principal, teacher, security or school officials will not be tolerated.

Rule 19: Participation in Prohibited Clubs, Street Gangs, Fraternities, Sororities or Similar Organizations- are prohibited while on school property, at school related functions, while on the way to and from school. The use of gang signs, signals, visible body markings/adornments or verbal or written language that connotes street gang affiliations or membership in other prohibited groups or organizations at school or school related activities will be considered in violation of this rule.

Rule 20: Inappropriate Use of Technology/Computers- the use of computers to access. Store or distribute obscene, pornographic or inappropriately suggestive material is prohibited. Users, who violate this policy and regulations are subject to loss of network privileges as well as other disciplinary actions. Any student, who finds inappropriate material on a computer or internet site is to immediately inform the teacher.

Rule 21: Spitting – the act of forcibly ejecting saliva or other substances from the mouth onto another person is prohibited.

Rule 22: Possession\Use of Paging Device, Cell Phone and other Electronic Communication Devices- Violation of cell phone/electronic device policy. Refusal to relinquish the cell phone or electronic device or exhibits other inappropriate behavior.

Rule 23: Public Display of Affection – physical intimacy or affection in the view of others, e.g. kissing, sexual acts not conducive to concentration or learning.

Category 3A Offenses- Middle and High School

After the first offense, a mandatory SBIT meeting is required to put in place restorative interventions. Parents are not required to attend, but must be invited.

First Offense: 2-10 days (Mandatory SBIT and Behavior Plan or Special Education Team Review)

Second Offense: Expulsion Recommendation (Mandatory SBIT or MDR)

Rule 24: Student Assault or Battery - A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs

Rule 25: Theft/Theft by Receiving - to steal school property or property belonging to others or to knowingly receive stolen property. Items stolen that are valued in excess of \$500.00 will require police notification.

Rule 26: Indecent Exposure: deliberately showing body parts/organs or touching yourself or others in a sexually suggested manner. Students violating this rule will be required to participate in counseling sessions with a school counselor or administrator.

Rule 27: Sexual Misconduct- to engage in or attempt to engage in a sexual act with another person, to touch in a sexually offensive manner or send sexually explicit pictures/sexting on District property or a school related activity is prohibited.

Rule 28: Sexual Harassment – unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or the verbal/physical conduct of a sexual nature.

Rule 29: Harassment – Unwelcome verbal or physical conduct or conduct done through an electronic act that causes substantial interference with others performance in school environment.

Rule 30: Breaking and Entering/Vandalism less than \$500.00 – Breaking into property belonging to another person or belonging to the school district; intentionally destroying property, cutting, defacing or damaging property belong to another person or LRSD. Parent/guardian will ne be responsible for all damages to property caused by his/her child.

Rule 31: Breaking and Entering/Vandalism over \$500.00- Breaking into property belonging to another person or belonging to LRSD that is valued in excess of 500.00. Police notification is required.

Rule 32: Vandalism to Computer Hardware/Software – Distributing viruses or seriously tampering with computers that result in the loss of school record and or programs or disrupts the normal learning/classroom environment.

Rule 33: Repeated Violation of Category 2 Offenses – A student who repeatedly violates Category 2 offenses or rule two (2) or more times.

Rule 34: Disorderly Conduct- Inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with the classroom setting, a portion of the school day, school function, bus or bus stop, activity or program.

Rule 35: Harassing Communications- Use of voice, telephone, the mail, Email, Social Media or any other form of written, verbal or cyber bullying which constitutes election communication that intimidates, annoys bullies, causes alarm or threatens harm, to another person.

Note: Inappropriate participation in Social Media posting and distribution could result in prosecution by law and LRSD disciplinary sanction

Rule 36: Use of Fireworks – Fireworks on a school campus or a school related activity is prohibited.

Rule 37: Use, Possession or Under the Influence of Drug Paraphernalia, Alcohol, Controlled Substances or Unauthorized Drugs or Substances- The use and/or possession of drug paraphernalia, non-prescribed narcotic drugs, hallucinogens, marijuana or any unauthorized drug or substance is a violation of district policy. In addition to suspension, students must show proof of having enrolled in an approved drug/alcohol counseling program prior to reinstatement. Failure to complete the prescribed drug/alcohol counseling program will result in an expulsion recommendation. **Police notification required for possession of a controlled substance.**

Rule 38: False Alarm- Pulling or attempting to pull or calling in an alarm of a fire, bomb threat or other emergency without a lawful purpose is prohibited. The unauthorized use of defibrillator is also prohibited. The act of communicating a false alarm to or about school, a school bus, at a school sponsored or related activity or any public facility is a Class D felony. **Fire Marshall and/or Police Notification required.**

Rule 39: Failure to Permit a Lawful Search or Inspection by School Official- The act of preventing or impeding a school official from conducting a search or inspection authorized by this handbook is prohibited.

Rule 40: Use of Multi-fingered Rings, Chemical Agents or Laser Pen Lights - The use of pepper spray, mace or similar chemical agents, laser penlights or multi-fingered rings on school district property or at a school related activity is prohibited.

Rule 41: Unlawful Assembly-Two or more students assembling with the intent to commit an unlawful act will not be tolerated.

Rule 42 Inciting to Riot -An act or conduct that results in a riot or that urges others to commit acts of force and violence or participation in a gang fight or similar disturbance at school or at school-related activities is prohibited

Rule 43: Crime of Video Voyeurism-The unlawful use of a camera, video tape, photo-optical, photoelectric or any image recording device used for the purpose of secretly observing, viewing, photographing, filming, or videotaping on any LRSD property or school function without the consent of any person(s) who has reasonable expectations of privacy is prohibited. A person shall be guilty of this offense if they voluntarily participate in posting or disseminating the photographic image(s) obtained in any public viewing area, i.e. internet, cell phone, camera, etc. Police notification required.

Category 3B Offenses

Students found guilty of Category 3B Offenses will receive an expulsion recommendation. The ***Little Rock Police Department*** will be immediately notified and violators will be prosecuted to the fullest extent of the law.

- ☐ **A SBIT meeting is mandatory for all Category 3B offenses.**
- ☐ **Mandatory MDR for 504/IDEA students**
- ☐ **Rule 44: Arson**-The willful and deliberate burning of or attempting to burn school property is prohibited.
- ☐ **Rule 45: Extortion/Robbery - Obtaining or attempting to obtain money or property from an individual by force or threat of force** is prohibited. The violent taking of any goods, money or other valuable items from another person by force and threats will not be tolerated. (Arkansas Code Ann. § 6-17-113 and §6-18-502)

Rule 46: Drug/Alcohol Sale or Distribution-The sale and/or distribution of alcohol, marijuana, non-prescribed/prescribed drugs, hallucinogens or similar substances is prohibited. Students expelled for this violation will be required to submit proof of successful completion of alcohol counseling and/or treatment program prior to petitioning the Board for Reinstatement.

Rule 47: Physical Assault on Staff-The act of striking or attempting to strike a teacher or other school personnel will not be tolerated.

