

Glenn Duffy Elementary School

Pre-Kindergarten - Second Grade

**STUDENT HANDBOOK AND
STUDENT-RELATED DISTRICT POLICIES**



**Home of the Lions
2011-2012**

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Gravette Public Schools 2011-2012 Calendar

June 1-Aug. 3, 2011 Two Professional Learning Days are to be obtained by each certified staff member which may be used as flex days.

August

4, 5, 8, 9, 10, 11, 12 Professional Learning Days
15 School Starts

September

5 No School: Labor Day Holiday
20 Parent/Teacher Conferences

October

14 End of 1st Quarter, 43 days

November

23-25 No School: Thanksgiving Holiday

December

20 End of 2nd Quarter (1st Semester) 44 days
21-Jan. 2 No School: Christmas Holiday

January

3 Professional Learning FLEX Day
4 School Resumes
16 No School: Martin Luther King Day

March

9 End of 3rd Quarter, 47 days
19-23 No School: Spring Break (unless needed for snow days)
29 Parent/Teacher Conferences 4 to 7 p.m.
30 Parent/Teacher Conferences 8 a.m. to 12 p.m. (No School)

April

6 No School: Easter Holiday (Flex Day for Professional Learning or Snow Day)

May

25 Last Day of School, End of 4th Quarter (2nd Semester) 44 days
29 Professional Learning Day for ACSIP (or day after last student day)

This calendar has 5 snow days built in as required. Snow days will be April 6, May 22, 23, 24, and 25. If they are not used the last day of school will be May 21. If April 6 is used as a snow day that Flex PL Day will be added to the end of the calendar.

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STUDENT HANDBOOK TOPICS

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SCHOOL INFORMATION AND ATTENDANCE

Welcome to Glenn Duffy Elementary

Partnering with parents and the community, Glenn Duffy Elementary offers a diverse learning environment which fosters mutual respect and encourages students to achieve their utmost potential.

LETTER FROM THE PRINCIPAL

Dear Parents and Guardians,

On behalf of the faculty and staff of Glenn Duffy Elementary, I welcome and encourage you to take an active role in your child's education. It is my belief that every child is special and deserves the very best. Please join us as we work to make this year a successful and rewarding educational experience.

We are using this handbook as a way of communicating between home and school. There are two sections in the handbook. Included in the first section are descriptions of policies, procedures, regulations, or services specifically related to Glenn Duffy Elementary. You will find student-related district policies in the second section of the handbook. Please read and discuss the handbook with your children and keep it readily available throughout the year. If you have any questions concerning the handbook, please contact the school for assistance.

We look forward to working with you and your children. We anticipate another terrific school year at Glenn Duffy Elementary School, where children Believe and Achieve.

Sincerely,
Zane Vanderpool
Principal

INTRODUCTION

The school is a community and the rules and regulations of a school are the laws of the community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the right of citizenship is to respect the laws of the community.

The Constitution of the United States, through the Bill of Rights and subsequent amendments, give all persons certain rights and the Supreme Court has declared that students do not shed those constitutional rights by walking through a school door. The

state legislature gives school boards rule making authority regarding student behavior, but such authority is balanced by the Constitution and the courts.

Responsibilities are not so clearly spelled out by law. While an individual does have a right to pursue his or her own self-fulfillment, those rights terminate at the point where they impinge upon the rights of others.

SCHOOL HOURS

School hours are 8:00 a.m. until 3:00 p.m. Children should **NOT** arrive earlier than 7:30 a.m. or remain on the campus later than 3:00 p.m. unless they are participating in a supervised activity. **SCHOOL DOORS WILL NOT OPEN UNTIL 7:30 a.m. EACH SCHOOL DAY.** Supervision **WILL NOT** be provided for students who arrive before 7:30 a.m. or remain later than 3:00 p.m. These procedures are designed for the safety and well-being of your children.

ON TIME AND EARLY PICK-UP

Students will be expected to be on time every day. Unless a student has a scheduled doctor's appointment or family emergency, they should not be picked-up early or arrive late. Excessive unexcused tardies due to late arrival or early pick-up may be counted as an unexcused absence.

ACADEMICS

PUBLIC SCHOOL ASSESSMENTS AND REMEDIATION

All students must participate in appropriate benchmark, and norm-referenced tests as established by the state board of education. Each student identified as not meeting the satisfactory pass levels in the immediate previously administered assessment shall participate in his or her remediation activities as required in his or her individualized academic improvement plan beginning in the school year the assessment results are reported.

GRADES

The evaluation of student performance serves to give parents/guardians, students, and teachers information to help foster academic improvement. Student grades should reflect how well the student has achieved the educational objectives for the grade level.

The grading scale for Glenn Duffy Elementary will be:

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

HOMEWORK

Homework is important for academic success. Your child will probably have some type of homework every night. If no homework is assigned, please encourage them to read and practice their math facts. Make sure your child has an opportunity to complete and discuss homework assignments with you. Also, please check your child's homework

folder every night for information concerning your child's progress at school or for notes sent by the teacher.

BEHAVIOR EXPECTATIONS AND DISCIPLINE

WHO IS RESPONSIBLE FOR STUDENT CONDUCT?

Freedom is a constitutional right, but it does not mean the absence of reasonable rules and regulations, which serve to guide the actions of individuals. Along with freedom comes responsibility to act in such a manner as to ensure that all participants may enjoy the same freedom. To obtain the greatest possible benefit to the students, teachers, administrators, parents, board of education and the entire community, it is essential that all work together to ensure that all persons are treated equally and with dignity in respect to their responsibilities.

STUDENTS

Students have the responsibility to pursue their education in the Gravette School District in a manner that shows respect for other students, faculty, parents and other citizens. Students should be aware that they have a responsibility to cooperate with and assist the school staff in the orderly and efficient conduct of the schools by abiding by rules and regulations established by the board of education and the school of attendance. Each student is responsible for his/her own conduct at all times.

PARENTS OR GUARDIANS

Parents or guardians are responsible for exercising the required controls so that their children's behavior at school will be conducive to their own progress and not disruptive to the school's education program. They are responsible for alerting school personnel when they have reason to believe that their children are experiencing difficulties at school or at home, and that by actively soliciting the help of the school, behavior standards may be maintained.

TEACHERS

All teachers are responsible for the supervision of all the students in the school. This includes not only the students who are regularly assigned to the teacher, but also all other students with whom the teacher comes in contact. Each teacher is expected to maintain the kind of atmosphere and decorum, which will promote the learning process, and to utilize sound techniques, which seem appropriate. These techniques include conferences with students and parents, referral to counselors at school, or referral to other supportive service personnel in the district. When the teacher is unable to assist the student in maintaining proper control of his behavior, the student is to be referred to the appropriate administrator in the school. The principal is authorized to administer corporal punishment according to guidelines established by district policy.

PRINCIPALS

The principal in each school is expected to disseminate to all students at the beginning of the school year, and to each new student upon registration, the rules and regulations currently in effect for that school. In developing rules and regulations the principal is expected to involve representatives of the teaching staff, the student body and the patrons of the school. The principal of each school is responsible for conducting continued in-service education for all personnel on a regular basis to interpret and implement established policies. Each principal, or the principal's designee, is authorized to assign students to detention, to work detail, to probation status, and to suspend or to recommend the expulsion of students. The principal is expected to inform the parents or guardians of any student whose behavior is in serious conflict with established laws, rules and procedures.

SUPERINTENDENT

The superintendent is responsible for exercising leadership in establishing all necessary procedures, rules and regulations so that the board of education policies relating to standards of student behavior are effectively enforced.

BOARD OF EDUCATION

The Board of Education of the Gravette School District, acting through the Superintendent, holds all school employees responsible for the supervision of the behavior of students while legally under the supervision of the school. The board expects all employees to be concerned with student behavior and when and where unacceptable behavior occurs, to take appropriate action.

DEFINITIONS

Expulsion: Prohibition of a student from entering the school or school grounds (except prearranged conference with an administrator) until the end of the semester, the end of the current school year, or permanently, depending upon the severity of the offense, with loss of academic credit. This action will be taken by the board of education.

Suspension: Prohibition of a student from entering the school or school grounds (except prearranged conference with an administrator) for a period of time set by the principal of the school or superintendent. Suspensions normally will not be longer than ten (10) school days including the day on which the offense occurred unless it is deemed a long-term suspension, which must be determined by the board of education only. Suspension does not carry with it loss of credit for the semester; however make-up work may not be allowed.

In-School Suspension or Detention Study Hall: Supervised study conducted before, during or after regular school hours.

Insubordination: Resistance to authority, disobedience, unruly behavior.

Reasonable Force: The minimum amount of force necessary to stop or restrain a student from conducting himself in an inappropriate manner or in a manner which could cause physical injury to an individual.

Parent: The term parents will include every parent, guardian or person in parental relation having control or charge of any student in attendance in the schools of the district.

