

Berryville School District

Middle/High School Student Handbook

2025 - 2026



District Vision:

Graduating Leaders of Tomorrow

District Mission:

**Ensuring high levels of learning
for everyone, every day.**

Collective Commitments:

- **Celebrating student and staff successes;**
- **Establishing a positive culture that encourages collaboration;**
- **Reflecting on data and teaching to drive purposeful learning for all;**
- **Continually holding staff and students accountable to high expectations;**
- **Providing tools and resources for continuous professional growth;**
- **Providing resources our families need in order to ensure success for all students;**
- **Providing intentional learning opportunities for all.**



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District Contact Information

<u>Administration Office</u>	602 W. College (physical) 902 W. Trimble (mailing) Berryville, AR 72616	Phone: 870-480-4669
<u>Special Services Center</u>	602 W. College (physical) 902 W. Trimble (mailing) Berryville, AR 72616	Phone: 870-480-4639
<u>ESL Center</u>	602 W. College (physical) 902 W. Trimble (mailing) Berryville, AR 72616	Phone: 870-480-4631
<u>Transportation Department</u>	910 W. Freeman (physical) 902 W. Trimble (mailing) Berryville, AR 72616	Phone: 870-480-4652

Berryville Schools Media
<http://bobcat.k12.ar.us>





Student Handbook Purpose:

This Student Handbook answers questions regarding policies, practices and procedures of the Berryville School District and our middle/high schools. The information contained in the handbook is a valuable guide to both parents and students. A committee of parents, teachers, students and administrators reviews the handbook each year to be sure appropriate information is in the handbook (A.C.A. § 6-18-502). Changes in law or board policy may occur during the school year, the most current school board policies can always be found online at <https://bhs.bobcat.k12.ar.us/>

We would encourage parents to call a school administrator if they have a question.

Berryville Schools provides a School-Parent Compact for parental involvement outlining the responsibilities of parents, students, and school staff in raising academic achievement and in building partnerships enabling students to meet state academic standards. A copy of this document is available at Parent/Teacher Conferences, the Back-to-School Event, and on our website. **After reviewing the handbook please complete, sign and return the Student/Parent Handbook Verification page.** We wish everyone a successful school year.

- Mr. Owen Powell, Superintendent 870-480-4669
- Dr. Tammi Davis, Curriculum Coordinator & Federal Programs 870-480-4669
- Mr. Boone Hooker, Facilities Director & Virtual Program Director ext. 2130
- Mr. Joey Curtis, High School Principal 870-480-4632
- Mr. Jared Wolfenbarger, High School Asst Principal, Transportation Director 870-480-4632
- Mr. John McClellan, MS Principal 870-480-4633
- Mrs. Crystal Fancher, Special Education Services 870-480-4639
- Mrs. Sue Clanton, ESOL Coordinator 870-480-4631
- Mrs. Candace Curtis, Dyslexia & 504 Coordinator 870-480-4620 ext. 3286
- Mrs. Mindy Hicks, Homeless, Bright Future, & Testing Coordinator 870-480-4669 ext. 3240
- Mr. Ed Wallace, Child Nutrition Coordinator 870-480-4620 ext. 4627
- Mr. Brent Compton, Director of Athletics 870-480-4665
- Mr. Daniel Smith, Director of Technology 870-480-4669 ext. 3243
- Mr. Ken Van Vlymen, Bus Shop Supervisor 870-480-4652

Berryville High School Mission Statement
Success for Every Student

BHS Vision
GRADUATING LEADERS OF TOMORROW

Berryville Middle School Mission Statement
Educate at High Levels
Every Student
Every Day

BMS Vision

TO BECOME A COLLABORATIVE HIGH-ACHIEVING COMMUNITY WHERE EVERYONE CAN SUCCEED

Berryville High School Contact and Campus Information

School Hours: (M) 8:25am-3:15pm
(T-F) 7:45am-3:15pm
Telephone: (870) 480-4632
<https://bhs.bobcat.k12.ar.us/>
Office Hours: 7:25 AM – 3:25 PM
Counseling Center: 7:25 AM – 3:25 PM
School Colors: Purple and Vegas Gold
School Mascot: Bobcats

Joey Curtis, Principal
Jared Wolfinbarger, Assistant Principal
Cassie Swofford, Counselor
Micki Marshall, Counselor
Kevin Disheroon, MS/HS SRO
Kendra Backs, HS Nurse

**Berryville High School
Frequent Contact Phone Numbers**

Office-870-480-4632
Counselor Office-870-480-4626
Nurse-870-480-4715
Resource Officer – 870-480-4632
High School Fax- 870-480-4635

Berryville Middle School Contact and Campus Information

School Hours: (M) 8:25am-3:15pm
(T-F) 7:45am-3:15pm
Telephone: (870) 480-4633
<https://bms.bobcat.k12.ar.us/>
Office Hours: 7:25 AM – 3:25 PM
Counseling Center: 7:25 AM – 3:25 PM
School Colors: Purple and Vegas Gold
School Mascot: Bobcats

John McClellan, Principal
Macklin Chermak, MS Dean of Students
Alleshia Byrd, MS Counselor
Kevin Disheroon, MS/HS SRO
Ravyn Whitson, MS Nurse

**Berryville Middle School
Frequent Contact Phone Numbers**

Office – 870-480-4633
Counselor Office-870-480-4623
Nurse-870-480-4621
Resource Officer-870-480-4632
Middle School Fax- 870-480-4634

Crisis Hotline Contact Information

Local:

Child Abuse 1-800-482-5964

Crisis Hotline anytime 988

Loving Choices Pregnancy Center 1-479-631-6677

Teen Action Support Center 24 hours 1-479-636-TASC (8272)

Arkansas:

Alcohol & Drug Abuse Hotline (8:30-5

M-F)1-501-686-9866 Arkansas Child Abuse & Neglect

Hotline 1-800-482-5964 Arkansas Drug Info (8:30-5:00

M-F) 1-888-228-1233

Arkansas Poison & Drug Info 1-800-376-4766

Arkansas State Drug Hotline 1-800-553-3820

Crisis Center for Women 1-800-359-0056

Planned Parenthood 1-479-443-7791

Rape Crisis 1-800-813-5433

Sexual Assault 1-877-432-5368

Suicide Prevention 1-800-784-2433

Chenal Family Therapy 1-844-755-0530

National:

Drug & Alcohol Hotline

1-800-662-4357

Runaway Hotline 1-800-Runaway

(786-2929)

STD & AIDS Hotline

1-800-342-2437

Teen Line National Hotline (3-12 PM)

1-800-522-8336

Trevor Hotline for Gay Youth Crisis
1-800-850-8078

eSchool Home Access Center

To view grades or attendance, navigate to the Berryville Schools home page at bobcat.k12.ar.us.

Click on HAC (Home Access Center) link on the right side of the page or visit: <https://bobcat.k12.ar.us>

Select Berryville District in the and enter your and password. the building if have an account have forgotten password.

Welcome to



Home Access Center

Select a District

Berryville School District

User Name

Password

[Forgot My User Name or Password](#)
[Click Here to Register with Access Code](#)

Sign In

School dropdown user name Contact you do not or if you your

General Information

AAA - ATHLETICS AND ACTIVITIES

- Good sportsmanship is strongly encouraged and expected from participants and fans at all athletic events.
- Thematic spirit costuming must remain within dress code guidelines during the school day and at evening events.
- Athletic practices, games, and competitions cancellations will be determined by Administration when school has been dismissed due to inclement weather or other unscheduled closures. However, athletic practices may be scheduled with approval from the district administration and principal. Approved practices during inclement weather will not be mandatory practices.

Failure to Attend School

- Students must attend 4 class periods to be eligible to participate or compete in any extracurricular activity scheduled after school hours. This also includes practice sessions.

AAA Sportsmanship Policy for Fans at Athletic Events

Sportsmanship is a general way of thinking and behaving. Good sportsmanship includes the following:

- Be courteous to all participants, coaches, officials, staff, fans, and spirit groups.
- Know the rules; abide by and respect the officials' decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, your team, and your school.
- Exhibit only positive behavior to reflect on your school and its activities.
- Fans at a ball game are not to intimidate or ridicule the other team or its fans, but to support and cheer for their team and to enjoy watching the skills and competitiveness of the teams.

ACCESS TO STUDENT INFORMATION

Federal law permits the school district to disclose personally identifiable information in the student's education records to school officials with legitimate educational interests. School officials include persons employed by the district, such as an administrator, supervisor, teacher, or support staff member or a person, agency, or company with whom the district has contracted, or otherwise arranged to perform a special task or service. Such individuals have a legitimate educational interest if he/she needs to review an education record in order to fulfill his professional and/or official responsibility.

A legitimate educational interest also exists where the staff member or other

individual works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members.

ADVANCED PLACEMENT (AP) CLASSES

The Advanced Placement (AP) Program is a collaborative effort among motivated students, dedicated teachers, and high schools, colleges, and universities. Since its inception, the program has allowed millions of high school students to take college-level courses and exams and to earn college credit while still in high school.

AP Information can be found on the website:

<https://sites.google.com/berryville.k12.ar.us/berryvillegiftedandtalentededu/home?authuser=0>

Alternative Learning Environment

An Alternative Learning Environment (ALE) is defined as an educational intervention program to accommodate the learning needs of students who meet the criteria for placement. ALE shall provide intervention services designed to address students' specific educational and behavioral needs. A conference may be scheduled for the purpose of discussing ALE placement. If a parent or guardian cannot participate in person, they may participate virtually, either by phone or internet. Alternative learning environment (ALE) refers to placement other than regular day school classes.

The ALE program shall be evaluated annually to determine its overall effectiveness. The evaluation shall specifically address how the use of ALE funds is an alignment with the school district's support plan in addressing identified achievement gaps and student performance deficiencies.

Arkansas Civics Exam

All students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

ARKANSAS SEAL OF BILITERACY & GLOBAL SEAL OF BILITERACY

Students are encouraged to participate in the Arkansas Seal of Biliteracy program. This program recognizes high school students who have attained proficiency in two or more languages.

Global Seal of Biliteracy is issued to students who pass a test in English and at least one other language with high marks. This seal is issued by a company and has a serial number on it. It is used to help students get better jobs, higher pay and advancements. The serial number allows others to validate your proficiency in language. The school uses the same test students take for the Arkansas Seal of Biliteracy. There are no added costs to the students at this time. Students who earn the Global Seal of Biliteracy will receive a stole or cord to wear at graduation.

ASBESTOS POLICY

The Berryville School District Buildings contain some asbestos materials; however, the district has a Management Plan to safely control the asbestos. This plan can be viewed at the facilities office during normal business hours.

CHECK-IN PROCEDURES

When a student arrives late for school, the student must come to the office and sign in for the day.

CHECK-OUT PROCEDURES

Students who are present in school and who need to leave campus before the end of the day may check out by presenting a note signed by the parent/guardian to the office with one exception: students, regardless of age, may not sign out for lunch with a note or parent/guardian phone call. The parent/guardian of the student must come to sign them out during lunch. If a student signs out for the day, they cannot check back in without a professional note. In an emergency, a telephone call from the parent/guardian will be acceptable. No school official may check a student out without parent/guardian authorization.

If a student checks out of a class in the last 15 minutes of the class, it will be considered an early dismissal.

Students becoming ill during the day should report to the school nurse. The nurse will contact the parents/guardians and then complete the checkout form. This form must be signed by the parent/guardian before the student will be allowed to leave campus. If the parents/guardians cannot be contacted, the student will remain in the nurse's office until the parent/guardian can be reached.

COLLEGE CLASSES OFFERED THROUGH BERRYVILLE HIGH SCHOOL

The Berryville School District encourages its students to continue their education far beyond the high school setting. To encourage their students to continue their education and attend college, the Berryville School District, in partnership with North Arkansas College, offers the following program.

The Berryville School District will pay half the cost of tuition up to \$198, for up to three (3) classes, for students enrolling in the college class offered through BHS. Students may take more courses at their own expense. Students will assume all costs for fees, books materials, and the remainder of tuition for courses selected. All fees must be paid in full prior to the first day of class.

Students quitting/dropping after the deadline will be responsible to reimburse the school for the \$198 tuition.

Per principal discretion, college classes will be available to those who maintain a 3.0 GPA. All students must meet all of the entrance requirements set forth by the college. Students who fail a college class will not be permitted to enroll in another class the following semester. Students must be actually scheduled in their college credit class during the school day and during their college class period.

Students may be removed from the college class and fees paid by the student forfeited for failing to participate in class discussion, or using the scheduled class time for unauthorized activities (web surfing, music, movies, and activities prohibited by the district computer use policy).

To be enrolled in college classes, the student must score a 19 in Reading, English, and Math on the ACT test or and an equivalent score on the Accuplacer Test. The student is responsible for all fees associated with these tests. Scores for these tests must be available before the first day of class.

These classes are for concurrent credit and will be calculated into the student's overall GPA. These are college classes and should be taken very seriously by the student. These classes will require self-discipline from the student in order to be successful.

CONCURRENT COLLEGE CREDIT COURSES

The opportunity for concurrent credit is open to any student in grade 9-12 who is in good standing of meeting high school graduation requirements. Students are not in good standing if they have had poor attendance in the current and past school year, exhibit poor work habits in the classroom, not on track to meet graduation requirements, or have disciplinary infractions in the current or past year.

A student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one (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. To fulfill core graduation requirements (e.g. English Comp I as a 4th year English or Into to Statistics as a 4th year math), prior approval is required.

A 3-semester hour remedial/developmental education course shall be the equivalent of one half ($\frac{1}{2}$) unit of credit for a high school career focus elective and cannot be used to meet ore subject area/unit requirements in English and mathematics.

Participation in the concurrent credit program must be documented in the student's permanent file by providing a copy of the concurrent enrollment form signed by the student, parent/guardian, and college.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to Berryville High School in order to receive credit for the course(s). High school concurrent credit will not be given until a transcript is received. For students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12, the transcript must be received by Berryville High School within 15 school days of the end of the semester in which the course is taken. If the transcripts are not received in time, or at all, this may jeopardize the student's eligibility for extracurricular activities, graduation, etc.

Concurrent credit awarded by a previously attended, accredited, public high school toward a course required for high school graduation will be recognized by Berryville High School.

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

CONNECT FOUR (C4)

Connect Four is a program that will equip students for future career success with personalized industry-based training and skills integral to local and regional business and industry in order to enter the workforce or pursue postsecondary education. Connect Four is a partnership between Berryville, Green Forest, and Eureka Springs School Districts, along with Tyson Foods. The Connect Four Program is an off-campus site with morning and afternoon sessions being offered. Students must have a 2.0 GPA, be on track to graduate and have strong attendance in order to be eligible. Students will be interviewed by the program director after applying through the counselor's office. C4 students will have the opportunity to earn concurrent credit through North Arkansas College.

CRISIS INTERVENTION

Berryville Schools recognize that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by planning and preparedness. Crisis intervention teams have been identified in each school to be activated in case of a crisis. These teams, as well as building and district administrators, will be responsible for a coordinated response to emergencies.

Emergency procedures are posted in each classroom and drills are to be conducted at least three times a year. In the event of terrorism and/ or national disasters, governmental agencies will intervene.

Digital Learning

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 blended learning, online based, or other technology-based formats. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

Personal and Family Finance

All students shall receive credit in a course covering Personal and Family Finance Standards in order to graduate.

DELIVERIES - FLOWERS AND/OR FOOD

Parents are allowed to bring food to the office for their own child. Students may only receive food from an adult listed on their student contact list. Students may not order drop-off delivery meals.

DISCRIMINATION DISCLAIMER

- Berryville Schools do not discriminate in the application of its educational programs nor in the treatment of its applicants for employment, nor in any of its programs and activities, nor does it use any unlawful criteria such as age, race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability, in its dealing with employees, students, or the general public.
- The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

For Section Title IX: Equity Coordinator
c/o Berryville Public Schools
902 West Trimble Ave, Berryville AR 72616
870-480-4669

DRUG POLICY AND SALES ACT OF 612

The School Drug Sales Act provides that sentence for sale of controlled substances within 1,000 feet of public or private schools or colleges shall be two years and a fine of no less than \$1,000. Also, the use of any tobacco products by any person is prohibited by federal law in all school buildings. Any persons possessing drugs or tobacco on school grounds will be dealt with accordingly.

DRUG TESTING

Statement of Purpose:

Whereas, significant information exists to the ever-increasing incidence of drug use and addiction among our youth in society, the Berryville Board of Education has

determined that it has a compelling interest in the protection and safety of its students who are involved in interscholastic athletics and extracurricular activities in general.

The Board of Education recognizes that adolescence is a time of rapid physical, psychological, emotional, and social growth, and that the addictive effects of drugs are most severe during this time of development and that their use can lead to immediate and irreparable physical harm or injury of a student or others engaged in interscholastic sports and/or extracurricular activities.

The Board further acknowledges that interscholastic athletics/extracurricular activities play an important part in the lives of many students and are significant events in creating the culture and climate of the district. The positive lessons learned in the participation of extracurricular activities are beneficial to students, not only during their formative years, but also long after they leave school. Extracurricular activities provide students with special opportunities to develop skills and attitudes and to be recognized for their accomplishments. Participants in extracurricular activities are considered to be role models by their peers and younger students of the community.

Whereas, participation in extracurricular activities and operating a vehicle are elective opportunities, and because of the potential risk of physical and psychological harm to students engaged in drug use, and whereas those who choose to become involved in extracurricular activities are visible representatives of the district, as well as role models, the Berryville Board of Education adopts this resolution as a statement of purpose concerning the drug testing of students who park a vehicle on campus or engage in extracurricular activities and as a statement of support for such testing.

Mission Statement

The Berryville Public School District recognizes that drug abuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Berryville School District is determined to undermine the effects of peer pressure by providing a legitimate reason for students involved in extracurricular activities or who operate a vehicle to refuse the use of illegal drugs and alcohol; and to be proactive in encouraging students who use drugs to participate in drug treatment programs.

Definitions

- A. Drugs - Any substance considered illegal by Arkansas Statutes or that is controlled by the Food and Drug Administration unless prescribed by a licensed physician or medical practitioner.

- B. Activity Programs - Any extracurricular activity in grades 7-12 sponsored by the Arkansas Activities Association or Berryville Public Schools and any other activities that may be formed.
- C. School year - From the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which event from the first day of practice is organized activity through the last day of classes in the spring.
- D. Alcohol - Any substance containing ethyl alcohol.
- E. Vehicle operator - Any student who obtains a parking sticker and is assigned a parking place or area.

Policy Statement:

Berryville Public School District is conducting a mandatory drug testing program for its students. Its purpose is:

- A. To provide for the health and safety of students participating in activity programs, grades 7-12;
- B. To promote and insure the safety and well-being of motor vehicle operators and their passengers;
- C. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and alcohol;
- D. To encourage students who use drugs to participate in drug treatment programs.

Procedure for Students:

- A. Consent: Any student wishing to participate in an activity program or park a vehicle on school grounds must have a consent form signed and on file in the principal's office. The student's custodial parent/legal guardian shall consent in writing to the drug test pursuant to the district's drug testing program. No student shall be allowed to participate in any activity program or park a vehicle on campus absent such consent.
- A. Student Selection: At the option of the district, all students in activity programs or vehicle operators may be drug tested at the beginning of the school year or throughout the school sponsored activity. In addition, random testing may be conducted weekly, bi-weekly, monthly, or quarterly during the school year.

Selection for random testing will be a lottery drawing from a "pool" of all students who operate a vehicle or participate in activity programs in the district at the time of the drawing. A single test from a student can be required by a principal for reasonable suspicion. Any parent/guardian may request his/her child's placement in the lottery regardless of vehicle operation or extracurricular participation.

The Superintendent shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process, including assuring that the names of all participating students are in the pool, assuring that the person drawing the names has no way of knowingly choosing or failing to choose particular

students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process, and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

Sample Collection:

Samples will be collected at a mutually convenient time on the same day the student is selected for testing or if the student is absent on that day, on the day of the student's return to school. If a student is unable to produce a sample at a particular time, the student will remain with testing personnel until a sample is collected. All students providing samples will have the option of doing so alone in an individual stall with the door closed. Refusal by the student to comply with a request for a sample will be deemed as non-compliant and, therefore, the student will not be allowed to continue to participate in their activities. At that point, parent/guardian contact will be made to notify them of the student's non-compliance.

Testing Agency:

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

Prescription Medication:

The testing personnel will inquire about medication usage prior to the administration of the test. The student will have the opportunity to discuss any medications consumed. If the test results are deemed positive, the parents/guardians may provide a copy of the prescription or a doctor's verification, which will be considered in determining whether a "positive" test has been satisfactorily explained. That documentation will be forwarded to the testing lab with instructions for the lab to consider the student's use of such medication to assure the accuracy of the result. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests".