Rule 48: Verbal Abuse of Staff -The use of violent, abusive or obscene language or gestures addressed to a teacher or staff person in a threatening manner will not be tolerated.

Rule 49: Possession of Firearm -The act of possessing a firearm, whether loaded or unloaded, on school district property or at a school-related event is prohibited. Expulsion for a full calendar year is required by law. (Arkansas Code Ann. §§5-27-206, 5-73-119, 6-17-113, 6-18-502, and 6-18-507)

A firearm as defined in the Arkansas Code means:

- any device designed, made, or adapted to expel a projectile by the action of an explosive;
- any device readily convertible to that use, including such a device that is not loaded or lacks a clip or other component to render it immediately operable; or
- Components that can readily be assembled into such a device.

Rule 50: Use of Weapon -The act of using a weapon or firearm to cause injury or to threaten injury to another person is prohibited. Expulsion for a full calendar year is required by law.

Rule 51: Possession or Use of Explosives - Possession, use or threat to use any explosives or other such devices capable of inflicting bodily harm is prohibited. Expulsion for a full calendar year is required by law.

Rule 52: Possession of Weapon or Facsimile Weapon -The possession of a knife, box cutter, dirk, brass knuckle, martial arts implement, razor, ice pick, BB gun, pellet gun, pump gun, stun gun, blackjack, unauthorized tools, sword, spear in a cane, Billy-club, sap, facsimile weapon or any other instrument that is specifically designed, made or adapted, or is capable of inflicting physical injury to another person, is prohibited at school or at any school-related activity. Expulsion for a full calendar year is required by law

Rule 53: Terroristic Threatening -The act of threatening to cause death or serious physical injury to another person or substantial damage to school property with the purpose of terrorizing another person will not be tolerated.

Rule 54: Felony Violations -The act of committing a felony not already referenced in this handbook on a school campus, a school bus or at a school-sponsored or related activity or an act committed in the community that substantially disrupts or has the potential to disrupt the school's environment will not be tolerated.

- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech Language Impairment
- Traumatic Brain Injury
- Visual Impairment

Once eligibility has been established, a program is designed which meets the individual needs of the student. Eligibility for special education services means that a child is determined eligible upon completion of the administration of assessments and other evaluation measures by a group of qualified professionals.

ALTERNATIVE LEARNING ENVIRONMENTS

The District shall provide an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a District school. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in an ALE shall not be punitive in nature.

The superintendent or designee shall appoint an Alternative Education Placement Team, which shall have the responsibility of determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.

The team is to be comprised of the following:

- a school counselor from the referring school;
- the ALE administrator and/or ALE teacher;
- the building principal or assistant principal from the referring school;
- a parent or legal guardian (if they choose to participate); or eligible student.
- The District shall document its efforts to contact the student's parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian's convenience, and maintain such documentation in the student's Student Action Plan (SAP).
- Local Education Agency (LEA) special education/504 representative (if applicable);
- at least one (1) of the student's regular classroom teacher(s); and
- if the District so chooses, the student.

Students who are placed in the ALE must exhibit following characteristics:

- m) Disruptive behavior;
- n) Dropping out from school;
- o) Personal or family problems or situations;
- p) Recurring absenteeism;

For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:

- q) Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics;
- r) Abuse: physical, mental, or sexual;
- s) Frequent relocation of residency;
- t) Homelessness;
- u) Inadequate emotional support;
- v) Mental/physical health problems;

- w) Pregnancy; or
- x) Single parenting.

No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE, the parent or legal guardian (if they choose to participate), and the student, outlining the responsibility of the ALE, parent or legal guardian, and the student providing assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student's current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop a Student Action Plan (SAP) outlining the intervention services to be provided to the student that is in compliance with the Arkansas Department of Education (ADE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student's return to the regular educational environment.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules.

Accelerated Learning Center (ACC)

The Accelerated Learning Center is designed to address learning needs of students who are potential high school dropouts through a combination of LRSD curriculum and computer-assisted instruction. Student's instruction is individualized, with limited class size, allowing for progress at an accelerated pace. Teachers act as facilitators by assisting students in completion of graduation requirements. A flexible schedule allows students the maximum opportunity for attending classes. Students in the ACC may participate in Metropolitan Career - Technical Center's programs of study. The District does not provide transportation for students enrolled in the ACC Program at Metropolitan Career- Technical Center. However, a Rock City Metro pass may be issued to enrolled students.

Admission

Students seeking enrollment in ACC must:

- Be classified as a high school sophomore, junior or senior;
- Not be age appropriate for his/her current grade level;
- Have not earned sufficient credits to graduate on time with his/her class;
- Have not acquired a discipline history of any Category 3A or 3B Offenses within one year of application for entry into the program;
- Completion of an application for program entrance;

- Completion of a signed ACC Participatory Contract upon acceptance into the program; and
- Have demonstrated one or more of the following characteristics:
 - poor school attendance;
 - economically disadvantaged;
 - eligibility for services under IDEA, 504, or English Language Learners (ESOL).
 - failure of two or more academic core courses;
 - currently pregnant or a teen parent/guardian(s); or
 - failed to have advanced from one grade level to the next in one or more school years; or
 - acquisition of a minimum of 10 course credits.

Students can apply for admission throughout the year but must complete the ACC Enrollment Application and submit all school-related academic records (transcripts, modifications, etc.) prior to being granted an interview. The interview process includes questions to assist in individualizing his or her learning plan and a review of academic records to determine their individualized program of study. ACC has open enrollment and exit so when students meet state graduation requirements, they may exit the program at the time of completion. The high school diploma is issued by the students' home school and they may attend graduation ceremonies at their home school. All ACC students, classified as seniors, are able to participate in senior activities with their home school but cannot participate in athletic programs or other student organizations. ACC does provide all of its graduates with the opportunity to participate in the ACC Baccalaureate and Graduation Ceremonies.

Students enrolled jointly in the ACC and the Metropolitan Career- Technical Center programs who complete graduation requirements are eligible to participate in the graduation ceremonies of their home school (i.e., Central, Fair, Hall, McClellan, and Parkview).

Students may earn a diploma based on completion of their individualized core curriculum and demonstration of competency.

Student Conduct

Prohibited Behavior

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:

24. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
25. Disruptive behavior that interferes with orderly school operations;
26. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
27. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
28. Possession or use of tobacco, E-cigarettes or Vaping in any form on any property owned or leased by any public school;
29. Willfully or intentionally damaging, destroying, or stealing school property;
30. Possession of any electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
31. 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;
32. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
33. Inappropriate public displays of affection;
34. Cheating, copying, or claiming another person's work to be his/her own;
35. Gambling;
36. Inappropriate student dress; (see pages 8-9)
37. Use of vulgar, profane, or obscene language or gestures;
38. Truancy;
39. Excessive tardiness;
40. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
41. 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;
42. Hazing or aiding in the hazing of another student;
43. 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;
44. Sexual harassment;
45. Bullying; and
46. Operating a vehicle on school grounds while using a wireless communication device.

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.