Reasonable Suspicion: Reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating either the law or school rules.

Probation: School personnel may suspend punishment for a rule violation, and notify the parents and students in writing at the parent conference that the student must obey the rules for the remainder of the year under penalty of recommendation for expulsion.

Corporal Punishment: Corporal punishment as used in the school refers to paddling a student for breaking a school rule. Paddling is permitted in kindergarten and in grades 1-8.

Harassment: Pestering; bullying; tormenting; To trouble by repeated attacks.

Extracurricular Activities: Any school sponsored program where students from two or more schools are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition.

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

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

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

INFORMATION ON RIGHTS AND RESPONSIBILITIES

The Gravette School District recognizes that all students have certain rights and responsibilities, and that these rights and responsibilities should be exercised within the framework of upholding the individual dignity of both students and other members of the education community.

APPEARANCE AND DRESS CODE

Students are expected to dress in a neat and orderly fashion.

The following will not be permitted:

Halter-tops

Bare midriffs

Hats in the building

See-through shirts/blouses

Bare feet

Unbuttoned shirts/blouses

Strapless blouses/tank-tops/muscle shirts

Clothing with undesirable lettering or decoration

Emblems, badges, insignias, inappropriate coloring of hair, body piercing, and attire not specifically identified above which causes disruption in the educational process.

Shorts may only be worn from the first day of school until October 15th and after spring break until the last day of school.

Because of safety reasons, rolling backpacks are not allowed. Backpacks must be properly worn when in the hallways.

Students will be required to change into appropriate apparel before readmission to class.

BUILDING RULES

1. Mind the adult in charge.
2. Everybody's mess is everybody's mess.
3. Hands and words are not for hurting.

CAFETERIA RULES

Our primary concern is that each child has the appropriate length of time to eat a complete meal. They are asked to visit quietly while eating. Students whose talking interferes with eating will be asked to sit in an alternate location. They are to refrain from talking when entering and leaving the cafeteria.

HALLWAY RULES

Students are expected to walk quietly on the third square of the right hand side of the hallway.

PLAYGROUND RULES

1. Always remain seated while sliding
2. Do not walk in front of or behind swings while in motion
3. Do not throw objects
4. Fighting is not allowed. This includes wrestling and "play" fights.
5. "Name-calling" and profanity are prohibited.
6. Toys and trading cards are not to be brought from home.
7. Students should NOT play on the playground when school is closed.

NEGATIVE BEHAVIOR CONSEQUENCES

Faculty and staff are encouraged to reward appropriate student behavior. Often, it is necessary to use negative consequences for inappropriate behavior. Major or repetitive inappropriate behavior will result in a range of consequences from a minimum reprimand to a maximum of recommendation for expulsion or notification of law enforcement agencies.

First infraction: Warning/reprimand

Second infraction: Detention and parental notification

Third infraction: Suspension for one (1) day
Fourth infraction: Suspension for three (3) days

BEHAVIORS NOT COVERED IN THE HANDBOOK

The handbook cannot cover all rule violations that a student may violate during the school year. Anything not covered in the handbook will be handled by an administrative response. Administrative responses to violations of rules may range from a warning to recommendation for expulsion or notification of appropriate law enforcement agencies. School officials are required to notify law enforcement agencies under certain conditions and every effort will be made to contact parents according to Arkansas Code Annotated 6-18-513.

DUE PROCESS

Every student is entitled to due process in every instance of disciplinary action for which a student may be subjected to penalties of suspension or expulsion.

NON-DISCRIMINATION

The Gravette School District is an equal employment opportunity agency dedicated to a policy of non-discrimination in relation to age, race, creed, color, sex, religion, national origin, handicap, socioeconomic status, or marital status. This policy will prevail in all matters concerning employees, students, patrons and educational programs and services.

In keeping with the requirements of federal laws, state law, and applicable court order, the district will strive to remove any vestige of discrimination in the employment, assignment, and promotion of personnel; in educational opportunities and services offered to students, in student discipline; and in location and use of facilities. Further, the district will make special efforts to employ and advance women, minorities, and handicapped persons.

Any student, or parent, who feels aggrieved under the above policy, may secure information concerning filing grievance procedures from the principal of a district school or from the office of the superintendent.

BUS PROCEDURES (TRANSPORTATION)

The Federal Highway Safety Standard#17, entitled "Pupil Transportation Safety" requires that each pupil who is transported in a school vehicle be instructed in safe riding practices.

As the parent or guardian of a transported pupil you can help us in meeting the intent of this standard. The safety of all pupils transported in a school bus is the responsibility shared alike by all parents, guardian, pupil passengers, school bus drivers, teachers and school administrators.

How safe your child's ride is depends to some extent on how well each child behaves on the bus. The driver needs to devote his/her attention to driving and being alert to traffic problems. Most of our discipline problems are caused by horseplay that turns into fights, bothering other children or not respecting their rights, profanity and not obeying the driver. The driver may assign seats if necessary. Students causing discipline problems on the bus will be reported to the principal of the school they attend. They will be handled as in school behavior problems and school rules and procedures will apply.

IT IS A PRIVILEGE TO RIDE A SCHOOL BUS, NOT A RIGHT.

BUS STOP & BEHAVIOR GUIDELINES

Students must arrive at least 5 minutes before the expected arrival of the bus.

Students must wait off the roadway at least 10 feet.

Students must be outside and visible to the bus driver at the bus stop when the bus arrives.

Students must not approach the bus until it has come to a complete stop and the driver opens the door.

Students that cross the street to board the bus will wait until the bus arrives and stops all traffic to cross the roadway.

Students must watch the bus driver and wait until the bus driver gives a signal for the students to cross the roadway to board the bus.

Students crossing the street at the bus stop must cross 10 ft. in front of the bus as they get on and off the bus.

Students are expected to avoid any horseplay and respect the property of all others while they wait at the bus stop.

Students are expected to observe the same behavior at the bus stop as they are expected on any school campus.

INCLEMENT WEATHER

The Transportation Department sends out letters in the fall to notify the parents which roads, in our judgment, are not safe to travel in inclement weather. Students that live in areas that could be considered hazardous in inclement weather should ask the bus driver about a location for pick up and drop off for such occasions. **ON THESE DAYS THE BUS DRIVERS DETERMINE WHICH ROADS ARE SAFE!**

BUS PROCEDURES

Be at the bus stop at the scheduled time. Stand back ten feet from the bus, stop and wait until the door is opened before moving closer to the bus. Do not wait until the bus stops and then expect the driver to wait for you to come out of the house. Do not play on the highway. If you miss the bus, do not hitchhike to school.

Students are to get off the bus in the afternoon at their regular bus stop. Students who must cross the road after leaving the bus must go to a point on the shoulder of the road ten feet in front of the bus. They are to cross the highway before the bus leaves and only after the driver has signaled them to do so. If student's homes are on the right side of the

road, they should leave the bus and go directly to their driveway so the driver can always see them. **STUDENTS SHOULD NOT STOP AT THE MAILBOX UNTIL THE BUS LEAVES THE AREA.**

Bus related violations will be referred to the principal for disciplinary action. In the event of a serious rules infraction, the Transportation Department Supervisor may suspend the student from riding the bus. This suspension will be referred to the principal for possible further action. If a student has been suspended from a bus, that suspension is in effect for all Gravette School Buses.

BUS RULES

All students must obey the driver's directions promptly and politely.

No eating, drinking or chewing of gum is allowed on the bus.

Students are to stay in their seat and face forward at all times.

Students must keep the bus aisle clear at all times of books, bags, feet, legs or anything which may cause someone to trip.

Students must use proper boarding and departing procedures.

Students may not bring on board balloons, glass, live or dead animals, or any item too large to hold in students lap or fit under the seat in front of the student. (This includes musical instruments.)

Students must keep their hands and head inside the bus at all times.

Students are not to tamper with safety equipment, or use emergency exits unless instructed to do so by authorized personnel.

No loud or distracting noises are allowed, including singing, yelling or screaming.

No vandalism to school or personal property is allowed.

No rude, vulgar, obscene language or obscene actions are allowed.

Students must keep hands, feet, and other objects to themselves at all times.

Students are not allowed to spit or throw objects in or out of the bus.

No horseplay, scuffling, or fighting is allowed.

No ethnic, racial, or derogatory comments towards students or school personnel will be tolerated.

An action by a student that is deemed unsafe is prohibited.

No student may bring any unsafe or potentially hazardous material on the bus.

Students are expected to maintain proper conduct while at designated bus stops.

No prescription medications can be carried on the bus unless prior arrangements are made with the school principal.

PENALTY

First Offense: Parent contact by discipline note or telephone

Second Offense: 1-day bus suspension and parent contact

Third Offense: 3-day bus suspension and parent contact

Fourth Offense: 5-day bus suspension and parent contact

Fifth Offense: 10 day bus suspension and parent contact

Sixth Offense: **BUS SUSPENSION FOR REMAINDER OF SCHOOL YEAR**

SEVERE RULES VIOLATIONS

No possession of drugs, alcohol, tobacco, and/or related materials is allowed.

