

**Elkins School District # 10**  
**Elkins Elementary Primary/Intermediate Schools**  
**Student Handbook Revised for 2022-23 School Year**  
**Board Approved: July 19, 2022**

**To the Parents and Students:**

On behalf of the staff at Elkins Elementary and Primary Schools, we welcome you to the 2022-23 school year. As we begin another year, we remain committed to making our school the best that it can be.

The staff holds high expectations for all students. Striving to provide them with opportunities for growth in academic achievement and social adjustment is an integral component of our daily activity. Helping students acquire the knowledge and skills to be successful and productive students, thus enabling them to develop into competent citizens, is our ultimate goal.

The purpose of this handbook is to promote understanding between the home and school. Please read it carefully. Its provisions will guide your child during his/her school career. These regulations and rules are needed for only one purpose, to guarantee your son/daughter the best opportunity for securing a good education. We are hopeful that it will answer any questions you may have concerning policies in the Elkins district. If questions arise, we want to help. Please feel free to contact the Primary School at 479-643-3380 and Elementary School at 479-643-3382.

Our students are challenged daily to keep up in an ever changing world. We look forward to engaging in a unified effort with parents and community to provide our students with quality education.

With this vision and your involvement, support and cooperation, we are certain that this school year will be a productive one.

Sincerely,

Nicky Anderson  
Primary Principal

Amy D. Evans  
Elementary Principal

## **Vision and Mission Statement**

### **District Vision Statement**

The vision of Elkins School District in partnership with the community through collaboration is to enrich students with the academic, social, ethical, and critical problem solving skills to be successful in a changing world.

### **Primary and Elementary Mission Statement**

The mission of Elkins Primary and Elementary School is to develop independent and responsible life-long learners through a partnership with family, community and a safe learning environment to ensure students are academically and socially prepared to contribute to our changing society.

### **Elkins School District # 10 Telephone Numbers**

Administration Office	479-643-2172
Primary Office	479-643-3380
Elementary Office	479-643-3382
High School Office	479-643-3381
iCan (ALE) Office	479-643-2690
Middle School Office	479-643-2552
Bus Garage	479-643-2628

**Elkins Public Schools School Calendar 2022-23**

First Day of School.....	August 16
Labor Day** .....	September 5
Early Dismissal for Teacher Professional Development .....	September 14
Parent/Teacher Conferences .....	October 4
Parent/Teacher Conferences .....	October 6
Fall Break** .....	October 27
Early Dismissal for Teacher Professional Development .....	October 12
End of 1 <sup>st</sup> Quarter .....	October 19
Thanksgiving Break**.....	November 21-25
End of 2 <sup>nd</sup> Quarter.....	December 16
Winter Break** .....	December 19-January 2
First Day of 2 <sup>nd</sup> Semester for Students... ..	January 3
Martin Luther King Day** .....	January 16
Early Dismissal for Teacher Professional Development .....	February 8
Parent/Teacher Conferences .....	February 14
Parent/Teacher Conferences .....	February 16
President’s Day** .....	February 20
End of 3 <sup>rd</sup> Quarter .....	March 17
Spring Break** .....	March 20-24
Good Friday** .....	April 7
Early Dismissal for Teacher Professional Development .....	April 12
Last Day of School .....	May 26*

\*If NO snow days are taken (tentative)

\*\*Denotes school not in session

The school calendar is figured for 178 days of school. The Elkins School Board has the right to change this schedule due to inclement weather or other unforeseen circumstances.

The Fall and Spring Parent/Teacher Conference dates are not an early dismissal day. The conferences will be from 4:00 PM to 7:00 PM on Tuesday October 4<sup>th</sup>, Thursday October 6<sup>th</sup>, February 14<sup>th</sup> and February 16<sup>th</sup>.

## Preface

The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives all people's certain rights. The United States Supreme Court has declared that students do not shed these constitutional rights by walking through the school door. Students are protected by the Constitution and that responsibility for protection applies to boards of education as it does to other individuals and agencies. The state legislature gives school boards rule-making authority regarding student behavior, but such authority is balanced by the Constitution and the courts.

No Student in the Elkins School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in or denied the benefits of or subjected to discrimination under any educational program or activity sponsored by the District. All programs offered by schools within Elkins School District shall be open to all students in compliance with statutory and judicial requirements. The district has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

### **Students Have the Right to:**

1. Pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.
2. Participation in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs of activities is on a competitive basis, each student has the right to compete on an equal basis.
3. Express views or protest symbolically, so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
4. Participate in patriotic exercises or refrain from participating.
5. Be secure in their persons, papers, and effects against unreasonable searches and seizures; have privacy in regard to their personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by the law.
6. Determine their own dress, except where such dress is unsafe or unclean, or is so distracting as to clearly interfere with the learning and teaching process.

### **Students Have the Responsibility to:**

1. Attend classes daily, be on time to all classes, and obey school rules.
2. Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and members of the school staff, and to respect the dignity and worth of other individuals.
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. Develop tolerance of the viewpoint and opinions of others: recognize the right of other individuals to form different points of view and to dissent in an orderly and respectful manner.
5. Respect the rights, property, and privacy of other students and school personnel; carry only those materials which are acceptable under the law and which are not hazardous to any person or property and accept the consequences for the articles stored in their lockers.
6. Observe the basic standards of cleanliness, modesty, and grooming, and wear clothing that contributes to their own health and safety, as well as that of others

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## **SECTION 1 – ACADEMICS**

### **ACADEMIC IMPROVEMENT PLAN (AIP & IAIP)**

Any student failing to achieve at the proficient level on the state mandated CRT will be evaluated by school personnel and jointly develop with the student's parents a student Academic Improvement Plan (AIP or IAIP) to assist the student in achieving expected standards in the subject area(s) where performance is deficient.

Failure to participate in the AIP/IAIP for those students not proficient on the Benchmark, End of Course tests, and the state literacy exam, will result in loss of credit for the corresponding course. In addition, a student will not receive credit for Algebra I until they participate in the AIP or IAIP and receive a passing score on the End of Course Algebra exam.

### **ALTERNATIVE LEARNING ENVIRONMENTS**

The district shall have an alternative learning environment (ALE) which shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems and are in grades K-2 OR 3-6.

The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. The team should consist of at least a school counselor, the ALE/ISS director or principal, a parent or legal guardian, person having lawful control of the student, or person standing in loco parentis and a regular classroom teacher.

### **ATHLETICS AND EXTRA-CURRICULAR REQUIREMENTS**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal. A student's participation in, and the district's operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

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

A student must attend school all day or an approved excused absence from the principal in order to participate in extra-curricular or interscholastic activities that same day or night. This includes attendance at approved institutes of higher learning. The school discipline policies handbook will govern school attendance.

In addition, all students riding the bus to interscholastic activities are responsible to the coaches/sponsors and the driver of the bus and all must ride the bus back to school unless the parent personally sees or talks to the coach/sponsor and requests that the student rides home with them.

### **EXTRA CURRICULAR ACTIVITIES**

Definitions:

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

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

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

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

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

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

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

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

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

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

## **BOOKS**

Library and textbooks are furnished without charge for each student's use. They are to be used and not abused. If a book is lost, worn excessively, or damaged beyond reasonable use, parents or guardians will be charged the full price to replace the book. All books must be turned in at the end of the school year or at the time of withdrawal from school.

## **COURSE ENROLLMENT OUTSIDE OF DISTRICT**

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

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

## **EDUCATIONAL PROGRAMS**

Elkins Schools recognizes that educational opportunities exist outside the traditional classroom. The following is a list of programs which provide students with those types of educational experiences. Please note that not all of these opportunities are located on campus.

Boy Scouts	Correspondence Credit	Quiz Bowl
Girl Scouts	Gifted & Talented	Student Council
FCCLA	Hunters Education	Mu Alpha Theta
FFA	Field Trips	Art Club
FBLA	ACE	National Honor Society

## **GRADING**

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. The school shall also send timely progress reports and issue grades, if applicable, for each grading period to keep parents/guardians informed of their student's progress.

### **Kindergarten-3<sup>rd</sup> Grade**

Student achievement will be measured against learning standards appropriate for the grade level. A score of 1-4 will be assigned to students in Kindergarten through 3<sup>rd</sup> grade based on performance of meeting grade level skills and Arkansas State Standards.

### **4<sup>th</sup> –5<sup>th</sup> Grade**

Grades assigned to students in grades 4 – 5 will be based on performance in a course and shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as the student learning expectations contained in the Common Core State Standards may also be given.

The following grading scale is to be used for all courses except advanced placement courses:

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

## **GRADUATION REQUIREMENTS**

### **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2022, 2023, 2024, AND 2025**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7<sup>th</sup>) grade, or when a seventh (7<sup>th</sup>) through twelfth (12<sup>th</sup>)

grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

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

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

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

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

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

### **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional three (3) units to graduate for a total of twenty-five (25) units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

### **Digital Learning Courses**

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. 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 the Personal and Family Finance Standards in order to graduate.

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

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

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

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

- 1) Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;
- 2) Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10;

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

- 3) Algebra II; and
- 4) The fourth unit may be either:
  - A math unit approved by DESE beyond Algebra II;-or
  - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

- a. DESE approved biology – 1 credit;
- b. DESE approved physical science – 1 credit; and
- c. A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half (1/2) Unit

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

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

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

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

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

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

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and

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

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

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

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

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

- a. DESE approved Biology – 1 credit;
- b. DESE approved Physical Science – 1 credit; and
- c. A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History – one (1) unit
- American History – one (1) unit
- Other social studies – one-half (1/2) Unit

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

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

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

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

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

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

All career focus unit requirements shall be established through guidance and counseling based on the student's

contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

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

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

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, a Smart Core Information Sheet and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

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

#### **Smart Core Curriculum and Graduation Requirements for the Class of 2026 and Thereafter**

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

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

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

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

## **HOMework AND INDEPENDENT STUDY SKILLS**

The Elkins School District recognizes that homework is an integral part of the learning process. This homework policy promotes the development of students' independent study skills and work to be done outside the classroom that will reinforce and strengthen academic skills, broaden the educational experiences of students, and relate those experiences to the real life of the community. Each source of study requires a varied amount of time to be determined by the individual teacher.

### **MAKE-UP WORK**

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

1. No make-up work will be provided after the 6th absence unless special arrangements have been made with the building administrator
2. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
3. Teachers are responsible for providing the missed assignments when asked by a returning student.
4. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
5. Make-up tests are to be rescheduled at the discretion of the teacher but must be aligned with the schedule of the missed work to be made up.
6. Students shall have two days to make up their work for each class day they are absent.
7. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
8. Students are responsible for turning in their make-up work without the teacher having to ask for it.
9. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
10. As required/permitted by the student's Individual Education Program or 504 Plan.
11. Any course work completed by a foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

Work may not be made up for unexcused absences **unless** the unexcused absences are approved by the building administrator.

#### **Make-Up Work for School Activities**

If a student is not in school due to a school related activity, the student is still responsible for all work and exams upon the day the student returns to school.

### **PROGRESS REPORTS**

Day to day communication with teachers regarding grades is expected through the use of the communication folders. Actual progress reports will be handed out at least every midterm of every nine-week period. Report cards are sent out following each nine-week period.

### **PROMOTION AND RETENTION**

The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older.

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

At least once each semester, the parents, 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.

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

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

- 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 acting 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.

## **RETENTION PROCEDURES**

### **Kindergarten**

1. Students will make acceptable progress in recognizing letters, sounds, numbers, and blending words, number recognition and addition/subtraction skills.
2. Well-below basic or below basic mastery of Arkansas Curriculum Frameworks combined with state assessments and other test information.
3. Teacher recommendation on other subjects and/or other factors for retention.

### **Grades K-3**

1. Failure to meet standards in the following areas: Literacy and/or Math
2. Well-below basic or below basic mastery of Arkansas Curriculum Frameworks combined with state assessments and other test information
3. Teacher recommendation on other subjects and/or other factors for retention.

### **Grades 4-5**

1. Failure in 2 or more of the following subjects: Literacy or Math
2. Below basic or basic mastery of Common Core State Standards in Reading, English, Math or Spelling along with iReady scores, DIBELS, and other test information.
3. Teacher recommendation on other subjects and/or other factors for retention.

### **Other Factors for Retention**

1. Maturity
2. Peer Interaction
3. Age
4. Work habits
5. Responsibility
6. Attitude
7. Ability to master school objectives
8. Learning or emotional problems that can be identified
9. Serious illness
10. The advisability of other remediation methods
11. Test scores from the State and achievement scores of the school
12. Below ability level work

Beginning with the 2018-2019 school year, each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

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

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

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

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

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

An SSP shall be created:

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

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components.

Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

Any student who either refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are 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 mandated 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.

