

Sloan-Hendrix

Elementary and Middle School

Preserving Yesterday, Excelling Today,
Preparing for Tomorrow



Student Handbook
2013-2014

Adopted July 15, 2013

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INTRODUCTION

To Parents and Students:

This handbook is printed to help the students of the Sloan-Hendrix Elementary and Middle School perform their assigned duties with better understanding of the rules and policies that have been established by the administration.

The policies and regulations contained in this guide are an attempt to set the patterns for the program of education in our district.

Due to the nature of some of these items, they cannot be changed. Others will be revised from time to time, as the need arises. We feel that this handbook is an important tool in helping you to become a better student and citizen, and we ask all students and parents to study this handbook carefully and keep it available for reference at all times.

Teachers and administrators are provided training in classroom management and other skills relevant to student discipline through Teacher and Administrative Workshops on Classroom Management and Assertive Discipline.

This book is printed and distributed with the approval of the Superintendent and was adopted by the Sloan-Hendrix Board of Education.

We want to work with you and give you the best school service that we can. The overall objective of Sloan-Hendrix Elementary and Middle School is to help guide your child toward the full realization of his or her highest capabilities. It is essential that we strive to achieve this objective together.

Please observe the information given in this handbook concerning rules, regulations, and practices of your school. Please discuss the information contained herein with your child.

We invite you to call and make an appointment with the teacher or myself in order to discuss matters concerning your child's welfare. We look forward to working with your child and you in making Sloan-Hendrix "a great place to be."

Ligie Waddell, Elementary and Middle School Principal

SLOAN-HENDRIX ELEMENTARY SCHOOL AND MIDDLE SCHOOL MISSION STATEMENT

The mission of the Sloan-Hendrix School faculty and staff is to provide each student with a diverse education in a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning. The goal is for the students to become independent and self-sufficient adults who will succeed and contribute responsibly as citizens.

STUDENT HANDBOOK

It shall be the policy of the Sloan-Hendrix 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, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter.

SCHOOL COLORS AND EMBLEMS

The school colors of Sloan-Hendrix are black and gold. The athletic emblem is the Greyhound.

ALMA MATER

Oh, the black and the gold over all
May they rise to the sky ne'er to fall
May the world look to them in their flight
They're the colors for which we fight.

We're the students of dear ol' SHES
The school that is always the best
We have stood every trial, every test;
with all our might, the black and gold
will reign forever.

EDUCATIONAL PHILOSOPHY

The Sloan-Hendrix School administration, teachers, and school board believe that the primary philosophy of our school is to aid the development of our youth into good citizens. Several aspects are involved in this desirable development. They are as follows:

1. An acquisition of the basic skills and a background for specialized skills.
2. A familiarity with the best of past and current cultures and such knowledge as contributes to the primary objectives or roles.
3. A cultivation of those attitudes which enable the individual to correlate and resolve his individual interests with the common good.
4. Helping to form an intelligent, moral citizen who approaches every problem of life with an ability to think honestly, constructively, and adequately.

We will aim to instill in our pupils an understanding of the American way of life as contrasted with other systems. It is the responsibility of our schools to try to develop each individual to his maximum potential. This is achieved through strong guidance and learning experiences, through the physical, mental, emotional, social, and spiritual abilities.

EDUCATIONAL OBJECTIVES

The practical application of the Sloan-Hendrix philosophy is expressed in the following objectives:

1. To develop physical, mental, and emotional health;
2. To instill high moral and ethical values and the appreciation of ethnic differences;
3. To develop skills for application and appreciation of the democratic processes, with understanding of the history, present and future of our democratic process.
4. To contribute adequately in family and civic groups, with a positive self-concept;
5. To develop clear communication skills, whether written or oral;
6. To relate knowledge and understanding of our natural environment; its protection, growth, and preservation through proper management;
7. To develop an appreciation of the arts and a degree of skill in participation and judgment in the arts;
8. To acquire skills and competence in the vocational areas through practical application, judging, and observation;
9. To develop wise use of leisure time for personal growth;
10. To develop a desire for self-improvement through continuous education.

These practical applications expressed as objectives imply that each student is an individual citizen. To attain this optimum outcome, a student must accept our methods of instruction and guidance.

GOALS OF SLOAN-HENDRIX SCHOOLS

1. To help student appreciate beauty and culture in their world.
2. To understand and practice democratic ideas and ideals.
3. To help students develop pride in their work and a feeling of self-worth.
4. To develop skills in speaking, reading, writing, and listening.
5. To learn to respect and get along with people with whom they work and live.
6. To understand how to be a good manager of time, money, and property.
7. To understand and practice the skills of family living.
8. To develop the ability to make job selections.
9. To practice and understand the ideas of health and safety.
10. To develop a desire for learning, now and in the future.
11. To prepare students to enter the world of work.
12. To understand the changes that take place in the world.
13. To develop good character and self-respect.
14. To learn how to use leisure time.
15. To learn how to respect and get along with people who think, dress, and act differently.
16. To develop a lifelong interest in recreational activities.
17. To learn how to examine and use information.
18. To develop the skill of decision-making so that students may make sound judgments on issues facing them in life.