No possession of weapons, such as guns, knives, razor blades, stun guns, etc. is allowed.

No possession of lighters, fireworks, matches, etc.

No possession of laser lights (pointers) or cameras.

Any act that jeopardizes the safety of students in any way while on the school bus.

PENALTY

First Offense 30-day bus suspension and could result in school discipline action.

Second Offense BUS SUSPENSION FOR THE REMAINDER OF SCHOOL YEAR.

The school district reserves the right to escalate any penalty based on the severity of the act. In addition, any disciplinary violations, which occur on district school buses, are subject to Gravette school district discipline policy. This policy is outlined in the district's student discipline policy.

BUS SUSPENSIONS ARE FROM ALL BUSES

ALL RULES THAT APPLY IN THE CLASSROOM APPLY ON BUSES

HEALTH AND SAFETY

IMMUNIZATIONS

The requirements for entry into school are:

Kindergarten: At least four doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), or Diphtheria/Tetanus (DT pediatric) vaccine; at least three doses of Polio vaccine; two doses of MMR (measles, mumps, and rubella) vaccine; three doses of Hepatitis B vaccine; and two doses of Varicella (chickenpox) vaccine without accepting history of disease in lieu of receiving Varicella vaccine.

Exception: If a student has previously received two doses of measles, one dose of mumps and one dose of rubella before January 1, 2010, the doses will be accepted as compliant to immunization requirements and 2 MMRs are not required._

1st through 12th grade: At least three doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT-pediatric), Tetanus/Diphtheria (Td-adult) or Tetanus/Diphtheria/Acellular Pertussis (Tdap-adult); at least three doses of Polio vaccine; two doses of MMR (measles, mumps, and rubella) vaccine, and an appropriate series of Hepatitis B vaccine. Exception: If a student has previously received two doses of measles, one dose of mumps and one dose of rubella before January 1, 2010, the doses will be accepted as compliant to immunization requirements and 2 MMRs are not required._

7th grade: In addition to the vaccines requirements listed under 1st through 12th grade, one dose of Tdap vaccine if applicable and one or two doses of Varicella (chickenpox) vaccine. A parent/guardian or physician history of disease may be accepted in lieu of receiving Varicella vaccine.

References: Arkansas Code Annotated 20-7-109, 6-18-702, 6-60-501-504, 20-78-206.

Students who transfer from another school, either within the state or from out of state will be conditionally admitted. Only a maximum of thirty (30) calendar days will be given for the student to produce documentation of immunization or be suspended from school. Immunization exemptions are for medical, religious, or philosophical reasons only and must be filed annually with the Arkansas Department of Health.

MEDICAL PROBLEMS

It is important for parents to bring to the school's attention any medical problems or allergies a student may have. The school nurse can meet with the teacher and modify activities or excuse the student from activities if necessary. Please keep your child at home if he/she has a fever. Following an illness, the child must remain fever-free for a twenty-four (24) hour period before returning to class.

NO student will remain inside during recess for more than two (2) days **without written notification from a doctor.**

EMERGENCY NUMBERS

The school must always be informed as to a work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence. If we cannot reach a parent or designated responsible party, the child has to remain at school and go home on the bus even though he/she is ill.

Should there be an emergency and we cannot reach you, the child will be taken to the closest or most appropriate medical facility per 911 call and the doctor on call will be used for emergency treatment. Please remember to notify the school of any change of address or telephone number. **THIS IS VERY IMPORTANT.**

BIRTH CERTIFICATES

The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:

A birth certificate;

A statement by the local registrar or a county recorder certifying the child's date of birth;

An attested baptismal certificate;

A passport;

An affidavit of the date and place of birth by the child's parent or guardian;

United States military identification; or

Previous school records.

PHYSICAL EXAMINATION

Parents of all Pre-K and Kindergarten students shall furnish evidence of a comprehensive and developmental preschool examination. Parents may take the child to their private physician for this examination.

HEAD LICE

In attempt to maintain a lice free environment, the school will have weekly head lice checks by the classroom teacher.

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

School personnel notify: child's parent(s) to pick-up child from school; classroom teacher of child's siblings within the school system.

Parents are instructed in treatment options and given treatment handout.

Parents treat child.

Parent returns child to school and waits until child is checked for effective treatment.

Parents are responsible to follow instructions to properly treat house contents.

ORGANIZATIONS AND ACTIVITIES

SCHOOL ORGANIZATIONS

No state or federal law prohibits organizations at the elementary or secondary level. Students have the right to join an existing club and should not be restricted from membership on the basis of race, sex, national origin, or other arbitrary criteria. School fraternities and secret clubs are banned in Arkansas public schools.

EXTRACURRICULAR ACTIVITIES

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed nine per semester per extracurricular activity (tournaments excepted).

FIELD TRIP TRANSPORTATION

All students should ride the bus to/from all field trips. If a parent is driving and wishes to take their child with them in their personal car, they must sign the child out of school before they leave and accept full responsibility for the child. **NO STUDENT WILL BE ALLOWED TO BE TRANSPORTED BY A NON-CUSTODIAL ADULT.**

TITLE IX

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

PRE-KINDERGARTEN PROGRAM INFORMATION

Welcome to the Glenn Duffy Elementary Pre-Kindergarten Program. The activities in this class are designed to develop your child's self-esteem and to foster positive feelings toward learning. Your child will be given lots of opportunities to explore and discover in the subjects of reading readiness, math, science, art, literature, music, dramatic play, and creative movement. Your child will be working independently or in small informal groups most of the time. Our classes will also participate in whole group activities. Children will be encouraged to make discoveries, solve problems, and think independently.

Pre-k Teacher Expectations

The teacher will expect good behavior from children

The teacher will expect children to try his/her best

The teacher will expect mutual respect among students

The teacher will expect children to be positive toward learning

The teacher will expect parent support

Snacks and Lunch

Breakfast will be served daily in the school cafeteria after 8:05 a.m. Snacks will be offered to your child each afternoon. We will be eating lunch in the school cafeteria daily at 10:45 a.m. Your child will be served a cafeteria lunch tray (including milk) unless you choose to send your child with a lunch from home. Monthly cafeteria menus will be sent home so that you can plan accordingly. If you DO send a lunch from home, you must comply with the USDA standards listed below. *If your child's lunch from home does not include an item from each of the components listed, we are required to provide your child with a cafeteria tray (charged according to free and/or reduced lunch form) in addition to the lunch from home.*

USDA Lunch Guidelines

1 serving milk, *Fluid milk*

2 servings fruit or vegetable, *Juice fruit or vegetable*

1 serving grain or bread, *Bread OR cornbread, biscuit, roll or muffin OR cold dry cereal OR hot cooked cereal OR pasta, noodles or grains*

1 serving meat or meat alternative, *Meat, poultry or fish OR alternate protein product OR cheese OR egg OR cooked dry beans or peas OR nuts and/or seeds OR peanut or other nut/seed butters OR yogurt*

Morning Arrival/Afternoon Dismissal

Our day begins at 7:45 a.m. School transportation is not provided. Parents will be required to park vehicles in parking lots and bring children to classrooms for signing-in between 7:45 and 8:00 a.m. every morning. Students will be considered tardy after 8:00 a.m. Older siblings of elementary/middle school age will not be allowed to escort pre-k children to or from class. Pre-k dismissal will begin at 2:50 p.m. from the EAST front doors near the pre-k classrooms. Parents must park in parking lots and come directly to the classrooms for sign-out. Please be patient with us during dismissal. We want your child to be as safe as possible. If you need to pick up your child early during the day, you MUST check in at the office. PLEASE send your child's teacher a note if your child is going to be picked up by someone different for one particular day or long-term so she'll know who will be here to get your child.

Attendance

The pre-k program will operate from 7:45 a.m. to 2:50 p.m. Monday through Friday in accordance to the approved school calendar. To ensure your child is getting the most benefit out of the program, attendance guidelines are required to be established. The parent or guardian has the responsibility to decide times and reasons a student should not come to school, however it is the school's responsibility to set limits on a student's absences from school due to a high correlation between attendance and success in school. Your child cannot miss more than ten (10) days in a semester. If your child misses more than 10 days in a semester, a parent/teacher conference will be held to determine reasons for absences. If it is felt that the parent is just not bringing the child, then a plan of action will be determined so that other deserving children may benefit from the pre-k program.

No child will be dismissed from the pre-k program without approval from the ABCSS administrators in Little Rock.

Tardies

A child who arrives at school after 8:00 a.m. is considered tardy. Five (5) unexcused tardies will equal a day of absence and will count toward the total number of days absent per semester.