## **SPECIAL EDUCATION**

In accordance with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Arkansas Statutes, the district shall provide a free appropriate public education and necessary related services to all children with disabilities who reside:

- Within the district boundaries; or
- Outside of the District boundaries but are enrolled in the District.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within

the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

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

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

## **STUDENT ACCELERATION**

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

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school<sup>1</sup> Gifted and Talented Program Coordinator. The district/school<sup>1</sup> Gifted and Talented Program Coordinator shall convene the Acceleration Placement Committee<sup>2</sup> and communicate with the individuals necessary for the Acceleration Placement Committee to make an informed decision, which shall include the student's parents or guardians.<sup>3</sup>

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

The District's Gifted and Talented (GT) Program Coordinator<sup>1</sup> will create a written format to govern the referral and determination process, which shall be made available to any parent or staff member upon request.

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

## **TEXTBOOKS AND EQUIPMENT**

- Be sure your name is written in the book.
- Take proper care of the books at all times.
- Do not mark in the book and report all damages to the teacher immediately.
- Students are responsible for the textbooks once they have been assigned to them and will be responsible for them. If a textbook is lost, damaged or stolen the replacement cost of the textbook will be charged.
- Students will be issued a classroom copy of the textbook until the lost/damaged/stolen textbook has been paid for.

## SECTION 2 – ADMISSIONS

### **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; a score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
- A portfolio of indicator 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.

#### **Academic Course Attendance by Private School and Home Schooled Students**

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

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

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

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

The superintendent, or designee, is authorized to waive the application deadline on a case by case basis.

The District permits a private school or home schooled student to attend a maximum of six (6) courses per semester.

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

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cost the District more for the student to attend the academic course than the District receives for the student's attendance;
- Cause the District to provide educational services the District does not currently provide at a financial burden to the District; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

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

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

- Indicate the course(s) the private school or home schooled student is interested in attending;
- If the course(s) the private school or home schooled student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home schooled student intends to attend the physical course or the digital course;
- Submit, along with the student's application, a copy of the student's transcript indicating that the student's transcript indicating that the student has received credit for the course(s), or equivalent course(s), that are a prerequisite to the course(s) the student desires to attend at the District;
- Agree to follow the District's discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS

A private school or home schooled student who fails to attend an academic course by the eleventh (11) day of class or who is absent without excuse for eleven (11) consecutive days during the semester shall be dropped from the course.; however, a private school or home schooled student shall not be considered truant for unexcused absences from the course(s) the student is attending at the District.

Private school or home schooled students shall receive a final grade and transcript for each academic course the student completes.

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

## **ENTRANCE AGE**

It is the policy of the Elkins School Board in accordance with state statutes, that all children who are ages five (5) through seventeen (17) on or by August 1st are required to be in school that school year with the exception of five-year-old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge; students who have received a high school diploma or its equivalent; or students who are enrolled in a postsecondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education. In addition, the public schools of any school district in this state shall be open and free through completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years, whose parents or legal guardians are domiciled in 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 domicile separate and apart from his or her parents or guardians for school attendance purposes.

## **ENTRANCE REQUIREMENTS**

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in

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

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

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

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

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

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOME SCHOOLING.

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

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 or legal guardian, person having lawful control of the student or person standing in loco parentis;
- f. United State 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 to allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.

In accordance with Policy 4.57-IMMUNIZATIONS, child shall be age appropriately or have an exemption issued by the Arkansas Department of Health.

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

“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”<sup>4</sup> 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, 1210, and 1211.

“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.

“Eligible child” means the children of:

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

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

“Transition” means the:

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

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

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

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

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

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

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

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

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

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

**Residential Requirements:**

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.

## **EQUAL EDUCATIONAL OPPORTUNITY**

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

Inquiries on nondiscrimination may be directed to the superintendent, who may be reached at (479) 643-2172.

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.

## **HOMELESS STUDENTS**

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

It is the responsibility of the District's LEA liaison for homeless children and youth to carry out the dispute resolution process. The District shall do one of the following according to what is in the best interests of a homeless child;

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

## **HOME SCHOOL**

### **Enrollment in Home School**

Parents or legal guardians desiring to provide a home school for their children must 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 unexcused absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

Written notice of the parent or legal guardian's intent to home school shall be delivered to the Superintendent through any of the following methods:

- Electronically, including without limitation by
- email;
- By mail; or
- In person.

The notice shall include:

- a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
- b. The mailing address and telephone number of the home school;
- c. The name of the parent or legal guardian providing the home school;
- d. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
- e. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
- f. A statement 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.

## **RELEASE OF STUDENT INFORMATION/PRIVACY OF RECORDS/DIRECTORY INFORMATION**

Elkins ELEMENTARY AND PRIMARY will not release the phone numbers, addresses, or social security numbers of its students to anyone other than school-related organizations, local, county, state or federal agency as required by law. Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parents of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty-five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission.

**Directory Information: A student's name and photograph will be displayed on the district or school's web page(s) unless the school receives written notification from the student's parent or student if over the age of 18.**

## **SCHOOL CHOICE**

### **Standard School Choice**

#### **Exemption**

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

#### **Definition**

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

## **Transfers into the District**

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

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

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline; 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. Except for students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, the transfer application must be postmarked, emailed, or hand delivered between January 1 and May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications the District receives as both the resident and nonresident district as they are received in the District's central office. Except for applications from students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, applications postmarked, emailed, or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

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

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

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

### **Accepted Applications**

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

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

timelines and provisions provided in this policy; chooses to return to his/her resident district; or enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

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

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

### **Rejected Applications**

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

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

An application may be provisionally rejected if the student's application was beyond the student's resident district's three percent (3%) cap. The student's resident district is responsible for notifying this District that it is no longer at its three percent (3%) cap. If a student's application was provisionally rejected due to the student's resident district having reached its three percent (3%) cap and the student's resident district notifies this District that it has dropped below its three percent (3%) cap prior to July 1, then the provisional rejection may be changed to a provisional acceptance and the student would have to meet the acceptance requirements to be eligible to enroll in the District.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. Unless the student's application was rejected due to the application not being timely received by both the resident and nonresident districts, a student whose application was rejected may request a hearing before the State Board of Education to reconsider the application. The request for a hearing must be submitted in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

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

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

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 1 of the immediately preceding year. By December 15 of each year, DESE shall determine and notify the District of the net number of allowable choice transfers. Students are not counted for the purpose of determining the three percent (3%) cap if the student transfers:

- Through Opportunity School Choice due to the school receiving a rating of "F" or a district classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
- Due to the district's identification of Facilities Distress under A.C.A. § 6-21-812; or
- Through the Foster Child School Choice under A.C.A. § 6-18-233.

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

limitation cap and notify each district that was the recipient of an application to that effect. The District shall immediately notify all receiving districts if it should drop back below its three percent (3%) cap prior to July 1.

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

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

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

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

### **Opportunity School Choice**

#### **Transfers Into or Within the District**

For the purposes of this section of the policy, a "lack of capacity"<sup>11</sup> is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the DESE Rules for the Standards for Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer from the student's assigned school to another school in the District<sup>10</sup> or from the student's resident district into the District if:

Either:

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

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

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

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

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

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

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

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

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

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

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

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

#### **Unsafe School Choice Program**

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

#### **STUDENT TRANSFERS**

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

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

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

Any student transferring from a school that is not accredited by the DESE to a district school shall be evaluated

by district staff to determine the student's appropriate grade placement. A student transferring from home school will be placed in accordance with Policy 4.6—HOME SCHOOLING.

Any person who has been expelled from any other school district shall receive a hearing before the Board 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.

## **WITHDRAWALS**

Parents who wish to withdraw their children must follow these steps:

- Inform the office at least one day prior to leaving.
- Make sure all school property is returned.
- Make sure all charges are paid.
- Leave a forwarding mailing address, if possible.

## **SECTION 3 - ATTENDANCE**

### **ABSENCES: EXCUSED AND UNEXCUSED**

**In the Primary, students not in their classroom at 8:00 a.m. will be considered tardy, and students leaving after 2:45 p.m. will be considered checked out early. For attendance purposes, students checking in after 8:15 a.m. or leaving before 2:45 p.m. will be marked absent for the hour(s) of the day. In the Elementary, students not in their classroom at 8:00 a.m. will be considered tardy, and students leaving after 2:50 p.m. will be considered checked out early. For attendance purposes, students checking in after 8:15 a.m. or leaving before 2:50 p.m. will be marked absent for the hour(s) of the day.**

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

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

### **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons: and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason:

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; or

7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
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.

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

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

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

A written statement presented or uploaded for an absence having occurred more than five (5) school days prior to its presentation or upload will not be accepted. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

#### **Unexcused Absences**

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

When a student has (3) unexcused absences, his/her parents, legal guardians, person with lawful control of the student or persons standing in loco parentis shall be notified. Notification shall be by telephone by regular mail with a return address or by notification sent with student required to be returned with parent or guardian signature.

Whenever a student exceeds (6) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

Days missed due to out-of-school suspension shall be unexcused absences, but do not count toward the allowable number of unexcused absences.

If you have asynchronous digital courses in addition to or in place of synchronous digital courses, you will need to add to or replace this paragraph with the manner you will use to determine a student's attendance in such classes. The exact manner you use to determine the student's attendance will depend on the options within the digital course platform you are using. Be sure to note that a student who is taking an asynchronous course but who was assigned a class period during the school day for the course may be considered truant under your discipline policies for failure

to be physically were they are assigned to be but would not be considered absent for the digital course itself if the student satisfied the attendance requirements for the asynchronous digital course.

## **ARRIVAL AND DISMISSAL**

The school does not have anyone responsible for duty before 7:30 a.m. or after 3:30 p.m. Therefore, students who are dropped off at school prior to or who stay after this time are not supervised, and the school is not responsible. Students should come after 7:30 a.m., not later than 8:00 a.m., and will be counted as tardy **if not in the classroom at 8:00 a.m.** Dismissal begins at 3:00 p.m. for the Primary building and 3:09 p.m. for the Elementary. **For Primary students, if students arrive at school past 8:00 am, parents MUST come in the building and check the student in.**

Sometimes it is necessary for school to be dismissed early without warning. Please make arrangements with your child as to where he/she should go and what he/she should do at those times. It would be very helpful if information were written on the enrollment sheet and communicated to your child's teacher.

If someone other than a parent is to pick your child up, a dated note to the office and to your child's teacher is necessary. Children will not be dismissed to anyone without parental permission on file.

If you are picking students up after school, a note must be sent to your child's teacher. Otherwise, we are required to put them on the bus.

**For safety, we discourage contacting the school to change regular arrangements for students after school care after 2:30 pm. This procedure needs to be followed except in extreme emergencies to provide safe situations for your child and fewer interruptions while he/she is in class.**

When a student leaves the campus for any reason, he/she needs to be signed out in the principal's office by his/her parent or guardian.

Students should not be checked out early from school unless there is a family emergency, or you have proof of a doctor appointment. This interferes with classroom instruction which we feel is a valuable part of academic school day.

In addition, all students riding the bus to interscholastic activities are responsible to the coaches/sponsors and the driver of the bus and all must ride the bus back to school unless the parent personally sees or talks to the coach/sponsor and requests that the student rides home with them.

## **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 the child and ensure the attendance of the child at a District school with the following exceptions.:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, 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.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

## **BEFORE AND AFTER SCHOOL PROCEDURES**

Except for meetings, games or programs in which the parents have been notified, children will not be supervised or allowed to stay on their own before or after school. Keeping the child after school will occur only after communication with the parent. No supervision will be provided otherwise. All students must be dropped off after 7:30 a.m. and picked up by 3:30 p.m. The academic day begins at 7:30 a.m. and ends at 3:00 p.m. for the Primary Building. The academic day begins at 7:50 a.m. and ends at 3:09 p.m. for the Elementary Building.

### **CAR RIDER DISMISSAL POLICY**

All car riders will come to the front hall as their classes are dismissed each day. If your child will be a carrier, please send a note to the child's teacher stating which day or days he/she is to be picked up. If your child is a car rider daily, the person who picks up the child must have a car tag. If the person picking up the child does not present the car tag to the person on duty, they will have to park and come into the building to check the child out. Every child will be issued a car tag. Extra car tags can be purchased in the office.

**For safety, we discourage phone messages changing regular arrangements for students' after schoolcare. This procedure needs to be followed except in extreme emergencies to provide safe situations for your child and fewer interruptions while he/she is in class. Students may bring a note from parents or guardians to give to the teacher that indicates a change in transportation for that day, however, teachers will not be able to take any other form of communication during the school day in regards to transportation. All changes in transportation must be called into the front office if a note is not sent.**

### **TARDIES**

**In the Primary, students not in their classroom at 8:00 a.m. will be considered tardy, and students leaving after 2:45 p.m. will be considered checked out early. For attendance purposes, students checking in after 8:15 a.m. or leaving before 2:45 p.m. will be marked absent for the hour(s) of the day. In the Elementary, students not in their classroom at 8:00 a.m. will be considered tardy, and students leaving after 2:50 p.m. will be considered checked out early. For attendance purposes, students checking in after 8:15 a.m. or leaving before 2:50 p.m. will be marked absent for the hour(s) of the day.**

Excused Tardies/early check outs are defined as:

- Occasional (not frequent) unavoidable and unforeseen delays in transportation, such as failure of the auto, unusual congestion or delay or traffic due to accidents, storms and roads, etc.
- An occasional emergency, which demands the services of the student before school, doctor/dentist visits, fires, accidents, recovery of escaped livestock, etc.