Scope of Tests:

Drug Screening will be by urinalysis using an FDA approved chromatographic immunoassay. The tests will screen for 11 drugs: Methamphetamine, Amphetamine, Barbiturates, Benzodiazepines, Cocaine, Marijuana (THC), Methadone, Opioids, Oxycodone, Phencyclidine, & Nicotine. Additionally, the District may also test for alcohol. Student samples will not be screened for the presence of any substance other than alcohol, an illegal drug, or for the existence of any physical condition other than drug intoxication.

Limited Access to Results:

Only the Superintendent or his/her designee will be notified when double confirmation of a positive test is received.

PROCEDURE IN THE EVENT OF A POSITIVE TEST:

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

- The custodial parent/guardian will be notified;
- A meeting will be scheduled with the Superintendent or his/her designee, the student, the custodial parent/guardian, and the student's principal.

First Positive Result:

For a positive result or refusal of a drug test, the student will be placed on probation and not allowed to park a vehicle on school grounds or participate in competitions, presentations, and activities of Berryville Public Schools for a period of thirty (30) calendar days. The student will be required to attend drug/alcohol counseling, and, if any charge is incurred, it will be the responsibility of the parent/guardian.

On day thirty-one (31), in order to regain eligibility, the student will be required to be retested (at the expense of the parent/guardian), and show proof of counseling attendance. If the test results are found to be negative, the student will again become eligible for competitions, presentations, and activities relating to Berryville Public Schools. However, the student must submit to a mandatory drug screen or lab test on a monthly basis at the expense of the parent/guardian. The screening must be conducted by a reputable agency or facility capable of screening for the same substances being screened for by the district. The duration of the screening should be determined by the intervention program and will not exceed a maximum of six (6) months.

Second Positive Test:

For the second positive test in the same year, the student will be suspended from parking on campus, competitions, presentations, and activities relating to Berryville Public Schools for a calendar year. The student will not be able to participate until after the probation period has ended and has provided a negative or clear test.

Third Positive Test:

For the third positive test in two consecutive calendar years, the student will be suspended from participating in activities and lose parking privileges for the remainder of his/her enrollment in the district (May be appealed to the board).

Non-Punitive Nature of Policy:

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid and

binding subpoena or other legal process, the student and the student's custodial parent/legal guardian will be notified as soon as possible by the district.

Other Disciplinary Measures:

The district, by accepting this policy, is not precluded from utilizing other disciplinary measures set forth in the Student Discipline Policy, and this policy does not preclude the district from taking disciplinary action when founded upon reasonable suspicion that a student has participated in drug-related activities.

DUE PROCESS

If a student of the parent/guardian involved in a disciplinary ruling wishes to contest the ruling, the complaint must be stated in writing to the school principal asking that the ruling be changed. The student and parents/guardians shall have the right of appeal and review of a suspension. All appeals should be made in writing within five (5) calendar days of the incident. Suspensions initiated by the principal, the appeal then goes to the Superintendent but not to the school board.

If a student or parent/guardian has a complaint regarding any manner, the student or parent/guardian will first talk to the teacher. If not satisfied, they may talk to the principal. If an agreement is not reached, the student or parent/guardian may set up a conference with the Superintendent.

ELECTIVES

Total units required by Berryville School District equal twenty-four (24); Common core (16), career focus (6), Survey of Business, and including a max of two (2) local credits or electives.

EMERGENCY PLANS

FIRE DRILLS - An intermittent bell/announcement is the signal to follow the emergency exit plan. If fire or smoke is present, evacuate immediately to the nearest safe exit.

While no fire alarm will be ignored, when no evidence of a fire or smoke is present, students and staff will be vigilant for signs of danger before evacuating. Students must stay in the designated area with their class until the principal or designee gives the return signal.

TORNADO DRILLS - If an announcement is made about a tornado warning, students will move to areas away from the windows and crouch down using their arms to protect their heads.

EARTHQUAKE DRILLS - If an announcement is made about an earthquake warning, students will move to safety under tables or desks until the principal or

designee gives the return signal.

LOCK-DOWN DRILL - If the announcement is made, "Lock and secure your classrooms," all personnel are to stay out of the halls. All rooms will be locked and an added security device will be slid in place. Students should be moved away from windows, doors, etc. All reporting is done through email. If the fire alarm activates while the school is on lockdown, students will not evacuate until it is determined whether there is a fire. Students and faculty will remain in lockdown.

EVACUATION DRILLS - If an announcement is made to evacuate the building, students should exit as in a fire drill and meet their teacher in their designated evacuation areas. Students should exit as in a fire drill and meet their teacher in the designated area where they will get into a single file line and sit quietly for further instructions.

EMERGENCY CONTACTS FOR STUDENTS

A current work telephone number or emergency number should be on file at all times in the event your child becomes ill or is injured at school. Should the school be unable to contact a parent or designated responsible party, the child will have to remain at school and go home on the bus even though he/she is ill or injured. Should there be an emergency and parents cannot be reached, the child would be taken to a local emergency room and the doctor on call will be used for emergency treatment.

ENROLLMENT/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—HOMELESS STUDENTS or in Policy 4.48—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of Policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5.

Students who move into the District from a state-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.

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

- 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.

- 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 birth certificate;
 - A statement by the local registrar or a county recorder certifying the child's date of birth;
 - An attested baptismal certificate;
 - A passport;
 - 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;
 - United States military identification; or
 - Previous school records.
- 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 to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.
- 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.

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

- a. Employed under 5 U.S.C 3101 or 32 U.S.C 709(b)

- b. Required as a condition of his or her employment to maintain membership in the Selected Reserve; and
- c. Assigned to a civilian position as a technician in the organizing, administering, instructing, or training of the Selected Reserve or in the maintenance and repair of supplies or equipment issued to the Selected Reserve of the United States Armed Forces.

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

"Eligible child" means the children of:

- Active duty members of the uniformed services;
- Members of the active and activated reserve components of the uniformed services;
- Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.
- Dual status military technicians; and
- Traditional members of the National Guard and reserve components of the armed forces who are relocating to the state of employment or to serve as a member of an Arkansas- based reserve component unit.

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

"Transition" means the:

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

An eligible child as defined in this policy shall:

- 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;
- 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;
- 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;
- 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;
- 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;
- 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;
- 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;
- Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the District by a custodial parent on active military duty.

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

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

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

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

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

Date Adopted: 7/2022

Legal References: A.C.A. § 6-4-302, A.C.A. § 6-15-504, 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)

Additional Reference: ASBA Model Policies

EXAM EXEMPTION MIDDLE/HIGH SCHOOL

Berryville Middle/High School's semester exam policy ensures that grades reflect student proficiency in essential standards. The exam serves as a final opportunity to demonstrate mastery. Students may be exempt from the exam if they have proven proficiency through regular assessments, though they can still choose to take it. All other students are required to take the exam. Exemption decisions are not based on attendance or disciplinary history.

EXTRACURRICULAR ACTIVITIES

It shall be the policy of the Berryville Public Schools to view extracurricular activities as an extension of the instruction program. The role of extracurricular activities is to provide opportunities for students to develop their potential in the areas of cooperation, teamwork, leadership, and discipline. Extracurricular activities also provide enrichment in a learning situation other than the regular classroom, as well as providing an outlet for student interests, hobbies and career opportunities. All students will be expected to successfully complete four courses the previous semester to participate in extracurricular activities. Extracurricular is defined as those officially approved organized student activities connected with Berryville Schools.

To be eligible to participate in a scheduled activity, students must attend at least four (4) periods of the day of the activity unless the absence has been cleared by the principal.

It shall be the policy of the administration and staff to schedule extracurricular activities after regular school hours and/or Saturdays, except for those events sanctioned by the Arkansas Activities Association. In addition, every effort will be made by the administration and staff to limit activities which interfere with the regular instruction program.

If a student is under In School Suspension, Out of School Suspension, or Expulsion, that child is not allowed to participate in extracurricular activities including graduation ceremony.

FIELD TRIPS/STUDENT REWARDS

Students who fail to follow school rules or have attendance issues may not be allowed to attend trips or receive special rewards. Principal's discretion will be used.

GIFTED AND TALENTED

The Berryville Schools offer a gifted and talented program referred to as GATE (Gifted and Talented Education). This program is available in grades K-12 in various forms.

GATE program and information can be found by going to the following link:

<https://sites.google.com/site/berryvillegate/home> or
<https://sites.google.com/berryville.k12.ar.us/berryvillegiftedandtalentededu/home?authuser=0>

GUEST ATTENDEES OF HIGH SCHOOL DANCES, PROM, AND AFTER PROM

The prom will be restricted to juniors and seniors, and sophomores by invitation only. Any student wishing to bring a date from another school will be required to fill out a date form at least one week in advance. Guests are subject to principal approval. Guests over the age of 20 and freshmen will not be allowed to attend. Sophomores are not permitted without invitation. Dances are subject to the grades holding the events. They will be open to any student of the grade. Chaperones are required and will be in attendance. Banquets will be open to anyone who wishes to attend. Tickets will be sold on a first come first serve basis. Attendants involved in any way will receive free tickets. Students must attend at least four periods the day of the event in order to be eligible to attend prom. School dress code rules will apply.

Health Services (ARK. Code 6-18-706)

Berryville School District provides a nurse to supervise medical care in every school and to assist you in meeting the health needs of your child during the school day. If you have any questions after reading this information, please contact your child's school nurse.

BERRYVILLE SCHOOLS HEALTH HISTORY FORM: (HIPPA/FERPA) A student Health History form must be completed annually and updated as needed by the parent. It is important for the parent to bring to the nurse's attention any medical concerns either physical or emotional. The nurse may need to share this information with the teacher/staff on an "as a need to know basis" to not only ensure the safety and welfare of your child but to possibly modify activities if needed.

SHARING STUDENT HEALTH AND MEDICAL INFORMATION: Federal law permits the school district to disclose personally identifiable information in the student's education records to school officials with legitimate educational interests. School officials include persons employed by the District as an administrator, supervisor, teacher, or support staff member (including but not limited to transportation personnel); or a person, agency, or company with whom the District has contracted or otherwise arranged to perform a special task or service. Such individuals have a legitimate educational interest if s/he needs to review an education record in order to fulfill his or her professional and/or official responsibility. A legitimate educational interest also exists where the staff member or other individual works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members.

HEALTH PASS:

All students must have a pass to come to the health office. The only exceptions are emergencies or the teacher escorting the student. If a student needs to make a visit to the health office between classes, they will need to ask for a health pass from their instructor at the end of class. Electronic nurse passes are available to all students to see the nurse. The nurse will call the student in when the pass is read by the nurse.

HEALTH SCREENINGS (state mandated) Vision: (A.C.A. 6-18-1501):

(A.C.A. 6-18-1501) Act 1438 of 2005 requires students in grades PreK, KF, 1, 2, 4, 6, 8, and transfer students to have an eye and vision screen. Only failure notifications are sent home. A child who does not pass the screening shall be required to have an exam conducted by an optometrist or ophthalmologist within 60 days of receipt of the screening report and show proof of the exam. Parents needing financial assistance should contact the school nurse. Hearing: Hearing screens are mandated for students in grades PreK, KF, 1, 2, 4, 6, 8, and transfer students. Only failure notices are sent home. Parents have 60 days to show proof that a doctor or audiologist examined their child. Insurance is billed for students covered under Medicaid/Arkansas Kids 1st will be billed, where applicable, for hearing and vision screenings conducted at school unless notified, in writing, by parents to decline within 60 days of receipt of handbook. BMI: (ARK Code 20-7-133 and 3.04) Act 1220 requires students in grades KF, 2, 4, 6, 8, and 10 shall have their height and weight assessed. Scoliosis: 6 & 8 grade girls; 8th grade boys A.C.A. §20-15-803.

A parent who refuses to have their child assessed must provide **written** documentation of the refusal. Screening results will be sent home only upon request of the parent/legal guardian.

BMI:

(ARK Code 20-7-133 and 3.04)

Act 1220 requires students in grades KF, 2, 4, 6, 8, and 10 shall have their height and weight assessed. A parent who refuses to have their child assessed must provide written documentation of the refusal by checking the refusal box on the health history form. Screening results will be sent home only upon request of the parent/legal guardian.

ILLNESS**Chronic Illness: (A.C.A. 6-18-1005)**

Contact your school nurse if your child has a diagnosis of Asthma, Diabetes, Seizures, Anaphylaxis, or any other medically diagnosed health condition. An Individual Health Care Plan (IHP) will be developed and kept on file. Information is shared with staff on an "as needed basis." Check with your school nurse to see if your child's condition qualifies for this.

Acute Illness: If a student develops a temperature of 100.4 degrees or above, or is vomiting, and/or has diarrhea, or becomes too ill to remain in class the school nurse or nurse delegate will notify parents to promptly remove the child from school. The student will remain in the school's health room or a place where he/she can be supervised until the parent/legal guardian can check the student out of school. If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date. Note: 1 Students who are eighteen (18) years of age or older are considered to be legal adults, and as such have the right to check themselves out of school.

Students should be symptom free for 24 hours, which is one entire school day from the day of dismissal, without requiring medication for fever, vomiting, diarrhea, or other symptoms prior to returning to school. If a student requests an illness dismissal from school, and does not go through the nurse, the absence will not count as medically excused unless an MD note is obtained.

Communicable Diseases:

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 bloodborne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

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. 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. 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.

Note: ¹ Consult your school nurse for input on potential modifications of this listing. Hepatitis A is more contagious by casual contact than B or C, but B and C have been left in the model policy to err on the side of caution.

Legal References: A.C.A. § 6-18-702

Arkansas State Board of Health Rules Pertaining To
Immunization Requirements
Division of Elementary and Secondary Education Rules
Governing Kindergarten Through 12th Grade Immunization
Requirements

Last Revised:

Head Lice:

It is common for children to bring head lice to school. Parents are urged to occasionally inspect the heads of their children. If nits are found, students will remain in school, but a note will be sent home. Students will be removed from school if live lice are present. The parent will be required to return with the student and proof of treatment accomplished, preferably within 24 hours of dismissal. The school nurse or nurse delegate will re-examine the student and once determined the student no longer has live lice, the student is readmitted to class. Mass screenings are strongly discouraged. It is not necessary to send letters home or do mass screenings unless evidence of classroom outbreak includes three or more students with no close contact in school within a consecutive 2-week period.

IMMUNIZATIONS (Ark. Code Ann. § 20-7-109, 6-18-702, 6-60-501 - 504, and 20-78-206)

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 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 as a history of varicella disease must be documented by a licensed physician, advanced practice nurse, doctor of osteopathy, or physician assistant. 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.

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 no fewer than twenty-one (21) days or even 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.

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

Annually by December 1, the District shall post to the District's website a report of district immunization status.

Notes: ¹ The table showing the age appropriate immunizations is referred to as "Table I" in the Division of Elementary and Secondary Education (DESE) rules and as "Table II" in ADH rules.

² You can amend this sentence to reflect your school's practice for when teachers are required to have their lesson plans ready in advance.

³ Your district may choose to adopt a different schedule such as docking the work a certain percentage for each day it is late.

Legal References: A.C.A. § 6-18-702

DESE Rules Governing Immunization Requirements in Arkansas
Public Schools
ADH Rules Pertaining to Immunization Requirement

Date Adopted:

Last Revised:

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. District

supplied OTC medications will NOT be given without a parent/guardian annually signed student health form on file.

The district's 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 Medications

Option 1: The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy.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.

Self-administer medication students shall sign an IHP developed by the school nurse for the school where the student is enrolled.

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 trained⁶ 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 Anti-opioid

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, school resource officers, 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.

An opioid overdose rescue kit shall be placed within all storage locations in the District high school buildings that currently contain an automated external defibrillator for public use. The opioid overdose rescue kits shall be located where it is readily available to the public, be visually free of advertisement, and contain an anti-opioid.

Seizure Disorder Medications

Students who have been diagnosed with a seizure disorder shall have a seizure action plan that shall be a written IHP designed to acknowledge and prepare for the healthcare needs of the student. The student's seizure action plan shall be created in collaboration between District staff and the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis or the student if over eighteen (18). As part of the creation of the student's seizure action plan, the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall:

1. Provide the school with written authorization to administer the seizure medication at school;
2. Provide a written statement from the student's healthcare provider that shall contain the

following information:

- The student's name;
- The name and purpose of the medication;
- The prescribed dosage;
- The route of administration;
- The frequency that the medication should be administered; and
- The circumstances under which the medication should be administered;

3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact, which shall be stored in a safe and secure location accessible only by District personnel or volunteers with training to administer seizure medication. The written authorization, written statement, and seizure action plan shall be kept on file in the office of the school nurse or school administrator and distributed to any school personnel or volunteers responsible for the supervision or care of the student.

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

Districts are not under any obligation to "recruit" volunteers and 4.11 of the Rules explicitly states that no employee shall be pressured into volunteering.

¹ The time frame in this paragraph is not statutorily mandated and may be changed to better suit your district and the employment contract of the school nurse. Any changes you make, however, need to address the need for students to have their medications through the last day of school and the reality of parent's work schedules.

² This policy offers two different options regarding permissibility of students attending and participating in classes while taking Schedule II medications. Be sure only one option is included in the adopted policy and delete the "Option One" or "Option Two" language after your selection along with the language for the unchosen option in the final version. Be sure to consult with your school nurse when selecting an option.

³ Here is a helpful, but not all-inclusive, list of prohibited Schedule II medications: Opium, morphine, codeine, hydromorphone (Dilaudid), methadone, meperidine (Demerol), cocaine, oxycodone (Percodan), amobarbital, pentobarbital, sufentanil, etorphine hydrochloride, phenylactone, dronabinol, secobarbital, and fentanyl.

⁴ A student who has surgery or is in an accident may be taking a Schedule II medication outside of those a student may take and be permitted to attend classes under Option 1 or may have been told by his/her doctor to not attend class during the time the student is taking the Schedule II medication. In such cases, a 504 plan can be developed to cover the duration of the student's recovery, which could include homebound instruction.

⁵ The specific authorization should be provided on the doctor's letterhead along with the completed Medication Administration Consent Form (4.35F).

⁶ The certification may be received through training that is provided by a nationally recognized organization experienced in training laypersons in emergency health treatment or other persons approved by the Department of

Health. Examples of National programs are those provided by the American Heart Association and the American Red Cross.

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

Last Revised: June 2025

HEALTH AND SAFETY

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 the student's parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting unsupervised visitation may, to the extent authorized by the court order, 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. The District shall not act as a supervisor for non-custodial parent visitation purposes under any circumstance.

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

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the 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. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen (18) years of age), or in response to a subpoena or arrest warrant.

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

CONTACT BY PROFESSIONAL LICENSURE STANDARDS BOARD INVESTIGATORS

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

Note: This sentence is based on language in A.C.A. § 9-13-104 (b) and is **NOT** required. School administration should ALWAYS decline any involvement in the fight between parents over whose day it is to pick up the student. The school's interest is that A PARENT or an individual authorized by a PARENT checks the child out or picks the child up, not that the "right" parent checks the child out on the "right" day.

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

Last Revised: June 2025

HOMEBOUND INSTRUCTION

If the student is absent from the school because of an illness, an accident resulting in serious injury, pregnancy or other physically disabling conditions (Or in the case of a child with disabilities, the IEP has determined that the child's LRE is a homebound placement). The following guidelines must be met for eligibility for homebound instruction:

1. Eligibility

1. Any student who has a medical problem confirmed by a physician that prohibits the student from being physically in class may apply for homebound instruction.
 2. A student who is pregnant shall not be considered for homebound instruction unless there is a medical necessity, confirmed by a physician, which states that the student is unable to be in school.
 3. Eligibility for homebound instruction will be limited to those students who are to be out of school for more than twenty consecutive days. Homebound instruction can begin as soon as the completed homebound application is returned to the school counseling office.
 4. Homebound students may not actively participate in extracurricular activities i.e. prom, participating in Athletics, trips, etc.
2. Application
 1. The student should request a HOMEBOUND STATUS APPLICATION FORM from the school counseling office.
 2. The doctor will be required to state on the application approximately how long the homebound condition will exist.
 3. Approval or non-approval of homebound status rests with the counseling staff and the building principal based on the doctor's recommendation.
 2. Credit
 3. Full credit may be earned in the four core subject areas: math, science, social studies, and English. Occasionally subject matter assignments may need to be altered or supplemented.

HOMELESS STUDENTS

The Berryville School District will ensure that students identified as homeless will have access to the educational and related services they need to enable them to meet the same challenging academic standards to which all students are held. Homeless children and youth will not be separated from the mainstream school environment.