Citizenship Grading

Citizenship grades are used to determine participation in incentive programs. The criteria for these programs will be published and/or given to students in advance of starting the incentive program.

Citizenship Grade of 0

A student is eligible to receive an outstanding (0) citizenship grade if he/she has not received more than two behavior documents during a grading period; however, the documents may not result in a sanction for a Category 1 in citizenship.

Citizenship Grade of 1

A student becomes ineligible for an outstanding (0) citizenship grade upon the receipt of any Category 1 sanction resulting in a disciplinary sanction, except an in-school suspension.

Citizenship Grade of 2

A student becomes ineligible for a citizenship grade of 1 upon receipt of any Category 1 sanction resulting in an in-school suspension.

Citizenship Grade 3

A student becomes ineligible for a citizenship grade of 2 upon:

- Being referred for disciplinary action from the classroom to a building administrator when he/she evidences an emerging pattern of inappropriate behavior. Once the student is referred from the classroom or other assigned area to an administrator for disciplinary action, a citizenship grade of 3 will be assigned provided the allegation is substantiated by the administrator, due process is accorded, and the disciplinary action results in an out-of-school suspension.
- Receiving an out-of-school suspension for violations of an offense in Category 2 of the student conduct code.

Citizenship Grade 4

If a student receives a long-term suspension or expulsion recommendation, a citizenship grade of 4 will be automatically assigned provided the allegation is substantiated, the procedure has been followed, and due process has been accorded. A student has the right to appeal a citizenship grade using the procedures outlined in the ***Student Handbook***. In the event that a student violates school rules or regulations while he/she is not under direct supervision of a classroom teacher (who would normally document the infraction and record the appropriate grade on the report card), the responsibility for handling the manner rests with the administration. The assignment of the appropriate citizenship grade for the report card will be recorded by the registrar at the direction of the administrator. Similarly, citizenship grades of 3 and 4 are to be recorded on the report card by the registrar at the direction of the administrator. The administrator will be responsible for identifying the classroom teacher who will record the citizenship grade that is as signed during the grading period.

Restorative Justice

Restorative Justice is a practice of utilizing non punitive approaches to disciplinary referrals, suspensions, and expulsions. It can improve the school climate, foster more positive relationships with students and school staff, and decrease disciplinary disparity. LRSD is working towards a more restorative environment that empowers and encourages students to resolve conflict on their own and in small groups.

See the links below to review Restorative Justice models:

<http://restorativejustice.org/#sthash.1TbyakUe.dpbs.org>

<https://www.rpiassn.org/practice-areas/what-is-restorative-justice/>

<http://restorativejustice.org/restorative-justice/about-restorative-justice/tutorial-intro-to-restorative-justice/#sthash.LYfbSrSe.dpbs>

<https://www.edutopia.org/blog/restorative-justice-resources-matt-davis>

<https://www.tolerance.org/magazine/summer-2014/toolkit-for-restoring-justice>

https://www.unicef.org/tdad/index_56513.html

<http://schottfoundation.org/restorative-practices>

Restorative Practices

Restorative Practices focuses on repairing harm in relationship to dispensing punishment {Lucille Ebert, 7th Annual NY conference 2014. Restorative Practices inspired by the philosophy for building community and for implementing alternative interventions in lieu sanctions disciplinary referrals, these practices include but is not limited to the following

- Build healthy relationships between educators and community
- Reduce, prevent, and improve harmful behavior
- Repair harm and restore positive relationships
- Resolve conflict, including individuals and groups
- Address and discuss the needs of the school community needs

PBIS and Restorative Practice Integration

PBIS and Restorative Practices are whole-school models to increase positive outcomes for student behavior. PBIS melt-tiered structure utilizes systemic use of data, ,provide a framework for using restorative practices for including youth, staff, and community voice with in{see [www.campaign.org/sites/default/files/restorative page](http://www.campaign.org/sites/default/files/restorative%20page)}

The Role of the School Based Intervention Team (SBIT)

Each school must have a school-based intervention team (SBIT) in order to complete the referral process and compliance steps outlined in the LRSD Student Handbook regarding discipline in accordance with approved alternative learning environment (ALE) regulations. The purpose of SBIT is to collaboratively address minor, inappropriate behaviors in the school setting prior to recommending a student for an ALE setting. The SBIT members can include, but not limited to:

- building principal, assistant principal, and/or designee,
- school guidance counselor,
- parent/guardian of the student,
- one or more of the student's general education classroom teachers,
- special education and/or building level 504 representative, if applicable,
- school based mental health provider representative, and
- Advocate for student.

Once school administration determines the discipline violation in accordance with the LRSD Student Handbook, the school administration and SBIT must conduct a mandatory review for **ALL Category 1, 2 and 3A and 3B** offenses resulting in an expulsion recommendation. The SBIT referral conference for discipline should include the parent/guardian in order to (1) review the discipline violation allegation, and (2) review the Positive Behavior Intervention Services (PBIS) compliance packet and (3) document supports and or services as needed.

After the SBIT has determined and implemented appropriate interventions and supports to address the discipline violation(s), the team can make the following:

4. Recommend a modified discipline sanction in accordance with the LRSD Student Handbook.
5. Recommend alternative PBIS sanction in lieu of out of school suspension.
6. Recommend student to ALE program.

School administration will be responsible for submission of all Category 2 and 3 long term recommendations to the Student Hearing Office (SHO) and/or LRSD Due Process Review Committee (SHO and/or Student Services designees). If necessary, the school and parent will contact the SHO in order to schedule an appeals and/or due process review hearing.

4.20—DISRUPTION OF SCHOOL

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

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

Legal Reference:

A.C.A. § 6-18-511

Date Adopted:

Last Revised:

4.30—SUSPENSION FROM SCHOOL

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 Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days,¹ including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs:

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

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

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

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

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

4. The student shall be given written notice or advised orally of the charges against him/her;

5. 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
6. 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), person(s) with lawful control of the student, person(s) standing in loco parentis, 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), person(s) having lawful control of the student, person(s) standing in loco parentis, 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 responsibility of a student's parents', legal guardians', person having lawful control of the student, or person standing in loco parentis to provide current contact information to the district, which the school shall use to immediately notify the parent, ~~legal guardian,~~ person having lawful control of a student, or person standing in loco parentis upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:²

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

The district shall keep a log of contacts attempted and made to the parent, ~~legal guardian,~~ person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS.

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program.³

Student Discipline Definitions

Sent Home- A sent home is used to establish contact with a parent/guardian(s) to resolve problems that do not require suspension. It is not to exceed 24 hours, and its purpose is to have the parent/guardian(s) come to the school for a conference with an administrator within 24 hours. Telephone conferences are acceptable at the discretion of the principal; however, formal paperwork must be generated in Eschol and given to the parent. (Sent Home Letter)

In-School Suspension- An in-school suspension is issued to the student for minor misbehaviors based upon the building principal's recommendation. Formal paperwork must be generated in Eschol and given to the parent.