Unexcused Tardies and early check outs:

Consequences:

- 2-3 infractions: Warning and Parental Notification
- 4-5 infractions: Consequences to be determined by the building principal, which may include detention before, after, or during school hours.
- 6-9 infractions: Consequences to be determined by the building principal and parents/guardian must meet with an administrator to develop a plan for correction.
- 10<sup>th</sup> infraction: Possible ISS or a week of detention and Parent/guardian could be subject to penalties as set by law.

## **SECTION 4 – DISCIPLINE**

### **CONDUCT AND 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:

- Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;

- Disruptive behavior that interferes with orderly school operations;
- Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
- Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
- Possession or use of tobacco in any form on any property owned or leased by any public school;
- Willfully or intentionally damaging, destroying, or stealing school property;
- Possession of any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices on the school campus during normal school hours (unless stored in silent mode in the student's locker or vehicle) unless specifically exempted by the administration for health or other compelling reasons or as deemed by building leadership;
- 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;
- Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
- Inappropriate public displays of affection;
- Cheating, copying, or claiming another person's work to be his/her own;
- Gambling;
- Inappropriate student dress;
- Use of vulgar, profane, or obscene language or gestures;
- Truancy;
- Excessive tardiness;
- 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;
- 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;
- Hazing, or aiding in the hazing of another student;
- 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;
- Sexual harassment; and
- Bullying; and
- Operating a vehicle on school grounds while using a wireless communication device.; and
- Theft of another individual's personal property.

## **DETENTION PROGRAM**

A detention hall will be held during lunch in the cafeteria unless otherwise specified. The procedures in the detention hall are as follows:

1. The student will bring school material to work on. Failure to do so will result in dismissal from the detention hall and an assignment of an additional day, plus the day originally assigned.
2. There will be no communication of any kind between the students.
3. Any student absent on a detention day will make it up on the first day he/she returns to school.
4. Students who fail to serve detention will be assigned an additional two days.

Repeated referrals may result in more severe disciplinary consequences. Students are urged to keep their detention referrals to a minimum.

## **DISCIPLINE POLICIES**

### **Student Behavior Penalties for Infraction of Student Discipline Policies**

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. **Disciplinary consequences may range from a minimum of a conference to a maximum of expulsion.** The following activities are considered improper conduct and will subject the student to disciplinary action.

Listed below each rule is a set of disciplinary actions to be taken. Under normal circumstances, this list will be adhered to in the order shown. However, the gravity and severity of the rule infraction may cause the initial punishment to be implemented at some point other than the beginnings of the list of consequences as determined by the school official. (Privileges may be revoked entirely.) Law enforcement must be consulted when a serious crime has been alleged. A copy of Arkansas Code 6-17- 113 is available for public inspection in the school office during school hours.

**Infraction of the following will result in the following due process:**

**Alcohol and Drugs**

No student in the Elkins School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, 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 school campus for any reason and returns to campus, is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants 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.

**Consequences:**

The superintendent will make a recommendation to the board based on the information gathered. The Elkins School District board of education will determine the necessary consequences concerning further disciplinary actions including, but not limited to suspension and or expulsion.

**Drug Paraphernalia**

Possession of any drug paraphernalia is prohibited on the school campus, school property, or any school activity, whether on or off campus.

**Consequences:**

1. Confiscation / contact of parent/guardian and ISS / notification of proper authorities.
2. Three to ten-day suspension from school.

**Bomb Threats**

No student shall issue or communicate a bomb threat.

**Consequences:**

1. Parent contact, three to ten-day suspension from school, and notification of proper authorities
2. Recommendation to expel, and notification of proper authorities

**Bullying, Cyber-Bullying, or Hazing**

**Definitions**

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

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

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

**Substantial disruption of the orderly operation of the school or educational environment;**

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

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

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

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

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

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

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student

learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; offschool 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.<sup>1</sup> In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus.<sup>2</sup> 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.

Copies of this policy shall be available upon request.

**Consequences:**

1. Warning and/or detention.
2. Parent contact and/or detention and /or ISS.
3. Three to ten-day suspension from school.
4. Recommendation to expel.

**Calls to 911/ False Fire Alarms**

No student shall call 911, pull a fire alarm unless there is an immediate medical, or fire emergency.

**Consequences:**

1. Parent contact,
2. ISS for three to ten days
3. Suspension

### **Cell Phones and Other Electronic Devices**

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

To protect the security of national, statewide, assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan, this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions. The prohibition in this policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment. As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

#### **Misuse of electronic devices includes, but is not limited to:**

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

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

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

Students who use a school issued computer for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle which is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

#### **Consequences:**

1. Warning
2. Cell phone must be placed on teacher's desk and not utilized until the end of the class period.
3. Detention and documented parent contact by the school employee, as well as the cell phone being placed on the teacher's desk and not utilized until the end of the class period.

4. Documented parent contact, ISS and confiscation of phone. Parent/guardian must pick up the phone during school hours upon completion of ISS.

### **Cheating**

Cheating on homework, class work, and tests cannot be tolerated if each student is to be evaluated and graded according to his/her own abilities and efforts. Any student who allows another student to look on or copy his/her work shall be deemed to be cheating. Any student who has in his/her possession a "cheatsheet", looks on or copies another student's work, uses any unauthorized device to acquire correct responses, talks after being told not to, or otherwise gains an unfair advantage over other students shall be deemed to be cheating.

#### **Consequences:**

1. The first time a student is caught, he/she will receive a zero for that paper, project, assignment, or test, a disciplinary referral, the parent/guardian will be notified and any reasonable punishment prescribed by the teacher or principal will be enforced.
2. The second time a student is caught cheating during the school year he/she will receive an "F" grade in that class for that grading period, a "U" will be assigned in conduct, and the parent will be notified.
3. The third offense may result in receiving an "F" grade and "U" conduct grade in that class for the grading period and/or ISS.
4. A fourth offense may result in suspension from school for three to ten days.

### **Computer Network Use Agreement**

The use of the Elkins Computer Network is a privilege, not a right. The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided so that all users are aware of the responsibilities they are about to acquire. Please read the Elkins School District Computer Network Policy. We strictly follow this policy, and it is important that you know the procedures and expectations.

Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation. Example: A student sends a threatening email to another student. This student would be disciplined for misusing technology as well as threatening another student. Please note, the gravity, and severity of the rule infraction may cause the initial discipline to be implemented at some point other than the beginning of the list of consequences as determined by the school officials.

Misuse of the Elkins School District Computer Network, (ESDCN) includes, but is not limited to, the following:

#### **1. Threatening or Harassing Messages**

No student is permitted to express an intention to inflict evil, injury, or damage (see discipline policy rule # 1). Students should not intentionally harass in any way using network resources, including the usage of abusive or profane language.

#### **2. Sexual Oriented Material**

A student shall not deliberately obtain, create, or transfer any sexually oriented material. Only one accidental incident will be accepted for the school year.

#### **3. Chain Letters**

No student shall send a letter to several persons requesting that each send copies of the letter to a number of persons.

#### **4. Downloading Information/Software Installations**

No student shall transfer data from or to the Elkins School District Computer Network from the Internet or any other source without faculty or administrative permission. (i.e. screen savers, music, etc.) Software will be installed by the technology department for license compliance and network compatibility.

#### **5. Chat rooms/Social Networks (Facebook, Twitter, etc.)**

No student shall access or participate in social networking without permission from the supervising teacher or administrator.

#### **6. Network/Online Games**

Online games are strictly prohibited. These types of games congest the network and waste valuable resources, and may degrade the overall performance of the network. Generally, the only games that will be accessible will be educational.

#### **7. Email**

All 8th – 12th grade students will be given a school email account. Other students will be given a school email account as requested by faculty for Business Education classes, scholarship applications, etc. Students are not permitted to use Internet email accounts, (Hotmail, Yahoo mail, AOL mail, etc.) Inappropriate messages will not be tolerated.

Email may not be printed unless used for a class assignment and has been approved by an instructor. A student's email account may be suspended upon a teacher or administrator's request.

### **8. Printing**

Do not print personal information (i.e. email, web pages, documents, etc.).

### **Consequences of Infractions # 1-8:**

First Offense: Loss of ESDCN usage (including email) for 20 school days, and detention.

Second Offense: Loss of ESDCN usage (including email) for 90 school days, and ISS.

Third Offense: Loss of ESDCN usage until reinstated by the technology team, and ISS.

### **9. Password / Username**

Allowing another student to use your log-on identification or using another person's log-on identification is prohibited. Each student is responsible for the confidentiality of their password. Consequences of infractions of rules for **students who do not have** ESDCN accounts:

First Offense: Detention

Second Offense: ISS

Third Offense: 3-10 day suspension from school

### **10. On-line Shopping**

Personal Internet buying or selling is not allowed; including E-Bay or other shopping applications.

### **11. Subscriptions**

Personal subscriptions are not permitted (i.e. 'Joke of the Day', newsletters, etc.) An instructor must approve educational subscriptions.

### **12. Streaming Media**

Do not connect with any type of streaming media unless authorized by an instructor (i.e. YouTube, Sonicnet, Pandora, etc.) Streaming media (radio, music, weather, video, etc.) congest the network and degrade the overall performance of the Internet connection.

### **13. Instant Messenger Software**

Do not install any type of messenger software (i.e. AOL Instant Messenger)

### **14. Bypassing Internet Filter**

Attempting to defeat or bypass the Internet filtering software (8e6 Technologies) is strictly prohibited. (i.e. circumventor websites, software, etc.)

### **Consequences of Infractions # 10-14**

First Offense: Loss of ESDCN usage for 90 school days, and detention.

Second Offense: Loss of ESDCN usage until reinstated by the technology team, and iMPact.

### **15. Files/ Directories/Records**

Intentionally changing, deleting, accessing or altering any file or directory other than your own is prohibited (i.e. unauthorized access- "hacking") Attempting to access school or student records is an invasion of privacy and is strictly prohibited.

### **16. Security**

Any attempt to introduce a virus, bypass, or disable the Elkins School District Computer Network security or using encryption software is prohibited. Using technology to perform, obtain, or send information which could be used in any illegal activity is prohibited. (i.e. guns, weapons, bombs, explosives, fireworks, etc.) The Elkins School District will cooperate fully with appropriate law enforcement agencies.

### **17. Copyrighted Material**

Copying licensed software from the district or network equipment is theft and may result in criminal charges being filed. Using the Internet for any illegal copyright or intellectual property law violations is prohibited.

### **Consequences of Infractions # 15-17:**

3-10 day suspension from school and /or loss of ESDCN usage until reinstated by the Elkins School District Technology Team.

### **Courting/Public Display of Affection**

The public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectations

of the school staff will lead to disciplinary action. Once a student arrives on campus any behavior of this nature beyond holding hands will not be considered acceptable in grades K-12.

**Consequences:**

1. Verbal reprimand and/or warning with detention.
2. Documented parent/guardian contact / Detention
3. ISS and/or detention.

**Destruction/ Damage/Vandalism of School and Student Property**

No student shall cause or attempt to cause willful or malicious destructions or defacement of school property. If a student should accidentally damage property, they should report the damage to a teacher or the principal immediately.

**Consequences:**

1. Restitution by the student or parent/guardians of the student(s), and ISS, or any reasonable punishment prescribed by the teacher or principal.
2. Intentional damage or destruction of a serious nature will result in automatic suspension from school for 3 to 10 days.
3. Damage or destruction of a serious or extensive nature will result in recommended expulsion and notification of the proper authorities for prosecution plus restitution.

**Discipline: "Persons with Disabilities"**

The Elkins School Board recognizes that there are some students who have observable and/or diagnosed discipline conditions that require special considerations. All such students that are part of the special education program will be subjected to discipline according to the Individuals with Disabilities Act and the individual education plan of the student.

All other disabled students with a discipline problem will be disciplined on an individual basis.

**Disorderly Conduct**

A student shall not engage in behavior which produces situations in which instruction or activities of other students is adversely affected in the classroom, hallway, or other areas.

**Consequences:**

1. Warning and/or detention.
2. Parent contact and/ or ISS
3. Three to ten-day suspension from school

**E-Cigarettes and Similar Devices**

According to Arkansas Code § 6-21-609, a student shall not possess or use e-cigarettes and similar devices on school property, including buses and school events. A person who violates this law commits a violation punishable by a fine of not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100.00).

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

**Consequences:**

1. Contact of parent/guardian and ISS for four days
2. Three-day suspension from school
3. Five-day suspension from school
4. Ten-day suspension from school
5. Recommendation to expel

**Expulsion**

**The following infraction of school rules may result in, but not be limited to, a school suspension with**

**recommendation to expel.**

1. Any student, after being suspended on three occasions during the same school year for reasons stated in the discipline policy may be recommended for expulsion.
2. The principal reserves the right to suspend or recommend expelling students whose behavior is subversive to good order and discipline in the school.
3. The superintendent reserves the right to suspend or recommend expulsion to students whose behavior is subversive to good order and discipline in the school, even though such behavior was not specified in the aforementioned rules.

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.