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. The liaison should:

- 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 and with school personnel who are responsible for education and related services to homeless children and youth; and
- Ensure that school personnel receive professional development and other support regarding their duties and responsibilities for homeless students;

The Liaison for Homeless Children and Youth shall ensure that:

- Homeless children and youth are identified by school personnel;
- Homeless children and youth are enrolled in, and have a full and equal opportunity to succeed in, schools of that local educational agency;
- The parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- Public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of such children and youth, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable;
- Unaccompanied youths:
 - are enrolled in school;
 - have the same opportunities to meet the same challenging academic standards as the state establishes for other children and youth; and
 - are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;

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

- Sharing housing of other persons for various reasons;
- Living in motels, hotels, trailer parks, or campgrounds due to inadequate alternative living conditions;
- Living in emergency or transitional shelters;
- Living in a place (public or private) not designed for human living; and/or
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings. (Substandard housing has a lack of utilities, infestation, mold, and/or dangers.)
- This includes migratory children who are living in these situations.
- This includes children and youth who are not in physical custody of a parent or guardian.

DEFINITION OF UNACCOMPANIED YOUTH: Two conditions must be present for the child or youth to be considered an unaccompanied youth:

- The child's or youth's living arrangement meets the definition of homeless, and
- The child or youth is not in the physical custody of a parent or guardian.

IMMEDIATE ENROLLMENT: Homeless students are entitled to immediate enrollment in any public school that students living in the same attendance area are eligible to attend even if:

- students do not have required documents such as school records, records of immunization and other health records, proof of residency, guardianship or other documents; or
- students have missed application or enrollment deadlines during any period of homelessness.

SCHOOL OF ORIGIN: The school a child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

- Students in homeless situations have the right either to continue attending the school of origin, or to enroll immediately in the local school, according to each student's best interest;
- 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 unaccompanied 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 the parent, guardian, or unaccompanied youth, including information regarding the right to appeal.

DISPUTE RESOLUTION: If a dispute arises over eligibility, school selection, or school enrollment, the district will take the following steps:

- The child or youth shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute, including all appeals.
- While disputes are pending, students have the right to participate fully in school and receive all services for which they are eligible. The definition of enrollment includes "attending classes and participating fully in school activities."
- The parent, guardian or unaccompanied youth must be provided a written explanation of any dispute-related decisions made by the school and/or district. The written explanation must include the reasons for the district's determination and the right of the parent, guardian or unaccompanied youth to appeal such decisions in a manner that is understandable.

The parent, guardian, or unaccompanied youth will be referred to the liaison, who will carry out the dispute resolution process.

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.

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

HOME SCHOOL RE-ENTRY PROCEDURE

Guideline for placement and/or scheduling of former home school students and students from non-accredited schools (schools not accredited by a state or regional association).

A homeschooled 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:

Curricula used in the home school;

Tests taken and lesson completed by the home-schooled student; and

Other indicators of the home-schooled student's academic progress.

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

A homeschooled student who enrolls or re-enrolls in the District enter 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:

As indicated by the documentation submitted by the home-schooled student;

By mutual agreement between the public school and the homeschooled student's parent/legal guardian; or

If the home-schooled student fails to provide the documentation required by this policy, with the exception of nationally recognized norm-referenced assessment score, the District may have sole authority to determine the homeschooled student's grade placement and course credits. The District will determine the homeschooled student's grade placement, course credits in the same manner the District uses when determining grade placement, and course credits for students 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 homeschooled student who enrolls or re-enrolls in the District any of the following based on the student having attended a home school:
Award of course credits earned in the home school;

Placement in the proper grade level and promotion to the next grade level;
 Participation in any academic or extracurricular activity;
 Membership in school-sponsored clubs, associations, or organizations;
 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 preceding prior to graduation;
 Scholarships.

Legal References: A.C.A. § 6-15-503
 A.C.A. § 6-15-504
 A.C.A. § 6-41-103

HONOR GRADUATES & VALEDICTORIAN/SALUTATORIAN

Students who have successfully completed all graduation requirements and have a cumulative GPA of 3.50 will be designated as honor graduates. The GPA shall be derived from courses taken in grades 9-12. With the exception of Algebra I and Physical Science which may be taken in the 8th grade and will count towards cumulative grade point average and class rank.

The top two seniors ranked according to their weighted GPA will be designated as Valedictorian and Salutatorian. If, however, there is a tie for first place, students will be Co-Valedictorians in lieu of a Salutatorian. To be considered Valedictorian or Salutatorian for graduation, the students must have been continuously enrolled in the district for the last four (4) consecutive semesters and meet the requirements outlined for Honor Graduates. GPA will be calculated at the end of the Fall Semester of senior year.

Honor Graduates for Graduating Seniors starting with the Class of 2025 and beyond.

The Berryville School Board approves three levels of recognition for Honor Graduates:

<u>HONORS</u>	<u>HIGH HONORS</u>	<u>DISTINGUISHED HIGH HONORS</u>
Completes all local graduation requirements as defined by the State Board of Education and the Berryville School Board	A. Completes all local graduation requirements as defined by the State Board of Education and the Berryville School Board	A. Completes all local graduation requirements as defined by the State Board of Education and the Berryville School Board

<p>A. And must maintain a minimum grade point average (GPA) of 3.500 or above</p> <p>B. And must complete a minimum of one (1) AP course and/or one (1) Academic College Level Course worth three (3) hours of college credit</p> <p>C. Must have no failing grades in a **credit-bearing course taken in high school</p> <p>D. And must not have lost credit due to attendance or been on probation for absences</p> <p>E. And no failing grade (F or NC) on their transcript</p>	<p>A. And must maintain a minimum grade point average (GPA) of 3.750 or above</p> <p>B. And must complete a minimum of three (3) AP course and/or two (2) Academic College Level Course worth three (3) hours of college credit</p> <p>C. Must have no failing grades in a **credit-bearing course taken in high school</p> <p>D. And must not have lost credit due to attendance or been on probation for absences</p> <p>E. And no failing grade (F or NC) on their transcript</p>	<p>A. And must maintain a minimum grade point average (GPA) of 3.900 or above</p> <p>B. And must complete a minimum of five (5) AP course and/or three (3) Academic College Level Course worth three (3) hours of college credit</p> <p>C. Must have no failing grades in a **credit-bearing course taken in high school</p> <p>D. And must not have lost credit due to attendance or been on probation for absences</p> <p>E. And no failing grade (F or NC) on their transcript</p> <p>F.</p>
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Valedictorian: The Valedictorian is the graduating senior student who:

1. Meets the criteria for Distinguished High Honors
2. Has the highest GPA among the Distinguished High Honors
3. In the event of a tie in GPA, Co-Valedictorians will be named in Lieu of Salutatorian

Salutatorian: The Salutatorian is the graduating senior student who:

1. Meets the criteria for Distinguished High Honors
2. Has the second highest GPA among the Distinguished High Honors

**Credit-bearing courses must be derived from an accredited public or private school. Home school programs must be accredited by the same agency that accredits public schools in Arkansas.

GPA will be calculated on all accumulated credits through the fall semester of the senior year. Students will be notified of their position of honors, Valedictorian, and Salutatorian no later than April 1 of the year they graduate.

Students with an Individual Education Plan (IEP) or 504 Plan are included to the extent that the courses they have taken and successfully completed meet the course requirements for graduation as established by the State Board of Education.

INSURANCE

Accident insurance which protects students injured at school, while coming to or going from school, and while engaged in specified school activities, is offered to all students. Students who participate in any form of athletics will be required to take the insurance or bring a note from home stating they are covered through their insurance policies and the school will not be held responsible in case of injury.

LIBRARY

Middle School

- Library hours are 7:15am-3:45pm
- It must be "Free Flow" to visit the library during class time and a library pass is required from the classroom teacher.
- Students must check out all materials.
- Desirable behaviors include courtesy, respectful discussion, and studious purpose.
- Check outs: 2 books for 2 weeks. Fines are charged at \$0.10 for every school day. Items may be rechecked as needed to help students avoid fines.
- Students are encouraged to ask the librarian for assistance when searching for a book. The librarian will be happy to help students find books for reading enjoyment or for assignments.

High School

- Library hours are 7:15am-3:45pm
- Students must check out all materials.
- Desirable behaviors include courtesy, respectful discussion, and studious purpose.
- Check outs: 4 books for 3 weeks. Fines are charged at \$0.10 for every school day. Items may be rechecked as needed to help students avoid fines.
- Students are encouraged to ask the librarian for assistance when searching for a book. The librarian will be happy to help students find books for reading enjoyment or for assignments.
- Students with overdue items or fines exceeding \$30 may not check out library materials until fines are paid.

RE: Arkansas Library Materials Security Law

A.C.A. § 13-2-801 et seq. provides for support for school libraries in terms of keeping "library materials" secure from unauthorized removal or willful mutilation. This act provides support by allowing charges to be brought against a person who violates school policies that govern library security and provides protection to the

employee that detains or questions a person believed to be concealing materials. The term "library materials" means books, manuscripts, letters, newspapers, court records, films, microfilms, tape recordings, phonograph records, lithographs, prints, photographs, or any other written or printed document, graphic material of any nature and other personal property which is the property of or is in the custody of, or entrusted to a public or private library, museum, archives, or other depository.

Legal charges may be brought against persons violating school policies that govern access to library materials. Before a charge can be filed against a person, the library shall send written notice notifying them that if the books or materials are not returned to the library, charges will be filed against them.

The act also allows for a person to be detained and questioned in a reasonable manner if library personnel believe a person has committed an offense or has concealed any library material upon his person or within his belongings. This law protects library personnel that detain or question any person from civil liability.

LOITERING AROUND SCHOOL CAMPUS

Anyone who is found loitering around or within 100 feet of the school campus during school hours or at any school sponsored activities such as ball games, dances, banquets, etc. without lawful business shall be guilty of a misdemeanor and if convicted shall be subject to fines up to \$250. This applies to all persons except those loitering on their own property within 100 feet of the campus, persons walking or driving to another destination, or people having a meaningful reason to be on campus such as picking up a child or visiting the campus with a pass from the office.

LUNCHES

The high school and middle school are closed campuses; therefore, students may not leave campus without a dismissal in the office. Lunch is served in cafeterias during designated lunch periods. For other details regarding food and nutrition see Nutrition Services in General Information of this handbook.

MAKE-UP/LATE WORK

Students are required to complete any make-up/late work by the end of each unit.

MESSAGES

- Only emergency messages will be delivered to students.
- Classes will not be interrupted to deliver messages regarding personal appointments, work schedules, family errands, etc.

MIGRANT PROGRAM

The Migrant Program is a federally funded program established in 1965 under the Title I program of public law 89-10. Students of any ethnic background can qualify for the program when they move from one school district to another, because a family member is seeking or has taken a job in agriculture related work. (Poultry

processing, farm hand, feed mill, hatchery, timber, etc.) Students may receive migrant services for 36 months from the date of qualifying move.

Migrant Services include:

Tutoring- Tutoring allows students to come from their class after instruction time during school as needed because of low grades or low-test scores. The program attempts to reinforce what students have already been taught. Students are allowed to come to migrant no more than 3 class periods per day.

Mini-Physicals- The migrant nurse visits our campus 3 times a year to give mini-physicals to students in grades K-5. If a medical, dental, or vision problem is noted, parent/guardian contact is made. Limited funds are available to take care of minor medical problems along with dental needs and visual needs. Appointments for students can be arranged if the parent/guardian is unable to do so. If a migrant student has a medical problem, when the nurse is not here, let the migrant staff know and every effort will be made to take care of it.

R.I.F.- Reading is Fundamental is designed to encourage students to read more and parents/guardians to read to their children. Migrant students in grades K-6 are given the opportunity to choose a book to take home and keep. Tutors are required to have 3 RIF distributions in a school year.

P.A.S.S.- Portable Assisted Study Sequence is available for migrant students in grades 9-12 who are not progressing at an adequate rate to graduate. If approved by the principal and counselor, these correspondence courses can be used in place of a regular class. A list of courses is available from the migrant office.

MILITARY BASIC TRAINING

According to Senate Bill 443, Act 1064, a student in high school 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 graduation from high school shall receive two (2) credits of career focus credits that can be used to meet graduation requirements under the standards for Accreditation of Arkansas Public Schools and School District adopted by the State Board of Education.

NAME CHANGE

Changing the name of a minor can only be accomplished by the parent or legal guardian of the child. If the purpose of the name change is to simply alter a minor spelling mistake, a request to change the name can be made directly with the Arkansas Department of Health. However, changing a child's name for any other reason will require an order issued by an Arkansas court.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is both an honor and a responsibility. Membership is based on scholarship, service, leadership, and character. A student must have a weighted 3.50 grade point average and must have been enrolled in

Berryville High School for one full semester before being eligible.
Homeschool/Enrichment Students are not eligible for NHS membership.

Students selected for membership are expected to continue to demonstrate the qualities of service, leadership, and character that were the basis of their selection as well as follow all rules and expectations.

BHS NHS Member Rules & Expectations

Members are required to:

Attend all NHS meetings and ceremonies unless prior approval is given. NHS Honors Night is a mandatory event.

Maintain a minimum of 3.5 cumulative grade point average each semester.

Complete 25 hours of community service per calendar school year. The Volunteer Service Verification Form must be submitted to the NHS Advisor by the last day of the school.

As an NHS Member, you are responsible for being a role model for your peers, school, and community therefore disciplinary infractions that involve ISS, OSS, corporal punishment, etc. could result in removal from the chapter. Disciplinary infractions that involve ISS, OSS, corporal punishment in the past year will prohibit induction into the Berryville High School National High School Chapter of the National Honor Society.

One of the pillars of NHS is character; therefore, instances in which negative characteristics such as cheating, vaping, alcohol, bullying, etc. will not be tolerated and **will result** in removal from the chapter.

Members who fall below a 3.5 GPA will be given one semester probation to get their GPA back at or above a 3.5. At that time if it is still below a 3.5, they will be dismissed/removed from the NHS. Any member who is dismissed/removed from the NHS will not be eligible for NHS membership in the future.

NHS Probation and Dismissal Procedures

The chapter adviser reviews the standing of members for compliance with Honor Society standards and for fulfillment of chapter obligations at the end of each semester. When a member falls below any of the standards by which he/she was selected or fails to fulfill chapter obligations, the adviser will inform the errant member in writing of the nature of the violation, the time period given for improvement, and provide warning of possible consequences of non-improvement, i.e., consideration of dismissal or other disciplinary measures.

Failure to correct deficiencies in standards of membership will result in member dismissal. Members in danger of dismissal will be given a letter at school during a conference with the advisor. Letters will also be sent home. Members are given an opportunity to have a hearing with the Faculty Council to provide a written and oral explanation and communicate their intended plan of action to correct deficiencies no later than one month from the signing of the letter. Failure to schedule a meeting

and to address deficiencies will result in termination of membership.

NATIONAL JUNIOR HONOR SOCIETY

Membership is based on scholarship, character, leadership, citizenship, and service. To be eligible for nomination, a student must be in grades 7th, 8th, or 9th, have been a student one semester in Berryville Middle School, and have a 3.50 grade point average. Students are elected each spring by a faculty council.

The purposes of this organization are to create an enthusiasm for superior scholarship, to instill exemplary qualities of character, to promote opportunities of leadership, to promote good citizenship, and to serve the school and community by service projects for the school and community.

Members are required to:

Attend all NJHS meetings and ceremonies unless prior approval is given. NHS Honors Night is a mandatory event.

Maintain a minimum of 3.5 cumulative grade point average each semester.

Complete 10 hours of community service per calendar school year. The Volunteer Service Verification Form must be submitted to the NJHS Advisor by the last day of the school.

As an NJHS Member, you are responsible for being a role model for your peers, school, and community therefore disciplinary infractions that involve ISS, OSS, corporal punishment, etc. could result in removal from the chapter. Disciplinary infractions that involve ISS, OSS, corporal punishment in the past year will prohibit induction into the Berryville Middle School National High School Chapter of the National Junior Honor Society.

One of the pillars of NJHS is character; therefore, instances in which negative characteristics such as cheating, vaping, alcohol, bullying, etc. will not be tolerated and **will result** in removal from the chapter.

Members who fall below a 3.5 GPA will be given one semester probation to get their GPA back at or above a 3.5. At that time if it is still below a 3.5, they will be dismissed/removed from the NJHS. Any member who is dismissed/removed from the NJHS will not be eligible for NJHS membership in the future.

NUTRITION SERVICE

Meal Charges

The District does not provide credit for students to charge food. Items may be purchased by either prepayment or providing payment for the items at the time of receipt.

While credit is not permitted, any student going through the line at meal service will be provided with a regular meal tray regardless of the balance of the account. The meal will be charged to the student's account, and parents or guardians will be

responsible for payment.

Families wishing to avoid these charges when a student's account balance is not sufficient to cover the day's meal must send a lunch to school with the student.

Families choosing not to send a packed lunch and not to pay meal charges may have negative account balance payment reminders sent home monthly.

Payment for Meals

You may send cash or check (payable to Berryville Schools) to pay for your student's breakfast or lunch purchase. Checks should be made payable to the school, and the student's lunch account number should be written on the check. When sending one check for multiple students, please indicate the amount to be deposited in each account. Deposits may also be made online at [LINQ Connect - Making Schools Stronger](#)

Monthly Correction Policy for Meal Charges

Each student's account balance is traced electronically, including deposit and purchase history. Families may view this information at [LINQ Connect - Making Schools Stronger](#).

Questions or corrections may be directed to the school cafeteria or the Berryville Schools Nutrition Services Office 870-480-4627. Berryville Schools Nutrition Services will make corrections to accounts that are found to be in error within the same calendar month of when the error occurred.

Notifications

The District will contact parents via monthly payment reminders sent home with students who are on a reduced or paid status regarding lunch balances \$5.00 or below. If negative balance is left unpaid, the District will contact parents via phone and/or mailed letters.

Free and Reduced Priced Meals

Applications for free and reduced priced meals may be picked up in each building office or printed at bobcat.k12.ar.us. The parent or guardian of a student participating in free or reduced meals must reapply at the beginning of every school year. As the prior year's application is only valid for the first 30 days of school, after 30 days, all students without a processed application for free or reduced meals in the current school year will pay full price. Families with circumstances that have changed may apply/reapply at any time during the school year.

Meal Pattern/Offer vs Serve

Our meals meet USDA school breakfast and lunch guidelines. We offer five different food components to choose from daily: a meat/meat alternate, grain, fruits, vegetables, and milk.

Federal guidelines do not require students to take every item that is offered for breakfast or lunch. However, the Child Nutrition Department encourages students to take at minimum, three items for breakfast and three items for lunch that are offered to ensure a well-balanced meal.

Lunch

Each student selects the appropriate number of food items for a reimbursable meal. At lunch, five components are offered: meat (or meat alternate), grain, fruit, vegetable, and milk. Menu items are labeled each day showing what each item credits. At minimum, a student must select a fruit or vegetable and two other components.

Breakfast

Each student selects the appropriate number of food items for a reimbursable meal. Four components are offered: meat (or meat alternate), grain, fruit, and milk. Menu items are labeled each day showing what each item credits. At minimum, a student must select a fruit and two other components.

Monthly Menus and Nutritional

Monthly menus are posted in each cafeteria, District Website, and on social media.

Nutrition Rules/Guidelines

Arkansas ACT 1220 established certain rules regarding student nutrition as well as the existence and limitation of foods and beverages in the public schools. As part of these rules, parents may provide foods of minimal nutritional value or candy to their own child but may not provide these foods to other children. Each school may provide any food or beverage item to students during the school day for up to nine different events each school year. These nine events are determined by the campus administration.

Prices

2025-2026 Meal Prices	
Breakfast K-12: \$0	Reduced Breakfast: K-12: \$0
Lunch K-5: \$2.80	Reduced Lunch K-12: \$0.00
Lunch 6-12: \$3.10	Extra Milk: K-12: .50
Adult Breakfast: \$3.00	Adult Lunch: \$4.60

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex,

disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

PARENT-TEACHER CONFERENCES

The district recognizes the importance of communication between teachers and parents/guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent/Teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her child's teacher.

Teachers are required to communicate during the school year with the parents, guardians, or care-giving adult or adults in a student's home to discuss the student's academic progress unless the student has been placed in the custody of the Department of Human Services and the school has received a court order prohibiting parent or guardian participation in parent/teacher conferences.¹ More frequent communication is required with the parents/guardians of students who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parents/guardians for each scheduled conference.

If a student is to be retained at any grade level or denied course credit², notice of, and the reasons for retention shall be communicated promptly in a personal conference.