- Each in-school assignment may be up to five (5) days for elementary and secondary students.
- In-school suspensions should not exceed 15 days per semester.
- Students may not receive in-school suspension more than twice for the same offense.
- The building principal's decision is final in the appeal process governing in-school suspensions.
- Students are not allowed to participate in school-sponsored extracurricular activities while serving an in-school suspension.

Detention

The principal or designee has the authority to assign students, with notification to the parent/guardian(s), to before or after school detention. Detention should not extend beyond two hours before or after school. Transportation for students to serve detention is the responsibility of the parent/guardian(s).

Saturday School

The principal or designee has the authority to assign students to Saturday School, with notification to the parent/guardian(s), for misbehavior. Transportation for students to serve Saturday School is the responsibility of the parent/guardian(s).

Reinstatement Conference

When a student returns from a short term suspension, a parent conference is required. Parents must take the student to school at the end of the suspension and meet with the school administrator to seek resolution of the misconduct and the reinstatement requirements.

Students, who have been in a detention facility, alternative learning environment, truant or have not been enrolled in a traditional educational setting, must be reinstated by the student hearing office before returning to school. Students may be assigned to an alternative learning environment in lieu of a traditional school site.

Reduction of Sanction

The Superintendent, Executive Director, Senior Director of Student Services, the Student Hearing Officer, or the Principal may at any time reduce the sanction imposed against a student. Reduction of the sanction does not affect the student's right to appeal the lesser sanction.

Out of School Suspension Appeals Procedure (10 days or

To appeal a short term suspension, the parent/guardian must request an appeal with the principal within 24 hours after notification of the suspension. If after the appeal hearing with the principal the parent still wants to continue the appeal, they should contact the Student Hearing Office to schedule an appeal hearing. The student shall remain at school pending the outcome of the appeal hearing.

The decision of the Hearing Officer is final.

The appeal hearing must be scheduled within 10 school days.

4.31—EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct:

- Deemed to be of such gravity that suspension would be inappropriate;
- 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.

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

- d. Poses a physical risk to himself or herself or to others;
- e. Causes a serious disruption that cannot be addressed through other means; or
- f. 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, persons having lawful control of the student, or persons standing in loco parentis (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 days¹ 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, legal guardian, person having lawful control of the student, person standing in loco parentis, 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, who 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 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, legal guardians, persons having lawful control of a student, or persons standing in loco parentis 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.² The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis 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.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

Cross Reference:

Policy 4.22—WEAPONS AND DANGEROUS INSTRUMENTS

Legal References:

A.C.A. § 6-15-1406

A.C.A. § 6-18-502

A.C.A. § 6-18-507

Date Adopted:

Last Revised:

Expulsion Appeals Procedures

The first level of appeal for expulsion is with the Student Hearing Office. A hearing will be scheduled within 10 days of the date of the suspension.

The student is entitled to representation by an attorney or lay counsel. Written notice of representation must be provided to the Hearing Office at least 48 hours before the disciplinary hearing. If the student's guardian fails to provide notice, the administration will be entitled to have the hearing rescheduled.

If the parent does not agree with the decision of the hearing office, the final level of appeal is to the Board of Education. In lieu of an expulsion, the Board of Education may assign the student to an alternative learning environment up to a calendar year.

Category One Offenses – Elementary, Middle and High School

Possible disciplinary sanctions for Category 1 Offenses listed below:

- Warning
- Parent contact
- Parent conference/teacher/administrator conferences
- In school time out- elementary
- Before school/after school/lunch detention
- Saturday detention
- Sent home
- In School Suspension
- Conflict mediation
- School site probation contract
- SBIT Conference/Referral – Counseling, Behavior Support/Modification Plan, etc.
- Restorative Interventions

Rule 1: Dishonesty – Cheating on tests, copying or allowing the copying of the work of another student. Photographing, possession or use of unauthorized exam materials is considered academic dishonesty. For all offenses, involving academic assessments, the student will receive a grade of zero on the assessment or test. Forgery of parent/guardian signature or falsifying information will not be tolerated.

Rule 2: Insubordination-Failure or Refusal to Follow Reasonable Directives of school staff and school rules and Regulations.

Rule 3: Horseplay/Minor Altercations- The act of pushing, grabbing, patting, etc. another child playfully with no intent to harm them and no injury occurs.

Rule 4: Teasing-Behavior or actions that violate a person's right to privacy. Peer Mediation\Conflict Resolution is required.

Rule 5: Skipping\Cutting Class\Leaving School Grounds or Class without Permission – No student is to leave or miss a class without permission. No student is to leave campus after arrival unless checked out by parent/guardian or given approval by the administrator.

Rule 6: Failure to Serve Detention- A student who fails or refuses to serve detention when directed to do so by a school administrator or other authorized school personnel will be subject to progressive discipline.

Rule 7: The Use of verbally Abusive Language - Obscene Gestures or fighting words. Use of profanity, inflammatory or verbally abusive language, obscene gestures, intimidation and or the instigation of a fight among peers is prohibited. Mediation\Conflict Resolution is required.

Rule 8: Failure to Follow Bus Rules and Regulations-All school rules and regulations governing student behavior apply to conduct on the bus and at the bus stops.

Rule 9: Tardies – A student is tardy when he\she fails to be in the classroom or assigned area by the time the tardy bell stops ringing. Tardies will accumulate on a semester basis rather than on a nine week basis. Teachers will record all tardies for students in their classes. The tardy policy becomes effective one week after the opening of each school year to allow students time to learn their schedules.

Category 2 Offenses – Middle and High School

Category 2 Offenses are more serious offenses, and the student may receive a more severe consequence, ranging from a sent home up to a long term out of school suspension. The school must conduct a School Based Intervention Team meeting after the second offenses. Parents are not required to attend, but should be invited.

First Offense: 1-5 days

Second Offense: 1-10 days (Mandatory SBIT meeting and Behavior Plan or Special Education Team Review)

Third Offense: Expulsion (Mandatory SBIT or MDR for IDEA/504 students)

Rule 10: Smoking or Use of Tobacco Products/Possession of Matches, Lighters, Lighter Fluid or Tobacco Product/E-cigarettes or any other alternative nicotine products on school grounds, at a school related function or on the school bus is prohibited

Rule 11: Possession of Mace, Chemical Agents, and Multi Fingered Rings, Fireworks or Gaming Material Device -The possession of mace, pepper spray or other chemical agents that may cause

irritation, physical discomfort or bodily harm on school district property is prohibited. These items will be confiscated by school district personnel

Rule 12: Gambling- The unauthorized possession or use of any gambling paraphernalia will not be tolerated. Confiscated funds will not be returned and will be deposited into the school's Activity Fund.

Rule 13: Bullying\Cyber Bullying- The intentional harassment, intimidation, ridicule, defamation or threat to incitement of violence on a continual basis by a student against another student or public school employee through written, verbal, electronic devices, to include the use of Social Media, (Face book, Instagram, or other electronic communication) and physical acts is prohibited.

Rule 14: Fighting- mutual combat, in which participants intently inflict bodily harm to another person is prohibited. All participants involved will be disciplined according to the degree of their involvement. Conflict Resolution or Mediation is mandatory.