An expulsion may occur after the principal has recommended in writing, to the superintendent, a student be expelled. Said recommendation shall include a statement of the charge(s) against the student. If the superintendent concurs with the recommendation, he shall schedule a hearing before the Elkins Board of Education. He shall also inform the student's parent, legal guardian, person having lawful control of the student or persons standing in loco parentis of the date, place, and time of the hearing, and shall inform them of their rights as provided by law. The board hearing relative to the expulsion shall fully comply with applicable due process criteria. The superintendent shall notify, in writing, the parent/guardian of the action taken by the board in their absence.

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

### **Fighting**

Fighting among students is unacceptable behavior. Students will not fight while at school, on school buses, or at any school-sponsored event regardless of where or when that event takes place. All students involved shall be disciplined fairly and equally, as determined by the teachers and/or principal.

**Consequences:**

1. If it is determined that the fight is of a serious nature, the student(s) at fault will automatically be suspended for a minimum of three school days. If the fight is not of a flagrant nature, the student(s) at fault will be punished accordingly and the parent notified.
2. If a student is involved in a fight more than once during a school year, he/she will be suspended for a minimum of three days.
3. If it is determined that the safety of other persons on campus is in jeopardy, the offending student may be recommended for expulsion.
4. If a student injures another student(s), the proper authorities will be notified for possible prosecution.

### **Firearms, Weapons, and Dangerous Instruments**

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

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

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 his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student’s parent/legal guardian shall pick up the weapon from the school’s office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

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

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

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

Consequences:

1. Confiscation, reprimand, and or disciplinary report with proper punishment for minor first offenses, and/or ISS.
2. Confiscation, ISS, and/or three to ten-day suspension.
3. Confiscation, automatic three to ten-day suspension from school.
4. Confiscation, recommendation to expel and referral to the proper authorities for possible prosecution.

### **Food/Drink in School**

A student shall not bring to or consume in any teaching station or classroom, food, candy, chewing gum, drinks, or other products that might be classified as food. (Bottled water in its original container is allowed and activities involving food pre-approved by teacher or principal.) The building principal will previously sanction exceptions to this policy. No glass containers are allowed at school.

#### **Consequences:**

1. Warning
2. Detention

### **Indecent Exposure**

A student shall not deliberately commit any act of indecent exposure, while at school, on school property, or at any school-sponsored event anywhere.

#### **Consequences:**

1. Three to ten-day suspension from school
2. Instances of a sufficiently serious nature will result in recommended expulsion and/or notification of the proper authorities for prosecution.

### **Insubordination or Disrespect for Authority**

All students shall comply respectfully with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendents, schoolbus drivers, and other authorized school personnel. Students will be considered insubordinate when they refuse to obey any rule or regulation of the school or school district, or the reasonable instructions of school district personnel. Common courtesy and respect is expected in all situations and interactions. All students must comply.

#### **Consequences:**

1. Warning/detention for a minor offense
2. Parent contact and/or ISS
3. Three to ten-day suspension from school
4. Recommendation to expel

### **Leaving Campus without Permission**

Once a student arrives at school, he/she may not leave campus for any reason unless the specific procedures spelled out elsewhere are followed. Also, student may not check out to "go to lunch" and then come back unless they go with their parent/guardian.

#### **Consequences:**

1. Documented parent contact and ISS.

### **Leaving Designated Area without Permission**

After arriving at school, every student has a designated area (place) to be in at all times during the school day. Students are required to be in their designated place unless they are given specific permission to be elsewhere. If permission is given, said student must have a hall pass in his/her possession. Students who are more than five minutes tardy to a class are out of their designated area. Students more than fifteen minutes late are truant and will be disciplined accordingly.

#### **Consequences:**

1. Detention
2. Parent contact
3. ISS

### **Loitering by Suspended Student(s)**

Students who have been suspended/expelled from school are not allowed to return to any school sponsored events, regardless of where the event takes place, until their suspension is completed. This applies to before, during, and after school hours.

#### **Consequences:**

1. Warning to leave campus or school-related activity.
2. Student will be arrested and charged in accordance with Arkansas law.

### **Medication Policy Authorized Prescriptions Medications and Over-the-Counter Medications**

No student in the Elkins school District shall sell, distribute, or attempt to sell or distribute, receive or use over-the counter (OTC) medication not in accordance with the recommended dosage. In addition, no student shall have in their possession any authorized prescription medication. 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 campus for any reason and returns to campus, is en route to or from any school sponsored activity. Also, no student in the Elkins School District shall share, divert, transfer, apply to others (such as needles or lancets), or in any way misuse medication or any medical supplies in their possession.

#### **Consequences:**

1. Parent contact, confiscation, and /or ISS.
2. Three to ten-day suspension from school
3. Recommendation to expel

### **Physical Abuse or Assault or Battery of Another Student**

A student may not physically assault another student, or intentionally attempt to cause another student to be severely injured.

#### **Consequences:**

1. Three to ten day ISS/suspension from school, and/or notification of the proper authorities for prosecution.
2. Recommendation to expel and/or notification of the proper authorities for prosecution.

### **Physical Abuse or Assault of School Staff**

A student shall not cause or attempt to cause physical harm to any employee of the Elkins School District.

#### **Consequences:**

Recommendation to expel and notification of the proper authorities for prosecution.

### **Playground Infractions**

1. No wrestling, tackling, tripping, karate, or other such actions. (i.e. playing chicken)
2. Throwing of rocks, gravel or other harmful material will not be permissible.
3. Slide on your seat, one at a time, don't run up slides.
4. No jumping out of swings.
5. Stay on the backside of the school building in the fenced area.
6. Only one at a time on the overhand bars.
7. When the bell rings recess is over. Anyone caught playing after the bell rings will lose one recess.
8. Students are to play in assigned areas of the playground and stay out of the building at recess time.
9. Students should not bring items to school to be used on the playground unless given permission by the classroom teacher.

#### **Consequences:**

1. First offense: Sit down for the rest of recess.

Exceptions: Fighting or insubordination to a teacher will result in the student being sent to the office for discipline.

### **Profanity-Verbal or Written, Verbal Abuse, Obscene Gestures or Inappropriate Pictures**

A student shall not use profane, violent, vulgar, or insulting language at any time to or in the presence of another person. A student shall not use physical gestures that connote obscene or disrespectful acts, infringe upon the rights of others, or disrupt the educational process.

#### **Consequences:**

1. Warning and/or detention
2. Documented parent contact and/or detention, and/or ISS.
3. Three to ten-day suspension from school
4. Recommendation to expel

### **Sexual Harassment**

The Elkins 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 the 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<sup>5</sup> 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.

### **Skateboards/Scooters**

No skateboards are allowed on campus between the hours of 7:00 a.m. and 4:00 p.m. and during school-sponsored events.

Bicycles should not be ridden in any such manner as to interfere with or endanger pedestrians or others.

The utilization of school property, other than asphalt or curbs, will result in immediate barring from skateboarding on campus.

#### **Consequences:**

1. Warning and/or confiscation of the skateboard. The parent will have to come to school to get the skateboard.
2. Confiscation of the skateboard until the end of the school year.

### **Suspension**

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

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

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

- Is a violation of school policies, rules, or regulations
- Substantially interferes with the safe and orderly educational environment;
- School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
- 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.

- a) The student shall be given written notice or advise orally of the charges against him/her;
- b) If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
- c) 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 eighteen (18) or older prior to the suspension. Such notice shall be handed 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 eighteen (18) or older mailed to the last addressed reflected in the records of the Elkins School District.

Generally, notice and conference should precede the student's removal from school, unless the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school. The notice and conference should then follow as soon as possible.

It is the responsibility of a student's parents', or legal guardians', person having lawful control of the student, person standing in loco parentis to provide current contact information to the Elkins School District which the school shall use to immediately notify the parent or legal guardian, person having lawful control of the student, person standing in loco parentis upon the suspension of a student. The notification shall be 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 e-mail address.
- A regular first class letter to the last known mailing address.

The Elkins Elementary and Primary schools shall keep a log of contacts attempted and made to the parent or 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 and shall not attend any school-sponsored activities including on-campus and off-campus events during the imposed suspension 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 including on-campus and off-campus events during the imposed suspension nor shall the student participate in any school-sponsored activities.

Recognizing that there are limits to the number of times conduct of an undesirable nature can be tolerated, any student who has been suspended from school three times in any given school year may be recommended to the Elkins School Board for expulsion at the time of the third suspension.

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

### **Theft**

A student shall not steal school property, or property belonging to others while under the jurisdiction of the school.

#### **Consequences:**

1. Conference with principal, restitution, accompanied by a disciplinary report and other appropriate punishments if necessary.
2. Restitution and ISS.
3. Three to ten-day suspension from school.
4. Recommendation to expel and possible referral to the proper authorities.

### **Threats**

Willful verbal or written threats to the health and safety of students and employees of Elkins School District will not be tolerated and reported to local law enforcement.

#### **Consequences:**

1. ISS
2. Three to ten-day suspension from school
3. Recommendation to expel

### **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.

#### **Consequences:**

1. Contact of parent/guardian and ISS
2. Three-day suspension from school
3. Five-day suspension from school
4. Ten-day suspension from school
5. Recommendation to expel

### **Truancy**

Truancy is unexcused and is defined as a student who is absent from school without the consent and/or knowledge of the parent and/or without permission of the principal.

#### **Consequences:**

1. Documented parent contact and ISS.
2. Contact proper Authorities.

### **ISS (In-School Suspension)**

The student who receives in-school suspension will report to the ISS classroom no later than the first period tardy bell. An ISS supervisor will be in charge of all detained students for the duration of their assignment to ISS.

The ISS system is viewed as an effort to allow students that are in violation of certain rules the opportunity to keep up with their assignments and schoolwork. Any student not using this time for work or giving the supervisor any disciplinary problems will automatically be suspended from school for a specified time.

ISS is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The room itself contains study carrels arranged where students would

not interact with each other.

### **ISS Procedures**

2. The student must be in the assigned seat with his/her books and other materials necessary by the time the first period tardy bell rings.
3. The student will immediately begin filling out the ISS information sheet, student plan for success, student daily plan, and one copy of the ISS rules. Completion of these forms is required before daily lessons are begun. All daily class assignments to include homework must be completed and turned in each day of the assignment.
4. The student will attend all days assigned to the ISS classroom.
5. Any day missed will be made up at the rate of two days for each day missed.
6. The student will complete all class assignments daily. Credit will be given for these assignments except when additional days of ISS have been assigned by the supervisor.
7. The student will remain quiet unless granted permission to speak by the supervisor.
8. The student will work the entire time assigned. If all class assignments are completed, the student will complete on-line curriculum, copy excerpts from encyclopedias, dictionaries, or textbooks as assigned by the supervisor or will read from approved material. Students may be required to redo assignments at the discretion of the supervisor.
9. The student will remain in the assigned seat unless directed to move by the supervisor. He/she will demonstrate correct posture when seated.
10. The student will show proper respect for and to all persons in the ISS room.
11. The student will give proper care to the facilities and materials (including personal items) while in the ISS room.
12. The student will follow any and all directions of the supervisor without delay.
13. The student must adhere to all school rules, regulations, and policies during the term of his/her assignment to ISS.
14. The student will be allowed breaks (one morning and one after lunch) to use the lavatory. Time and duration of breaks are at the discretion of the supervisor. (Never more than three minutes)
15. Lunch will be eaten at a designated time whether brought by the student or purchased in the lunchroom
16. The student will be released at the end of the day by the supervisor not the bell system.
17. Students assigned to ISS may not participate in any extracurricular school sponsored activity until the end of the last day served. (Excluding any day school is not in session.)
18. A student may not be assigned to ISS more than three times a semester. After the third assignment, the student will be suspended from school as a minimum.
19. Failure to abide by the above rules may result in extra days added to the term of assignment to ISS or suspension from school with all days remaining on assignment to be completed upon return. The return days served will be counted as additional ISS days.

### **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 acceptance, is calculated to:

- a. Cause a breach of the peace;
- b. Materially and substantially interfere with the operation of the school; or
- 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 any student disciplinary measures.

## **STUDENT BEHAVIORAL INTERVENTION AND RESTRAINT**

### **Definitions**

"Aversive behavioral intervention" means a physical or sensory intervention program that is intended to modify behavior through the use of a substance or stimulus that the intervention implementer knows will cause physical trauma, emotional trauma, or both, to a student, even when the substance or stimulus appears to be pleasant or neutral to others.

Examples of aversive behavioral interventions include, but are not limited to:

- Hitting;
- Pinching;
- Slapping;
- Using a water spray;
- Using noxious fumes;
- Requiring extreme physical exercise;
- Using loud auditory stimulus;
- Withholding meals; and
- Denying reasonable access to toileting facilities.

"Behavioral intervention" means the implementation of a service, support, or strategy to teach and increase appropriate behavior or substantially decrease or eliminate behavior that is dangerous, inappropriate, or otherwise impedes the learning of a student.