Legal References: Standards for Accreditation 5-A.1
A.C.A § 6-15--1702(b)(3)(B)(ii)

PARKING

- To obtain a parking permit, students must present a valid Arkansas driver's license, Arkansas car tag number, make and model of vehicle, and \$10.00 for the school year. Motorcycles and scooters are \$10.00 per year.
- Students are not permitted to be in vehicles, 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 an administrator or office staff.
- Driving and parking privileges on school campuses may be revoked due to any unsafe behavior.
 - If a violation occurs, the SRO (School Resource Officer) will place a warning violation on the student's vehicle. A copy is given to the principal.
- Students will be reprimanded for the first two parking violations which include the following:
 - parking in visitor's parking area
 - using another student's parking permit
 - parking on campus without a valid parking permit
 - not appropriately displaying parking permit
 - students parking in faculty parking space

On the third violation, the vehicle is subject to being towed at owner's expense and parking being revoked for the remainder of the semester or year.

- The Berryville Police Department and county law enforcement agencies have been given authority to enforce all traffic violations observed on school property.

PERMANENT RECORDS

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma, its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school within ten (10) school days after the date a request from the receiving school district is received. (ACA 6-18-901, District Policy 4.38)

PLEDGE OF ALLEGIANCE/NATIONAL ANTHEM

The Pledge of Allegiance shall be recited during each school day. Those students choosing to participate shall do so by facing the flag with their right hand over their heart, or in an appropriate salute if in uniform, while reciting the pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desk.

Students shall not be compelled to recite the pledge, but shall not disrupt those students choosing to recite the pledge. Students choosing not to recite the pledge shall not be subject to any comments, retaliation, or disciplinary action. Public schools shall observe a one (1) minute period of silence during morning announcements. Students may reflect, pray, or engage in a silent activity. Teachers or school employees in charge of the classroom shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence. (Act. 576 of 2013). The National Anthem will also be played each week.

PROFESSIONAL QUALIFICATIONS OF TEACHERS

Every Student Succeeds Act (ESSA) gives parents the right to know the professional qualifications of the classroom teacher who instructs their children. Specifically, the parents can request the information listed below:

- Has the teacher met Arkansas qualifications and licensing criteria to teach the grade level and/or subject area to which he/she is assigned?
- Has the state waived its qualifications and licensing criteria to permit the teacher to teach on an emergency or provisional license?
- What is the teacher's college major, graduate certification or degrees, and the field or discipline for those certificates or degrees?
- What are the qualifications of a teacher's aide or similar paraprofessional providing instructional assistance to your child?

Most of this information can be accessed on the ADE public site at <https://adeaels.arkansas.gov/AelsWeb/Search.aspx>

PROGRESS REPORTS/REPORT CARDS

Progress reports for students will be given to the student to take home to the parents/guardians at the midpoint of each grading period. To arrange a meeting, parents/guardians may contact their child's classroom teacher or the school office. A progress report is issued at the end of each nine-week grading period. A report card will be issued at the end of each semester. Parents/Guardians may pick up the cards or the card will be sent home with the student. If a parent/guardian wishes further explanation than given on the report card, they should feel free to request it. All fines must be paid before a diploma will be issued.

RENAISSANCE

The Berryville Renaissance Program's purpose is to promote and recognize academic

excellence in our students by awarding incentives and privileges that have value for them. One reward is Renaissance Days. During the 2025-2026 school year, reward days will be determined at a later time and announced to Renaissance students. Students participating in these days complete and return permission slips by the designated due date. Students with 8 or more absences; per semester in any class or students who have received ISS, corporal punishment, or OSS are not eligible for the Renaissance day off. The school and community support Renaissance by providing privileges and rewards. The administration of Renaissance is provided by the school committee. You must have your card to receive school or community benefits. If you lose, damage, or have your card stolen, you can get a new one from your counselor but there is a replacement fee. Renaissance seniors who hold a 4.0 or above cumulative GPA will receive a medal to wear at graduation.

Renaissance card levels:

Gold Card - 4.0 G.P.A.

Silver Card - 3.50 - 3.99 G.P.A.

Bronze Card - 3.00 - 3.49 G.P.A.

Sixth grade students are eligible after their first semester.

SCHOOL BASED MENTAL HEALTH SERVICES

The Berryville School District participates in a school based mental health program.

SCHEDULE CHANGES

As the class schedule for the school year is constructed to fit the needs indicated by spring pre-enrollment, students may change their schedule during the first week of school each semester only for the following reasons:

- To make up failures
- Computer error
- Outside credit earned
- Misplacement due to lack of prerequisite or background information

Any other reason does not constitute a schedule change. In extreme circumstances, a meeting with the counselor, student, and parent/guardian will be required.

If the decision is made to drop a class or a student is dismissed from a class, the student will be required to take an "F" in the class for the semester and report to ISS during that class for the remainder of the semester for supervision.

SCHOOL DAY

Classes begin at 8:25 a.m. on Monday and 7:45 a.m. Tuesday - Friday and ends at 3:15 p.m. The cafeteria will be made available for all students before school.

Students eating breakfast will be allowed in the cafeteria at 7:25. Students need to exit the building by 3:45 unless under proper supervision.

SEAT TIME WAIVER POLICY

Act 867 of 2017 repeals and amends state statutes governing student attendance. Specifically, Ark. Code Ann. §§ 6-18-210 and 6-18-211 were repealed to allow

greater flexibility in meeting the educational needs of students. The repeal of these two sections removes the requirement that students enroll in no less than 350 minutes of planned instructional time each day and allows students to pursue other educational opportunities during the school day. These educational opportunities should be included in the student's success plan and expand the learning opportunities of the student throughout his or her high school career.

Given that the seat time requirements have been rescinded the Berryville School District will allow 12th grade students to participate in a modified scheduling policy. All participants in the modified scheduling policy must be on track to meet or exceed all graduation requirements.

Seniors wishing to participate in the modified scheduling policy may apply to participate at the beginning of each semester. The applicant should describe their planned use of the time outside of school and how it will benefit their educational goals and objectives, and submit their school schedule and graduation checklist. This plan will be reviewed and amended by the students, administrators, or guidance counselors as needed.

Four or more consecutive periods will be required for 12th graders to participate in the modified scheduling policy. Participation in this program is not required, and 12th grade students may enroll in a full day's (7 periods) course load if they choose.

Students participating in the modified scheduling policy are only allowed on campus during their chosen track. Once students arrive on campus they must remain on campus until they have completed their coursework. This policy does not create an open campus and students cannot leave and return to campus later in the day unless it is for school sanctioned, after school extra-curricular activities.

<http://adecm.arkansas.gov/Attachments/COM-18-010-Act867.pdf>

<https://adecm.ade.arkansas.gov/ViewApprovedMemo.aspx?Id=3338>

SECTION 504 OF THE REHABILITATION ACT

Services are provided for students having a disability, physical or mental, which substantially limits one or more major life activities. Anyone thinking a student may need services should contact the student's principal.

SEMESTER GRADES

Semester grades will be based on students' demonstrated mastery of essential standards identified for each course. Teachers will assess mastery through a variety of formative and summative assessments, such as tests, projects, and performance tasks, with semester grades reflecting student proficiency on these key standards rather than compliance, behavior, or participation.

SEX OFFENDERS ON CAMPUS (MEGAN'S LAW) (6.10)

The Berryville School District shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals to provide information concerning registered sex offenders. The decision regarding the school principals to be notified rests solely with law enforcement officials; law enforcement officials use a rating system to determine who needs to be notified, which is according to the sex offender's danger to the community.

In turn, building principals should notify any employee who is regularly in a position to observe unauthorized persons on or near the school's property in the ordinary course of their employment. Employees notified could include any of the following: aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teacher's assistants, and teachers.

It is important that school personnel who receive sex offender notifications understand that they are receiving the sex offender notification in their official capacity and are **not** to disseminate information about an offender to anyone outside the school. If school personnel are asked about notification information by an organization using school facilities, the organization should be referred to the area law enforcement agency that issued the notice.

Persons **not** to be notified, except at the specific discretion of area law enforcement officials, include: members of parent/teacher organizations, other schools, organizations using school facilities, students, parents/guardians of students, and the press. District personnel may inform the press about procedures that have been put in place and other general topics, but may not reveal the name or any other specifics regarding an offender.

A parent/guardian who is a level 1 or level 2 sex offender shall be allowed to enter the school campus to attend parent/teacher conferences or any other activity that is appropriate for a parent/guardian or community member.

Level 3 and Level 4 sex offenders may only enter the school campus in the following instances:

The offender is a student attending school in the district;

To attend a graduation or baccalaureate ceremony;

It is a non-student contact day according to the school calendar or no school-sponsored event is taking place on campus;

The offender is a parent/guardian of a student enrolled in the district and goes directly to the school office to have school personnel deliver medicine, food, or personal items for the student;

The offender is a parent/guardian of a student and enters the school campus where

the student is enrolled to attend a scheduled parent/teacher conference **and** the offender is escorted to and from the conference by a designated school official or employee.

A Level 3, but not a Level 4, sex offender may attend a school sponsored event for which an admission fee is charged or tickets are sold or distributed if the sex offender:

Is the parent/guardian of or is related by blood or marriage within the fourth (4th) degree of consanguinity 1 to a student enrolled in the public school; and

Notifies the administration of the school in writing at least twenty-four (24) hours before the start of the event that he/she will be attending the event.

A Level 3 or Level 4 sex offender who is the parent/guardian of a child enrolled in the district and who wished to enter the school campus in which the student is enrolled for any other purpose than those listed above, must give reasonable notice to the school principal or his/her designee. The principal or designee may allow the sex offender to enter upon the campus provided there is a designated school official or employee to escort and supervise the sex offender while they remain on campus. The sex offender shall not enter upon the school campus until such time as a designated school official or employee is available.

Copies of the notification from law enforcement should be kept in a secure place accessible to teachers and staff, but should not be posted on school bulletin boards or made available to students or members of the community at large.

Legal References: Arkansas Department of Education Guidelines for "Megan's Law"

A.C.A. § 5-14-132

A.C.A. § 12-12-913 (g)(3)

A.C.A. § 28-9-212

SPECIAL EDUCATION

Special Education services are offered for qualified students with disabilities. All federal and state laws are applicable for students' Individualized Education Programs (IEP).

Parents/Guardians with concerns about their child's physical or intellectual needs should contact the Special Education Department or the Principal.

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

It is the intent of this district to ensure that students who are disabled within the

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

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

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

STATE TESTING

All 6th-10th grade students will take the ATLAS test yearly in the spring. Students in grades 10-12 will have the opportunity to take the WorkKeys Exam. Eleventh grade students take the ACT test.

STAY IN SCHOOL PROGRAM

Arkansas State Law Act 867 (HR 1616) authorizes school districts to enter into cooperative agreements with law enforcement officials to implement a stay in school program. This program provides that law enforcement officials may attempt to locate and detain students who are off school premises during school hours but should be in school. Such students may be taken into custody and returned to school, or transported to parents/guardians or to a truancy reception center which has been designated by the school district.

Effective 7/8/89

STUDENT COUNCIL

The Student Council is an organization representing the student body. It is made up of an equal number of representatives from each class, grades 9-12, and the elected officers.

The purposes of the Student Council are to: develop good citizenship, promote harmonious relations throughout the school, promote good student teacher relationships, provide a forum for the expression of student opinion, develop

qualities of leadership, and promote the general welfare of the school.

Members of the Student Council are elected in the spring following a week of campaigning. Qualifications are:

Student must have passed all subjects the previous semester;

Student must have a minimum of a 2.25 GPA for the semester preceding the election and maintain a minimum of a 2.25 GPA average each semester while in office;

Student must not be on juvenile probation or academic probation; and principal discretion for approval.

4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS

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

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

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

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

initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

Policy concerning eligibility for a Class/Club Officer:

You must have passed all subjects the previous semester;

You must have a minimum of a 2.25 GPA for the current semester & maintain a minimum GPA of 2.5 each semester you are in office;

You must not be on juvenile probation or academic probation; and principal discretion for approval.

Note: A.C.A. § 6-5-202 requires the automatic expulsion of a student who is convicted of hazing.

Legal References: A.C.A. § 6-5-201 et seq., A.C.A. § 6-10-132, A.C.A. § 6-18-601 et seq., A.C.A. § 6-21-201 et seq.

20 U.S.C. 4071 Equal Access Act

Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226 (1990)

Date Adopted:

Last Revised: June 2025

4.4—STUDENT TRANSFERS

The superintendent is authorized to accept transfer applications on behalf of the Board. At least five (5) days before a school board meeting, the superintendent shall notify the Board regarding:

- *All transfer applications the superintendent has accepted since the last meeting; and*
- *All transfer applications the District has received since the last meeting that the superintendent intends to recommend be denied.*

Each transfer application the superintendent intends to recommend for denial shall be considered individually and receive a separate vote by the Board. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to a student who submits a transfer application shall be given at least five (5) minutes to present the student's case for a transfer to the Board.

The Board may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms; exceed the capacity of a

program, class, grade level, or school building; or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

If the superintendent intends to recommend the Board deny the transfer application, the superintendent shall provide a written explanation of the reasons for the recommendation to the Board and the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student.

The parent, legal guardian, person having lawful control of a student, or person standing in loco parentis to the student who submitted a transfer application that was rejected may appeal the decision of the Board to the State Board of Education.

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 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.

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

Legal References: A.C.A. § 6-15-504, A.C.A. § 6-18-316, A.C.A. § 6-18-510, A.C.A. § 9-28-113(b)(4), A.C.A. § 9-28-205

Last Revised: June 2025

TARDINESS AND CHANGING CLASSES

Four (4) minutes are allowed between classes. At the end of this time, students are expected to be in the classroom. Three tardies in a class period will result in lunch detention, and five tardies in a class will result in Saturday School. If the problem persists, juvenile authorities will be notified.

ARKANSAS BELL TO BELL, NO CELL ACT

Starting with the 2025-2026 school year, the Arkansas Bell to Bell, No Cell Act will be enforced in all public schools, including Berryville School District. This new law prohibits students from using personal electronic devices during the entire school day- from the first bell to the last.

A telephone is available in the office for student use before and after school and during lunch. Cell phones are to be turned off and placed out-of-sight during school hours (7:25am-3:15pm). See also Policy 4.18 – Student Discipline for additional information regarding cell phones.

- No device use during school hours: Students may not use cell phones, smartwatches, tablets, or laptops during class time.
- Exceptions: Limited exceptions are allowed for Individualized Education Programs (IEPs), extracurricular activities, and emergencies.

First offense: Warning

Second offense: 3 days in school suspension or corporal punishment (parent/guardian choice).

Third offense: Students will be required to place their electronic device in a secure location in the office at the start of each school day and can pick it up at the end of each school day for the remainder of the school year. Failure to follow these consequences will result in a parent meeting where further disciplinary actions will be taken.

TEXTBOOKS/CALCULATORS/EDUCATIONAL EQUIPMENT

Students are responsible for the care of textbooks issued to them. All books must have the student's name in ink on the inside of the front cover. Calculators are required in math classes and certain science classes. Fines will be levied for the following offenses:

1. Books having minor damage - \$10.00 minimum.
2. Lost or damaged books – replacement cost of books.
3. Lost calculators – replacement cost of calculator.

4. If a textbook is not turned in and payment has been made for the said textbook, students have 30 days to return the textbook for refund. Anything after June 10 of the school year, funds will not be refunded.

TOBACCO FREE CAMPUS

In accordance with Act 854 of 1987 and to promote a healthier environment for all concerned, it shall be the policy of the Berryville Public Schools to prohibit the use of tobacco or products containing tobacco in enclosed areas, buildings or facilities of the Berryville Public Schools.

TUTORING

Tutoring is available before school, during lunch, and after school. Students should check with individual teachers.

VIDEO SURVEILLANCE

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectations of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as restrooms or dressing areas where and expectations of 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/Guardians 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.

Students who vandalize, damage, disable, or render inoperable (temporary or permanently) surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities. (District Policy 4.48)

VISITORS

Student visitors are prohibited unless cleared through the principal's office beforehand. All visitors are required to check in and remain at the appropriate office upon arrival. Any visitor that is not enrolled at Berryville School and is on campus without clearance from the appropriate office will be deemed as a trespasser and will be subject to arrest.

High school and middle students are not allowed to visit each other's campuses unless cleared through both offices.

WEATHER

When weather conditions are hazardous for buses to travel safely, school may be dismissed. On mornings in question, the local radio and TV stations will announce the decision as early as possible. Schools will also utilize School Reach and Social Media for announcements. Parents may contact a campus registrar to update contact information for these call outs.

If weather conditions become bad enough during school hours to require buses to make their runs before the regularly scheduled time, radio and television stations will be notified. Parents are encouraged to discuss alternate plans with their children in case of such an emergency.

WITHDRAWAL AND DROPS

(NON-ATTENDANCE OR OTHER)

All students leaving Berryville Public Schools must formally withdraw.

Withdrawal form is initiated by the school secretary and/or school registrar.

Students need to visit the school counselor.

Students must return books to each teacher. All books not returned will be assigned a replacement fee based on the current value of the book. Each teacher will put withdrawal grades to date, initial record clear columns, note any fines or missing books, and sign by class.

Students must also visit the school nurse, food service, and library to clear any fines. Students will return to office when all information has been obtained and the school secretary will verify all check-out procedures have been followed. Form is dated and signed by the principal. A copy is made and given to the student.

Completed form is filed in the student's file.

After ten (10) days of consecutive absences, without notification, a student will be dropped. If a student does not properly withdraw, but is no longer a student included in the school's enrollment, the same procedure must be followed.

ACADEMIC INTEGRITY

Berryville Schools requires academic honesty and integrity by its students.

Students must work to be successful in the classroom based on his/her own merit.

To this end, academic misconduct of any kind is unacceptable and may result in academic sanctions in addition to other discipline.

Acting with academic integrity means:

- taking credit only for your own work and giving full credit to others whose work has been incorporated, helped or influenced your work.
- representing your own work honestly and accurately.

- collaborating with other students only as specifically directed and authorized.
 - reporting breaches of academic integrity to a teacher or administrator.
- Conduct that fails to achieve academic integrity includes, but is not limited to:
- giving, receiving or attempting to give or receive any unauthorized aid relating to an examination or assignment;
 - knowingly misrepresenting the source of any academic work;
 - unauthorized changing of grades;
 - unauthorized use of school approvals or forging of signatures;
 - plagiarizing of another’s work and/or AI;
 - otherwise acting dishonestly in regards to classroom work or assignments.

Specific examples of conduct that fail to achieve academic integrity include, but are not limited to:

- CHEATING – giving, using, or attempting to see unauthorized materials, information, notes, study aids, or other devices in any academic exercise including unauthorized communication of information.
- FABRICATION AND FALSIFICATION – unauthorized alteration or invention of any information or citation in an academic exercise.
- PLAGIARISM – knowingly presenting the work of another as one’s own (i.e., without proper acknowledgment of the source). This includes the use of internet sources. The sole exception to the requirement of acknowledging sources is when the ideas or information is common knowledge.
- FACILITATING ACADEMIC MISCONDUCT – giving or attempting to help another commit an act of academic misconduct; impersonation of another student, or accessing another student’s school or technology accounts.
- TAMPERING WITH MATERIALS, GRADES, OR RECORDS– interfering with, altering, or attempting to alter school records, grades or other documents without authorization from an appropriate school official for the purpose of changing, falsifying, or removing the original information found in such records.
- COPYRIGHT LAWS – violation of copyright laws. See technology policy of the Berryville Schools for more information.

A first offense or violation of academic integrity will result in the following:

- the student receives a zero for the assignment;
- the student’s parent or guardian will be notified;
- disciplinary consequences;
- *Pending administrative verification, could result in the loss of honors.

A second offense or violation of academic integrity will result in the following:

- all first offense consequences;
- a meeting will be held with the student’s parents;
- disciplinary consequences;

Date Adopted: 7/2022

POLICIES AND PROCEDURES

The most current school board policies can always be found online at Berryville Schools> Leadership> Board of Education> Policies. In this section that follows we have included policies that are utilized most often or required for publication by law. In cases where additional administrative procedures are in place, the procedures follow the policy. Note that many policies are interrelated and some procedures may relate to multiple policies. As always, your campus administration will be happy to assist you with any questions or needs.

3.49 TEACHERS' REMOVAL OF STUDENT FROM CLASSROOM

Note and advisement: This policy is adopted by the Board of Directors in order to bring the District into compliance with the Division of Elementary and Secondary Education rules concerning student discipline, and to incorporate the provisions of A.C.A. § 6-18-511. However, teachers should be aware that federal law governing a student's Individual Education Program (IEP) or 504 plan, or status as an individual with a disability will supersede Arkansas law. In many cases, removing a student from a classroom due to behavioral problems, will violate a student's IEP, violate a student's 504 plan, or constitute discrimination against the student due to a disability that affects the student's ability to conform his or her behavior. Teachers have been successfully sued for IEP and 504 plan violations in other jurisdictions, and teachers need to understand that violating a student's rights is outside of the scope of his or her employment, and no insurance is available or provided by the school district for either legal defense or to pay a money judgment. Teachers who rely on this law and this policy to exclude a student with special needs or a disability are assuming a grave personal risk.