Absences

Excused absences shall include illness or serious injury, death or serious illness in the immediate family, doctor or dental appointments which cannot be arranged outside of school hours, appearances in court, or lack of transportation (short term). If your child misses school due to a doctor or court appointment, please request a note from the doctor or court with a date the child can return to the pre-k program.

As parents, you are a very important part of your child's learning adventure. Thank you in advance for your support and encouragement for the upcoming school year. We are looking forward to sharing experiences with you and your child.

Important DHS Information about pre-k

Pre-k Behavior Guidance Practices

Our pre-k staff will encourage your child to behave appropriately at school by:

- 1. Noticing appropriate behaviors and reinforcing with praise and encouragement*
- 2. Using daily positive reminders of class and school rules*
- 3. Ignoring minor inappropriate behaviors and focusing on what your child is doing properly*
- 4. Using short time-outs only when your child doesn't respond to verbal instructions on how he/she is supposed to behave*
- 5. Encouraging and praising as soon as your child has begun to behave appropriately rather than waiting until he/she has been behaving for a long period of time*
- 6. Attending to children who are behaving appropriately in hopes that other children will follow their example*

Our pre-k staff will NOT encourage your child to behave appropriately at school by:

- 1. Using restraints*
- 2. Washing mouth out with soap*
- 3. Taping or obstructing mouth*

4. *Placing unpleasant or painful substances in mouth or on lips*
5. *Using profane or abusive language*
6. *Isolating without supervision*
7. *Placing child in dark areas*
8. *Inflicting physical pain by hitting, pinching, pulling hair, slapping, kicking, twisting arms, biting or biting back, swatting, etc.*
9. *Yelling (This does not include raising voice to get attention to protect child from risk of harm.)*
10. *Forcing physical activity*
11. *Associating punishment with rest or illness*
12. *Denying food*
13. *Shaming, humiliating, frightening, labeling, physically or mentally harming*

Pre-k Health Guidelines

No child will be admitted who has a contagious or infectious disease. You will be called to pick up your child from school if your child has any of the following symptoms:

1. *Fever-body temperature of 101 degrees or higher*
2. *Diarrhea-three or more watery stools in a 24-hour period*
3. *Vomiting-two or more times in a 24-hour period*
4. *Rash*
5. *Sore Throat-associated with fever or swollen glands in neck*
6. *Severe Coughing-episode of coughing that leads to repeated gagging, vomiting or difficulty breathing*
7. *Pink Eye-pink or red eye, swollen with white or yellow discharge; may return after having been on antibiotics 24 hours*
8. *Untreated Scabies, Head Lice or Nits-may return after treatment and removal of nits*
9. *Multiple Mouth Sores-unless medical provider determines condition is non-infectious*
10. *Ring Worm-may return after evaluation and treatment by healthcare provider*

11. *Impetigo-may return 24 hours after treatment has begun*
12. *Any child who becomes ill and is unable to participate in class activities will be separated from the other children and supervised. You will be called to come pick up your child from school.*
13. *Any child who is injured will have immediate attention. Injuries that require the attention of medical personnel will be reported to the parent immediately.*

Toy Recall Information

Pre-k program staff will be knowledgeable and up-to-date about toy recalls, both of toys used in the classroom and those that might be used at home. Current toy recall lists will be posted in the pre-k classrooms and are also available online at www.gov/cpsc.gov/prerel/category/toy.html

STUDENT-RELATED DISTRICT POLICIES

GRAVETTE SCHOOL DISTRICT CURRENT STUDENT POLICY

SECTION 4

4.1—RESIDENCE REQUIREMENTS

Date Adopted: 3-31-03

Last Revised: 6-21-10

Last Reviewed:

Definitions

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

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

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court

reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance.

The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in District schools.

Cross Reference: Policy 4.40—HOMELESS STUDENTS

Legal References: A.C.A. § 6-18-202
 A.C.A. § 6-18-203

4.2—ENTRANCE REQUIREMENTS

Date Adopted: 3-31-03

Last Revised: 6-20-11

Last Reviewed:

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, be accepted as a transfer student under the provisions of policy 4.4—STUDENT TRANSFERS, or participate under a school choice option and submit the required paperwork as required by the choice option as outlined in policy 4.5—SCHOOL CHOICE.

Students may enter kindergarten in the public schools of this state if the student will attain the age of five (5) years on or before August 1-of the year in which they are seeking initial enrollment.

Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

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

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

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

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

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

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. Previous school records; or
 - g. United States military identification.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a District school and living in a household of a person on active military duty has thirty (30) days to receive his/her initial required immunizations and twelve (12) months to be up to date on the required immunizations for the students' age.

Cross References: 4.1—RESIDENCE REQUIREMENTS
4.4—STUDENT TRANSFERS
4.5—SCHOOL CHOICE
4.40—HOMELESS STUDENTS

Legal References: A.C.A. § 6-18-201 (c)
A.C.A. § 6-18-207
A.C.A. § 6-18-208
A.C.A. § 6-18-702
A.C.A. § 6-15-504 (f)
A.C.A. § 9-27-103
Plyler v Doe 457 US 202,221 (1982)

4.3—COMPULSORY ATTENDANCE REQUIREMENTS

Date Adopted: 6-16-03

Last Revised: 6-20-11

Last Reviewed:

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

1. The child is enrolled in private or parochial school;
2. The child is being home-schooled and the conditions of policy 4.6—HOME SCHOOLING have been met;
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office;
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education;
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education;
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

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

4.4—STUDENT TRANSFERS

Date Adopted: 3-31-03

Last Revised: 6-21-10

Last Reviewed:

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

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

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

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

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

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

Legal References: A.C.A. § 6-18-316
 A.C.A. § 6-18-510
 A.C.A. § 6-15-504 (f)

State Board of Education Standards of Accreditation 12.05

4.5—SCHOOL CHOICE

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

The Superintendent will consider all applications for School Choice postmarked not later than the July 1 preceding the fall semester the applicant would begin school in the District. The superintendent shall notify the parent or guardian and the student's resident district, in writing, of the decision to accept or reject the application within 30 days of its receipt of the application.

The District shall advertise in appropriate print and broadcast media to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedure for participation in the program. Such pronouncements shall be made in the spring, but in no case later than June first. The Gravette School District offers education for kindergarten through twelfth grade students as well as an Alternative Learning Environment (ALE).

When considering applications, priority will be given to applications from siblings or stepsiblings residing in the same residence or household of students already attending the District through school choice.

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. Letters of rejection shall state the reason(s) for the rejection.

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

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this district under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

Legal References: A.C.A. § 6-18-206
 A.C.A. § 6-18-510

4.6—HOME SCHOOLING

Date Adopted: 6-16-03

Last Revised:

Last Reviewed: 6-21-10

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school.

Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences) and at the beginning of each school year thereafter.

The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information which might indicate the need for special education services.

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

4.7--ABSENCES

Date Adopted: 6-16-03

Last Revised: 6-20-11

Last Reviewed:

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

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement 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. The District reserves the right to require confirmation of the medical documentation through direct communication with the medical personnel responsible for the documentation and if the district is unable to confirm or verify the absence or the reason for the absence, to consider the absence to be unexcused.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FHA, or 4-H sanctioned activity; or
8. Participation in the election poll workers program for high school students.

It is the Arkansas General Assembly's intention that students having excessive excused absences be given assistance in obtaining credit for their courses.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences. Students with four (4) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has two (2) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds four (4) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

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

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

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.

Legal References: A.C.A. § 6-18-209
 A.C.A. § 6-18-220
 A.C.A. § 6-18-222 (a)(1)(A)(i)
 A.C.A. § 6-18-229
 A.C.A. § 6-27-113
 A.C.A. § 7-4-116

4.8—MAKE-UP WORK

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

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

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

Work may not be made up for credit for unexcused absences. Out-of-school suspensions are unexcused absences.

4.9--TARDIES

Date Adopted: 6-16-03

Last Revised:

Last Reviewed: 6-21-10

Promptness is an important character trait that District staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. Principals shall establish in each school guidelines that encourage student promptness and provide appropriate consequences when the guidelines are not followed:

4.10—CLOSED CAMPUS

Date Adopted: 6-16-03

Last Revised:

Last Reviewed: 6-21-10

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be given

permission to leave the campus by a school official and must sign out in the office upon their departure.

4.11—EQUAL EDUCATIONAL OPPORTUNITY

Date Adopted: 6-16-03

Last Revised:

Last Reviewed: 6-21-10

No student in the Gravette 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.

4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

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

Such meetings must meet the following criteria:

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

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

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

Legal References: A.C.A. § 6-5-201 et seq.
 A.C.A. § 6-21-201 et seq.
 A.C.A. § 6-21-204
 20 U.S.C. 4071 Equal Access Act

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

A.C.A. § 6-18-601 et seq.

4.13—PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

All students' educational records are available for inspection and copying by the parents of any 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. 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 from the students' parent, legal guardian, custodial parent or non-custodial parent before releasing educational records to any agency or individual not authorized by law to receive and/or view the educational records without prior parental permission.