"Behavior Intervention Plan" (BIP) means a written plan that:

- Is developed by a problem-solving and intervention team and delineates emotional, social, or behavioral goals for a student and the steps that the school, student, parent of the student, and others will take to positively support the progress of the student towards the student's emotional, social, or behavioral goals;
- Is comprised of practical and specific strategies to increase or reduce a defined behavior or one (1) or more patterns of behavior exhibited by a student; and
- Includes the following at a minimum:
  - A definition or description of the desired target behavior or outcome in specific measurable terms;
  - A plan for preventing and eliminating inappropriate student behavior by changing a condition that is triggering, motivating, underlying, or supporting that behavior as determined through a FBA;
  - A plan for teaching a student to demonstrate appropriate social, emotional, or behavioral self-management, or a new method to address or meet the student's needs;
  - A description of how a specific incentive or consequence will be used as needed to decrease or eliminate inappropriate student behavior and increase appropriate behavior;
  - A plan for managing a crisis situation;
  - A system to collect, analyze, and evaluate data about the student;
  - The school personnel, resources, and training needed before implementation of the BIP; and
  - The timeline for implementing different facets of an intervention, including without limitation when the intervention will be formally reviewed.

"Chemical restraint" means the use of a drug or medication to control the behavior of a student or restrict the free movement of the student; however, chemical restraint does not include the use of medication that is prescribed by a licensed physician, or other qualified health professional acting within the scope of the individual's professional authority under state law, for the standard treatment of a medical or psychiatric condition of a student and is administered as prescribed by the licensed physician or other qualified health professional acting within the scope of the individual's professional authority under state law.

"Crisis" means a situation in which a student engages in a behavior that threatens the health and safety of the student or others and includes without limitation a situation in which the student becomes aggressive or violent at school and is unable to regain self-control without posing a danger of injury to himself or herself or others.

"Crisis intervention" means the implementation of a service, support, or strategy to immediately stabilize a crisis and prevent the crisis from reoccurring after the crisis ends.

"Dangerous behavior" means the behavior of a student that presents an imminent danger of serious physical harm to the student or others; however, dangerous behavior does not include the following:

- Disrespect;
- Noncompliance;
- Insubordination; or
- Destruction of property that does not create an imminent danger.

"De-escalation" means the use of a behavior management technique that helps a student increase the student's control over the student's emotions and behavior and results in a reduction of a present or potential level of danger that in turn reduces the level of imminent danger of serious physical harm to the student or others.

"Emergency" means a serious and unexpected situation that requires immediate action and which may be dangerous.

"Functional Behavior Assessment" (FBA) means a problem analysis step that:

- Occurs within the context of data-based problem-solving and involves:
  - The review of existing records and other sources of information;
  - Diagnostic or historical interviews;
  - Structured academic or behavioral observations; and
  - Authentic, criterion-referenced, or norm-referenced tests; and
- Is performed with the goal of determining why a specific problem or situation is occurring in order to directly link a strategic intervention to an assessment and solve or resolve the specific problem or situation.

"Imminent danger" means an existing dangerous situation that could reasonably be expected to immediately cause death or serious physical harm.

"Mechanical restraint" means the use of a device or equipment to restrict the free movement of a student; however, mechanical restraint does not include a device that is used by trained school personnel or a student for a specific and approved therapeutic purpose or safety purpose for which the device was designed or prescribed or a vehicle safety restraint that is appropriately used in the manner for which it was designed during the transport of a student in a moving vehicle.

"Physical escort" means a temporary touching or holding of the hand, wrist, arm, shoulder, or back of a student for the purpose of redirecting or inducing the student to move to a safe location.

"Physical restraint" means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arm, leg, or head freely; however, physical restraint does not include a physical escort.

"Positive behavioral support" means the application of behavior analysis that:

- Is used to achieve socially important behavior change;
- Occurs at the:
  - Prevention level for all students in a school;

- Strategic intervention level for a student who is not responding, from a social-emotional and behavioral perspective, to the prevention level; and
- Intensive service or crisis-management level for a student who needs multifaceted or comprehensive behavioral or mental health services; and
- Involves a planned and collaborative school-wide approach that is implemented with a goal:
  - Of establishing a positive and supportive school environment that:
    - Teaches and reinforces prosocial behavior in a student;
    - Holds a student positively accountable for meeting an established behavioral expectation; and
    - Maintains a level of consistency throughout the implementation process; and
  - That is accomplished by using positive behavioral programs, strategies, or approaches.

"Prone restraint" means restraining a student in a face-down position on the floor or another surface and applying physical pressure to the body of the student to keep the student in the prone position.

"Serious physical harm" means bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

"Supine restraint" means the restraint of a student in a face-up position on the student's back on the floor or another surface and with physical pressure applied to the body of the student to keep the student in the supine position.

### **Positive Behavioral Supports**

The District shall implement positive behavioral supports to be used at the:

1. Prevention level for each student in a school;
2. Strategic intervention level for a student who is not responding, from a social, emotional, or behavioral perspective, to the prevention level; and
3. Intensive service or crisis-management level for a student who needs multifaceted or comprehensive behavioral or mental health services.

The District's positive behavioral support shall include:

- a. The teaching and reinforcing of interpersonal, social, problem solving, conflict resolution, and coping skills to a student;
- b. Holding a student positively accountable for meeting an established behavioral expectation;
- c. Maintaining a high level of consistency through the implementation of the positive behavioral support process; and
- d. The following interrelated activities:
  - Providing a school-wide approach to the discipline and safety of each student rather than an approach to only the behavior problem of a single student;
  - Focusing on preventing the development and occurrence of problem behavior;
  - Regularly reviewing behavior data to adapt the District's procedures to meet the needs of every student; and
  - Providing a multitiered approach to academic and behavioral services and support to meet the academic and behavioral achievement needs of each student.

The following principles shall form the basis of the District's positive behavioral support system and conflict resolution or de-escalation approach:

1. A student has the right to be treated with dignity;
2. A student should receive necessary academic, social, emotional, and behavioral support that is provided in a safe and least-restrictive environment possible;

3. Positive and appropriate academic, social, emotional, or behavioral intervention, as well as mental health support, should be provided routinely to each student who needs the intervention or support;
4. Behavioral intervention should emphasize prevention as part of the District's system of positive behavioral support; and
5. Each student who exhibits an ongoing behavior that interferes with the student's learning or the learning of others, and who is nonresponsive to effectively implemented classroom or administrative intervention, should receive additional intensive behavioral intervention that is based on a FBA and data-based problem solving.

### **Problem Solving and Intervention Team**

A problem-solving and intervention team shall be established for each student who exhibits social, emotional, or behavioral difficulty that may escalate, if not addressed, to potentially dangerous behavior. The problem-solving and intervention team shall include at least one (1) member who is an academic and behavioral assessment and intervention professional.

A student's problem-solving and intervention team shall:

- a. Work with the teachers of a student to complete a FBA of the student and an assessment of any problematic situations involving the student;
- b. Consider the need for a BIP with the goal of preventing or resolving the social, emotional, or behavioral difficulty of the student and developing a response that will de-escalate and stabilize a potential emergency situation that approaches the danger level; and
- c. Regularly review the data on incidents involving the use of physical restraint on the student and adjust, as necessary, the procedures concerning the use of physical restraint on the student.

Special education procedures shall be followed if a student is suspected of having a disability that relates to behavioral concerns.

### **Physical Restraint**

Except in the case of a clearly unavoidable emergency situation in which a trained member of school personnel is not immediately available due to the unforeseeable nature of the emergency situation, the physical restraint of a student shall only be used by a member of school personnel who is appropriately trained to administer physical restraint.

When using physical restraint on a student, school personnel shall:

- use the least restrictive technique necessary to end imminent danger or serious physical harm to a student and others;
- Use the safest method available and appropriate to the situation;
- Consider the health and safety of a student, including without limitation whether the student has an existing medical condition that makes the use of physical restraint inadvisable;
- Not restrict the ability of a student to communicate unless the use of a less restrictive technique will not prevent imminent danger of serious physical harm to the student or others;
- Use only the amount of force that is reasonably necessary to protect a student or others from imminent danger of serious physical harm to the student or others;
- Not verbally abuse, ridicule, humiliate, taunt, or engage in any other similar action towards the student; and
- continuously and visually observe and monitor the student while the student is under physical restraint.

Physical restraint of a student shall only be used for a limited period of time and shall not be used:

- When imminent danger or serious physical harm to the student or others dissipates;
- If a medical condition occurs that puts the student at risk of harm;

- Unless the behavior of the student poses an imminent danger of serious physical harm to the student or others;
- After the threat of imminent danger of serious physical harm to the student or others dissipates; or
- In the following manner:
  - To punish or discipline the student;
  - To coerce the student;
  - To force the student to comply;
  - To retaliate against the student;
  - To replace the use of an appropriate educational or behavioral support;
  - As a routine safety measure;
  - As a planned behavioral intervention in response to behavior of the student that does not pose an imminent danger of serious physical harm to the student or others;
  - As a convenience for school personnel; or
  - To prevent property damage unless the act of damaging property committed by the student poses an imminent danger or serious physical harm to the student and others.

Even in an emergency, supine restraint shall not be used on a student except by a staff person who has been certified by a crisis intervention training program and the certified staff person determines that supine restraint is required to provide safety for the student and others.

At no time shall school personnel use the following on a student:

- Mechanical restraint;
- Chemical restraint;
- Aversive behavioral interventions that compromise health and safety;
- Physical restraint that is life-threatening or medically contraindicated; or
- Prone restraint or other restraint that restricts the breathing of a student.

Following the first incident of physical restraint used on a student, an FBA shall be conducted unless a previous FBA was conducted for the same behavior that was at issue when the physical restraint was used.

The use of physical restraint on a student as a planned behavioral intervention shall not be included in a student's IEP, 504 Plan, BIP, individual safety plan, or other individual planning document but may be considered as a crisis intervention if appropriate for the student. A student's IEP team or 504 Plan team shall consider whether an FBA should be performed; if a BIP should be developed for the student or if a student's existing BIP should be revised; and if additional behavioral goals and interventions should be included in the student's existing IEP or 504 Plan.

Parents may submit complaints regarding an incident involving the use of physical restraint on their student. A complaint shall be referred for review to the appropriate school personnel:

- The student's problem-solving and intervention team;
- The student's IEP team; or
- The student's 504 Plan team.

A complaint by a parent shall be handled by the appropriate District staff in the same manner as a debrief following the use of physical restraint on a student.<sup>1</sup>

Use of a physical restraint technique that is abusive shall be reported to the Child Abuse Hotline and law enforcement.

### **Reports and Debriefing**

After the occurrence of an incident involving physical restraint of a student, the building principal, or the principal's designee, shall be notified of the incident as soon as possible but by no later than the end of the school day when the incident occurred.

The student's parent shall be notified of the incident of the use of physical restraint via verbal or electronic communication as soon as possible but by no later than the end of the school day when the incident occurred. In the event the student's parent is unable to be notified via verbal or electronic communication within twenty-four (24) hours after the incident occurred, then the parent shall be mailed written notification of the incident within forty-eight (48) hours after the incident occurred.

school personnel involved in the incident shall document the incident in a written report, which is to be completed within twenty-four (24) hours after the incident occurred. The written report of the incident shall:

1. Include all information contained in the Division of Elementary and Secondary Education (DESE) Physical Restraint or Seclusion Incident Record and Debriefing Report;
2. Be maintained in the student's education record; and
3. Be provided to the student's parent within one (1) school day of the completion of the report.

A debriefing meeting shall be held within two (2) school days after the incident occurred. The following school personnel shall be present at the debriefing meeting:<sup>2</sup>

- a. A member of school personnel who was present during the incident;
- b. A member of school personnel who was in the proximity of the student on whom physical restraint was used immediately before and during the time of the incident;
- c. A school administrator; and
- d. Any other member of school personnel determined to be appropriate by the District.

The purpose of the debriefing meeting shall be to:

- Determine whether the procedures used during the incident were necessary;
- Evaluate the use of any behavioral supports and de-escalation techniques by school personnel before and during the incident;
- Evaluate the school district's positive behavioral supports system and prevention techniques in order to minimize future use of physical restraint; and
- If a trained member of school personnel was not immediately available due to the unforeseeable nature of the emergency situation when the incident occurred:
  - Reevaluate the training needs of school personnel;
  - Reevaluate the physical restraint policy and practices; and
  - Develop a plan to prevent a future incident.

At a debriefing meeting, school personnel shall:

1. Consider relevant information in the student's education record, including without limitation:
  - a. The concerns of the student's parent;
  - b. The student's social and medical history;
  - c. The student's FBA, if one exists; and
  - d. The student's BIP, if one exists;
2. Consider relevant information from the teachers, parents, and other District professionals;
3. Discuss whether positive behavior supports were appropriately implemented;
4. Discuss the duration and frequency of the use of physical restraint on the student;
5. Discuss appropriate action that may be taken to prevent and reduce the need for physical restraint;
6. Consider whether additional intervention and support is necessary for the student;
7. Consider whether additional intervention and support is necessary for school personnel; and
8. Consider how and when to debrief a person who was not present at the debriefing meeting, including without limitation:
  - a. The student;
  - b. The student's parent; and
  - c. Other school personnel or students who witnessed the incident.