Definitions

"Appropriate interim learning environment" means an appropriate learning environment that is used for a period of time not to exceed ten (10) days.

"Appropriate learning environment" means a setting within the District that provides a similar structure to the following, without limitation:

1. A classroom; or
2. In-school suspension.

"Violent or abusive behavior" means, without limitation:

- a. Using threatening language;

b. Throwing an item that risks or causes:

- Harm to another individual;
- Injury to another individual; or
- Damage to property;

c. Physically abusing a teacher or another student; or

d. Any other similar action that presents a physical danger or a threat of physical danger to a teacher or another student.

A Teacher may, but is not required to, remove a student from class:

- Who has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the students in the class or with the ability of the student's classmates to learn; or
- Whose behavior is so unruly, disruptive, violent, 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.

A student who is removed from class shall:

- o Be sent to the office of the principal or the principal's designee;
- o Be escorted from the classroom by the school administration if the student refuses to leave the classroom voluntarily;
- o Not be returned to the teacher's class until a conference is held; and
- o Be placed in another appropriate classroom learning environment until the conference is completed.

The conference shall be held for the purpose of:

1. Determining the causes of the problem that lead to the student's removal and possible solutions;
2. Serving as a manifestation determination review if the student removed from the class is a student with a disability;
3. Determining if a behavioral threat assessment is necessary for the student who was removed from the class due to violent behavior.

The following individuals shall be present at the conference:

- a. The principal or the principal's designee;
- b. The teacher;
- c. The school counselor;
- d. A 504/special education representative (if applicable);
- e. The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis; and
- f. The student, if appropriate.

The failure of the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis to attend the conference shall not prevent the conference from being held nor prevent any action from being taken as a result of that conference.

Following the conclusion of the conference, the principal or the principal's designee may take any of the following actions against a student who was removed from class:

§ Place the student into another appropriate learning environment or into in-school suspension;

§ Except for a student who was removed for violent or abusive behavior, return the student to the class; or

§ Take other appropriate action consistent with the District's discipline policy, state law, and federal law.

A student who is removed from class three (3) times during the same school year shall be placed in another appropriate learning environment for the remainder of the school year.

The District shall follow all requirements under the IDEA and 504 for students with a disability, including those surrounding a change in placement.

Note:

Legal References: A.C.A. § 6-18-511

Date Adopted: June 16, 2025

4.01 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 lawful control of the student, or persons standing in loco parentis reside in the school district.

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

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

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis, the student is required to reside in the District for a primary purpose other than that of school attendance; however, a student previously enrolled in the district whose parents move the student into another district or 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 the student's 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 co-op to which the district belongs may enroll in the district even though the employee and the employee's 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.

Legal References: A.C.A. § 6-4-302, A.C.A. § 6-18-202, A.C.A. § 6-18-203, A.C.A. § 6-28-108, A.C.A. § 9-28-113

Date Adopted: July 21, 2025

Last Revised: June 2025 June 2025

4.03 COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis 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 ensure the attendance of the child at a

District school with the following exceptions:

- The child is enrolled in a private or parochial school.
- The child is being home-schooled and the conditions of Policy (4.6—HOMESCHOOLING) have been met.
- The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of

Elementary and Secondary Education must be signed and on file with the District administrative office.

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

Date Adopted: 6/2025

Legal References: A.C.A. § 6-18-201, A.C.A. § 6-18-207 Additional Reference: ASBA Model Policies

4.04 STUDENT TRANSFERS

The superintendent is authorized to accept transfer applications on behalf of the Board. At least five (5) days before a school board meeting, the superintendent shall notify the Board regarding:

- All transfer applications the superintendent has accepted since the last meeting; and
- All transfer applications the District has received since the last meeting that the superintendent intends to recommend be denied.

Each transfer application the superintendent intends to recommend for denial shall be considered individually and receive a separate vote by the Board. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to a student who submits a transfer application shall be given at least five (5) minutes to present the student's case for a transfer to the Board.

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

If the superintendent intends to recommend the Board deny the transfer application, the superintendent shall provide a written explanation of the reasons for the recommendation to the Board and the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student.

The parent, legal guardian, person having lawful control of a student, or person standing in loco parentis to the student who submitted a transfer application that was rejected may appeal the decision of the Board to the State Board of Education.

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 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.

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

Legal References: A.C.A. § 6-15-504

A.C.A. § 6-18-316, A.C.A. § 6-18-510, A.C.A. § 9-28-113(b)(4), A.C.A. § 9-28-205

Date Adopted: July 21, 2025

4.05 SCHOOL CHOICE

Definitions

"Lack of capacity" means, based on the maximum student to teacher ratio allowed under federal law; state law; the Rules Governing the Standards for Accreditation for Arkansas Public Schools and School Districts; state rules; or other applicable federal regulations, that ninety-five percent (95%) or more of the seats at the grade level in which the student would be assigned at the nonresident school are filled on the date the school choice application is made.

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

Standard School Choice

Transfers into or Within the District

Capacity Determination and Public Pronouncement

The Board of Directors will annually adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The

school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District or school has a lack of capacity.

The District shall advertise in appropriate broadcast media and either print media or on the internet to inform students and parents in the District and adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline; 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 no later than January 1.

Application Process

The student's parent shall submit a school choice application on a form approved by DESE to:

- This District and the student's resident district for students transferring into the District; or

Except for students who are transferring under Uniformed Service Member Dependent School Choice, the transfer application must be postmarked, emailed, or hand delivered between January 1 and June 1. 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 are transferring under Uniformed Service Member Dependent School Choice, applications postmarked, emailed, or hand delivered on or after June 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.

Except for students who are transferring under Uniformed Service Member Dependent School Choice, no earlier than January 1 of each year, the Superintendent will consider all properly submitted applications for School Choice. By no later than the fifteenth (15th) calendar day following the receipt of an application, the Superintendent shall notify the following, in writing, of the decision to accept or reject the application:

For transfers within the District, the student's parent; or

For transfers into the District, the student's parent and the student's resident district.

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.

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing the student's 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 the student's 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 the student's 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

Applications which fit within the District's stated capacity standards shall be provisionally accepted in writing. A student's acceptance shall be effective on the earlier of:

1. The day the District provides notification to the student of the student's acceptance; or
2. The day the State Board grants an appeal of the student's application.

The written notice of acceptance shall inform the student that the student has ten (10) school days from when the notice is received to either:

- A. Enroll in the district or in the other District school; or
- B. Inform the district that the student intends to enroll in the district or the other District school at the start of the next school year.

The acceptance shall be null and void if the student fails to enroll within the ten (10) school day period or fails to inform the district within the ten (10) school day period of the student's intent to transfer at the start of the next school year.

A student, whose application has been accepted and who has enrolled in the District or in another District school, is eligible to continue enrollment until completing the student's 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 the student's resident district or assigned school; 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 completion of the student's secondary education.

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

Transfers Out of the District

All Standard School Choice applications for transfers out of the District shall be granted.

Annual Reporting

The District shall report annually to the Secretary of the Department of Education:

- The number of transfer applications received; The number of applications accepted;
- The number of applications rejected; and
- The reason(s) for each rejection.

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 the District

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 District 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

- Except for students who are transferring under Uniformed Service Member Dependents School Choice, the student's parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student's request to transfer by no earlier than January 1 and no later than June 1 of the school year before the school year the student intends to transfer to the District for students transferring within the District or both the sending and receiving school districts for students that are transferring into the District.

Except for students who are transferring under Uniformed Service Members Dependent School Choice or seeking to transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, and the student's resident district whether the Opportunity School Choice application has been accepted or rejected by no later than July 1 of the school year the student is seeking to enroll. If the student is seeking a transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected within fifteen (15) days from receipt of the student's application. The notification shall be sent via First-Class Mail to the address on the application.

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

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. Unless the student's application was rejected due to the application not being timely received by the District for students transferring within the District or both the resident and nonresident districts for students that are transferring into the District, a parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via hand delivery or certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

Except for students who are transferring under Uniformed Service Member Dependent School Choice, a student's transfer under Opportunity School choice is effective at the beginning of the next school year and the student's enrollment is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

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

Transfers out of the District

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

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

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

Uniformed Service Member Dependent School Choice

"Uniformed service member" means an active or reserve component member of the:

- United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Space Force, or United States Coast Guard;
- National Oceanic and Atmospheric Administration Commissioned Officer Corps; or
- United States Commissioned Corps of the Public Health Service.

"Uniformed service veteran" means a former uniformed service member who has been discharged under conditions other than dishonorable.

A student shall be eligible for school choice under Uniformed Service Member Dependent School Choice if the student is a dependent of a:

- Uniformed service member in full-time active-duty status;
- Surviving spouse of a uniformed service member;
- Reserve component uniformed service member during the period six (6) months before until six (6) months after a Title 10, Title 32, or state active-duty mobilization and service; or
- Uniformed service veteran who is returning to civilian status at the conclusion of the uniformed service veteran's active-duty status.

A student's parent, legal guardian, person having lawful control of a student, or person standing in loco parentis to the student shall submit a school choice application by mail, e-mail, or in person to the student's resident district only for transfers within the District or to both the student's nonresident district and resident district. The application shall be accompanied by:

- a. A copy of the identification card of the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis that qualifies the student under Uniformed Service Member Dependent School Choice; and
- b. A copy of the official orders, assignment notification, or notice of mobilization of the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

The application deadline required under Standard School Choice and Opportunity School Choice shall not apply to uniformed service member dependents.

The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis of the student shall be notified in writing whether the student's application has been accepted or rejected within fifteen (15) days of the receipt of the application: by:

- a. The District superintendent for students transferring within the District; or
- b. The superintendent of the nonresident district for student's transferring to a nonresident district.

A student's transfer under the Uniformed Services Member Dependent School Choice is effective immediately upon the written notification of an acceptance.

A student shall be permitted only one (1) school transfer per academic year.

The parent, legal guardian, person having lawful control of a student, or person standing in loco parentis to a student shall be responsible for transportation of the student.

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.

Legal References: A.C.A. § 6-1-106, A.C.A. § 6-13-113, A.C.A. § 6-15-2915, A.C.A. § 6-18-202, A.C.A. § 6-18-213, 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 Public School Choice

Last Revised: June 2025

4.06 HOME SCHOOL POLICY

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. Five (5) school days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

Written notice of the parent or legal guardian's intent to home school shall be

delivered to the Superintendent through any of the following methods:

- Electronically, including without limitation by:
 - § Use of the Division of Elementary and Secondary Education's (DESE) online system;
 - § Email; or
 - § Facsimile;
- 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 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
- g. A signature of the parent or legal guardian.

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.

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

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

- The semester has ended.

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

Enrollment or Re-Enrollment in Public School

A 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:
 - Curricula used in the home school;
 - Tests taken and lessons completed by the home-schooled student; and
 - Other indicators of the home-schooled student's academic progress.

If a 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
DESE Rules Governing Home Schools

Last Revised: June 2025

4.07 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, whether in person or digitally, is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

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

Education Program addresses absences in the Parent-Student handbook.
[Bobcat Virtual Parent-Student Handbook](#)

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:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
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 the student's 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;
12. Absences due to conditions related to pregnancy or parenting, including without limitation:
 - Labor, delivery, and recovery;
 - Prenatal and postnatal medical appointments and other medically necessary, pregnancy-related absences;
 - The illness or medical appointment of a child belonging to a parent who is enrolled at a District school;
 - A legal appointment related to pregnancy or parenting, including without limitation:
 - Adoption;

- Custody; and
- Visitation;
- A reasonable amount of time to accommodate a lactating student's need to express breast milk or to breastfeed the student's child on the District's campus; and
- At least ten (10) school days of absences for both a parenting mother and a parenting father after the birth of a child.

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.

Up to one (1) time during each scheduled election, a student shall not be considered absent from school for the time the student accompanies the student's parent when the parent is exercising the parent's right to vote in a scheduled election.

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

- a. Bring a written statement to the principal or designee upon the student's return to school from the student's parent, legal guardian, or treating physician stating the reason for the student's absence;
- b. If the student is attending the District's courses digitally, upload a written statement from the student's parent, legal guardian, or treating physician stating the reason for the student's absence through the District's digital course management platform for review by the principal or designee; or
- c. Provide documentation as proof of a student's participation in an activity or program scheduled and approved by the 4-H program that is provided by a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program.

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

Unexcused Absences

Absences that are not defined above; do not have an accompanying note from the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, the student's treating physician, or a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program; or have an accompanying note that is not presented or uploaded within the timeline required by this policy shall be considered as unexcused absences. Students with 10 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 4 unexcused absences, the student's parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 10 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 the student's 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.

Family in Need of Services (FINS) is a referral to the Juvenile Probation Office of Carroll County. Attendance violations are referred to FINS.

Attendance Monitoring:

- Parents and students are encouraged to monitor attendance through their online access portal to student records.
- Written notification and conferences occur when students have excessive absences. Referral to juvenile court may also be required in compliance with all applicable laws.
- A student's absence will be recorded as School Business/Principal Approved for attendance, at a state championship event for their campus, only with written parent/guardian permission and if they sign in with administrators at the event.
- Forged notes and fake documents will be faced with appropriate discipline.

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

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

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

Legal References: A.C.A. § 6-4-302, A.C.A. § 6-18-209, A.C.A. § 6-18-213, 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. § 6-18-234 ,A.C.A. § 6-18-236 ,A.C.A. § 6-18-507(g) ,A.C.A. § 6-18-702, A.C.A. § 6-28-114, A.C.A. § 7-4-116, A.C.A. § 9-28-113(f) ,A.C.A. § 27-16-701

Last Revised: June 2025

4.11 EQUAL EDUCATIONAL OPPORTUNITY

4.11—EQUAL EDUCATIONAL OPPORTUNITY

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

Inquiries on non-discrimination may be directed to Title IX Coordinator, who may be reached at 870-480-4620.

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person or by using the mailing address, telephone number, or email address provided above. A report may be made at any time, including during non-business hours, and may be on the individual's own behalf or on behalf of another individual who is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

For further information on notice of non-discrimination or to file a complaint, visit <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Notes: A copy of this non-discrimination notification should be included in all district publications to students and parents.

While 34 C.F.R. § 106.8 requires that an individual be able to submit a report,

including by telephone, both inside and outside of business hours, we do not believe that this requires that the Title IX Coordinator must be on-call to receive phone calls at any time; instead, the number provided for individuals to use must allow individuals wanting to report sexual discrimination or sex-based harassment to the Title IX Coordinator to be able to leave a voice message for the Title IX Coordinator.

Legal References: A.C.A. § 6-1-114, A.C.A. § 6-10-132, A.C.A. § 6-16-2001 et seq., A.C.A. § 6-18-514, A.C.A. § 14-1-403, 28 C.F.R. § 35.106, 34 C.F.R. § 100.6, 34 C.F.R. § 104.8, 34 C.F.R. § 106.8, 34 C.F.R. § 106.9, 34 C.F.R. § 108.9, 34 C.F.R. § 110.25

4.14- STUDENT MEDIA AND DISTRIBUTION OF LITERATURE

The Superintendent and the student media advisors(s) shall jointly develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and the time(s), place(s), and manner(s) of the dissemination of student media, which shall include timelines for the review of materials.

Definitions

“Student media” means any means of communication that are:

- o Prepared, substantially written, published, or broadcasted by a student;
- o Distributed or generally made available, either free of charge or for a fee, to members of the student body; and
- o Prepared under the direction of a student media advisor.

“Student media” does not include media that is intended for distribution or transmission solely in the classroom in which it is produced.

“Student media advisor” means an individual who is employed, appointed, or designated by the District to supervise or provide instruction with respect to student media.

“School-sponsored media” means all student media that are:

- Supported financially by the school;
- Supported by the use of school facilities; or
- Produced in conjunction with a class.

“Student journalist” means a student who gathers, writes, edits, photographs, records, video tapes, or prepares information for dissemination in student media.

Student Media

While the District recognizes a student's right of expression under the First Amendment of the Constitution of the United State, school-sponsored media does not provide an open 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 writings which are, 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; sexual activity; 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:
 - Are obscene as to minors;
 - 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;
 - Constitute an unwarranted invasion of privacy as defined by state law,
 - Suggest or urge the commission of unlawful acts on the school premises;
 - Suggest or urge the violation of lawful school regulations;
 - Attacks ethnic, religious, or racial groups; or
 - 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 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 - sponsored literature, publications, or materials, shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school- sponsored materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school - sponsored materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services.

Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the Superintendent, 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-sponsored 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-sponsored 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.

4.14 PROCEDURES

The public is given online access to the Parent/Student Handbook which includes the Berryville School District Student Discipline Policy. Families may receive a paper copy upon request in the main office. After publishing the discipline policies each summer, the parent/guardian and student is asked to sign the verification form in this handbook during August registration days on campus. Failure to return the form by the Friday after Labor Day may result in the loss privileges, after school

detention and/or In-School Suspension Class (ISS).

No attempt has been made to include every detail of the middle/high school experience as it goes beyond the scope of this handbook to describe it all. Other disruptive behavior that may occur will be categorized by the school administration in ways that maintain consistency across campuses and among various administrators and designees.

Legal References: A.C.A. § 6-18-514, A.C.A. § 6-18-1201 et seq.

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: June 2025

4.16 ACTS OF VIOLENCE

Definitions for the act:

1. "Act of Violence" means any violation of Arkansas law where a person purposely or knowingly causes or threatens to cause death or serious physical injury to another person
2. "Deadly weapon" means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury; or anything that in the manner of its use or intended use is capable of causing death or serious physical injury.
3. "Firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use, including such a device that is not loaded or lacks a clip or other component to render it immediately operable and components that can readily be assembled into such a device.

*Before a student can return to school, proof of enrollment & attendance in mental health counseling must be provided to the school. *

4. Bomb Threats or Other Disruptive Intrusions
5. "Vandalism" means the intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.

4.17 STUDENT DISCIPLINE

Section 1: Introduction

The Board has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate

student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity.

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

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

The District's student discipline policies shall be available (online or hard copy in the office) to each student during the first week of school each year and to new students upon their enrollment. Each student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall sign and return to the school an acknowledgment form documenting that they have received the policies.

The District shall develop and provide programs, measures, or alternative means and methods for continued student engagement and educational access during periods of suspension or expulsion.

The Superintendent/Superintendent Designee is authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis.

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

The Board believes that penalties for violations of the behavioral standards

indicated in Section 1 of this policy should be fairly administered and appropriate to the particular violation (or cumulative violations, in the case of a student who repeatedly misbehaves). The following interventions are available to school personnel; however, nothing in this policy is intended to require that a less severe intervention be used prior to the use of any other intervention. School personnel are expected to choose the particular intervention, which they believe to be most appropriate for a specific student who has committed a specific offense. While the following corrective measures are approved by the Board, staff members are expected to treat all students with courtesy and respect and to maintain positive approaches in helping students develop acceptable patterns of behavior.

- Conference between the teacher, the student, and/or the parent
- Loss of privileges
- Referral to a building administrator
- Referral to other school personnel (counselor, nurse, etc.)
- Referral to out-of-school personnel (physician, psychologist, law enforcement personnel, etc.)
- Detention
- In-school suspension
- Saturday School
- Corporal Punishment
- Behavior plan
- Another alternative placement
- Out-of-school suspension
- Expulsion

All consequences imposed by school personnel should meet the following guidelines:

1. All methods of discipline should avoid causing a serious inconvenience to students other than the student(s) involved. Mass punishment is to be avoided.
2. All methods of discipline should avoid promoting an attitude unfavorable to academic or other school work.
3. A student who refuses ISS or is removed from ISS will be subject to OSS for the remainder of the assigned time.

Parents/guardians will be notified of any in-school suspension or corporal punishment. Parents/guardians will be notified ahead of time for out-of-school suspension, and expulsions. Should a student be arrested at school, the school will attempt to contact the parent/guardian until the last period, at which time a letter will be sent via mail.

The Superintendent/Superintendent Designee shall make a report annually to the Board of Education 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.

SATURDAY SCHOOL

Students, whose behavior warrants it, will be assigned to Saturday School. The student will be notified in writing of the day assigned. Failure to attend Saturday School when assigned will result in the student receiving in school suspension the appropriate number of days during the next regular school week.

Requirements of Saturday School

- Students must report at 7:30 A.M. and remain until 11:30 A.M.
- A student will not be admitted after 7:30 A.M.
- Failure to attend, or being late, will result in an in-school suspension. Exception would be a medically excused absence with appropriate documentation from a physician.
- Student employment is not considered to be an excuse from Saturday School.
- Students will be allowed bathroom breaks.
- Students must demonstrate they are working on an assigned task during Saturday School.
- No electronic equipment of any kind is to be brought into the classroom.
- The supervisor will make determinations not covered in the above rules, and the principal will review those determinations if questions arise.
- When a student refuses to attend Saturday School, the student will be placed in ISS (in-school suspension).