Rule 15: The Use of Profanity/Slander Directed to or About Staff Person in a Non-Threatening Manner- The use of profanity or slander directed to or about a school staff member in a non-threatening manner will not be tolerated.

Rule 16: Loitering – Lingering on the school grounds or within 100 feet of the school without permission of a school administrator. Students, who are on a suspension or expulsion are not allowed on District property for any purpose while serving the suspension/expulsion. Students from other school campuses or non-students are not allowed on school property during school hours without permission from the school administrator.

Rule 17: Repeated Violations of Category One Offenses- Repeated violation of school rules will not be tolerated. The school administrator must have exhausted and documented all steps in the school discipline plan before issuing a sanction.

Rule 18: Forgery/Falsification of Information/Misrepresentation-Falsifying teacher\administrator signatures or information on official school records, hall passes or documents and any item requiring a staff signature or giving a false name or information or refusal to give a name to a principal, teacher, security or school officials will not be tolerated.

Rule 19: Participation in Prohibited Clubs, Street Gangs, Fraternities, Sororities or Similar Organizations- are prohibited while on school property, at school related functions, while on the way to and from school. The use of gang signs, signals, visible body markings/adornments or verbal or written language that connotes street gang affiliations or membership in other prohibited groups or organizations at school or school related activities will be considered in violation of this rule.

Rule 20: Inappropriate Use of Technology/Computers- the use of computers to access. Store or distribute obscene, pornographic or inappropriately suggestive material is prohibited. Users, who violate this policy and regulations are subject to loss of network privileges as well as other disciplinary actions. Any student, who finds inappropriate material on a computer or internet site is to immediately inform the teacher.

Rule 21: Spitting – the act of forcibly ejecting saliva or other substances from the mouth onto another person is prohibited.

Rule 22: Possession\Use of Paging Device, Cell Phone and other Electronic Communication Devices- Violation of cell phone/electronic device policy. Refusal to relinquish the cell phone or electronic device or exhibits other inappropriate behavior.

Rule 23: Public Display of Affection – physical intimacy or affection in the view of others, e.g. kissing, sexual acts not conducive to concentration or learning.

Category 3A Offenses- Middle and High School

After the first offense, a mandatory SBIT meeting is required to put in place restorative interventions. Parents are not required to attend, but must be invited.

First Offense:2-10 days (Mandatory SBIT and Behavior Plan or Special Education Team Review)

Second Offense: Expulsion Recommendation (Mandatory SBIT or MDR)

Rule 24: Student Assault or Battery - A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs

Rule 25: Theft/Theft by Receiving - to steal school property or property belonging to others or to knowingly receive stolen property. Items stolen that are valued in excess of \$500.00 will require police notification.

Rule 26: Indecent Exposure: deliberately showing body parts/organs or touching yourself or others in a sexually suggested manner. Students violating this rule will be required to participate in counseling sessions with a school counselor or administrator.

Rule 27: Sexual Misconduct- to engage in or attempt to engage in a sexual act with another person, to touch in a sexually offensive manner or send sexually explicit pictures sexting on District property or a school related activity is prohibited.

Rule 28: Sexual Harassment – unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or the verbal/physical conduct of a sexual nature

Rule 29: Harassment – Unwelcome verbal or physical conduct or conduct done through an electronic act that causes substantial interference with others performance in school environment.

Rule 30: Breaking and Entering/Vandalism less than \$500.00 – Breaking into property belonging to another person or belonging to the school district; intentionally destroying property, cutting, defacing or damaging property belong to another person or LRSD. Parent/guardian will ne be responsible for all damages to property caused by his/her child.

Rule 31: Breaking and Entering/Vandalism over \$500.00- Breaking into property belonging to another person or belonging to LRSD that is valued in excess of 500.00. Police notification is required.

Rule 32: Vandalism to Computer Hardware/Software – Distributing viruses or seriously tampering with computers that result in the loss of school record and or programs or disrupts the normal learning/classroom environment.

Rule 33: Repeated Violation of Category 2 Offenses – A student who repeatedly violates Category 2 offenses or rule two (2) or more times.

Rule 34: Disorderly Conduct- Inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with the classroom setting, a portion of the school day, school function, bus or bus stop, activity or program.

Rule 35: Harassing Communications- Use of voice, telephone, the mail, Email, Social Media or any other form of written, verbal or cyber bullying which constitutes election communication that intimidates, annoys bullies, causes alarm or threatens harm, to another person.

Note: Inappropriate participation in Social Media posting and distribution could result in prosecution by law and LRSD disciplinary sanction

Rule 36: Use of Fireworks – Fireworks on a school campus or a school related activity is prohibited.

Rule 37: Use, Possession or Under the Influence of Drug Paraphernalia, Alcohol, Controlled Substances or Unauthorized Drugs or Substances- The use and/or possession of drug paraphernalia, non-prescribed narcotic drugs, hallucinogens, marijuana or any unauthorized drug or substance is a violation of district policy. In addition to suspension, students must show proof of having enrolled in an approved drug/alcohol counseling program prior to reinstatement. Failure to complete the prescribed drug/alcohol counseling program will result in an expulsion recommendation. **Police notification required for possession of a controlled substance.**

Rule 38: False Alarm- Pulling or attempting to pull or calling in an alarm of a fire, bomb threat or other emergency without a lawful purpose is prohibited. The unauthorized use of defibrillator is also prohibited. The act of communicating a false alarm to or about school, a school bus, at a school sponsored or related activity or any public facility is a Class D felony. **Fire Marshall and/or Police Notification required.**

Rule 39: Failure to Permit a Lawful Search or Inspection by School Official- The act of preventing or impeding a school official from conducting a search or inspection authorized by this handbook is prohibited.

Rule 40: Use of Multi-fingered Rings, Chemical Agents or Laser Pen Lights - The use of pepper spray, mace or similar chemical agents, laser penlights or multi-fingered rings on school district property or at a school related activity is prohibited.

Rule 41: Unlawful Assembly-Two or more students assembling with the intent to commit an unlawful act will not be tolerated.

Rule 42 Inciting to Riot -An act or conduct that results in a riot or that urges others to commit acts of force and violence or participation in a gang fight or similar disturbance at school or at school-related activities is prohibited

Rule 43: Crime of Video Voyeurism-The unlawful use of a camera, video tape, photo-optical, photoelectric or any image recording device used for the purpose of secretly observing, viewing, photographing, filming, or videotaping on any LRSD property or school function without the consent of any person(s) who has reasonable expectations of privacy is prohibited. A person shall be guilty of this offense if they voluntarily participate in posting or disseminating the photographic image(s) obtained in any public viewing area, i.e. internet, cell phone, camera, etc. Police notification required.

Category 3B Offenses

Students found guilty of Category 3B Offenses will receive an expulsion recommendation. The ***Little Rock Police Department*** will be immediately notified and violators will be prosecuted to the fullest extent of the law.