For purposes of this policy, the Gravette School District does not distinguish between a custodial and noncustodial parent with respect to gaining access to a student's records. The fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

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

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be subject to the procedure set out in federal law and/or regulation.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks, graduation announcements and school authorized

2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences;
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy;
4. Prohibited publications include:
 - a. Those that are obscene as to minors;
 - b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
 - c. Those that constitute an unwarranted invasion of privacy as defined by state law;
 - d. Publications that suggest or urge the commission of unlawful acts on the school premises;
 - e. Publications which suggest or urge the violation of lawful school regulations;
 - f. Hate literature that scurrilously attacks ethnic, religious, or racial groups;

Student Publications on School Web Pages

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

1. Not contain any non-educational advertisements.
- Additionally, student web publications shall:
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13—PRIVACY OF STUDENTS’ RECORDS/DIRECTORY INFORMATION including not using a student’s photograph when associated with the student’s name unless written permission has been received from the student’s parent or student if over the age of 18.
 3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

Student Distribution of Nonschool Literature, Publications, and Materials

A student or group of students who distribute ten (10) or fewer copies of the same nonschool literature, publications, or materials (hereinafter “nonschool materials”), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of nonschool materials shall have the superintendent or his/her designee review their nonschool materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the nonschool materials, prior to their distribution and will bar from distribution those nonschool materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related

to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

Distribution of Literature

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of nonschool materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

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

Cross Reference: 4.13—PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

Legal References: A.C.A. § 6-18-1202, 1203, & 1204
Tinker v. Des Moines ISD, 393 U.S. 503 (1969)
Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

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

outlined in Policy 4.16—STUDENT VISITORS, Policy 6.5—VISITORS TO THE SCHOOL, and any other policies that may apply.

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

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms.

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

Cross References: 4.16 – STUDENT VISITORS
 6.5 – VISITORS TO THE SCHOOLS

Legal References: A.C.A. § 6-18-513
 A.C.A. § 12-12-509, 510, and 516
 A.C.A. § 9-13-104

4.16—STUDENT VISITORS

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

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

Cross References: 4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL
6.5—VISITORS TO THE SCHOOLS

4.17—STUDENT DISCIPLINE

Date Adopted: 6-16-03

Last Revised: 5-19-08

Last Reviewed: 6-21-10

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

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

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

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

It is required by law that the principal or the his/her designee report to the police any incidents where 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.

Disciplinary consequences may range from a minimum consequence of a warning to a maximum consequence of expulsion from school.

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

4.18—PROHIBITED CONDUCT

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices on the school campus during normal school hours (unless stored in silent mode in the student's locker or vehicle) unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Inappropriate public displays of affection;
10. Cheating, copying, or claiming another person's work to be his/her own;
11. Gambling;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;
14. Truancy;
15. Excessive tardiness;
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
17. Hazing, or aiding in the hazing of another student;

18. 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;
19. Sexual harassment; and
20. Bullying.

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

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

Cross-References: Prohibited Conduct #1—Policy # 3.17
 Prohibited Conduct #2— Policy # 4.20
 Prohibited Conduct #3— Policy # 4.21, 4.26
 Prohibited Conduct #4— Policy # 4.22
 Prohibited Conduct #5— Policy # 4.23
 Prohibited Conduct #7—Policy 4.47
 Prohibited Conduct #8— Policy # 4.24
 Prohibited Conduct #12—Policy # 4.25
 Prohibited Conduct #13—Policy # 4.21
 Prohibited Conduct #14— Policy # 4.7
 Prohibited Conduct #15— Policy # 4.9
 Prohibited Conduct #16—Policy # 4.43
 Prohibited Conduct #18—Policy # 4.12
 Prohibited Conduct #19—Policy # 4.26
 Prohibited Conduct #20—Policy # 4.27

4.18A – PROHIBITED CONDUCT – VANDALISM, DAMAGE, THEFT, BREAKING OR ENTERING

Date Adopted: 7-16-07

Last Revised:

Last Reviewed: 6-21-10

Class IV Offenses

Vandalism, Damage and Theft of School Property

Date Adopted: 7-16-07

Last Revised:

Last Reviewed: 6-21-10

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. If you should happen to damage something by accident, you should report it to a teacher or the principal immediately.

Willfully or intentionally damaging, destroying, or stealing of school property by students shall not be permitted. All cases of vandalism and theft MAY result in notification of law enforcement officials.

Minimum penalty: Immediate 1-day after school detention, notification of parents, and repayment for damages. Certain privileges may be withheld such as graduation activities.

Maximum penalty: Expulsion

Breaking or Entering School Property

Date Adopted: 7-16-07

Last Revised:

Last Reviewed: 6-21-10

If anyone enters by breaking open the doors or windows or other parts of the building, by using a key or pass code that does not belong to them, or by any other means during a time when they are not allowed entrance, that person is guilty of breaking and entering.

A person commits the offense of breaking and entering if he or she breaks or enters into any:

1. Building, structure, or vehicle;
2. Vault, safe, cash register, safety deposit box, or money depository;
3. Money vending machine, or product dispenser;
4. Coin telephone or coin box;
5. Other similar container, apparatus, or equipment.

Breaking or entering is a Class D felony.

Minimum penalty: Immediate 3-day suspension, notification of law enforcement officials, notification of parent, and repayment for damages. Certain privileges may be withheld such as graduation activities.

Maximum penalty: Expulsion

4.19—CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

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

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent or legal guardian.

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

1. Must live within the boundaries of the Gravette School District
2. Attend public school in kindergarten through twelfth grades

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

4.20—DISRUPTION OF SCHOOL

Date Adopted: 6-16-03

Last Revised:

Last Reviewed: 6-21-10

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

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

Legal Reference: A.C.A. § 6-18-511

4.21—STUDENT ASSAULT OR BATTERY

Date Adopted: 6-16-03

Last Revised:

Last Reviewed: 6-21-10

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

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

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

4.22—WEAPONS AND DANGEROUS INSTRUMENTS

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.

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

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

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

Cross Reference: 4.31—EXPULSION

Legal References: A.C.A. § 6-18-502 (c) (2)(A)(B)
A.C.A. § 6-18-507 (e) (1)(2)
A.C.A. § 6-21-608
A.C.A. § 5-73-119(e)(8)(9)(10)
20 USCS § 7151

US Department of Education Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act

4.23—TOBACCO AND TOBACCO PRODUCTS

Date Adopted: 6-16-03

Last Revised: 6-20-11

Last Reviewed:

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 property owned or leased by a District school, including school buses, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

With the exception of recognized tobacco cessation products, this policy’s prohibition includes any tobacco or nicotine delivery system or product.

Legal Reference: A.C.A. § 6-21-609

4.24—DRUGS AND ALCOHOL

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

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

Therefore, no student in the Gravette 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 the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any beverage containing alcohol or intoxicant of any kind, inhalants that alter a student’s ability to act, think, or respond, LSD, or any other hallucinogenic drug, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, barbiturates, steroids, “designer drugs,” look-alike drugs, any over-the-counter or prescription drugs not in accordance with the recommended dosage; or any other controlled substance.

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

Class III Offenses

3.04—Possessing or Using Prohibited Substances

A student who possesses or uses any prohibited substances will be reported to legal authorities and be guilty of a Class III offense. Penalties are listed following Policy 3.05—POSSESSING DRUG PARAPHERNALIA.

3.05—Possessing Drug Paraphernalia

A student will not have possession or control of any type of paraphernalia that could reasonably be assumed to be intended for drug use on district property, including parking lots and school buses. Student will be reported to legal authorities and be guilty of a Class III offense. Penalties are as follows:

PENALTIES FOR 3.04 AND 3.05

| 1ST Offense | 2nd Offense | 3rd Offense |
|--|---|--|
| <ol style="list-style-type: none"> 1. 10 days at home suspension 2. Parent/Administrator conference 3. Referral to legal authorities 4. Suspension may be reduced to 5 days if the following occurs: <ol style="list-style-type: none"> a. Parents must assign their child to the drug testing pool b. Student must be drug tested and referred to counseling at the parent’s expense | <ol style="list-style-type: none"> 1. 10 days at home suspension 2. Parent/Administrator conference 3. Referral to legal authorities 4. Referred to School Board for 1 semester expulsion 5. May apply for Alternative School at School Board’s discretion | Suspended pending referral to School Board for expulsion for remainder of the current semester plus the following semester |

Class IV Offenses

4.01—Physical Abuse or Assault by a Student on a School Employee

A student who attacks or attempts to attack any school employee will be recommended for expulsion and will be referred to legal authorities.

4.02—Selling, Attempting to Sell, Distributing, or Giving to Any Person Any Prohibited Substance

A student who sells, attempts to sell, distribute, or give to any person any prohibited substance as defined in Policy 4.24A—DRUGS AND ALCOHOL will be reported to legal authorities and will be recommended for expulsion.