Section 2: Arkansas Codes: Offenses and Penalties

In accordance with Arkansas statutes, the following minimum and maximum penalties are prescribed for the indicated offenses:

Offense	Minimum Penalty	Maximum Penalty
Assaulting or threatening to assault or abuse any student or school employee	1-day suspension	Expulsion for 1 calendar year
Using an electronic communication device on the school campus during normal school hours	1 st offense: Warning –students may pick up communication devices at the end of their school day. Guardians may pick up communication devices during school hours.	Expulsion for 1 calendar year

Possession of any firearm; knife; or other weapon prohibited upon the school campus by law. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use. Knife means any bladed hand instrument three inches (3") or longer that is capable of inflicting serious physical injury or death by cutting or stabbing, including a dirk, a sword or spear in a cane, a razor, an ice pick, a throwing star, a switchblade, and a butterfly knife.	Expulsion for 1 calendar year, although the Superintendent shall have the discretion to modify any such expulsion on a case-by-case basis	Expulsion for 1 calendar year
Possession of any weapon not identified in the immediately preceding section, including a knife shorter than three inches (3"), box cutter, nunchucks, pepper spray, mace, other noxious spray, explosive, taser, other instrument that uses electrical current to cause neuromuscular incapacitation, or any other instrument or substance capable of causing bodily harm.	Warning	Expulsion for 1 calendar year
Possession, transfer, use of tobacco or tobacco products including e-cigarettes/vaping	Tobacco cessation, 3-day suspension or corporal punishment and citation	Expulsion for 1 calendar year
Possession, use, being under the influence, offering for sale or transferring any beverage containing alcohol	10-day out of school suspension and citation	Expulsion for 1 calendar year
Possession or transfer of drug-related paraphernalia as defined by Arkansas law	10-day suspension and citation	Expulsion for 1 calendar year
Possession, use (including being under the influence of a drug), offering for sale or transferring of a controlled substance and/or drugs as defined by Arkansas law	Expulsion for 1 semester and citation	Expulsion for 1 calendar year
Possession, use or distribution of prescription medication (prescribed to the student) without authorization from the school nurse	Warning	Expulsion for 1 calendar year.

Possession, use or distribution of nonprescription medication	Warning	Expulsion for 1 calendar year
Possession, use, being under the influence, offering for sale, or transfer of drug look-a-like products or analogs	Warning	Expulsion for 1 calendar year
Possession, use, being under the influence (inhaling) products such as solvents, aerosols, nitrates, or anesthetics which are not manufactured for the purpose of inhalation	10-day suspension	Expulsion for 1 calendar year
Willfully or intentionally damaging, destroying, or stealing school property	1-day suspension with restitution	Expulsion for 1 calendar year

Having the intent to engage in an activity prohibited by these rules is also an offense under these rules. This includes taking a substantial step toward engaging in an activity which is prohibited by these rules or engaging in an activity which does not violate these rules, but which would violate these rules if the facts were as the student believed them to be at the time the student engages in the conduct. Having the intent to engage in an activity prohibited by these rules may subject a violator to the same level of punishment as would apply for the offense itself.

Section 3: District Behavioral Standards

In addition to the offenses listed above, the District authorizes the administration to maintain a safe and orderly environment. Any student behavior that disrupts the learning environment is prohibited. Please refer to policy 4.19 Prohibited Conduct.

Section 4: Progressive Discipline

Discipline of middle and high students will be progressive based upon a student’s disciplinary history.

Section 5: Confidentiality

Disciplinary actions will not be entered on a student's permanent record and will not be divulged to unauthorized personnel.

Section 6: Discipline of Students with Disabilities

A student with a disability, as defined in state standards, who engages in inappropriate behavior is subject to normal school disciplinary rules and procedures, provided the student's right to a free and appropriate public education is not violated. The following provisions will apply:

The individualized education plan (IEP) team for a disabled student should consider whether particular disciplinary procedures should be adopted for that student and included in the IEP, and if a disabled student's placement is to be changed for a period of time exceeding ten (10) days, District special education

personnel will be consulted to assure that proper due process procedures are followed.

Date Adopted: 7/2022

Legal References: A.C.A. § 6-17-113, A.C.A. § 6-18-502, A.C.A. § 6-18-503, A.C.A. § 6-18-507, A.C.A. § 5-73-120

Additional Reference: ASBA Model Policies

Discipline Plan

Any infractions occurring at school sponsored activities, on or off campus, will be handled as outlined under Section 2 of policy 4.17- Student Discipline. As stated under Section 4 of policy 4.17, severity of consequences will be based on level of infraction.

- Teachers will immediately send any student who has committed a major infraction to the principal.
- Major infractions may result in an immediate 10-day suspension from school and/or expulsion.

Detention

- Detention is a supervised study period used primarily as a consequence for minor infractions. Assignment to detention is not excused due to conflict with jobs, activities, or transportation problems. Failure to serve a detention in a timely manner could result in additional consequences.
- Misconduct/Tardiness will require the student to serve the detention at another time.
- Each campus will offer 30-minute detentions. Each campus will publish times and locations. See office for details.

Self-Reporting

Note that self-reporting of any prohibited conduct may not absolve someone from consequences related to a disciplinary infraction. See Policy 4.23 Weapons and Dangerous Instruments for other specific limitations on self-reporting.

Staff Authority

Students must courteously and respectfully comply with the reasonable request of any teacher, staff member, or administrator in or out of the classroom. Students are expected to give names, if asked for them by any staff member or school employee. Failure to comply with the directions of school personnel acting in the performance of their duties shall be considered insubordinate and subject to immediate consequences.

Definitions of Offenses

Note that some definitions may be referenced in other policies also.

Arson: The setting of any unauthorized fire or the possession on any incendiary

device anywhere on school property (including trash can fires)

Assault: Verbal or physical intimidation of, threats toward, or verbal abuse of a student or school employee (including verbal or physical harassment, hazing, or other activities intended to threaten, frighten, shame, or disgrace and including any harassment based on race, religion, ethnic origin, gender, or handicap) *Reference Arkansas Code 6-18-502

Battery: Any physical contact with a school employee if that contact is intended to intimidate, threaten, injure, or otherwise harm the employee *Reference Arkansas Code 6-18-502

Bullying: Any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children.

Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students.

*Reference Arkansas Code 6-18-415

Cyber-bullying: Use of computers, websites, the Internet, cell phones, text messaging, chat rooms, and instant messaging to ridicule, harass, intimidate, humiliate, or otherwise bully another student or a school employee

Display of affection: Physical contact between students which violates standards of propriety, good taste, or rules and regulations established by the school

Disrespect: rudeness, name-calling, inappropriate gestures, or other actions intended to show lack of respect for any student or school employee

Disruptive behavior: any interference with the proper conduct of a school, a school activity, an individual class; bomb threats; false alarms; attempts to prohibit or discourage attendance by others at school or a school activity; attempts to encourage others to violate school rules or policies; and refusal to identify others engaged in unlawful or disruptive acts or to otherwise fail to divulge information regarding such acts

Doxxes (or doxxing) - To publish private or identifying information about a particular person on social media with malicious purpose.

Extortion: Subjecting another person to verbal or physical threats (stated or implied) in an effort to obtain money or other materials or services of value

Failure to identify: Refusal to provide proper identification, or providing false identification, to any school employee

Fighting: A disagreement between two or more students which leads to physical contact; unless school officials can establish that one or more students involved did nothing to provoke the disagreement and attempted to avoid the conflict, all students involved will be held equally accountable

Fireworks: Possession or use of any explosive or decorative pyrotechnic device on school property or at a school activity

Gambling: Games of chance conducted at school or at a school activity (except as a part of regular classroom instruction) where money or other valuables may be won

or lost

Harassment/hazing: Annoying, ridiculing, or humiliating another person by words or actions

Indecent exposure: Clothing (or lack of clothing) which exposes the body in an immodest manner which does not meet common standards of decency and good taste

Inciting or videoing a fight: Witnesses who do not report the fight, get adult aide, seek interventions, and/or stand around and video the fight

Insubordination: Willful and intentional refusal to obey any reasonable request from a school employee

Look-alike (drugs, weapons, etc.): Legal substances or objects which appear to be, may be mistaken for, or are represented as substances or objects which, if authentic, would be prohibited at school or at school activities

Mob action: Two or more students attacking or threatening a single student; two or more students acting "as one" to break rules, disrupt the school, etc.

Paraphernalia: articles used in a given activity; equipment (drug paraphernalia: articles used in any drug related activity)

Possession: A student will be considered "in possession" of drugs, alcohol, weapons, or other prohibited materials if such items are on the student's person or in the student's locker, desk, automobile, or other storage area

Profane or obscene language or gestures: Language or gestures (directed at students or adults) which violate common standards of decency and good taste

Petitions and other printed matter: Distribution of printed materials not approved in advance by the principal (Note: the principal's sole basis for denying such distribution will be a sincere belief that possession or distribution of the materials will cause substantial disruption of school activities because of obscene or libelous language, personal attacks, or the method or time of distribution.)

School employee: Any person employed by or otherwise providing services to the school, including student/intern teachers and school volunteers

Sexual harassment: Any unwanted and unwelcome sexual behavior (physical or verbal). Examples can include: petting, pinching, grabbing, indecent gesture, sexual remarks, jokes, innuendoes, photographs, illustrations, cartoons, or making someone the target of sexual rumors

Sexual Misconduct: Any act of sexual gratification involving the touching, directly or through clothing, of the sex organs, buttocks, or anus of a person or the breast of a female. * Reference Arkansas Code 5-14-101

Theft: Stealing school or personal property from school employees or other students while on a school campus or at a school-related activity.

Vehicle violations: Any unsafe, reckless, or otherwise inappropriate operation of an automobile, truck, motorcycle, bicycle, skateboard, or other vehicle on school property or traveling to or from school

Weapons violations: Possession or use of any gun, knife, club, or any other item that could reasonably be believed to be considered an offensive or defensive weapon, including look-a-like weapons made of plastic or other such materials

4.18 PROHIBITED CONDUCT

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school, ACT 1099 of 2013. The tobacco policy can be found on the counselor's page at the following link:
https://bhs.bobcat.k12.ar.us/190610_3
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession and use of a personal electronic device except as authorized by Policy 4.47 or by the student's IEP or 504 Plan;
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 the student's own;
12. Gambling;

13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, 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;
23. Operating a vehicle on school grounds while using a wireless communication device;
24. Theft of another individual's personal property;
25. Antisemitism.

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

Legal References:

A.C.A. § 6-5-201, A.C.A. § 6-15-1005, A.C.A. § 6-16-2001 et seq., A.C.A. § 6-18-222, A.C.A. § 6-18-502, A.C.A. § 6-18-514, A.C.A. § 6-18-515, A.C.A. § 6-18-707, A.C.A. § 6-21-609, A.C.A. § 27-51-1602, A.C.A. § 27-51-1603, A.C.A. § 27-51-1609
DESE Rules Governing Student Discipline and School Safety

Last Revised: June 2025

4.19 TRANSPORTATION POLICY

It is the purpose of the Berryville Public Schools Transportation Department to provide students who live within the Berryville School District safe and timely transportation. To assist us in achieving this goal, we depend on parental support and cooperation to help students understand the rules and expectations of riding the bus and the consequences of misbehavior. It is a privilege to ride a school bus. It is not a right.

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 student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. 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.

Date Adopted: 7/2022

Legal References: 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

Additional Reference: ASBA Model Policies

Students are eligible to receive District bus transportation if they meet the requirements. Please see the Transportation Procedures section of the student handbook below. 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.

To be eligible to ride a Berryville School bus, students must meet the following criteria:

- Currently reside within Berryville School boundaries
- Please request bus service using only one method to expedite your request. You may phone your schools office or the transportation office or in person at your school's office
- Bus service may be started at any point during the school year upon request for eligible students. Bus service may end after three consecutive days with no

student at the bus stop.

- Your student will be allowed to ride home with a friend if a note from the school office is provided and includes the name of your student, the name of the student your child is riding home with, your signature, and your contact number.
- Reside within the attendance zone for the school they attend.
- Reside outside the non-transport zone assigned for their school attendance zone.
- Abide by the Basic Rules, Safety Rules, and Severe Rules for Bus Riders.
- Abide by the Bus Stop Location Guidelines.
- Abide by the Student Guidelines at the Bus Stop.
- Any transportation changes must be made and approved by 2:30 pm.

Bus Stop Location Guidelines:

- All stop locations must be approved by the Transportation Office.
- All stop locations are subject to review and change of location as determined by the Transportation Office.
- The distance between a child's bus stop and their home may be up to six tenths (.6) of a mile which is equal to about 5 to 7 city blocks.
- Bus stops will be spaced no less than 300 feet apart unless approved otherwise by the Transportation Office.

Student Guidelines at the Bus Stop:

- Arrive at least 5 minutes before the scheduled arrival of the bus.
- Wait off the roadway at least 10 feet.
- Be visible to the driver at the bus stop.
- Students must not wait inside a car, home, or garage. All students are required to be physically standing outside and at the bus stop 5 minutes before the scheduled time of arrival.
- Approach the bus only after it has come to a complete stop and the driver has opened the door.
- Students crossing the street/roadway at a bus stop must cross 10 feet in front of the bus as they get on and off the bus.
- When crossing the street/roadway to board the bus, wait until the bus comes to a complete stop and the driver has stopped all traffic.
- Students must watch the bus driver and wait until the bus driver gives a signal for the students to cross the roadway to board the bus.
- Students will be picked up and dropped off only at their assigned stop unless they have a note from the school office.
- If a student misses the bus, the parent will be responsible for transporting the student to school. The bus will not return to pick up your student.
- If a student misses the bus that student will not be allowed to board the bus at

- a stop later in the route.
- If your child is not prepared to board when the bus arrives he/she may be subject to disciplinary action.
- Kindergarten students will not be dropped off without a parent or guardian present. A parent, guardian, or older sibling is required to accept their kindergarten student.

Behavior at the Bus Stop:

- Students are expected to avoid any horseplay and respect the property of all others while they wait at the bus stop.
- Students are expected to observe the same behavior at the bus stop as they are expected to on any school campus.
- Elementary students should be accompanied to and from the bus stop by a parent/guardian and remain with the student while waiting for the bus to arrive.

Inclement Weather – Transportation:

In the event of inclement weather, Berryville Schools may choose to run limited bus routes. The pick-up and drop-off times and locations will be developed by transportation. Even if you are not in an area prone to travel problems, often the bus routes include areas that may pose a challenge to bus transportation. Please be timely upon arrival at the designated pick up location. Buses will not be able to return for those running late. Your student will be returned to the same location for the afternoon route. If you are unable to meet the bus at the drop off site your student will be returned to the school that he/she attends. Regular bus service will resume as soon as it is determined that all routes can be run safely in their entirety.

Passing of School Buses

(a) When a school bus stops and displays its alternating red warning lights for the purpose of loading or unloading passengers, every operator of a motor vehicle or motorcycle meeting or overtaking the school bus from any direction shall bring the motor vehicle or motorcycle to a complete stop not less than thirty feet (30') before reaching the school bus.

(b) The operator of the motor vehicle or motorcycle shall not start up or attempt to pass in any direction until the school bus has finished receiving or discharging its passengers and is in motion again.

(c) A violation of this section includes the failure of the operator of a motor vehicle or motorcycle to comply with subsection (a) or subsection (b) of this section while operating the motor vehicle or motorcycle upon:

- (1) A public road, street, or highway;
- (2) Private or public property open to the general public; or
- (3) A private or public road, driveway, or parking lot belonging to a kindergarten

through grade twelve (K-12) private or public school.

(d) If the operator of a motor vehicle or motorcycle fails to comply with subsection (a) or subsection (b) of this section while demonstrating a reckless disregard for the safety of the passengers of the school bus, the operator upon conviction is guilty of a Class A misdemeanor.

A.C.A. § 27-51-1004

Please see transportation procedures on our bobcat page.

Transportation Offenses and Penalties:

Category	Examples of Infractions	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
A Minor Misconduct	Boarding or exiting the bus unsafely (includes crossing in front of or behind the bus); standing while bus is in operation or not being properly seated; obstructing an empty seat, door, stairs or aisle; making excessive noise; disturbing, insulting, or harassing other students; public display of affection (PDA); eating, drinking, chewing gum; using profane or obscene language or gestures; littering; any action that causes disturbances or distractions	Oral / Written Warnings	Up to 5-day Bus Suspension	Up to 10-day Bus Suspension	Up to 20-day Bus Suspension	Suspension of riding privileges for remaining school year
Serious Infractions	Failure to comply (disrespectful, talking back, lying) with bus driver or other adult's instruction; horseplay and spitting; throwing objects at, within, or out of bus; sticking objects or body parts out of the window/door; damage, theft, or pilfering < \$100; spraying or application of cologne / fragrances; misuse of electronic devices, cell phones, cameras etc.	Up to 5-day Bus Suspension	Up to 10-day Bus Suspension	Up to 20-day Bus Suspension	Suspension of riding privileges for remaining school year	

C Severe Offenses	Full or partial nudity; sitting in driver's seat/tampering with controls or equipment, interfering with driver; fighting/Assault (or hitting, biting, pushing); vandalism, damages, or theft > \$100; tobacco use or possession	Up to 10-day Bus Suspension	Up to 20-day Bus Suspension	Suspension of riding privileges for remaining school year		
D Criminal or Illegal Acts	Any action that leads to a bus accident; possession or use of weapons or other prohibited items (including laser lights); lewd or indecent acts; possession of illegal substances; threatening or causing injury to another person (bullying and/or harassment); alcohol use or possession; bomb threat or terroristic threat	School Suspension / Expulsion Proceedings Initiated Discipline Report Submitted to Appropriate Authorities				
<p>1 – All rule infractions are cumulative in most cases for the school year. A series of minor infractions may result in serious consequences.</p> <p>2 – All misconduct must be evaluated on a case by case basis. The administration reserves the right to escalate the consequences due to the severity, frequency, or previous warnings.</p> <p>3 – Possession of weapons, prohibited items, controlled substances or representations of controlled substances, alcohol, or other serious incidents will be reported to the appropriate authorities and may result in suspension or expulsion from school in addition to loss of bus privileges.</p> <p>4 – Restitution may be required for all damages resulting from student action including but not limited to vandalism, fighting, theft, throwing objects, or other damages.</p>						

4.20 DISRUPTION OF SCHOOL

Definitions

"Appropriate interim learning environment" means an appropriate learning environment that is used for a period of time not to exceed ten (10) days.

"Appropriate learning environment" means a setting within the District that provides a similar structure to the following, without limitation:

1. A classroom; or
2. In-school suspension.

"Violent or abusive behavior" means, without limitation:

- a. Using threatening language;
- b. Throwing an item that risks or causes:
 - Harm to another individual;
 - Injury to another individual; or
 - Damage to property;

- c. Physically abusing a teacher or another student; or
- d. Any other similar action that presents a physical danger or a threat of physical danger to a teacher or another student.

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

A teacher may, but is not required to, remove a student from class:

- Who has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the students in the class or with the ability of the student's classmates to learn; or
- Whose behavior is so unruly, disruptive, violent, 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.

A student who is removed from class shall:

- Be sent to the office of the principal or the principal's designee;
- Be escorted from the classroom by the school administration if the student refuses to leave the classroom voluntarily;
- Not be returned to the teacher's class until a conference is held; and
- Be placed in another appropriate classroom learning environment until the conference is completed.

The conference shall be held for the purpose of:

1. Determining the causes of the problem that led to the student's removal and possible solutions;
2. Serving as a manifestation determination review if the student removed from the class is a student with a disability;
3. Determining if a behavioral threat assessment is necessary for the student

who was removed from the class due to violent behavior.

The following individuals shall be present at the conference:

- a. The principal or the principal's designee;
- b. The teacher;
- c. The school counselor;
- d. A 504/special education representative (if applicable);
- e. The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis; and
- f. The student, if appropriate.

The failure of the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis to attend the conference shall not prevent the conference from being held nor prevent any action from being taken as a result of that conference.

Following the conclusion of the conference, the principal or the principal's designee may take any of the following actions against a student who was removed from class:

§ Place the student into another appropriate learning environment or into in-school suspension;

§ Except for a student who was removed for violent or abusive behavior, return the student to the class; or

§ Take other appropriate action consistent with the District's discipline policy, state law, and federal law.

A student who is removed from class three (3) times during the same school year shall be placed in another appropriate learning environment for the remainder of the school year.

The District shall follow all requirements under the IDEA and 504 for students with a disability, including those surrounding a change in placement.