- ☐ **A SBIT meeting is mandatory for all Category 3B offenses.**
- ☐ **Mandatory MDR for 504/IDEA students**
- ☐ **Rule 44: Arson-**The willful and deliberate burning of or attempting to burn school property is prohibited.
- ☐ **Rule 45: Extortion/Robbery - Obtaining or attempting to obtain money or property from an individual by force or threat of force** is prohibited. The violent taking of any goods, money or other valuable items from another person by force and threats will not be tolerated. (Arkansas Code Ann. § 6-17-113 and §6-18-502)

Rule 46: Drug/Alcohol Sale or Distribution-The sale and/or distribution of alcohol, marijuana, non-prescribed/prescribed drugs, hallucinogens or similar substances is prohibited. Students expelled for this violation will be required to submit proof of successful completion of alcohol counseling and/or treatment program prior to petitioning the Board for Reinstatement.

Rule 47: Physical Assault on Staff-The act of striking or attempting to strike a teacher or other school personnel will not be tolerated.

Rule 48: Verbal Abuse of Staff -The use of violent, abusive or obscene language or gestures addressed to a teacher or staff person in a threatening manner will not be tolerated.

Rule 49: Possession of Firearm -The act of possessing a firearm, whether loaded or unloaded, on school district property or at a school-related event is prohibited. Expulsion for a full calendar year is required by law. (Arkansas Code Ann. §§5-27-206, 5-73-119, 6-17-113, 6-18-502, and 6-18-507)

A firearm as defined in the Arkansas Code means:

- any device designed, made, or adapted to expel a projectile by the action of an explosive;
- any device readily convertible to that use, including such a device that is not loaded or lacks a clip or other component to render it immediately operable; or
- Components that can readily be assembled into such a device.

Rule 50: Use of Weapon -The act of using a weapon or firearm to cause injury or to threaten injury to another person is prohibited. Expulsion for a full calendar year is required by law.

Rule 51: Possession or Use of Explosives - Possession, use or threat to use any explosives or other such devices capable of inflicting bodily harm is prohibited. Expulsion for a full calendar year is required by law.

Rule 52: Possession of Weapon or Facsimile Weapon -The possession of a knife, box cutter, dirk, brass knuckle, martial arts implement, razor, ice pick, BB gun, pellet gun, pump gun, stun gun, blackjack, unauthorized tools, sword, spear in a cane, Billy-club, sap, facsimile weapon or any other instrument that is specifically designed, made or adapted, or is capable of inflicting physical injury to another person, is prohibited at school or at any school-related activity. Expulsion for a full calendar year is required by law

Rule 53: Terroristic Threatening -The act of threatening to cause death or serious physical injury to another person or substantial damage to school property with the purpose of terrorizing another person will not be tolerated.

Rule 54: Felony Violations -The act of committing a felony not already referenced in this handbook on a school campus, a school bus or at a school-sponsored or related activity or an act committed in the community that substantially disrupts or has the potential to disrupt the school's environment will not be tolerated.

DISCIPLINE FOR ELEMENTARY STUDENTS-K-5

Out of School Suspensions for Elementary Students (K-5)

Schools **may not use out of school suspensions or expulsion** for a student in kindergarten through grade five except in cases when a student's behavior:

1. Poses a physical risk to himself or to others, or
2. Cause a serious disruption that cannot be addressed through other means.

(Arkansas Code 6-18-507(b))

NOTE: BEFORE SUSPENDING AN ELEMENTARYS Student an SBIT MEETING MUST BE CONDUCTED AND Restorative based intervention put in place. STUDENT classified as Special Education or 504, require a MDR and data review conference.

Restorative Justice

Restorative Justice is a practice of utilizing non punitive approaches to disciplinary referrals, suspensions, and expulsions. It can improve the school climate, foster more positive relationships with students and school staff, and decrease disciplinary disparity. LRSD is working towards a more restorative environment that empowers and encourages students to resolve conflict on their own and in small groups.

See the links below to review Restorative Justice models:

<http://restorativejustice.org/#sthash.1TbyakUe.dpbs.org>

<https://www.rpiassn.org/practice-areas/what-is-restorative-justice/>

<http://restorativejustice.org/restorative-justice/about-restorative-justice/tutorial-intro-to-restorative-justice/#sthash.LYfbSrSe.dpbs>

<https://www.edutopia.org/blog/restorative-justice-resources-matt-davis>

<https://www.tolerance.org/magazine/summer-2014/toolkit-for-restoring-justice>

https://www.unicef.org/tdad/index_56513.html

<http://schottfoundation.org/restorative-practices>

Restorative Practices

Restorative Practices focuses on repairing harm in relationship to dispensing punishment {Lucille Ebert, 7th Annual NY conference 2014. Restorative Practices inspired by the philosophy for building

community and for implementing alternative interventions in lieu sanctions disciplinary referrals, these practices include but is not limited to the following

- Build healthy relationships between educators and community
- Reduce, prevent, and improve harmful behavior
- Repair harm and restore positive relationships
- Resolve conflict, including individuals and groups
- Address and discuss the needs of the school community needs

PBIS and Restorative Practice Integration

PBIS and Restorative Practices are whole-school models to increase positive outcomes for student behavior. PBIS multi-tiered structure utilizes systemic use of data, ,provide a framework for using restorative practices for including youth, staff, and community voice with in{see [www.campaign.org/sites/default/files/restorative page](http://www.campaign.org/sites/default/files/restorative_page)}

The Role of the School Based Intervention Team (SBIT)

Each school must have a school-based intervention team (SBIT) in order to complete the referral process and compliance steps outlined in the LRSD Student Handbook regarding discipline in accordance with approved alternative learning environment (ALE) regulations. The purpose of SBIT is to collaboratively address minor, inappropriate behaviors in the school setting prior to recommending a student for an ALE setting. The SBIT members can include, but not limited to:

- building principal, assistant principal, and/or designee,
- school guidance counselor,
- parent/guardian of the student,
- one or more of the student's general education classroom teachers,
- special education and/or building level 504 representative, if applicable,
- school based mental health provider representative, and
- Advocate for student.

Once school administration determines the discipline violation in accordance with the LRSD Student Handbook, the school administration and SBIT must conduct a mandatory review for **ALL Category 1, 2 and 3A and 3B** offenses resulting in a long term/expulsion recommendation. The SBIT referral conference for discipline should include the parent/guardian in order to (1) review the discipline violation allegation, and (2) review the Positive Behavior Intervention Services (PBIS) compliance packet and (3) document supports and or services as needed.

After the SBIT has determined and implemented appropriate interventions and supports to address the discipline violation(s), the team can make the following:

1. Recommend a modified discipline sanction in accordance with the LRSD Student Handbook.

2. Recommend alternative Restorative/PBIS sanction in lieu of out of school suspension.
3. Recommend student to ALE program.

School administration will be responsible for submission of all Category 2 and 3 long term recommendations to the Student Hearing Office (SHO) and/or LRSD Due Process Review Committee (SHO and/or Student Services designees). If necessary, the school and parent will contact the SHO in order to schedule an appeals and/or due process review hearing.