PENALTY FOR 4.01 AND 4.02

| |
|---|
| <p>Suspended pending referral to School Board for expulsion AND referred to legal authorities.</p> |
|---|

4.25—STUDENT DRESS AND GROOMING

Date Adopted: 6-16-03

Last Revised:

Last Reviewed: 6-21-10

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

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

4.26—GANGS AND GANG ACTIVITY

Date Adopted: 6-16-03

Last Revised:

Last Reviewed: 6-21-10

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

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

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;

3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.

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

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

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

4.27—STUDENT SEXUAL HARASSMENT

Date Adopted: 6-16-03

Last Revised: 6-20-11

Last Reviewed:

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

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

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

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

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or

3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

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

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

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

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

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

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

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

4.28—LASER POINTERS

Date Adopted: 6-16-03

Last Revised:

Last Reviewed: 6-21-10

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

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

4.29—COMPUTER USE POLICY

Date Adopted: 6-16-03

Last Revised: 9-21-09

Last Reviewed: 6-21-10

The Gravette School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

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

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

Legal References: 20 USC 6801 et seq. (Children's Internet Protection Act; PL 106-554)
A.C.A. § 6-21-107
 A.C.A. § 6-21-111

4.29A—STUDENT INTERNET SAFETY

Date Adopted: 9-21-09

Last Revised:

Last Reviewed: 6-21-10

The Board of Education is committed to optimizing student learning and teaching through the use of District computers to maintaining the safety of the District's computer network for children to access the Internet and World Wide Web. Towards this end, the Board has developed this policy in consultation with District staff and the members of the Gravette School Community after holding a public hearing (as required by law) at which the proposed Policy was presented for the community's consideration and comments. This policy applies to all District computers with Internet access.

Although the Board recognizes that the District cannot guarantee that Internet filtering technology will block all information and/or images which may be harmful to minors, the Board directs the Superintendent to procure and implement the use of technology protection measures that filter Internet access from visual depictions that are harmful to minors, as defined in the Children's Internet Protection Act.

The District's technology director shall develop and implement procedures that provide for the safety and security of students using electronic mail and other forms of direct electronic communications, thereby, restricting access to materials that are harmful to minors.

In addition, the Board prohibits the unauthorized disclosure, use and dissemination of personal information regarding students; unauthorized online access by students, including hacking and other unlawful activities; and access by students to inappropriate matter on the Internet or World Wide Web. The Superintendent or his or her designee shall establish and implement procedures that enforce these restrictions.

The District's technology director and/or designated staff working under his/her directions, shall examine all District computer network activities to ensure compliance with this policy and accompanying regulations.

In an effort to protect the student welfare when they navigate the Internet, the District will work to educate students about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The media specialists in each building shall be responsible for ensuring that students receive training regarding the requirements set forth in this policy and the accompanying regulations.

All students that use the District's computer network, including access to the Internet and World Wide Web, must understand that use is a privilege, not a right, and that any such use entails responsibility. Students must comply with the requirements of this policy and accompanying regulations, in addition to generally accepted rules of network etiquette,

and the Student Internet Use Agreement. Failure to comply may result in disciplinary action including, but not limited to, the revocation of computer access privileges.

4.30—SUSPENSION FROM SCHOOL

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity.

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

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

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

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

When possible, notice of the suspension, its duration, and any stipulations for the student's readmittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.

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

It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the

suspension of a student. The notification shall be by one of the following means, listed in order of priority.

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

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

Out-of-school suspensions shall be treated as unexcused absences and during the period of suspension students shall not be permitted on campus except to attend a student/parent/administrator conference.

In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

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

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

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

4.31—EXPULSION

Date Adopted: 6-16-03 *Last Revised: 6-21-10* *Last Reviewed:*

The Board of Education may expel a student for a period not longer than ten (10) school days for violation of the District’s written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student’s continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

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

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

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

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by Policy 4.22—WEAPONS AND DANGEROUS INSTRUMENTS, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

Cross Reference: Policy 4.22—WEAPONS AND DANGEROUS INSTRUMENTS

Legal Reference: A.C.A. § 6-18-507

4.32—SEARCH, SEIZURE AND INTERROGATIONS

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety,

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

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

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

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant. If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms.

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

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.

Unless authorized to self-administer, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

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

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 includes the student's name, the name of the medication, the dosage, and instructions for the administration of the medication (including times).

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 destroyed by the nurse with a witness present.

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities
A.C.A. § 6-18-707

4.36—STUDENT ILLNESS/ACCIDENT

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school. Students who are eighteen (18) years of age or older are considered to be legal adults, and as such have the right to check themselves out of school.

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

4.37—EMERGENCY DRILLS

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than four (4) 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.

Other types of emergency drills may also be conducted. These may include, but are not limited to:

1. Earthquake;
2. Act of terrorism;
3. Chemical spill;
4. Airplane crash.

Legal References: A.C.A. § 12-13-109
 A.C.A. § 6-10-121

Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.03.1

4.38—PERMANENT RECORDS

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district upon the transfer of

the student to another district within ten (10) school days after the date a request from the receiving school district is received.

Districts will need to retain the records of graduates indefinitely due to the potential for future need of them records by students for college admissions, security clearances, background checks, etc.

Districts cannot refuse to provide the records to receiving schools due to a student owing money to the district.

Legal References: A.C.A. § 6-18-901
 ADE Rule Student Permanent Records

4.39—CORPORAL PUNISHMENT

Date Adopted: 6-16-03 Last Revised: Last Reviewed: 6-21-10

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

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

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, and shall be administered in the presence of another certified staff member as a witness, shall not be excessive, or administered with malice.

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

4.40—HOMELESS STUDENTS

Date Adopted: 3-31-03 Last Revised: 6-21-10 Last Reviewed:

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

Notwithstanding Policy 4.1—RESIDENCE REQUIREMENTS, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the

same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1—RESIDENCE REQUIREMENTS or 4.2—ENTRANCE REQUIREMENTS, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District’s local educational liaison for homeless children and youth to carry out the dispute resolution process.

The District shall act, according to the best interests of a homeless child and to the extent feasible do one of the following (for the purposes of this policy “school of origin” means the school the child attended when permanently housed or the school in which the child was last enrolled):

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

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

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

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

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

- (a) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (b) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- (c) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes

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

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

4.41—PHYSICAL EXAMINATIONS OR SCREENINGS

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

The Gravette School District may provide from time to time for the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student’s ability to achieve to his/her full potential.

The district shall notify parents, at least annually, of the specific or approximate dates of any non-emergency, invasive physical examination or screening that is:

1. required as a condition of attendance;
2. administered by the school and scheduled by the school in advance; and
3. not necessary to protect the immediate health and safety of the student, or of other students.

For the purposes of this policy, “Invasive Physical Examination” is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

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

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

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

Legal References: A.C.A. § 6-18-701 (b), (c), (f)
20 USC § 1232h (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(D), (2)(A)(i)(ii)(B)(C)(iii) (I)(II)(III), (4)(B)(ii), (5)(B), (6)(B)(C)]

4.42—STUDENT HANDBOOK

Date Adopted: 6-16-03

Last Revised: 6-21-10

Last Reviewed:

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

4.42A—COMPLAINTS AND GRIEVANCES

Date Adopted: 6-16-03

Last Revised:

Last Reviewed: 6-21-10

If a student and/or the parent of a student involved in a disciplinary ruling has a complaint or grievance, the person should observe procedures for filing complaints that are outlined in the student handbook of the particular school that student attends.

4.42B—STUDENT INSURANCE PROGRAM

Date Adopted: 6-16-03

Last Revised:

Last Reviewed: 6-21-10

The Gravette School District annually selects an insurance program that provides supplemental medical expense reimbursement in the event that a student is injured while at school or participating in a school sponsored activity. This policy pays only after the benefits from the injured student's private insurance provider are exhausted. In the event that a student does not have private insurance coverage, a minimal payment is made by the school districts' insurer.

The student and/or parent is responsible for acquiring and filing timely any and all claims. Claim forms are available in the Superintendent's office.

4.43--BULLYING

Date Adopted: 2-16-04

Last Revised: 6-20-11

Last Reviewed:

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 grounds; off school grounds 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.

Definitions:

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 causes or creates a clear and present danger of:

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

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

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

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

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

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

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

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

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

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

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

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Copies of this policy shall be available upon request.

Legal Reference: A.C.A. § 6-18-514

4.44—ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9-12

Date Adopted: 6-21-10

Last Revised:

Last Reviewed:

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

Study Halls

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

Extracurricular Classes

Students may be assigned to no more than one (1) class period each day for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes is defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

Course Enrollment Outside of District

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

In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. For the purpose of this policy, proven financial hardships is defined as harm or suffering caused by a

student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. The superintendent shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.