Legal References:

A.C.A. § 6-18-511

Last Revised: June 2025

4.21 STUDENT ASSAULT OR BATTERY

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

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

Date Adopted: 7/2022

Legal References: A.C.A. § 6-17-106(a) Additional Reference: ASBA Model Policies

4.19 Procedures

See also Policy 4.17 Discipline for related procedures.

4.22 WEAPONS AND DANGEROUS INSTRUMENTS

Definitions

"Firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

"Possession" means having a weapon on the student's body or in an area under the student's control.

"Weapon" means any:

- Firearm Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nun chucks;
- Pepper spray, mace, or other noxious spray;

- Explosive;
- Taser or another instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while:

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.

Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

Notes: The exemption is for IDEA purposes where the possession can reasonably be associated with the student's disability. To be eligible for ESEA funds, the federal Department of Education requires an assurance that the district:

1. Is in compliance with the State law requiring the one-year expulsion; and
2. A description of the circumstances surrounding expulsions imposed under the one-year expulsion requirement, including:
 - A. The name of the school concerned;
 - B. The number of students expelled from the school; and
 - C. The type of firearms concerned.

This requirement applies even in the instances where the district exercised its option to modify the expulsion requirement on a case-by-case basis. The DOE Guidance on the Gun Free Schools Act prohibits the use of the case-by-case option to avoid “over-all compliance with the one-year expulsion requirement. In order to modify the expulsion recommendation, the superintendent must provide a written explanation behind the modification under the Federal law.

The statute that specifies the parents’ penalties is A.C.A. § 5-27-210, but it is also helpful to have A.C.A. § 5-4-201 and A.C.A. § 5-4-401 available which spell out the fines and possible imprisonment for a class B misdemeanor offense.

Legal References: A.C.A. § 5-4-201, A.C.A. § 5-4-401, A.C.A. § 5-27-210, A.C.A. § 5-73-119(b) (e)(8), (9), (10), A.C.A. § 5-73-133, A.C.A. § 6-18-502, A.C.A. § 6-18-507, A.C.A. § 6-21-608

Last Revised: June 2025

4.2 ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must:

- A. Be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS);
- B. Meet the criteria outlined in Policy: HOMELESS STUDENTS; 4.52—STUDENTS WHO ARE FOSTER CHILDREN;
- C. Be accepted as a transfer student under the provisions of policy 4.4; or
- D. Participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5.

A student may enter kindergarten if the student:

- Meets one of the requirements for school attendance of A through D above; and
- Falls under one of the following:
 - Will attain the age of five (5) on or before August 1 of the year in which the student is seeking initial enrollment; or has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days and:
 - Will become five (5) years old during the year in which the student is enrolled in kindergarten; and § Submits a written request for enrollment to the District; or
 - Was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country and:
 - §
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 the student is enrolled in kindergarten; and
 - §
Submits a written request for enrollment 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 six (6) years

of age 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 six (6) years of age during the school year in which the student 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 the student's parent or legal guardian presenting for enrollment.

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

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;
 - e. 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;
 - f. United States military identification; or
 - g. Previous school records.
3. 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 to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.

4. 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. chapters 1209 and 1211 or 42 U.S.C. § 204.

“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 the Uniformed Services member's home station.

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

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

“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;
- Veterans of the uniformed services who are injured in the line of duty and medically discharged or retired for a period of one (1) year after medical separated or retired;
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty;
- Dual status military technicians; and
- Traditional members of the National Guard and reserve components of the armed forces who are relocating to the state for employment or to serve as a member of an Arkansas-based reserve component unit.

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

“Transition” means the:

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

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

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

The superintendent shall designate an individual as the District's military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child's parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the superintendent designates as the District's military education coordinator shall possess specialized knowledge regarding the educational needs of children of and unique challenges faced by children of uniformed services families.

An eligible child as defined in this policy shall:

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

Following the receipt of advanced notice and an enrollment application of an eligible student from a military family, the District shall:

- Provisionally enroll, provide placement for, and enter academic course requests on behalf of the incoming student based on the student's education record provided by the student's family or the sending district;
- Provide the uniformed services family with information regarding:
 - a. Career-ready pathways and other academic or education programs offered;
 - b. Required academic courses for each curriculum and elective course options;
 - c. School and community-sponsored extracurricular activities, including without limitation individual and team sports, clubs, junior reserve officer training corps opportunities, and Purple Star School program ambassadors; and
 - d. Contact information for the designated military family education coordinator and the Purple Star School program military family education facilitator, if applicable; and
 - e. Other relevant information regarding the District.

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.
- The District shall not deny the enrollment of a Uniformed Service Member dependent unless the District has reached the maximum student-to-teacher ratio allowed under federal law; state law; the Standards for Accreditation for Public Schools and School Districts; state rules; or other applicable federal regulations, and the District timely notifies the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis of the lack of capacity.
- The District shall notify a prospective student's family in writing regarding whether the student's enrollment has been accepted or rejected within fifteen (15) calendar days of receiving the student's enrollment application and supporting documentation.

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

The District may request a waiver from the State Board as necessary to

accommodate an eligible student.

International Exchange Students

"Host family" means the individual or family with whom an international exchange student is placed by an international student exchange visitor placement organization under the International Student Exchange Visitor Placement Organization Registration Act, § 6-18-1701 et seq..

"International exchange student" means a student who is placed with a host family by an international student exchange visitor placement organization under the International Student Exchange Visitor Placement Organization Registration Act, §6-18-1701 et seq.

Before an international exchange student may attend a District school, the District requires all international student exchange visitor placement organizations that are placing international exchange students within the District to:

- Be certified by the Council on Standards for International Educational Travel;
- Provide documented proof of the international exchange student's English proficiency; and
- Notify the District at least three (3) weeks before the beginning of the academic semester the international exchange student plans to enroll in the District.

The District shall admit for enrollment and attendance an international exchange student who has been placed with a host family who resides within the District boundaries. The international exchange student shall attend the school in the District based on the attendance zone where the host family resides.

Upon an international exchange student's arrival, the international exchange student may be required to submit to quarantine to prevent the spread of infectious diseases as may be necessary, which shall not exceed seven (7) days unless otherwise recommended by the Arkansas Department of Health or the Centers for Disease Control and Prevention.

International exchange students are expected to follow the District handbook and student code of conduct as the District has the authority to expel a student for violations of the school district's written student discipline policies or if the international exchange student presents a danger to the District's students or employees.

Statewide assessment results achieved by an international exchange student

enrolled in the District shall be included in the District's results on the statewide assessments.

The District shall provide English-language services to international exchange students as necessary.

Notes: The US Supreme Court has held that public schools may not use immigration status as a criterion for admitting and educating students.

A.C.A. § 9-28-113 requires schools to "immediately" enroll foster children whether or not they produce "required clothing or required records" noted in #2 and #4. ASBA does not believe this means schools are required to admit students currently under expulsion from their previous school. See policies 4.4 and 4.5.

A.C.A. § 6-18-510 requires that districts adopt this policy language, or similar, **AND** provide a hearing before the board for the student seeking to enroll in the district while currently serving an expulsion from another district in order for the district to exclude the student until the expiration of the student's expulsion. Districts who do not include this policy language, or similar, **AND** provide the hearing before the board may **NOT** prohibit the enrollment of a student who is currently serving an expulsion from another district.

A.C.A. § 6-4-302 and 6-28-104 define both "uniformed services" and "active duty." Consult the statutes to determine if the student wishing to enroll in your district qualifies under the definitions.

All districts are required to appoint a military liaison, and DESE must be notified annually by September 15 of the appointment. In addition to other duties, the military liaison is also responsible to serve as a navigator for uniformed services families by:

- Connecting the uniformed services families to appropriate public-school resources; and
- Connecting families with other uniformed services families in the public school upon request.

A.C.A. § 6-28-108 allows districts to provide this information directly to the military family or it can be placed on the district website on a page titled "Military Families". A.C.A. § 6-28-301 requires the information to be placed on the "Military Families" page on the district website if the district has twenty (20) or more dependents of Uniformed Service Members enrolled in the district or a general student body of three thousand (3,000) or more.

While A.C.A. § 6-18-234(c)(3) allows a district to limit the number of exchange students that the district is required to admit to a single school to one (1) exchange student for every fifty (50) traditional students enrolled in the school, we have not included such limiting language as we believe that to do so violates the intent that

the public schools are open to all students between the ages of five (5) and twenty-one (21) who lawfully reside within the district.

You are not required to include exchange student statewide assessment scores in your district results. The law requires that if you include or exclude exchange student assessment results to be done as a group rather than on an individual student basis.

While A.C.A. § 6-18-235 states that districts are allowed to opt-out of providing English language services, DESE believes that this is in violation of Federal law. As such, we cannot recommend districts rely on the opt-out provisions in the statute in order to stay in good standing with DESE.

Legal References:

A.C.A. § 6-4-302, A.C.A. § 6-15-504, A.C.A. § 6-18-201 ©, A.C.A. § 6-18-207, A.C.A. § 6-18-208, A.C.A. § 6-18-235, A.C.A. § 6-18-510, A.C.A. § 6-18-702, A.C.A. § 6-28-101 et seq., A.C.A. § 9-28-113

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4.23 TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED PRODUCTS

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

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

Notes: The statute requires the statute's posting "...in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport students"

Law enforcement officers and employees of a school are immune from civil liability

for the confiscation from a minor on a school campus or at a school-sponsored event of:

- Nicotine, tobacco products, vapor products, alternative nicotine products, e-liquid products, or cigarette papers; or
- A product that the individual reasonably believes to be a vapor product.

Legal References:

A.C.A. § 6-21-609, A.C.A. § 20-65-103

Last Revised: June 2025

4.24 DRUGS AND ALCOHOL

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

Therefore, no student in the Berryville School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy.

This policy applies to any student who:

- Is on or about school property;
- Is in attendance at school or any school sponsored activity;
- Has left the school campus for any reason and returns to the campus; or
- Is on route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to:

- Alcohol, or any alcoholic beverage;
- Inhalants or any ingestible matter that alter a student's ability to act, think, or respond;
- LSD or any other hallucinogen;
- Marijuana;
- Cocaine, heroin, or any other narcotic drug;
- PCP;
- Amphetamines;

- Steroids;
- “Designer drugs”;
- Look-alike drugs; or
- Any controlled substance.

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.35—STUDENT MEDICATIONS.

Note: The possession or use of marijuana on school campus is prohibited even if a student has a medical marijuana patient card. The Arkansas Constitution Amendment 98 § 6 states:

(a) This amendment does not permit a person to:

(2) Possess, smoke, or otherwise engage in the medical use of marijuana:

(A) On a school bus;

(B) On the grounds of a daycare center, preschool, primary or secondary school, college, or university;

In general, Amendment 98 requires that a student with a patient card have any positive drug test be treated as if marijuana were any other prescription drug. Amendment 98 requires the student be actively impaired before the district can take any action, which is restricted as follows:

(b) This amendment does not require:

(6) A public school to permit a qualifying patient who is a student to be present on school grounds, to attend a school event, or to participate in extracurricular activities in violation of the public school's student discipline policies when a school office has a good faith belief that the behavior of the qualifying patient is impaired.

Legal References: A.C.A. § 6-18-502

Arkansas Constitution Amendment 98 § 6

Last Revised: June 2025

4.25 STUDENT DRESS AND GROOMING

Students shall not practice a mode of dress, style of hair or standard of personal grooming that will present a health or safety hazard or cause disruption, disturbance, or an unusual amount of attention. Administration may require certain types of clothing to be worn in special extracurricular activities. The following dress code is prescribed for all students, grades K-12:

Students will not be permitted to wear:

- Shirts with straps that are less than two inches wide, spaghetti straps, tube tops, cut-off T-shirts, midriff shirts/blouses, no cleavage, netted shirts, muscle shirts, cutoffs (pants), or chains on clothing.
- Shirts, hats, buttons, etc. displaying obscene or inappropriate printing; or advertising of alcohol, drugs, or tobacco products, either explicit or implied.
- Offensive clothing and offensive writings and drawings on the body, books, and clothing
- Spandex, miniskirts, or biking shorts are not allowed.
- Rips, tears, or holes in clothing must not expose skin or undergarments above mid-thigh.
- Short shorts or dresses/skirts, including splits, must extend below mid-thigh.
- Head coverings (including bandanas & hoodies) worn during the school-day in the classroom/buildings (unless for religious reasons).
- Sunglasses, inside the school building, unless medically required.
- Clothing which sags (the waistband of pants, shorts, skirts, or jeans must be above the hip bones).
- Clothing which shows underwear or lack thereof when doing normal school activities (including, but not limited to, leggings, tights, yoga pants, and jeggings). If these items are worn, there must be sufficient coverage to cover a private area.
- Costuming, for middle and high school students, is not permitted unless authorized by the building administration.
- Rolling or wheeled shoes.
- Inappropriate sleepwear
- Blankets
- Face paint, full face coverings, or any items covering identity are not permitted. Masks may be permitted for health/safety reasons with a Dr. note only.
- Any body piercing and retainers, such as rings or spikes, deemed unsafe will be prohibited
- Shoes are to be worn at all times
- Tattoos with explicit content must be covered at all times when on school property or at school events.

Dress code is to be followed while at all school sponsored events (on and off campus).

The final decision regarding wearing apparel will be at the discretion of the school principal.

Legal References:

A.C.A. § 6-10-138, A.C.A. § 6-18-502(c)(1), A.C.A. § 6-18-503(c)

Student Display of Inappropriate Materials

Display, promotion, or depiction of anything discriminatory in nature, obscene or inappropriate things otherwise prohibited at school such as but not limited to sex, self-harm, weapons, violence, alcohol, drugs, either explicit or implied, is not allowed at school on shirts, hats, buttons, etc., or otherwise displayed on one's person. This violation should be corrected with a change of clothing and/or entail disciplinary consequences. This is at the discretion of the campus principal afforded by Policy 4.27.

4.26 GANGS AND GANG ACTIVITY

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

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

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

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

Legal References:

A.C.A. § 5-74-201 et seq., A.C.A. § 6-15-1005(b)(2)

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4.27 STUDENT SEXUAL HARASSMENT

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

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

- The nature of sexual harassment;
- The District's written procedures governing the formal complaint grievance process;
- The process for submitting a formal complaint of sexual harassment;
- That the district does not tolerate sexual harassment;
- That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- The supports that are available to individuals suffering sexual harassment; and
- The potential discipline for perpetrating sexual harassment.

Definitions

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Education program or activity" includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

"Formal complaint" means a document filed by a complainant or signed by the Title

IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee:
 - a. Conditions the provision of an aid, benefit, or service of the District on an individual’s participation in sexual conduct; or
 - b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;
2. The conduct is:
 - a. Unwelcome; and
 - b. Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
3. Constitutes:
 - a. Sexual assault;
 - b. Dating violence
 - c. Domestic violence; or
 - d. Stalking.

“Supportive measures” means individualized services that are offered to the complainant or made available to the respondent designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to either party as appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

Within the educational environment, sexual harassment is prohibited between any of

the following: students; employees and students; and non-employees and students.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person's alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students or employees as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the individual self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to bring their concerns to **any** District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

§
Discuss the availability of supportive measures;

§
Consider the complainant's wishes with respect to supportive measures;

§
Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and

§
explain to the complainant the process for filing a formal complaint.

Supportive Measures

The District shall offer supportive measures to the complainant and make supportive measures available to the respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

Formal Complaint

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall simultaneously provide the following written notice to the parties who are known:

- Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:

The identities of the parties involved in the incident, if known;
The conduct allegedly constituting sexual harassment; and
The date and location of the alleged incident, if known;

- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the

conclusion of the grievance process;

- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party", "complainant", or "respondent" include the plural, as applicable.

When investigating a formal complaint and throughout the grievance process, a District shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party's voluntary, written consent or that party's voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation; this includes evidence:

§

Whether obtained from a party or other source;

§ The District does not intend to rely upon in reaching a determination regarding responsibility; and

§ That is either Inculpatory or exculpatory; and

- Create an investigative report that fairly summarizes relevant evidence.

At least ten (10) days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10) days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

After the investigative report is sent to the parties, the decision-maker shall:

- Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- Provide each party with the answers;

- Allow for additional, limited follow-up questions from each party; and
- Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

No earlier than ten (10) days following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility. The written determination shall include—

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
 - a. Any notifications to the parties;
 - b. Interviews with parties and witnesses;
 - c. site visits;
 - d. Methods used to gather other evidence; and
 - e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
 - a. A determination regarding responsibility;
 - b. Any disciplinary sanctions imposed on the respondent; and
 - c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The

determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District's code of conduct.

The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled at the District; or
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

Appeals

Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- a. The existence of a procedural irregularity that affected the outcome of the matter;
- b. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that

could affect the outcome of the matter;

- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- d. An appeal of the disciplinary sanctions from the initial determination.

For all appeals, the District shall:

1. Notify the other party in writing when an appeal is filed;
2. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
3. Implement appeal procedures equally for both parties;
4. Ensure that the decision-maker for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

Confidentiality

Reports of sexual harassment, both informal reports and formal complaints, will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to:

§ Individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;

§
Submit a report to the child maltreatment hotline;

§
Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or

§

The extent necessary to provide either party due process during the grievance process.

Except as listed above, the District shall keep confidential the identity of:

Any individual who has made a report or complaint of sex discrimination;

Any individual who has made a report or filed a formal complaint of sexual harassment;

Any complainant;

Any individual who has been reported to be the perpetrator of sex discrimination;

Any respondent; and

Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

Emergency removal

The District may remove a respondent from the District's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. A removed student will be provided with notice and an opportunity to challenge the removal decision immediately following the removal.

Retaliation Prohibited

Students, or the parents/legal guardians/ other responsible adult of a student, who submit a report or file a formal complaint of sexual harassment,; testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for code of conduct violations that do not involve sex discrimination or sexual harassment, arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third

parties.

Disciplinary Sanctions

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

Students who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including expulsion. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith.

Records

The District shall maintain the following records for a minimum of seven (7) years:

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- any disciplinary sanctions imposed on the respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
 - The basis for the District's conclusion that its response was not deliberately indifferent; and
 - Document:
 - § If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
 - § If no supportive measures were provided to a complainant,

document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Legal References: 20 USC 1681 et seq., 34 C.F.R. Part 106, A.C.A. § 6-15-1005, A.C.A. § 6-18-502, A.C.A. § 12-18-102

Last Revised: June 2025

POLICY 4.27 PROCEDURES

See also Policy 4.14 Discipline for related procedures.

The Title IX Coordinator for each campus is the building principal or administrative designee. Please contact a principal if you have a complaint.

4.29 INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY

Access to network services is provided to students who agree to act in a considerate and responsible manner. No student will be granted Internet access until and unless a computer-use agreement, signed by either parent/guardian is on file. Access is a privilege, not a right. Access entails responsibility.

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

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

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

Technology Protection Measures

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such

materials. For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

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

Internet Use and Safety

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

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

Misuse of Internet

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

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.

- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

Legal References:

Children’s Internet Protection Act; PL 106-554

FCC Final Rules 11-125 August 11, 2011, 20 USC 6777, 47 USC 254(h)(I), 47 CFR 54.520, 47 CFR 520(c)(4), A.C.A. § 6-21-107, A.C.A. § 6-21-111

Last Revised: June 2025

POLICY 4.29 PROCEDURES

The technology policy can be found online:

https://s3.amazonaws.com/scschoolfiles/598/2021_chromebook_responsible_use_procedures_and_guidelines.pdf

The signature of students and parents/guardians to the chrome book policy sheet signifies the parents/guardians and students agree to abide by school policies regulating computer and network usage in Berryville Schools.

Note that all students are given a district email address for instructional use. Students in grades 9-12 may email inside the district and outside the district with these email addresses. Email addresses at other grade levels may be limited to inside users/recipients only. Student use of the district email address is limited to instructional purposes and those related to college and career exploration. Students may not use district email addresses for personal, commercial, political, or social purposes.

COMPLAINTS/CONCERNS

It is the goal of the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The District welcomes constructive criticism when it is offered with the intent of improving the quality of the system’s educational program or the delivery of the District’s services.

The Board formulates and adopts policies to achieve the District’s vision and hires a Superintendent to implement its policies through administration and supervision of the District.

In order to secure prompt and equitable resolution of any student/parent complaints, students and/or parents must comply with the following steps to ensure the complaint can be properly addressed. A student may be represented by an adult at any level of the complaint.

If the complaint involves a problem with a teacher, the student/parent must discuss the matter with the teacher before requesting a conference with the principal. If the complaint does not involve a teacher, the student/parent must request a conference with the principal who shall schedule and hold a conference with the student/parent.

If the outcome of the conference with the principal is not to the student/parent's satisfaction, the student/parent may request a conference with the Superintendent. Prior to the conference, the student/parent shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student/parent's signature, and the date of the conference with the principal. The Superintendent/Superintendent Designee shall listen to the student/parent's complaint and take whatever action is deemed appropriate.