DESE's Physical Restraint or Seclusion Incident Record and Debriefing Report, or an alternative report that includes the same information, shall be completed during the debriefing meeting. A copy of the report shall be:

- Submitted to the building principal;<sup>3</sup>
- Mailed to the student's parent within two (2) days of the date on which the debriefing meeting was held; and
- Maintained as part of the student's education record along with other documents consulted during the debriefing meeting.

## **STUDENT DISCIPLINE**

The Elkins Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

- At any time on the school grounds;
- Off school grounds at a school sponsored function, activity, or event; and
- 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 shall incorporate the District's implementation of positive behavioral supports in accordance with Policy 4.60 in the application of student discipline.

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

The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall sign and return to the school an acknowledgement 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 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 Directors of any such report made to law enforcement.

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.

## SECTION 5 – HEALTH/WELLNESS

### COMMUNICABLE DISEASES

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

### HEALTH

Students are to be immunized in accordance with the Arkansas Department of Health immunization schedule (i.e. poliomyelitis, diphtheria, tetanus, pertussis, red measles (rubella), and German measles).

As recommended by the Arkansas State Health Department, wild or domestic animals are not to be brought on school grounds unless approved by the principal.

Due to outbreaks of hepatitis **no home-baked goods** are to be brought to the classroom for parties or gatherings. To help decrease the spread of infections in our school - please do not send your child to school if he/she has diarrhea, is vomiting, or has a temperature of 100 or greater within the past 24 hours. If your child comes to school under these circumstances, the school nurse will contact you and your child will be sent home.

### HEALTH NURSE

The school health nurse will provide routine medical care to students at Elkins Schools. He/she will also provide emergency care for students injured at school. If an accident indicates the need for medical care, a parent will be contacted and asked to take the child to the family physician. In extreme emergencies, the school principal or a school employee will call 911 and have the child transported to the nearest emergency room or clinic. A qualified staff member will provide first aid care, if necessary, in the absence of the school nurse.

### HEALTH SCREENINGS

The school district will conduct annual health screenings in the following areas as required by the Department of Education and the Department of Health:

- A. Vision screening
- B. Hearing screening
- C. Scoliosis screening
- D. Body Mass Index (BMI).

School nurses will make the necessary arrangements for these screenings.

NOTE: Arkansas Medicaid/ARKids First will be billed, where applicable, for vision and hearing screenings conducted at school. If the parent, legal guardian, or eligible student wishes to deny billing for vision and hearing screenings, written notification must be received by the school nurse Office within thirty (30) calendar days of receipt of this notice.

### HUMAN HOST PARASITES

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 up their child when the human host parasite is discovered. 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.

## **HYGIENE**

For health reasons personal hygiene is expected. Student hygiene is especially necessary due to the close proximity of all persons. The following can be accomplished at home on a daily basis:

- Comb Hair
- Brush teeth
- Bathe daily
- Use Deodorant
- Hands should be washed prior to eating and after use of the restroom

## **IMMUNIZATIONS**

### **Definitions**

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

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

### **General Requirements**

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubella) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

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

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

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

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

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

1. Proof of immunization showing the student to be fully age appropriately vaccinated;
2. Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student's next immunization;
3. A copy of a letter from ADH indicating immunity based on serologic testing; and/or

4. A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

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

### **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 students shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

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

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

### **Exclusion from School**

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

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school. It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

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

Annually by December 1, the District shall create, maintain, and post to the District's website a report that includes the following for each disease requiring an immunization under this policy:

- The number of students in the District that were granted an exemption by the Department of Health from an immunization;

- The percentage of students in the District that were granted an exemption by the Department of Health from an immunization; and
- The percentage of a population that must receive an immunization for herd immunity to exist.

## **LICE**

Students found to have head lice or nits will be referred to the school nurse or appropriate school personnel.

### **First Occurrence Procedure:**

- Parents are notified to pick up the student from school.
- Parents are instructed in treatment options and given treatment handout.
- Parents treat the child.
- Parent returns child to school and waits until the child is checked for effective treatment.
- Parents are responsible to follow instructions to correctly treat house contents.

### **Second Occurrence Procedure** (within any three-month period):

- School nurse and parent complete resource checklist.
- If resources are lacking parents are given resources from task force to ensure proper treatment of child and home.

### **Third Occurrence Procedure** (within any three-month period):

Same as above with addition of:

- Nurse observes parent-treating child
- Washington County Health Department is notified.

### **Fourth Occurrence Procedure** (within any three-month period): Same as above with addition of:

- School nurse files FINS petition.

Task force is made of local police, school nurse, Health Department, DCFS, school administration, and community partnership.

## **STUDENT MEDICATIONS**

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

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

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

Nonprescription medications may be given to students upon the decision of the principal or the nurse or their designee(s). Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that include the student's name, the name of the

medication, the dosage, and instructions for the administration of the medication (including times).

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

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

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

### **Schedule II Medications**

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

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

### **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.

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

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

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

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

- In school;

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

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

Students may 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 trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an 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 trained 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.

#### **Emergency Administration of Albuterol**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may

administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

#### **Emergency Administration of Anti-opioid**

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

#### **Emergency Administration of Emergency Adrenal Insufficiency Medication**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained<sup>6</sup> and certified by a licensed physician may administer an injectable emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer an injectable emergency dose medication to administer an injectable emergency dose medication to the student when the employee believes the student is having an adrenal crisis due to adrenal insufficiency.

Students who have met the requirements to be authorized to self-administer a stress dose medication under this policy shall provide the school nurse an emergency injectable dose of the student's medication. This emergency injectable dose will be used in the event the school nurse, or other school employee certified to administer an injectable emergency dose medication, in good faith professionally believes the student is having an adrenal crisis due to adrenal insufficiency.

## **SECTION 6 – PARENTAL INVOLVEMENT**

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

#### **Contact by Parents**

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

#### **Contact by Non-Custodial Parents**

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

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

between both the custodial and non-custodial parents that was witnessed by the student's building principal. 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.

### **PARENT-TEACHER COMMUNICATION**

The Elkins School District recognizes the importance of communication between teachers and parents/legal 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 teachers. Teachers are required to communicate during the school year with the parent(s) or legal guardians(s) of each their students to discuss their academic progress. More frequent communication is required with the parent(s) or legal guardian(s) 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 parent(s)/legal guardians(s) for each conference.

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

## **PARENTAL INVOLVEMENT**

To help promote an understanding of each party's role in improving student learning, Elkins Elementary and Elkins Primary shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's Academic Standards. We shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in requirements regarding parental involvement, and the parent's right to be involved in the education of their child. The school shall, at least annually, involve parents in reviewing the school's parental involvement policy in order to help ensure their continued improvement. Elkins Schools promotes and supports Parental Involvement with the following:

- A building Parental Involvement Committee
- Family Packets provided for each family annually
- Two Parent-Teacher Conferences per school year
- Parent Center in the library with parenting resources
- A staff member who serves as Parent Involvement Facilitator
- Two "Parent Engagement and Family" meetings per school year
- Open House for parents
- Opportunities for parents to serve as volunteers

Information provided on the district website: <http://elkinsdistrict.org>

## **PROCESS FOR RESOLVING PARENTAL CONCERNS**

Although Elkins School District strives to maintain an excellent schooling process for district students, sometimes situations arise where parents may have concerns with schooling issues. Problematic situations may be defined as a misunderstanding concerning laws, regulations, policies, and/or practices implemented by school faculty and staff; or any parental concern involving student-student, student-parent, student-school, parent-school, school-community, or other school-related relationships between persons or groups.

Recognizing that the parent-teacher relationship is the best source of communication concerning resolving misunderstandings, the Elkins School District suggest that when problems arise, parents should first contact their child's teacher(s) to assist solving problems and concerns.

If circumstances arise that create the need for additional interaction, parents should contact the building principal or his/her designee to assist in developing a solution. Elkins School District faculty, staff, and administration will work to resolve concerns through collaboration and maintaining consistency with federal law, federal case law, state laws, state rules and regulations, local school board policy, and administrative rules/policies/practices.

## **SECTION 7 – SCHOOL DAY PROCEDURES**

### **CARE OF THE BUILDING**

Students have a certain responsibility toward keeping the school clean. Neatness and orderliness are two qualifications of a good citizen. Concerted efforts on the part of all students can keep the building neat and clean. It is of particular importance that good housekeeping habits be used in the cafeteria. Damage to property will be repaired or replaced by the student, parent, or guardian.

### **CLASSROOM PARTIES**

Three parties are permitted in the classroom during the year. These are determined by the teachers and building principal. We believe the gift exchange at school is a burden for some parents. Therefore, we choose to eliminate it from our celebration of Christmas at school.

For the health and safety of our students, we do not celebrate birthdays with outside food. Please refrain from sending cupcakes or other food to celebrate student birthdays.

### **CLOSED CAMPUS**

All schools in Elkins School District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Any violation of this policy is considered as truancy from school. Students may be given permission to leave the campus by following the proper checkout procedures in the principal's office before their departure.

No student is released from the school during school hours to anyone other than their guardian unless the office receives written permission from the guardian. Telephone messages will only be accepted in cases of illness or extreme emergencies. Only requests by written note and signature of guardian will be honored for granting permission to leave campus.

The request must be considered an absolute necessity. A student leaving campus must sign out in the office. Upon return to school, the student must sign in. **NO EXCEPTIONS.**

### **CORRIDOR PASSES**

When it is necessary for a student to leave class for any reason, he/she must have a corridor pass from his/her teacher. Before returning to class, the pass must be signed by the person to whom the student was sent. Students wanting to see teachers who are in class must have a note from that teacher to okay the interruption, and the note must be obtained prior to class.

### **COUNSELOR**

Our school counselor serves as a resource person for students, parents, teachers, and administration. The primary goal is to provide students with the assistance they need in securing maximum social, emotional, and academic development. Our school counselor is always ready to help you with your problems. If you feel that you must talk to the counselor, you must get a pass from your teacher. Students should not visit the counselor's office between classes. This normally results in tardiness to the next class.

Our counselor is available to the pupils and parents for the following services:

- Individual counseling
- Group counseling
- Conferences with parents

### **DRESS CODE AND GROOMING**

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

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

Clothing will be considered to be inappropriate for school if students do not observe the following guidelines:

Students are to wear clothing, which reflect non-provocative styling and is appropriate in a co-educational classroom.

Shirts, Tops, or Dresses Must:

- Have sleeves or a strap with a minimum of 2" width. No muscle shirts or revealing tank tops.
- Have no revealing front or back neckline.
- Be long enough to cover the lower back and/or midriff.

- Be of a solid material free of holes or cutouts.
- Not be of any see through material or transparent material.
- Not have any insignia, writing, or design that concerns tobacco, alcohol, drugs, profanities, obscenities, suggestive wording, or gang symbols.
- No pajama tops

Lower Garments Must:

- Be free of holes or cutouts above mid-thigh.
- Have a hemline that is no higher than mid-thigh.
- Not have a slit higher than mid-thigh.
- Not be of any see-through, transparent, or suggestive material.
- Pants should be the correct size and fit appropriately at the waist. (No excessive bagginess)
- No pajama bottoms

Headwear:

- Bandanas and headbands are not to be worn on campus during school hours.
- No sunglasses may be worn in the building without written notice from a doctor.
- Caps may be worn with special permission from the building principals.

Accessories:

- No large chains, dog collars, or stud bracelets.
- No shoes with wheels

Exceptions to the dress code may be granted by the principal.

Consequences:

1. Detention

In addition, students wearing inappropriate clothing will be asked to put on a jacket or to change clothes. Those wearing shirts with inappropriate slogans or pictures will be asked to turn those shirts inside out. All caps or hats will be left in the office. The first time a cap is taken from a student, the cap may be picked up at the end of the day. All additional cap or hat offenses will result in loss of the hat or cap for the remainder of the school year.

**DUTY**

There are a number of teachers on duty each week. These teachers have supervision over the campus. Every teacher has the authority to correct any pupil.

**EMERGENCY DRILLS**

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

The District shall annually conduct an active shooter lockdown drill and school safety assessment for all schools in the District in collaboration with local law enforcement and emergency management personnel. The lockdown drill training will include the use of the District's emergency communication method with law enforcement. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

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

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

## **FIELD TRIPS**

School-sponsored field trips are a part of the school program. Parental release forms are required for participation. No class will be permitted to take a school-sponsored trip without prior approval of the principal.

## **FLOWERS/BALLOONS**

Elkins Elementary and Primary Schools will accept delivery of flowers, corsages, and balloons for individual students. These deliveries will be kept in the office until the end of the day at which time the student will be given their items. However, balloons and/or glass vases are not allowed on the bus and arrangements must be made for the parents to pick the balloons/glass from school.

## **FREE AND REDUCED MEALS**

In order to receive free or reduced meals, each student will need an approved application on file. Applications for free and reduced meals are available in the primary and elementary front offices as well as online at [elkinsdistrict.org](http://elkinsdistrict.org).