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

Legal References: A.C.A. § 6-18-210, 211

Arkansas Department of Education Rules Governing the Mandatory Attendance Requirements for Students in Grades Nine through Twelve

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2010-11, 2011-12, AND 2012-2013

Date Adopted: 11-15-04

Last Revised: 6-20-11

Last Reviewed:

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year 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.

The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

GRADUATION REQUIREMENTS

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation is to be earned from the following categories. A minimum of 24 units is required for graduation for student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

SMART CORE: Sixteen (16) units

Gravette High School requires that a math course be taken each year including the 12th grade year.

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

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

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

- Algebra I or Algebra I-A & I-B which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B which may be taken in grades 8-9 or 9-10

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

- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math

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

Natural Science: three (3) units (years) with lab experience chosen from

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

Social Studies: three (3) units (years)

- Civics or Civics/American Government
- World History
- American History
- Beginning with the Class of 2014, must have one half (1/2) unit of economics and one half (1/2) unit of Civics

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

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 (1/2 year)

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

Two Elective Credits

CAREER FOCUS: - Six (6) units

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

The Smart Core, career focus and elective units must total at least twenty-four (22) units to graduate. Additionally, the district requires 2 units for a total of 24 units to graduate which may be taken from any electives offered by the district.

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units (years)

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

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

Science: three (3) units (years)

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

Social Studies: three (3) units (years)

- Civics or government, one-half (1/2) unit
- World history, one (1) unit
- U.S. history, one (1) unit
- Beginning with the Class of 2014, must have one half (1/2) unit of economics and one half (1/2) unit of Civics

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

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 (1/2 year)

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

Two Elective Credits

CAREER FOCUS: - Six (6) units

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

curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Core and career focus units must total at least twenty-four (22) units to graduate. Additionally, the district requires 2 units for a total of 24 units to graduate which may be taken from any electives offered by the district.

Cross Reference: Policy 5.16- GRADUATION REQUIREMENTS

Legal References: Standards of Accreditation 9.03 – 9.03.1.9, 14.03.
ADE Guidelines for the Development of Smart Core Curriculum Policy
Smart Core Informed Consent Form

4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2013-14 AND ALL CLASSES THEREAFTER

Date Adopted: 6-20-11

Last Revised:

Last Reviewed:

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year 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.

The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

GRADUATION REQUIREMENTS

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

SMART CORE: Sixteen (16) units

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

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

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

- Algebra I or Algebra I-A & I-B which may be taken in grades 7-8 or 8-9
 - Geometry or Investigating Geometry or Geometry A & B which may be taken in grades 8-9 or 9-10
- *A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.
- Algebra II
 - Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math
- (Comparable concurrent credit college courses may be substituted where applicable)

Natural Science: three (3) units (years) with lab experience chosen from

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

Social Studies: three (3) units (years)

- Civics one-half ($\frac{1}{2}$) unit ($\frac{1}{2}$ year)
- World History - one unit (year)
- U. S. History - one unit (year)

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

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

Health and Safety: one-half ($\frac{1}{2}$) unit ($\frac{1}{2}$ year)

Economics – one half ($\frac{1}{2}$) unit ($\frac{1}{2}$ year) – dependent upon the certification of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

CAREER FOCUS: - Six (6) units

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

The Smart Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires 2 units for a total of 24 units to graduate which may be taken from any electives offered by the district.

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units (years)

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

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

Science: three (3) units (years)

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

Social Studies: three (3) units (years)

- Civics one-half (1/2) unit (1/2 year)
- World history, one (1) unit (1 year)
- U.S. history, one (1) unit (1 year)

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

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

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

Economics – one half (1/2) unit (1/2 year) – dependent upon the certification 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 (1/2 year)

CAREER FOCUS: - Six (6) units

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

The Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires 2 units for a total of 24 units to graduate which may be taken from any electives offered by the district.

Cross References: Policy 5.16.1—GRADUATION REQUIREMENTS
5.11—PROMOTION/RETENTION/COURSE CREDIT FOR ?-12
SCHOOLS
5.12—PROMOTION/RETENTION/COURSE CREDIT FOR K-?
SCHOOLS
Legal References: Standards of Accreditation 9.03 – 9.03.1.9, 14.02
ADE Guidelines for the Development of Smart Core Curriculum
Policy
Smart Core Informed Consent Form Beginning 2014
Smart Core Waiver Form Beginning 2014

4.46—PLEDGE OF ALLEGIANCE

Date Adopted: 6-21-10

Last Revised:

Last Reviewed:

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

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

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

Legal Reference: A.C.A. § 6-16-108

4.47—POSSESSION AND USE OF CELL PHONES, BEEPERS, ETC.

Date Adopted: 7-18-05

Last Revised:

Last Reviewed: 6-21-10

Use and misuse of cell phones has become a serious problem that threatens the ability of the district’s schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic

communication devices, cameras, MP 3 players, Ipods, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced.

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any other audible sound coming from the phone or device.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment.

From the time of the first bell until after the last bell, students are forbidden from using cell phones, any paging device, beeper, or similar electronic communication devices. It is preferred that such devices be stored in the student's locker or vehicle in a silent mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

From the time of the first bell until after the last bell, students are forbidden from having cameras, MP 3 players, Ipods, or any other portable music device. Such devices may be stored in the student's locker or vehicle so long as they are in a silent mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Students using or possessing, other than those devices properly stored in a locker or vehicle, cell phones or other portable music devices after the first bell and before the last bell shall have them confiscated. Confiscated cell phones and other electronic communication 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 cell phones and other electronic communication devices that have been confiscated.

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

Legal Reference: A.C.A. § 6-18-502 (b)(3)(D)(ii)

4.48—VIDEO SURVEILLANCE

Date Adopted: 6-21-10

Last Revised: 6-20-11

Last Reviewed:

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district

facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 30 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, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

While 34 CFR 99.3 exempts records of law enforcement units (which for the purposes of this policy would include SROs, 34 CFR 99.8(b) effectively negates that exemption in relation to this policy with the following language.

(2) Records of a law enforcement unit does not mean--

(i) Records created by a law enforcement unit for a law enforcement purpose that are maintained by a component of the educational agency or institution other than the law enforcement unit; or

(ii) Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the educational agency or institution.

The law goes on to say that education records retain their status as such even when in the possession of a law enforcement unit and thus remain subject to the restrictions on the release of education records contained in FERPA. In short, you cannot deny access to the video recordings that may be used for student or staff disciplinary purposes by “hiding” them in your school’s law enforcement unit.

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

4.49—SPECIAL EDUCATION

Date Adopted: 6-21-10

Last Revised:

Last Reviewed:

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

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

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

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

Legal References: 34 C.F.R. 300 et seq.
42 U.S.C. §12101 et seq. American with Disabilities Act
29 U.S.C. § 794 Rehabilitation Act of 1973, Section 504,

20 U.S.C. §1400 et seq. Individuals with Disabilities Education Act,
Disabilities Act P.L. 108-446 The 2004 Reauthorization of the Individuals with Disabilities Act
A.C.A. § 6-41-201 et seq.

5.12—PROMOTION/RETENTION/COURSE CREDIT FOR K-5 SCHOOLS

Date Adopted: 6-21-10

Last Revised:

Last Reviewed:

A disservice is done to students through social promotion and is prohibited by state law. The district shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Each school in the Gravette School District shall include in the student handbook, the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention shall be included with the student's grades sent home to each parent/guardian. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students shall be primarily based on the following criteria: classroom assessments and observations, age and/or maturity of child, and parental support. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal.

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

In addition to the Benchmark Exam requirements, students who do not meet the satisfactory passing level on the End-of-Course tests shall successfully participate in the remediation program identified in their AIP before they can receive credit for the course. The lack of credit could jeopardize their grade promotion or classification due to insufficient credits to qualify for the next grade.

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

Legal References: A.C.A. § 6-15-402
A.C.A. § 6-15-1602
A.C.A. § 6-15-2001
A.C.A. § 6-15-2005
A.C.A. § 6-15-2009
State Board of Education: Standards of Accreditation 12.04.3
ADE Rules Governing the ACTAAP and the Academic Distress Program 7.02.7 -7.02.9, 7.03.7 - 7.03.7.3

5.12—PROMOTION/RETENTION/COURSE CREDIT FOR K-5 SCHOOLS

Date Adopted: 6-21-10

Last Revised: 6-20-11

Last Reviewed:

A disservice is done to students through social promotion and is prohibited by state law. The district shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Each school in the Gravette School District shall include in the student handbook, the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention shall be included with the student's grades sent home to each parent/guardian. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students shall be primarily based on the following criteria: classroom assessments and observations, age and/or maturity of child, and parental support. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal.

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

In addition to the Benchmark Exam requirements, students who do not meet the satisfactory passing level on the End-of-Course tests shall successfully participate in the remediation program identified in their AIP before they can receive credit for the course. The lack of credit could

jeopardize their grade promotion or classification due to insufficient credits to qualify for the next grade.