Reduction of Sanction

The Superintendent, Associate Superintendents, Senior Director of Student Services, the Student Hearing Officer, or the Principal may at any time reduce the sanction imposed against a student. Reduction of the sanction does not affect the student's right to appeal the lesser sanction.

Category One Offenses – Elementary

Possible disciplinary sanctions for Category 1 Offenses listed below:

- Warning
- Parent contact
- Parent conference/teacher/administrator conferences
- In school time out- elementary
- Before school/after school/lunch detention
- Saturday detention
- Sent home
- In School Suspension
- Conflict mediation
- School site probation contract
- SBIT Conference/Referral – Counseling, Behavior Support/Modification Plan, etc.
- Restorative Interventions

Rule 1: Dishonesty – Cheating on tests, copying or allowing the copying of the work of another student. Photographing, possession or use of unauthorized exam materials is considered academic dishonesty. For all offenses, involving academic assessments, the student will receive a grade of zero on the assessment or test. Forgery of parent/guardian signature or falsifying information will not be tolerated.

Rule 2: Insubordination-Failure or Refusal to Follow Reasonable Directives of school staff and school rules and Regulations.

Rule 3: Horseplay/Minor Altercations- The act of pushing, grabbing, patting, etc. another child playfully with no intent to harm them and no injury occurs.

Rule 4: Teasing-Behavior or actions that violate a person's right to privacy. Peer Mediation\Conflict Resolution is required.

Rule 5: Skipping\Cutting Class\Leaving School Grounds or Class without Permission – No student is to leave or miss a class without permission. No student is to leave campus after arrival unless checked out by parent/guardian or given approval by the administrator.

Rule 6: Failure to Serve Detention- A student who fails or refuses to serve detention when directed to do so by a school administrator or other authorized school personnel will be subject to progressive discipline.

Rule 7: The Use of verbally Abusive Language - Obscene Gestures or fighting words. Use of profanity, inflammatory or verbally abusive language, obscene gestures, intimidation and or the instigation of a fight among peers is prohibited. Mediation\Conflict Resolution is required.

Rule 8: Failure to Follow Bus Rules and Regulations-All school rules and regulations governing student behavior apply to conduct on the bus and at the bus stops.

Rule 9: Tardies – A student is tardy when he\she fails to be in the classroom or assigned area by the time the tardy bell stops ringing. Tardies will accumulate on a semester basis rather than on a nine-week basis. Teachers will record all tardies for students in their classes. The tardy policy becomes effective one week after the opening of each school year to allow students time to learn their schedules.

Category 2 Offenses – Elementary

Category 2 Offenses are more serious offenses, and the student may receive a more severe consequence, ranging from a sent home up to a long term out of school suspension. The school must conduct a School Based Intervention Team meeting after the second offenses. Parents are not required to attend, but should be invited.

First Offense: 1-5 days

Second Offense: 1-10 days (Mandatory SBIT meeting and Behavior Plan or Special Education Team/504 Review)

Third Offense: Expulsion (Mandatory SBIT or MDR for IDEA/504 students)

Rule 10: Smoking or Use of Tobacco Products/Possession of Matches, Lighters, Lighter Fluid or Tobacco Product/E-cigarettes or any other alternative nicotine products on school grounds, at a school related function or on the school bus is prohibited

Rule 11: Possession of Mace, Chemical Agents, and Multi Fingered Rings, Fireworks or Gaming Material Device -The possession of mace, pepper spray or other chemical agents that may cause

irritation, physical discomfort or bodily harm on school district property is prohibited. These items will be confiscated by school district personnel

Rule 12: Gambling- The unauthorized possession or use of any gambling paraphernalia will not be tolerated. Confiscated funds will not be returned and will be deposited into the school's Activity Fund.

Rule 13: Bullying\Cyber Bullying- The intentional harassment, intimidation, ridicule, defamation or threat to incitement of violence on a continual basis by a student against another student or public school employee through written, verbal, electronic devices, to include the use of Social Media, (Face book, Instagram, or other electronic communication) and physical acts is prohibited.

Rule 14: Fighting- mutual combat, in which participants intently inflict bodily harm to another person is prohibited. All participants involved will be disciplined according to the degree of their involvement. Conflict Resolution or Mediation is mandatory.

Rule 15: The Use of Profanity/Slander Directed to or About Staff Person in a Non-Threatening Manner- The use of profanity or slander directed to or about a school staff member in a non-threatening manner will not be tolerated.

Rule 16: Loitering – Lingering on the school grounds or within 100 feet of the school without permission of a school administrator. Students, who are on a suspension or expulsion are not allowed on District property for any purpose while serving the suspension/expulsion. Students from other school campuses or non-students are not allowed on school property during school hours without permission from the school administrator.

Rule 17: Repeated Violations of Category One Offenses- Repeated violation of school rules will not be tolerated. The school administrator must have exhausted and documented all steps in the school discipline plan before issuing a sanction.

Rule 18: Forgery/Falsification of Information/Misrepresentation-Falsifying teacher\administrator signatures or information on official school records, hall passes or documents and any item requiring a staff signature or giving a false name or information or refusal to give a name to a principal, teacher, security or school officials will not be tolerated.

Rule 19: Participation in Prohibited Clubs, Street Gangs, Fraternities, Sororities or Similar Organizations- are prohibited while on school property, at school related functions, while on the way to and from school. The use of gang signs, signals, visible body markings/adornments or verbal or written language that connotes street gang affiliations or membership in other prohibited groups or organizations at school or school related activities will be considered in violation of this rule.

Rule 20: Inappropriate Use of Technology/Computers- the use of computers to access. Store or distribute obscene, pornographic or inappropriately suggestive material is prohibited. Users, who violate this policy and regulations are subject to loss of network privileges as well as other disciplinary actions. Any student, who finds inappropriate material on a computer or internet site is to immediately inform the teacher.

Rule 21: Spitting – the act of forcibly ejecting saliva or other substances from the mouth onto another person is prohibited.

Rule 22: Possession\Use of Paging Device, Cell Phone and other Electronic Communication Devices- Violation of cell phone/electronic device policy. Refusal to relinquish the cell phone or electronic device or exhibits other inappropriate behavior.

Rule 23: Public Display of Affection – physical intimacy or affection in the view of others, e.g. kissing, sexual acts not conducive to concentration or learning.

Category 3A Offenses-Elementary

After the first offense, a mandatory SBIT meeting is required to put in place restorative interventions. Parents are not required to attend, but must be invited.

First Offense:1-10 days (Mandatory SBIT and Behavior Plan or Special Education Team Review)

Second Offense: Expulsion Recommendation (Mandatory SBIT and MDR)

Rule 24: Student Assault or Battery - A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs

Rule 25: Theft/Theft by Receiving - to steal school property or property belonging to others or to knowingly receive stolen property. Items stolen that are valued in excess of \$500.00 will require police notification.

Rule 26: Indecent Exposure: deliberately showing body parts/organs or touching yourself or others in a sexually suggested manner. Students violating this rule will be required to participate in counseling sessions with a school counselor or administrator.