Date Adopted: 7/2022

POLICY 4.29 PROCEDURES

Upon receipt of phone calls and correspondence, district administrators and assistants will inquire if the parent/student/teacher has conferred with the appropriate teacher, principal, supervisor prior to seeking assistance at the district level. District administrators and assistants will assist in scheduling a phone call or appointment at the appropriate level.

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, 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 the student's 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:

- 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.

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

Suspensions initiated by the principal or the student's designee may be appealed to the Superintendent, but not to the Board.

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

Notes: To satisfy a student's due process rights, make sure that all the IDEA requirements are met for students receiving special education services.

The ten (10) school days are on a traditional school calendar. If your district uses a 4x4 block schedule, the number of days of suspension will need to be modified accordingly.

A.C.A. § 6-18-507(f)(3) requires attempts at contacting parents be made first by phone. If such contact fails, then contact may be by email, and if that is unsuccessful, contact may be by regular first-class mail.

Your final language needs to match the language you have chosen for suspensions in policy 4.7.

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

Last Revised: June 2025

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 the student's 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 days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, 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 the student's 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 the student's 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. 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.

Notes: To satisfy a student's due process rights, make sure that all the IDEA requirements are met for students receiving special education services.

The ten (10) school days are on a traditional school calendar. If your district uses a 4x4 block schedule, the number of days of suspension will need to be modified accordingly.

The current law governing parental responsibility is A.C.A. § 5-27-210.

Legal References: A.C.A. § 6-18-502, A.C.A. § 6-18-507

Last Revised: June 2025

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. 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 present.

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

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

Administrators shall make parent or guardian notification of a search of their student or vehicle as soon as circumstances allow within 24 hours.

Students may be questioned regarding matters that administrators are investigating. Parents are not always notified of routine questioning to resolve conflicts or maintain safety. In the event that a student has been the witness or victim of something of a serious nature, administrators should contact the parent even though the student is not being disciplined.

Additional witnesses of searches may be of either sex.

4.33 STUDENT INSURANCE PROGRAM

Liability insurance is not provided by the District for any student enrolled in regular education; however, optional supplemental accident insurance is offered at the beginning of each school year and can be purchased for student coverage. The school in no way profits from this supplemental accident insurance.

Date Adopted: 7/2022

4.36 STUDENT PERFORMANCE

Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, persons having lawful control of a student, persons standing in loco parentis, or teachers.

If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation, which may enhance the probability of the student succeeding.

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

Certified Staff in grades K-12 shall use an electronic recordkeeping system to document grades.

The following grading scale shall be used in grades 6-12 for all courses offered. *

A =90 - 100

B =80 - 89

C =70 - 79

D =60 - 69

F =59 and below

Each letter grade shall be given a numeric value for the purpose of determining grade averages

For all academic classes in grades 6-12, the following Arkansas Uniform Grading Scale and numeric values will be used for assigning grades and for computing grade point averages (GPAs). A.C.A.6-15-902

Letter Grade	Percentage	Regular/Honors	AP/IB
A=	90-100	4 points	5 points
B=	80-89	3 points	4 points
C=	70-79	2 points	3 points
D=	60-69	1 point	2 points
F=	59 & Below	0 points	0 points

In order for students to be awarded the quality points for AP courses, the student

must complete the full year course and sit for the AP exam (where applicable). Additionally, the AP teacher must follow the mandated training requirements as specified in ADE Rules Governing AP Diploma Incentives Program. Students who transfer into a high school and who have credit for ADE Approved Honors Courses in their previous school as reflected on the incoming transcript, these students will receive the additional quality points (same as for AP) for GPA purposes.

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

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

Date adopted: 7/2022

Date revised: 7/11/2025

BEHAVIOR NOT COVERED ABOVE

Berryville School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the school even though such behavior is not specified in the preceding written rules. Administration may alter severity of punishment based on circumstances and other conditions as deemed appropriate. All threats of violence or acts of violence on school property will be reported.

4.38 GRADUATION REQUIREMENTS

Graduation Requirements

The number of credits (or units) students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two

(22) credits are required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) credits required for graduation by the Division of Elementary and Secondary Education (DESE), the District requires an additional two (2) credits to graduate for a total of twenty-four (24) credits. The additional required credits may be taken from one (1) credit of practical arts/career studies and one (1) credit from any electives offered by the District.

Students who enlist 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 complete basic training before graduating from high school shall receive two (2) credits/units of the Career Focus graduation requirements.

Ending with the graduating class of 2026, 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.

Beginning with the graduating class of 2027, The Learns Act of 2023 (Senate Bill 294) states that a public high school student shall complete a minimum of seventy-five (75) clock hours of documented community service in grades nine through twelve, as certified by the service agency or organization with which the public school student volunteers, in order to graduate. The community service required shall be in programs or activities that meet the requirements established by the State Board of Education and the Berryville School District

- The recommended number of community service hours earned for each grade level shall be:
 - o Fifteen (15) hours for students in grade nine
 - o Twenty (20) hours for students in grade ten
 - o Twenty (20) hours for students in grade eleven
 - o Twenty (20) hours for students in grade twelve
- Each student will complete a preparation and reflection form that may be obtained from the Counselor’s Office.

Date Adopted: 7/2022

Legal References: A.C.A. § 6-4-302, A.C.A. § 6-16-149, A.C.A. § 6-16-150, A.C.A. § 6-16-1406

Standards for Accreditation 9.03 - 9.03.1.9, 14.02

ADE Guidelines for Development of Smart Core Curriculum Policy ADE Rules

Governing Distance and Digital Learning

Smart Core Waiver Form 2017

Cross References: ASBA Model Policies

Commencement Dress Code:

Our high school seeks to produce a formal event to honor this accomplishment. Appropriate dress is required in order to participate in the ceremony. Staff will check each senior for proper dress. Remember that absolutely no decorations may be added to the cap and/or gown. Students who do not comply will be removed from the line.

Appropriate dress is defined below:

Women	Men
Dress or slacks (no jeans)	Slacks, khakis, or dress jeans (no holes)
Dress shoes or dress sandals (no flip- flops)	Shirt must have a collar (button up or polo)

Cap (front is marked inside cap)	Cap (front is marked inside cap) Dark socks and dress shoes
Leave purse at home, in car, or with family	Leave phones with family
Leave phones with family	

POLICY 4.38 PROCEDURES

Commencement:

Participation in commencement is a privilege. Participants must

- complete all academic requirements prior to the ceremony;
- comply with all disciplinary standards, the student handbook, and be in good standing;
- resolve all financial commitments with the district;
- participate in mandatory graduation practices;
- no decorations may be added to the cap and/or gown, and
- comply with school dress codes and comply with requests presented at commencement rehearsal.

Students who are in a disciplinary placement that excludes them from school activities, during the semester in which they complete academic requirements, are therefore not allowed to participate in commencement. This may include, but not be limited to expulsion, homebound in lieu of expulsion, REAP in lieu of expulsion, or online instruction in lieu of expulsion. Attending commencement as a spectator with guardians/parents may be allowed at administrative discretion for siblings, etc.

4.39 CONCURRENT CREDIT GUIDELINES

Any student eleventh (11th) 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 high school credit for each three (3) semester hours of college credit. Unless approved by the school’s principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student’s graduation requirements as an elective.

A three-semester-hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

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

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

- The district; and.
- The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.
- Students are responsible for having the transcript for the concurrent credit course(s) they have 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, etc.
- 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.

Legal References:

A.C.A. § 6-15-902(c) (2) A.C.A. § 6-16-1201 et seq.

ADE Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade

ASBA Model Policy

4.40 DISTRICT PARENTAL/COMMUNITY INVOLVEMENT

The Middle School Parent and Family Engagement Plan can be found online by going to

https://s3.amazonaws.com/scschoolfiles/600/bms_parent_and_family_engagement_handbook_21-22_1_2.pdf. Plans are also available and handed out when students pick up their schedules at the beginning of the school year.

The High School Parent and Family Engagement Plan can be found online by going to https://bhs.bobcat.k12.ar.us/56274_2. Plans are also available and handed out when students pick up their schedules at the beginning of the school year.

Date Adopted: 7/2022

Legal References: 20 U.S.C. § 6318 (No Child Left Behind Act of 2001, Section 1118)

4.43 BULLYING

“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;

1. Involves an actual or reasonably perceived power imbalance;
2. Is repeated or has a high likelihood of repetition; and
3. 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.

“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 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;
2. 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.
3. 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.
4. 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;
5. 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
- 6. 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. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

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

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.

To prevent multiple, simultaneous investigations into the same alleged conduct, if the facts that support an alleged incident of bullying may also constitute a violation of another District policy; State or Federal law; State rule; or Federal regulation, then the District shall investigate and dispose of the alleged incident of bullying in accordance with the other applicable District policy; State or Federal law; State rule; or federal regulation in lieu of the requirements of this policy.

Copies of this policy shall be available upon request.

Notes: DESE has created a guidance document on bullying that could be useful in developing staff and student training on bullying. The document can be found at <https://dese.ade.arkansas.gov/Offices/District-Operations/school-safety/bullying-and-violence-prevention>.

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

Example: a student might be disciplined both for bullying and sexual harassment, in

an appropriate situation, or bullying and assault.

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.

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.

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

Last Revised: June 2025

Taking photos of a minor without parent or guardian permission and taking photos of adults without their express permission is prohibited.

4.55 PROMOTION AND RETENTION

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Berryville School District consistently progress monitors student learning to ensure essential academics are being mastered. Promotion will be based on academic factors and educational research surrounding the impact of retention practices. Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Each time a student is assessed by use of a high-quality literacy screener, with results at least once each semester, the Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis, and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading and, in a parent friendly manner, the student's reading progress.

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

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria.

- A student who has not met the third-grade reading standard as defined by the state board shall not be promoted to fourth(4th) grade unless the student has a good cause waiver. The following students may receive a good cause waiver:
 - Limited English Proficiency students who have had less than three (3) years of instruction in an English language learner program;
 - Students with a disability who are not eligible for the alternate assessment and who have an individualized education program or a 504 plan that reflects that the individual student:
 - Has received an intensive, evidence-based literacy intervention program aligned to the science of reading for more than two (2) years; and
 - Still demonstrates a need in reading proficiency or previously was retained in kindergarten, grade one (1), grade two (2), or grade three (3);
 - Students who:
 - Have received an intensive, evidence-based literacy intervention program aligned to the science of reading for two (2) or more years;
 - Still demonstrate a need in reading proficiency and who previously were retained in kindergarten, grade one (1), grade two (2), or grade three (3);
 - Have received a special education referral and a full comprehensive evaluation; and
 - Have not met exceptional education criteria;
 - Students who have already been retained in kindergarten, grade one (1), grade two (2), or grade three (3) for one (1) year;
 - Students who can demonstrate that they are successful and independent readers and can perform at or above grade level by use of subsequent student assessments or alternative assessments; or
 - Other students with necessary, justifiable good-cause exemptions identified as appropriate by the state board, in consultation with reading experts.

If there is doubt concerning the promotion or retention of a student or the student's required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- a. The building principal or designee;
- b. The student's teacher(s);
- c. School counselor;
- d. A 504/special education representative (if applicable); and
- e. The student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis.

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

Each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

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

The SSP for a student in kindergarten through grade three (K-3) who does not meet the reading standard As set by the state board and determined by a high-quality literacy screener or the statewide assessment shall include an individual reading plan for each student. An individual reading plan shall include:

1. The student's specific, diagnosed reading skill needs, including without limitation:
 - Phonemic awareness;

- Phonics decoding;
 - Text reading fluency;
 - Vocabulary-building strategies; and
 - Self-regulated use of reading comprehension strategies, as identified by high-quality literacy screener data;
2. The goals and benchmarks for the student's growth;
 3. How the student's progress will be monitored and evaluated;
 4. The type of additional instructional services and interventions the student may receive;
 5. The intensive, evidence-based literacy intervention program aligned to the science of reading the student's teacher will use to address the areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension;
 6. The strategies the student's parents, legal guardians, or persons standing in loco parentis to the student are encouraged to use in assisting the student to achieve the student's reading goal; and
 7. Any additional services the student's teacher determines are available and appropriate to accelerate the student's reading skill development.

All parents, legal guardians, or persons standing in loco parentis shall be notified in writing:

- a. Of the content of their child's independent reading plan and progress on the independent reading plan throughout the year; and
- b. By no later than October 1 of each year, or as soon as practicable if a student's reading need is identified after October 1:
 - Of their student's eligibility to participate in the literacy tutoring grant program;
 - The process for applying for the literacy tutoring grant program; and
 - Other information provided by DESE.

For each student who does not meet the reading standard established by the state board by the end of third (3rd) grade, including students who are promoted to the fourth (4th) grade under a good cause waiver, the District, during the subsequent

summer and school year, shall:

- a. Provide at least ninety (90) minutes of evidence-based literacy instruction aligned to the science of reading during each school day;
- b. Assign the student to:
 - If the District has a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years, a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years; or
 - If the District is unable to identify a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years, a teacher:
 - With a highly-effective rating according to the Teacher Excellence and Support System, when possible; or
 - Deemed to be a high-performing teacher as defined by a Master Professional Educator designation.
- c. Provide parents, legal guardians, or persons standing in loco parentis to students with a “read-at-home” plan to support student early literacy growth, which shall include evidence-based science of reading strategies and tools that are aligned to a student’s individual reading plan for parents, legal guardians, or persons standing in loco parentis to use with their student;
- d. Notify parents, legal guardians, or persons standing in loco parentis to a student regarding their student’s eligibility for a literacy tutoring grant;
- e. Be given priority to receive a literacy tutoring grant; and
- f. Be given the option to participate in additional intensive, evidence-based literacy intervention programs aligned to the science of reading.

The SSP of a student in kindergarten through grade eight (K-8) who is not performing at or above grade level on the state assessment, as defined by the State Board of Education shall include a math intervention plan. The math intervention plan may include the:

1. Provision of each student with access to high-dosage, targeted math tutoring in the subsequent school year, which shall include three (3) or more tutoring sessions a week in a one-on-one or small-group setting;
2. Assignment to:
 - if the District has a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years, a teacher, with a value-added model score in the top quartile statewide in math for the previous three (3) years; or
 - if the District is unable to find a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years, a teacher:
 - With a highly-effective rating in the Teacher Excellence and Support System, when possible; or
 - Deemed to be a high-performing teacher as defined by a Master Professional Educator designation; and
3. Provision of each student with extended time on math instruction during or after school.

All parents, legal guardians, or persons standing in loco parentis shall receive written notification of their student's math intervention plan and progress on the student's math intervention plan throughout the school year.

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

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

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

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

programs.

A student's SSP shall include the recommended sequence of courses for successful completion of the diploma pathway selected by the student but be sufficiently flexible to allow the student to change the student's selected diploma pathway. The school counselor shall meet with the student's parent, legal guardian, or persons standing in loco parentis and the student to review the student's SSP annually and to revise the student's SSP as necessary to identify the courses to be taken each year until all required core courses are completed. Part of the review shall include an explanation of the possible impacts the revisions to the plan might have on the student's graduation requirements and postsecondary education goals. Any change made to a student's SSP as part of the review that amends the student's diploma pathway shall be structured to ensure that the student will meet the high school graduation requirements for the student's chosen diploma pathway and be qualified for admission to a postsecondary educational institution or to enter the workforce. After each review, the student's SSP shall be signed by the student; student's parent, legal guardian, or person standing in loco parentis to the student; and the school counselor.

An SSP shall be created:

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

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

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

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

Legal References: A.C.A. § 6-15-2001, A.C.A. § 6-15-2005, A.C.A. § 6-15-2006, A.C.A. § 6-15-2907, A.C.A. § 6-15-2911, A.C.A. § 6-17-429, A.C.A. § 6-17-431, A.C.A. § 9-28-205

Murphy v. State of Ark., 852 F.2d 1039 (8th Cir. 1988)

Last Revised: June 2025

4.64 STUDENT USE OF ARTIFICIAL INTELLIGENCE

Definitions

“Artificial Intelligence (AI) Tools” means Software applications or platforms that utilize machine learning algorithms to perform tasks typically requiring human intelligence, such as generating content, providing recommendations, or solving problems. For purposes of this policy, AI tools does not include the use of spell check or grammar check.

The purpose of this policy is to establish guidelines for the responsible use of AI tools by District students. The policy applies to all students enrolled in the District and covers the use of AI tools when completing District assignments or projects.

The district shall provide teachers and students resources and education on AI literacy and digital citizenship. The District shall establish a committee who shall be responsible for the review and selection of AI tools that shall be available for students to use. All AI tools selected by the committee shall comply with applicable state and federal data privacy laws. Students shall only use AI tools that were approved by the District committee for classroom assignments or projects.

Teachers are responsible for providing instructions on when and how AI tools may be used for classroom assignments. Students may use AI tools as approved by their classroom teacher to enhance learning and develop future-ready skills.

Students should use AI tools ethically and responsibly, aligning with the district’s educational objectives, and in a manner that does not harm themselves or others. As part of using AI tools responsibly, students should be cautious about the information they provide to AI tools and consult with a teacher if unsure. At no time shall Students share personal, sensitive, or confidential information with AI tools, especially AI tools requiring data input.

When a student uses AI tools, a student shall:

1. Review and verify the accuracy of content that is generated by an AI tool;

2. Cite AI tools used as part of an assignment or project as a source, following District citation guidelines; and

3. Be transparent about their use of AI in completing assignments.

Students must ensure all submitted work is their own and properly acknowledge or cite any assistance from AI tools. Students are encouraged to ask questions if they are unsure about the acceptable use of AI tools.

The following actions regarding AI tools are strictly prohibited:

- Misuse of AI tools for cheating, plagiarism, or any form of academic dishonesty, including the submission of assignments that were fully generated by an AI tool and presented as original student work;
- Altering or falsifying academic documents or records using AI tools;
- Using AI tools to:
 - o Gain unauthorized access to District systems; or
 - o Bypass District security measures;
- Using AI tools to produce misleading or false information, imagery, or any form of false outputs about themselves, other students, or staff members.

Students should report any inappropriate content or security concerns encountered while using AI tools to a teacher or administrator.

Violations of this policy shall be handled in accordance with the District's disciplinary procedures.

Last Revised: June 2025

***SCHOOL COPY * Send back to School Signed by Parent/Guardian and Student within Ten Days**

ACKNOWLEDGEMENT OF RECEIPT (Send back to school)

In Compliance with Arkansas State Law 6-18-503, we herein advise you of the rules, regulations, and policies for Berryville Public Schools by which students will be governed. The handbook provides information on rules, policies, attendance, academic requirements, student responsibilities, and privileges, etc.

Please read the handbook with your children. Reading and understanding the policies will help students have a positive year.

PARENT/GUARDIAN AND STUDENT SIGNATURE SHEET (Send back to school)

We, parent/guardian and student, have read the student handbook and understand the rules, regulations, and other directions are to be followed. A parent/guardian must sign the parent/guardian signature line and the student must sign the student signature line. Please sign the parent/guardian and student signature sheet and return it to the office within ten days. Parent/Guardian and student signatures indicate an awareness of the following rules, policies, and procedures from the Berryville Middle/High School Handbook:

1. I have received a copy of the Student Handbook effective for the 2025-2026 school year and am hereby notified of the contents herein.
2. I have received the student Ethics Policy, Guidelines and Prohibitions and understand its contents. Questions about any network curriculum activity and/or Berryville School Computer Network will be answered by Daniel Smith, Technology, ext. 3243. My signature below indicates that I agree to follow the guidelines and prohibitions of the Student Ethics Policy stated in the student handbook.
3. I have received a copy of the Behavior and Discipline sections of the student handbook.
4. I have received an asbestos policy.

Print Student Name _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

•I have the capability of viewing the BMS/BHS handbook on the Bobcat website.

Berryville School District Random Student Drug Testing Statement of Participation

Student's Full Name

(First) (Middle) (Last)

Student Grade: _____

Please Circle the school that corresponds to the school your child currently attends:

Berryville Middle School

Berryville High School

By signing below, I attest to the fact that I have read, understand, and agree to abide by the BSD random Student Drug Testing Policy. I understand that this form must be completed in its entirety and returned to the school my child attends before he/she is eligible to participate in extracurricular activities, interscholastic athletics, and/or drive on campus. Furthermore, by signing below, I am giving consent for my child to be included in the random drug testing pool for the duration of his/her enrollment in the Berryville School District.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

(Not to be filed if the parent/guardian or student has no objection)

I, the undersigned, being a parent/guardian of a student or a student eighteen (18) years of age or older, hereby note my objection to the publication by the Berryville School District information concerning the student named below.

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

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

Name of student (printed)

Signature of parent/guardian (or student, if 18 or older)

Date form was filed (to be filled in by office personnel)