## **INCLEMENT WEATHER (SNOW DAYS/SCHOOL CANCELLATIONS)**

The School Messenger System, local radio and television stations will make announcements regarding the closing of school for inclement weather. School may occasionally close early if bad weather develops during the day. Days that are missed due to weather are added to the school calendar.

We ask that you NOT call the school numbers to inquire about closings or cancellations as this tie up the school phone lines in the event an emergency call should need to be placed. Please be considerate of school personnel and not contact them at their home number to inquire about school closings/cancellations.

### **Inclement Weather Stations**

We ask that you listen to the following stations listed below for closings or cancellations:

- |                     |                      |
|---------------------|----------------------|
| ▪ KFSM - Channel 5  | KARK – Channel 4     |
| ▪ KHOG - Channel 29 | KNWA – Channel 24/51 |
| ▪ KEZA 107.9        | KIX – 103.9          |
| ▪ KOFC – 1250       | KATV – Channel 7     |

## **LOITERING**

It is not acceptable for any person to loiter on or near public or private school grounds. Visitors must check in through the office and have permission from the principal's office to be on the grounds or inside the building.

## **LOST AND FOUND**

All articles found are to be placed in the lost and found box. Please check the box when you lose something. Many articles are not claimed. Articles not claimed at the end of each semester will be donated to charitable organizations.

## **LUNCH/BREAKFAST**

Students are to enter and leave the lunchroom in an orderly manner. After eating, students are to carry their trays to the proper place and dispose of uneaten food. Milk cartons, napkins, etc., are also to be disposed of in the proper container. Please help to keep the lunchroom neat and clean, as it is essential to a pleasant dining atmosphere.

Lunch money is to be paid to the classroom teacher. The teacher then sends the money to the cafeteria. Students may bring their lunch, but they will be required to eat in the cafeteria. Lunch for the 2022-23 school year will be:

K-5: \$3.25  
6-12: \$3.50

Breakfast cost will be: \$1.50

### **Meal Modifications**

The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a medical statement completed by a State licensed healthcare professional, which includes:

- Physicians, including those licensed by:
- The Arkansas State Medical Board;
- The Arkansas State Board of Chiropractic Examiners (Chiropractors);
- The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists.

The medical statement should include:

1. A description of the student's disability that is sufficient to understand how the disability restricts the student's diet;
2. An explanation of what must be done to accommodate the disability, which may include:
  - a. Food(s) to avoid or restrict;
  - b. Food(s) to substitute;
  - c. Caloric modifications; or
  - d. The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Director of Child Nutrition<sup>1</sup> shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District's 504 Coordinator<sup>3</sup>, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

### **Food Service Repayment**

Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:

- Submitting cash or check payment to Elkins School District to be turned into the food service department in each building;
- Depositing funds through the District's online service, EZSchoolPay website <http://www.ezschoolpay.com>, which includes a service fee;

Students must have payment in hand or enough money in the student's prepaid account to purchase a la carte food items. Students will not be allowed to purchase a la carte items once their balance drops below zero.

A student's parents/guardians will be contacted by authorized District personnel regarding a student's prepaid account balance when the account drops below zero and becomes a negative balance. If payment is not received or a plan made with the Food Service Director before the amount reaches negative fifteen dollars (\$15.00), the student will receive an alternate meal until the negative balance is less than negative fifteen dollars (\$15.00) or the account has a positive balance.

After May 1st, there will be no meal charges. All meals, a la carte, or other food and beverage items may only be

purchased with payment at the register or prepaid accounts with a positive balance to cover the food items. After May 1st, if a student's account has a negative balance, the student will receive an alternate meal until the account is no longer negative. A student's report card will be held or a senior will not be allowed to walk at graduation until the student's account balance is zero or a positive balance.

The alternative meals provided to students are available as a sack lunch or meal substitution. Students who have submitted proper documentation to receive a meal modification in accordance with Policy 4.50—SCHOOL MEAL MODIFICATIONS shall receive the same type of modification for an alternative meal.

## **NATIONAL ANTHEM**

Each school in the District shall broadcast The Star-Spangled Banner at:

- The commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the broadcast of The Star-Spangled Banner may be performed at only one (1) of the events; and
- At least one (1) time each week during school hours.

The broadcast of The Star-Spangled Banner shall be selected from any recording that adheres to the Division of Elementary and Secondary Education (DESE) Rules, or, when appropriate, performed from original sheet music that adheres to DESE rules by:

- A school-sanctioned band program;
- A school-sanctioned chorale program, vocal group, or vocalist; or
- The attendees of a school-sanctioned event led by a vocalist selected by the principal of the school hosting the school-sanctioned event.

Students shall not be compelled to participate in the performance of The Star-Spangled Banner, but students who choose not to participate in the performance of The Star-Spangled Banner shall not disrupt those students choosing to participate in the performance of The Star-Spangled Banner. Students choosing not to participate in the performance of The Star-Spangled Banner who do not disrupt the participation of performance of The Star-Spangled Banner shall not be subject to any comments, retaliation, or disciplinary action.

## **PLEDGE OF ALLIANCE AND MOMENT OF SILENCE**

The Pledge of Allegiance shall be recited:

1. During the first class period of each school day;
2. At the commencement of each school-sanctioned after-school assembly; and
3. At the commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the Pledge may be recited at only one (1) of the school-sanctioned sporting events.

Students choosing to participate in the recitation of the Pledge shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall either stand or sit quietly while the other students recite the Pledge.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge who do not disrupt those students who choose to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

Following the recitation of the Pledge, there shall be an observance of one (1) minute of silence. During the one (1) minute of silence, each student may reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract another student. Students who do not disrupt the one (1) minute of silence shall not be subject to any comments, retaliation, or disciplinary action.

## **SCHOOL INSURANCE**

All students are covered under a limited accidental insurance policy. However, this is a secondary insurance policy that pays only after the primary insurance policy has paid. Claims on the school policy are strictly limited. All students participating in athletics should have primary accident insurance with a company selected by their parents. The Elkins School Board reserves the right to require accident insurance on all students that participate in athletics.

## **SEARCH AND 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 of the same sex present.

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse.

In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

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

## **SPORTSMANSHIP CODE**

Good sportsmanship reflects the quality of the Elkins student body, the school program, and the community as a whole. Therefore, all participants and spectators are asked to adhere to the Elkins Public Schools Sportsmanship Code:

- Accept all decisions of officials without questions.

- Do unto others, as we would have others do unto us.
- Should not hiss or boo.
- Never utter abusive remarks from the sidelines.
- Applaud opponents who make good plays.
- Seek to win by fair and lawful means, according to the rules.
- Try to win without boasting, and lose without excuses.
- Ask every player and fan to live up to this code.

### **STAYING INSIDE**

Students must have a dated and signed note from their parents to stay inside during recess. The note is to state the reason such as illness or a doctor's note with orders. A doctor's note is required for students who are required to stay inside for extended periods of time.

### **STUDENT BRINGING MONEY TO SCHOOL**

When it is necessary to send money to school, please send correct change, a check if possible. **All money must be sent in an envelope with the child's name, name of their teacher and the reason for sending the money.** If a check is sent to include more than one child, please indicate this information on the envelope. Because different monies go into different accounts and change is not readily available, we require separate monies for each activity (i.e. lunch/ breakfast account, book orders, etc.)

### **STUDENT ORGANIZATIONS/EQUAL ACCESS**

Non-Curriculum-related 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. 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. The meeting must have a leader present during all meeting times or events and should be pre-approved by the building administrator.

### **STUDENT VISITORS**

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

Parents are welcome to visit the school, but must check in with the office. Parents/visitors wishing to make prolonged visits to the classrooms are asked to make appointments through the building principal.

### **TELEPHONE (OFFICE PHONE)**

The office telephone is a business phone and will not be used by students except for illness. Please inform your child before they leave home if they are to go to a different place after school and where they are to go when school is dismissed early.

Except in emergencies, students or teachers will not be called out of the classroom to answer telephone calls. Phone calls will only be taken from parents/guardians for students.

### **TEXTBOOKS AND EQUIPMENT**

- Be sure your name is written in the book.
- Take proper care of the books at all times.
- Do not mark in the book and report all damages to the teacher immediately.

- Students are responsible for the textbooks once they have been assigned to them and will be responsible for them. If a textbook is lost, damaged or stolen the replacement cost of the textbook will be charged.
- Students will be issued a classroom copy of the textbook until the lost/damaged/stolen textbook has been paid for.

## **SECTION 8 - TECHNOLOGY**

### **BYOD – BRING YOUR OWN DEVICE**

Availability of Access: Access to the Elkins School District wireless network, whether with school provided or personal devices, is filtered in compliance with the Children’s Internet Protection Act (CIPA).

Access to the district's wireless network, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with the Computer Use Agreement and the Acceptable Use Policy Use must:

- Comply with the district’s Acceptable Use Policy and the Computer Network Use Agreement
- Impose no tangible cost to the district
- Not unduly burden the district's computer or network resources
- Have no adverse effect on an employee's job performance or on a student's academic performance
- Not cause a substantial disruption to the educational environment and as long as the device:
- Has an updated web browser
- Current antivirus software
- Supported, up to date operating system

Access to the district’s electronic communications system is a privilege, not a right. No student will be granted ESDCN access until a computer-use agreement, signed by both the student and the parent or legal guardian, is on file. The use of the wireless network also allows Technology Department staff to conduct investigations regarding inappropriate Internet use at any time, by an administrator or teacher request. Violations of law may result in criminal prosecution as well as disciplinary action by the district.

#### **Guidelines for use:**

- Use of personal devices during the school day is at the discretion of teachers and staff
- Students must use devices as directed by their teacher
- The primary purpose of the use of personal devices at school is educational
- The use of personal devices falls under the Elkins School District Acceptable Use Policy found in the student handbook.
- Students may not use any device to record, transmit or post photos or video of a person without their knowledge and consent
- Images, video, and audio files recorded at school may not be transmitted or posted at any time without the expressed permission of a district faculty member.
- The student is responsible for keeping his or her device in their possession or securing it at all times.

#### **Software:**

- School owned software cannot be installed on personal devices
- Personal devices must have up to date antivirus software installed
- Personal devices must have up to date antivirus software installed

#### **Printing:**

Printing from personal devices is not allowed. Users can use a school owned computer if printing is necessary for educational purposes.

#### **School Liability:**

Students bring their devices to use at Elkins School District at their own risk. The protection and upkeep of their devices is their responsibility.

Elkins School District is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

## **CHROMEBOOKS**

All K-6<sup>th</sup> grade students are assigned a Chromebook for use at school during the school day or when Digital Learning is in place. 7<sup>th</sup> – 12<sup>th</sup> grade students will check out a Chromebook for use at school and at home for the school year. Students are expected to:

- a. treat their device with care and respect; and
- b. bring their Chromebooks to school for onsite lessons.

Students are to return the district Chromebook in good working condition at the end of the school year or when the child leaves Elkins School District.

Chromebook Fee: Students in Grades 7-12

All students in grades 7-12 are required to pay a \$20 mobile device fee annually. Students in middle school will use the same device in both 7<sup>th</sup> and 8<sup>th</sup> grade. Students in 9<sup>th</sup> grade are assigned a new Chromebook at the beginning of the year. The student will receive the same device each year until graduation. Students are responsible for protecting the Chromebook from loss or damage, but if an accident or loss does occur the costs associated with the incident are outlined below.

First incident – Annual Basis:

- No fee for the first incident of accidental damage to the Chromebook or if the device is lost or stolen. The office should be notified immediately so the district can disable the lost or stolen device. Devices reported as stolen outside of school require an official police report to the school administration.
- Full price of repair or replacement for in intentionally damaged device. Full price is approximately \$250. Parent/guardian will be notified.
- Replacement price is charged for lost, stolen or damaged AC adapter. A replacement power adapter will not be issued until the \$25 fee is paid.

Second and subsequent incidents on an Annual basis:

- The student will be required to pay for the repair for each subsequent incident during the school year. The technology department repairs most issues in house, so the student will be charged for the cost of the replacement part.
  - Broken Screen –\$40
  - Keyboard –\$42
- Full price of repair or replacement for in intentionally damaged device. Full price is approximately \$250. Parent/guardian will be notified.
- Full price for lost or stolen device. The office should be notified immediately so the district can disable the lost or stolen device. Devices reported as stolen outside of school require an official police report to the school administration.

Chromebook Damages: Students in Grades K-6

Students are responsible for protecting the Chromebook from loss or damage, but if an accident or loss does occur the costs associated with the incident are outlined below. The technology department handles repairs, the estimated cost of the part is shown.

- Broken Screen – \$40
- Keyboard – \$42
- Replacement - approximately \$250
- Power Adapter - \$25

## **ELKINS SCHOOL DISTRICT COMPUTER NETWORK (ESDCN)**

**Acceptable use:** The Elkins School District (ESD) makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted ESDCN access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian, is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

**CIPA:** The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. To the extent practical, steps will be taken to promote the safety and security of users of the ESDCN when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. In an effort to help protect student welfare when they navigate the Internet, ESD will provide age-appropriate training for students who use ESD Internet facilities. The training provided will be designed to promote ESD's commitment to:

The standards and acceptable use of Internet services as set forth in the Internet Use Agreement;

Student safety with regard to:

Safety on the Internet

Appropriate behavior while online, on social networking sites, and in chat rooms; and Cyberbullying awareness and response.