Rule 27: Sexual Misconduct- to engage in or attempt to engage in a sexual act with another person, to touch in a sexually offensive manner or send sexually explicit pictures sexting on District property or a school related activity is prohibited.

Rule 28: Sexual Harassment – unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or the verbal/physical conduct of a sexual nature. See link below for the complete policy:

Policy 4.27—STUDENT SEXUAL HARASSMENT

Rule 29: Harassment – Unwelcome verbal or physical conduct or conduct done through an electronic act that causes substantial interference with others performance in school environment.

Rule 30: Breaking and Entering/Vandalism less than \$500.00 – Breaking into property belonging to another person or belonging to the school district; intentionally destroying property, cutting, defacing or damaging property belong to another person or LRSD. Parent/guardian will ne be responsible for all damages to property caused by his/her child.

Rule 31: Breaking and Entering/Vandalism over \$500.00- Breaking into property belonging to another person or belonging to LRSD that is valued in excess of 500.00. Police notification is required.

Rule 32: Vandalism to Computer Hardware/Software – Distributing viruses or seriously tampering with computers that result in the loss of school record and or programs or disrupts the normal learning/classroom environment.

Rule 33: Repeated Violation of Category 2 Offenses – A student who repeatedly violates Category 2 offenses or rule two (2) or more times.

Rule 34: Disorderly Conduct- Inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with the classroom setting, a portion of the school day, school function, bus or bus stop, activity or program.

Rule 35: Harassing Communications- Use of voice, telephone, the mail, Email, Social Media or any other form of written, verbal or cyber bullying which constitutes election communication that intimidates, annoys bullies, causes alarm or threatens harm, to another person.

Note: Inappropriate participation in Social Media posting and distribution could result in prosecution by law and LRSD disciplinary sanction

Rule 36: Use of Fireworks – Fireworks on a school campus or a school related activity is prohibited.

Rule 37: Use, Possession or Under the Influence of Drug Paraphernalia, Alcohol, Controlled Substances or Unauthorized Drugs or Substances- The use and/or possession of drug paraphernalia, non-prescribed narcotic drugs, hallucinogens, marijuana or any unauthorized drug or substance is a violation of district policy. In addition to suspension, students must show proof of having enrolled in an approved drug/alcohol counseling program prior to reinstatement. Failure to complete the prescribed drug/alcohol counseling program will result in an expulsion recommendation. **Police notification required for possession of a controlled substance.**

Rule 38: False Alarm- Pulling or attempting to pull or calling in an alarm of a fire, bomb threat or other emergency without a lawful purpose is prohibited. The unauthorized use of defibrillator is also prohibited. The act of communicating a false alarm to or about school, a school bus, at a school

sponsored or related activity or any public facility is a Class D felony. **Fire Marshall and/or Police Notification required.**

Rule 39: Failure to Permit a Lawful Search or Inspection by School Official- The act of preventing or impeding a school official from conducting a search or inspection authorized by this handbook is prohibited.

Rule 40: Use of Multi-Fingered Rings, Chemical Agents or Laser Pen Lights - The use of pepper spray, mace or similar chemical agents, laser penlights or multi-fingered rings on school district property or at a school related activity is prohibited.

Rule 41: Unlawful Assembly-Two or more students assembling with the intent to commit an unlawful act will not be tolerated.

Rule 42 Inciting to Riot -An act or conduct that results in a riot or that urges others to commit acts of force and violence or participation in a gang fight or similar disturbance at school or at school-related activities is prohibited

Rule 43: Crime of Video Voyeurism-The unlawful use of a camera, video tape, photo-optical, photoelectric or any image recording device used for the purpose of secretly observing, viewing, photographing, filming, or videotaping on any LRSD property or school function without the consent of any person(s) who has reasonable expectations of privacy is prohibited. A person shall be guilty of this offense if they voluntarily participate in posting or disseminating the photographic image(s) obtained in any public viewing area, i.e. internet, cell phone, camera, etc. Police notification required.

Category 3B Offenses

Students found guilty of Category 3B Offenses will receive an expulsion recommendation. The **Little Rock Police Department** will be immediately notified and violators will be prosecuted to the fullest extent of the law.

A SBIT meeting is mandatory for all Category 3B offenses. Mandatory MDR for 504/IDEA students

Rule 44: Arson-The willful and deliberate burning of or attempting to burn school property is prohibited.

Rule 45: Extortion/Robbery - *Obtaining or attempting to obtain money or property from an individual by force or threat of force is prohibited. The violent taking of any goods, money or other valuable items from another person by force and threats will not be tolerated. (Arkansas Code Ann. § 6-17-113 and §6-18-502)*

Rule 46: Drug/Alcohol Sale or Distribution-The sale and/or distribution of alcohol, marijuana, non-prescribed/prescribed drugs, hallucinogens or similar substances is prohibited. Students

expelled for this violation will be required to submit proof of successful completion of alcohol counseling and/or treatment program prior to petitioning the Board for Reinstatement.

Rule 47: Physical Assault on Staff-The act of striking or attempting to strike a teacher or other school personnel will not be tolerated.

Rule 48: Verbal Abuse of Staff -The use of violent, abusive or obscene language or gestures addressed to a teacher or staff person in a threatening manner will not be tolerated.

Rule 49: Possession of Firearm -The act of possessing a firearm, whether loaded or unloaded, on school district property or at a school-related event is prohibited. Expulsion for a full calendar year is required by law. (Arkansas Code Ann. §§5-27-206, 5-73-119, 6-17-113, 6-18-502, and 6-18-507)

A firearm as defined in the Arkansas Code means:

- any device designed, made, or adapted to expel a projectile by the action of an explosive;
- any device readily convertible to that use, including such a device that is not loaded or lacks a clip or other component to render it immediately operable; or
- Components that can readily be assembled into such a device.

Rule 50: Use of Weapon -The act of using a weapon or firearm to cause injury or to threaten injury to another person is prohibited. Expulsion for a full calendar year is required by law.

Rule 51: Possession or Use of Explosives - Possession, use or threat to use any explosives or other such devices capable of inflicting bodily harm is prohibited. Expulsion for a full calendar year is required by law.

Rule 52: Possession of Weapon or Facsimile Weapon -The possession of a knife, box cutter, dirk, brass knuckle, martial arts implement, razor, ice pick, BB gun, pellet gun, pump gun, stun gun, blackjack, unauthorized tools, sword, spear in a cane, Billy-club, sap, facsimile weapon or any other instrument that is specifically designed, made or adapted, or is capable of inflicting physical injury to another person, is prohibited at school or at any school-related activity. Expulsion for a full calendar year is required by law

Rule 53: Terroristic Threatening -The act of threatening to cause death or serious physical injury to another person or substantial damage to school property with the purpose of terrorizing another person will not be tolerated.

Rule 54: Felony Violations -The act of committing a felony not already referenced in this handbook on a school campus, a school bus or at a school-sponsored or related activity or an act committed in the community that substantially disrupts or has the potential to disrupt the school's environment will not be tolerated.

Suspension [10 days or less]

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS.

Expulsion [11 days or more]

The District shall establish programs, measures, or alternatives means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