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

Legal References: A.C.A. § 6-15-402
 A.C.A. § 6-15-1602
 A.C.A. § 6-15-2001
 A.C.A. § 6-15-2005
 A.C.A. § 6-15-2009
 State Board of Education: Standards of Accreditation 12.04.3
 ADE Rules Governing the ACTAAP and the Academic Distress
 Program 7.02.7 -7.02.9, 7.03.7 - 7.03.7.3

5.14—HOMEWORK

Date Adopted: 3-31-03

Last Revised: 6-21-10

Last Reviewed:

Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Parents shall be notified of this policy at the beginning of each school year.

Legal Reference: State Board of Education Rules & Regulations: Accreditation Standards 10.07

5.15—GRADING

Date Adopted: 3-31-03

Last Revised: 6-20-11

Last Reviewed:

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

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement.

Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

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

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

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

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

The grade point values for AP and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

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

For example: The grading period had 40 days. A student transferred in with a grade of 83% earned in 10 days at the previous school. The student had a grade of 75% in our district's school earned in the remaining 30 days of the grading period. 10 days is 25% of 40 days while 30 days is 75% of 40 days. Thus the final grade would be $.25 (83) + .75 (73) = 75.5\%$.

Alternative Method of Grading

An alternative method of reporting grades for elementary students is available to teachers. This method includes a number system for evaluation of performance in different content areas. It also includes an easy to understand notation of performance in other areas such as art, library, music, and physical education. This method can be used in conjunction with any current grading system as determined by the building principal.

The alternative grading scale for elementary students is as follows;

Content Area

- 4 = Advanced – uses content area component strategies that exceed grade level expectation
- 3 = Proficient – uses subject area component strategies expected for grade level performance
- 2 = Basic – content area component strategies are below grade level
- 1 = Below Basic – content area component strategies are absent or substantially below grade level

Art/Music/Physical Education/Library, etc.

E = Excellent

S = Satisfactory

N = Needs Improvement

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

5.16—GRADUATION REQUIREMENTS FOR THE CLASS OF 2010 and ALL CLASSES THEREAFTER

Date Adopted: 6-21-10

Last Revised: 6-20-11

Last Reviewed:

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation are to be earned from the following categories. A minimum of 24 units is required for graduation for student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan.

Gravette High School requires that a math course be taken each year including 12th grade.

SMART CORE: Sixteen (16) units

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

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

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

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9

- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10

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

- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math

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

Natural Science: three (3) units (years) with lab experience chosen from

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

Social Studies: three (3) units (years)

- Civics or Civics/American Government
- World History
- American History
- Beginning with the Class of 2014, must have one half (1/2) unit of economics and one half (1/2) unit of Civics

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

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 (1/2 year)

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

Two Elective Courses

CAREER FOCUS: - Six (6) units – at least two of the Career Focus units must be of the same foreign language.

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

The Smart Core and career focus units must total at least twenty-four (24) units to graduate. Additionally, the district requires 2 units for a total of 24 units to graduate which may be taken from any electives offered by the district.

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units (years)

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

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

Science: three (3) units (years)

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

Social Studies: three (3) units (years)

1. Civics or government, one-half (1/2) unit
2. World history, one (1) unit
3. U.S. history, one (1) unit
4. Beginning with the Class of 2014, must have one half (1/2) unit of economics and one half (1/2) unit of Civics

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

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 (1/2 year)

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

Two Elective Courses

CAREER FOCUS: - Six (6) units

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

curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Core and career focus units must total at least twenty-four (24) units to graduate. Additionally, the district requires 2 units for a total of 24 units to graduate which may be taken from any electives offered by the district.

Cross Reference: Policy 4.45 SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2010 and ALL CLASSES THEREAFTER

Legal Reference: State Board of Education; Standards of Accreditation 14.03

5.16.1—GRADUATION REQUIREMENTS FOR THE CLASS OF 2013-14 AND ALL CLASSES THEREAFTER

Date Adopted: 6-20-11

Last Revised:

Last Reviewed:

The number of units students must earn to be eligible for high school graduation are to be earned from the categories listed below. A minimum of 22 unit is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan. Additionally, unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.²

SMART CORE: Sixteen (16) units

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

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

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

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10

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

- Algebra II

- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math
(Comparable concurrent credit college courses may be substituted where applicable)

Natural Science: three (3) units with lab experience chosen from

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

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History - one unit
- U. S. History - one unit

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

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

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

Economics – one half (1/2) unit – dependent upon the certification 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.¹⁰

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

CAREER FOCUS: - Six (6) units

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

The Smart Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires 2 units for a total of 24 units to graduate which may be taken from any electives offered by the district.

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

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

Social Studies: three (3) units

5. Civics one-half (1/2) unit
6. World history, one (1) unit
7. U.S. history, one (1) unit

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

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

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

Economics – one half (1/2) unit – dependent upon the certification 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.³

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

CAREER FOCUS: - Six (6) units

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

The Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires 2 units for a total of 24 units to graduate which may be taken from any electives offered by the district.

² Due to the complications inherent in the phase in of the new EOC requirements under Act 1307 of 2009, it's important to know who is exempted from having to take the Algebra I test. Consult policy 5.11 for additional information.

³ The Rules specify the option is dependent upon the certification of the teacher. Specifically, if the course is taught by a licensed social studies teacher, both options exist. If the course is taught by a licensed business education teacher, the credit must be applied toward the career focus requirement.

Cross Reference: Policy 4.45.1 SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2013-14 AND ALL CLASSES THEREAFTER

Legal Reference: State Board of Education; Standards of Accreditation 14.02

6.7—COMPLAINTS

Date Adopted: 11-13-89

Last Revised: 6-21-10

Last Reviewed:

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services.

The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline (including specific discipline policies), coaching, or the day to day management of the schools need to address those complaints according to the following sequence:

- Teacher, or other staff member against whom the complaint is directed
- Principal
- Superintendent

For complaints regarding athletics, use the following sequence:

1. Coach
2. Athletic Director
3. Principal

4. Superintendent

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

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as a finder of fact, not unlike a jury, in matters such as student suspensions initiated by the Superintendent, expulsions, and personnel discipline. For this reason, the board may not be involved or informed prior to a board hearing on particular disciplinary matters.

Complaints that are related to district use or administration of federal funds generated through specific programs identified by the Arkansas Department of Education and authorized in the 2002 reauthorization of the Elementary and Secondary Education Act may be taken directly from a patron or by referral from the Arkansas Department of Education (ADE). If taken directly from a patron, the complaint may be submitted by either a signed statement or by a certified, recorded deposition or statement in which the complainant is identified. The complaints shall be addressed in the following manner:

1. The complaint shall be referred to the federal programs director, who shall assemble a team of at least two people to investigate the complaint.
2. Throughout the investigation, sufficient notes and records will be taken and maintained to substantiate the position of the findings of the investigation.
3. The team will interview the complainant and others as necessary to enable the team to make a determination of the validity of the complaint. The team may consult with individuals with knowledge or expertise in the matter which is the subject of the complaint, including legal counsel.
4. The investigation of complaints referred by the ADE shall be completed within 30 work days of receipt of the complaint, unless a longer time period has been approved by the ADE.
5. The investigation of complaints made directly to the District shall be completed within 40 work days unless there are extenuating circumstances; in such a case, a preliminary report shall be made within 40

work days of receipt of the complaint, which shall include an explanation of the unusual circumstances requiring additional time to complete the investigation.

6. The report of the conclusions of the investigation shall be given to the complainant. It shall contain: a summary of the allegations of the complaint; a summary of the investigative actions taken by the team; a summary of the findings concerning each alleged violation or implied violation; a statement of corrective actions needed to resolve the issues involved in each allegation and finding of complaint.

PLEASE SIGN AND RETURN THIS PAGE

Glenn Duffy Elementary

601 El Paso St. SE
Gravette, AR 72736
(479) 787-4120

Dear Parents,

Please sign and return to acknowledge that you have received a copy of our student handbook.
(We must have a separate form for each student.)

I have received a copy of the Glenn Duffy Elementary Student Handbook and Student-Related District Policies.

Parent Signature

Date

Student's Name/Grade

Teacher's Name

Release for your child's name or picture to appear in the news media. For example, name in the newspaper on the A or A/B Honor Roll, picture in the paper for an award, etc.

Student Signature: _____ **Date** _____

Parent/Legal Guardian Signature: _____ **Date** _____

At Glenn Duffy Elementary, we consider corporal punishment as a last resort. We prefer to make parental contact before corporal punishment is administered. Corporal punishment as a discipline alternative is allowed by the Gravette Public Schools. If any parent does not want their child to receive corporal punishment (paddling) as a form of discipline, they must make that request in writing. Written requests for decisions concerning corporal punishment should be returned to school with this form. For your convenience, space has been provided at the bottom of this form for you to make your written request.

Respectfully,
Zane Vanderpool, Principal