Compliance with the Erate requirements of CIPA.

**Privileges:** The student's use of ESDCN is a privilege conditioned on the student's abiding to this agreement. Each student who receives an account will take part in a discussion with an ESD faculty member pertaining to the proper use of the network. Any user who violates the ESD Electronic Device and Internet Use Agreement will be subject to loss of privileges and/or possible consequences as designated in the Agreement.

**Network Etiquette (Netiquette):** You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following: Be polite, use appropriate language, do not reveal your (or others) full name, personal address, or phone number, use the network in a manner that does not disrupt the use of the network by others, assume that all communications and information accessible via the network are private property, note that electronic mail (email) is **not** private.

**Warranties:** The Elkins School District makes no warranties of any kind, whether express or implied, for the service it is providing. ESD will not be responsible for any damage you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the ESDCN is at your own risk. The ESD specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.

**Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel that you can identify a security problem on the ESDCN, you must notify a system administrator either in person or by email. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to login to the system as any other user may result in cancellation of user privileges.

**Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy data of another user, the ESDCN, APSCN or eSchool. This includes, but is not limited to, the uploading or creation of computer viruses. Any attempt to disable or bypass network security measures may result in criminal charges being filed. Violators may also be held accountable for any expenses incurred for repair and/or replacement of network hardware, computers, or services.

**Privacy:** Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, and that monitoring of student computer use is continuous. (i.e. Email, voice, and video transmissions, Internet access)

## **PERSONAL MUSIC DEVICES, CAMERAS, LASER POINTERS, AND ELECTRONIC GAMES**

No cameras, laser pointers, or electronic games will be permitted on campus without approval of the principal's office. Students will not be permitted to use these items in the classrooms during class time or in the lunchroom during lunch period. These items will be confiscated and a detention may be issued. Personal music devices, such as MP3 players, iPods, and CD players, will be permitted at the teacher's discretion.

## **PUBLICATIONS, VIDEO, WEBSITE CONSENT AND RELEASE AGREEMENT**

Publications, video, and website material has become an integral part of education to engage our students in college and career readiness programs. Student names, pictures, art, written work, voice or verbal statements, or images (video or still) may appear in the school publicly, district publications, videos or on the district/school website. Elkins School District agrees these items and/or articles shall only be used for public relations, public information, school or district promotion, publicity, and/or instruction. If a student wishes to not participate in school publications, the parent/guardian must notify the building principal in writing, which will exclude the student from the school yearbook, school newspapers, school website, athletic videos, or any other school related publication or promotion. The written notification must be filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

## **VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING**

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, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

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

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 5 days after they were created.

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

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

## SECTION 9 - TRANSPORTATION

### **TRANSPORTATION**

The Elkins School District shall provide the best transportation program possible for the greatest number of students and maintains that this transportation should be regarded a privilege and not a right. Only those students residing in the school district or those who have transferred into the district and a bus that goes through or by their bus stop are eligible for bus transportation.

All students will be assigned a seat on the bus in which to sit, beginning with Primary students in the first rows, followed by Elementary, Middle School and High School in that order. The first couple of rows on the bus may be used to assign seats to students requiring close supervision from any school.

The driver of a school bus is charged with the responsibility of maintaining order on the bus and also has the authority to temporarily suspend a student from riding the bus in case of misconduct.

Any student who needs to ride a different bus other than their own for any specific reason or a student that does not ride a bus regularly must have a written note signed by his/her guardian and appropriate school official before he/she will be allowed to ride a bus other than their regular bus. Students will not be let off the bus at any place other than their regular stop without a note.

All students will be expected to follow all transportation rules and guidelines while riding. Any infraction of the rules or guidelines will be reported to the appropriate building principal. Then parents will be notified when their child misbehaves by a "Bus Conduct Form". A student who becomes a serious discipline problem on the bus will have his/her bus privileges suspended.

In such cases, the parents of the students involved shall become responsible for seeing that their children get to and from school.

#### **General Rules for Riding the School Bus**

- Be at your bus stop five minutes prior to your estimated pickup time and stand a safe distance from the road.
- The school bus is an extension of the classroom and all classroom rules of conduct apply.
- Do not play on the roadways while waiting for the bus.
- Wait until the bus stops and the driver signals it is safe to approach or cross in front of the bus.
- Always cross the road in front of the bus where the driver can see you. Never cross the road behind the bus.
- Wait until the bus leaves the area before you cross the road to check the mail.
- If you miss the bus, do not hitchhike to school.
- Enter and leave the bus quickly and orderly.
- No weapons such as knives, guns, razor blades or any type of ammunitions will be allowed on the bus.
- No drugs, alcohol, or tobacco products will be allowed on the bus.
- No matches, lighters, or other flammable materials will be allowed on the bus.
- Students may not bring on the bus: balloons, glass, live/dead animals, water guns, rubber bands, or any homemade shooting devices, or any object too large to hold in their lap or put under the seat.
- Skate boards and laser lights will not be allowed on the bus and will be confiscated.
- Cell phones, Pagers, iPods or any other electronic devices will not be allowed on the bus.
- While riding the bus:
  1. All students are to follow the directions of the bus driver at all times.
  2. Respect your driver. Act 814 of 1997 makes it unlawful for any person or persons to threaten, curse, or use abusive language to a school bus driver in the presence of students in this state.
  3. Respect the rights of other riders – No bullying or sexual harassment will be allowed.
  4. Find your assigned seat and remain seated and facing forward at all times.
  5. Keep bus aisle and rear door clear of books, bags, feet, legs, etc. at all times.
  6. Speak softly, no loud or distracting noises are allowed.
  7. No food, drinks, candy, gum or suckers will be out or consumed on the bus.
  8. Do not hang hands, arms, or head out the windows or doors at any time.
  9. Do not throw objects or spit on other students in the bus or out the windows of the bus.
  10. Do not tamper with emergency windows, doors, and other safety equipment on the bus.
  11. No vandalism to school or personal property is allowed. Act 36 of 1987 makes the parents of a minor child responsible for reimbursing the school for any damages caused by the minor child up to \$5000.00.
  12. Bus drivers will not let students in grades K-3 off the bus unless there is a parent/guardian present. This is

according to state law.

\*Students will not be allowed to get off of the bus once they are on it until they get to their designated stop. Therefore, students cannot get on at the primary/elementary buildings and get off of the bus at the middle school, gym, football field or high school.

### **TRANSPORTATION DISCIPLINARY PROCEDURES**

Discipline problems on the bus will be reported to and handled by the Principals of the appropriate buildings.

**First Offense**..... Warning - Building Principal will meet with the student and notify parents of the problem by phone and/or in writing.

**Second Offense**..... 3-5 days - Student will be denied transportation privileges from three to five days and will meet with the Building Principal. Parents will be notified by phone or in person.

**Third Offense**..... Student will be denied transportation privileges for the remainder of the school semester and will meet with the Building Principal. Parents will be notified by phone or in person.

\*For offenses determined severe in nature, the District has the right to surpass the First and Second Disciplinary Procedure and immediately deny a student bus privileges due to the severity of the act.

### **Bus Video Surveillance**

The Elkins School District may utilize video surveillance to monitor student behavior on buses. Please refer to Elkins School District policy concerning " Video Surveillance".

## Elkins School District Student Handbook Acknowledgement

Parent or Guardians:

The Elkins School District, in compliance with state guidelines, assures that students and parents/guardians will be given a copy of school board disciplinary policies. These policies include prohibited conduct and the possible penalties as stated in the Elkins Primary and Elementary School Handbook. A statement acknowledging the receipt of the Elkins School District Student Discipline Policies is required.

This signed statement will be on file at the Elkins Primary or Elementary School. The students and parents/guardians are requested to sign and date this sheet in the appropriate spaces, and return it to the Elkins Primary or Elementary School within ten (10) days. You are urged to call the school at the Primary Building 479-643-3380 or the Elementary Building 479-643-3382 if you have any questions.

Students and parents shall acknowledge receipt of discipline policies, the parental involvement plan, and the parent engagement plan summary by a signed statement. The parent engagement plan can be found at: [https://www.elkinsdistrict.org/32148\\_2](https://www.elkinsdistrict.org/32148_2)

As the below named, we hereby acknowledge having received the Elkins School District Student Handbook and the included discipline and other policies and procedures contained.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Print): \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Grade

\_\_\_\_\_

**Please return this page signed and dated within 10 days.**

## Student Electronic Device and Internet Usage Agreement

(This form can also be signed electronically online on the district website.)

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

School: \_\_\_\_\_ . Date: \_\_\_\_\_

The Elkins School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement and the Elkins School District Acceptable Use Policy. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement. Devices may be denied access to the network at the discretion of the Technology Department.
2. **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal laws and regulations and any State laws and rules. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. **CIPA:** The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. In an effort to help protect student welfare when they navigate the Internet, ESD will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response
4. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
5. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
  - a. Using the Internet for other than educational purposes;
  - b. Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
  - c. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - d. Making unauthorized copies of computer software;
  - e. Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
  - f. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - g. Posting anonymous messages on the system;
  - h. Using encryption software;
  - i. Wasteful use of limited resources provided by the school including paper;
  - j. Causing congestion of the network through lengthy downloads of files;
  - k. Vandalizing data of another user;
  - l. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - m. Gaining or attempting to gain unauthorized access to resources or files;
  - n. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
  - o. Invading the privacy of individuals;
  - p. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.

- q. Using the network for financial or commercial gain without district permission;
  - r. Theft or vandalism of data, equipment, or intellectual property;
  - s. Attempting to gain access or gaining access to student records, grades, or files;
  - t. Introducing a virus to, or otherwise improperly tampering with the system;
  - u. Degrading or disrupting equipment or system performance;
  - v. Creating a web page or associating a web page with the school or school district without proper authorization;
  - w. Providing access to the District's Internet Access to unauthorized individuals;
  - x. Failing to obey school or classroom Internet use rules;
  - y. Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools; or
  - z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.
6. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.
7. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.
8. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matters which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.
9. Student Laptop/Chromebook Expectations:
- a. Students in K-6 grade are assigned a Chromebook for use during the school day. Students in grades 7th - 12th will check out a laptop or Chromebook for use at school and at home for the school year. Students are expected to treat their device with care and respect.
  - b. I agree to return the district laptop or Chromebook in good working condition at the end of the school year or when my child leaves Elkins School District.
10. Parent Laptop/Chromebook Expectations:
- a. Remember that while the school provides Internet content filtering parents should monitor laptop or Chromebook usage at home.
  - b. I will take full responsibility for any damage that occurs to the device while it is in my child's possession. Review the computer and Internet use policy with your student. Students and parents are responsible for any harmful or illegal content on the laptop or Chromebook.
  - c. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
  - d. I give my permission to allow my child to check out a laptop or Chromebook for the current school year.
11. Signatures: We, the persons who have signed below, acknowledge receipt of this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4.35F6—**STRESS AND EMERGENCY DOSE MEDICATION ADMINISTRATION CONSENT FORM**

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

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from adrenal insufficiency. The IHP authorizes the school nurse to administer a stress or emergency dose medication to my child in an emergency situation.

Date of physician's order \_\_\_\_\_

Circumstances under which the stress or emergency dose medication may be administered

\_\_\_\_\_  
\_\_\_\_\_

Other instructions \_\_\_\_\_

\_\_\_\_\_

In the absence of the nurse, trained volunteer district personnel may administer a stress dose or emergency dose medication to my child in an emergency situation.

I hereby authorize the school nurse to administer a stress or emergency dose medication to my child, or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer the stress or emergency dose medication to my child in an emergency situation. I will supply the stress or emergency dose medication to the school nurse in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of the stress or emergency dose medication in accordance with this consent form and the IHP.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Date Adopted: 07-19-2021

Last Revised:

**.35F7—STRESS DOSE MEDICATION SELF-ADMINISTRATION CONSENT FORM**

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

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The following must be provided for the student to be eligible to self-administer a stress dose medication. Eligibility is only valid for this school for the current academic year.

- a written statement from a licensed health-care provider who has prescriptive privileges that he/she has prescribed the stress dose medication for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific medications prescribed for the student;
- an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing adrenal insufficiency of the student and for medication use by the student during school hours; and
- A statement from the prescribing health-care provider that the student:
  - o Possesses the skill and responsibility necessary to use and administer the stress dose medication; and
  - o Has been instructed on the details of his or her medical condition and the events that may lead to an adrenal crisis.

If the school nurse is available, the student shall demonstrate his/her skill level in administering the stress dose medication to the nurse.

Stress dose medication for a student's self-administration shall be supplied by the student's parent or guardian and be in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who self-carry stress dose medication shall also provide the school nurse with a dose of the stress dose medication to be used in emergency situations.

I understand this form authorizes my student to possess and use the medication included on this form while on school grounds and at school sponsored events but that distribution of the medication included on this form to other students may lead to disciplinary action against my student.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent or legal guardian signature \_\_\_\_\_ Date \_\_\_\_\_