DEFINITIONS

1. Certified Employees: An individual employed by the school district who holds a certificate to teach issued by the Arkansas Department of Education which term includes, but is not limited to, teachers, counselors, coaches, and administrators.
2. Dismissal: Removal of a student from a specific class-room by a certified employee for a class period only.
3. Expulsion: Prohibition of a student from entering the school grounds (except for a prearranged conference with an administrator) either until the end of the semester, the end of the current school year, or permanently, depending upon the severity of the offense, with the loss of academic credit, which action must be taken by the Board of Education only.
4. Parent: The term parent shall include every parent, guardian, or person of parental relation having control or charge of any student in attendance in the schools of this district.
5. Reasonable Force: The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an unlawful manner which could cause physical injury to another individual or self.
6. Suspension: Prohibition of a student from entering the school or school ground (except for a prearranged conference with an administrator) for a period of time set by the principal of the school or the superintendent. Suspension normally will not be longer than ten 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 or may not be allowed.
7. In-School Suspension: The student will be removed from the classroom to an isolated area when disruptive behavior or the infraction warrants.

SCHEDULE OF DAY

The school day begins with the first bell at 8:00 a.m. The second bell or tardy bell rings at 8:05 a.m. Students should not arrive at school before 7:45 a.m. Duty Teachers arrive at 7:45 a.m. and supervise the classrooms until the first bell at 8:00 a.m. In the afternoon, the K-1-4 students are dismissed at 3:05 p.m. all other students are

dismissed at 3:10 p.m. It is the intent of school officials to limit and control interruptions of instructional time, therefore no one is allowed in any classroom during the school day without permission of the principal's office.

EARLY CHECK-OUT

Students are allowed to leave campus early only with a parent or guardian. Parents must call the office if a relative or baby-sitter will be picking up the child. Students must be signed out in the office. Students will be called to the office to leave early. Unexcused early check-out is not permitted.

PARENT-TEACHER ACADEMIC COMMUNICATION POLICY

Sloan-Hendrix assigns grades on a quarterly basis with grade cards being issued four times during the school term. At the end of the first and third nine reporting periods, cards will be given to the parents during a parent-teacher conference. Parents who choose not to attend may request a conference at a different time, or a phone conference will be made or a home visit. Sloan-Hendrix will make every attempt to contact each child's parent or guardian at least once per semester. At the end of the second and fourth periods, cards will be sent home with the students for the parents' review and signature.

In addition, a progress report will be sent home during the fourth or fifth weeks of each nine week period.

PARTIES

Elementary classes are limited to two parties during the school year, Christmas and Valentine's Day. Middle school students will only have a Christmas Party. It is necessary to limit parties because there must be 5 1/2 hours of instructional time each day, and parties are not considered instruction time. We ask that younger brothers and sisters do not attend classroom parties. Also, in accordance with Arkansas law, parents may provide foods of minimal nutritional value for their child's consumption, but they may not provide restricted items to other children at school. The only exception is for the above mentioned school parties. These regulations will be strictly enforced.

STUDENTS' PERFORMANCE POLICY

1. The Sloan-Hendrix School District requires teachers to communicate personally with the parent(s) or guardian(s) of each student during the school year to discuss the student's academic progress and requires more frequent communication with the parent(s) or guardian(s) of students not performing at the level expected for their grade.
2. Teachers shall meet with the parent(s) or guardian(s) of each student at least once a semester through a parent-teacher conference, telephone conferences, or a home visit.
3. All grade level conferences with parent(s) and or guardian(s) shall be scheduled at a time and place to best accommodate those participating in the conference. The school shall document participation or nonparticipation in required conferences. If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated promptly in a personal conference.

SCHEDULING CONFERENCES

Besides the two parent-teacher conferences scheduled during the 1st and 3rd nine weeks of each school year to provide parents and teachers with the opportunity to discuss their student's progress, parents may request a conference with their child's teacher at any time during the school term. The parent will need to contact the teacher or principal to arrange a conference time.

GRADES AND REPORT CARDS

Sloan-Hendrix assigns grades on a quarterly basis with grade cards being used four times during the year, once each nine weeks. At the end of the first and third reporting periods, cards will be given to parents during a parent-teacher conference day. Conduct grades will have no bearing on academic grades other than poor behavior may result in little learning taking place.

GRADING SCALE

All teachers will use the Arkansas Department of Education's recommended grading scale to insure uniformity of grading. This scale will be used in grades K-7.

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

LITERACY GRADING SCALE FOR KINDERGARTEN THROUGH SECOND GRADE

We use two indicators to check if children have reached the benchmark goals for each grading period: DIBELS (dynamic indicator of basic early literacy skills) and DRA (developmental reading assessment). Goals are as follows:

KINDERGARTEN:

DIBELS:

Initial Sound Fluency:	Beginning of year – 8	Middle of year – 25	
Letter Naming Fluency:	Beginning of year – 8	Middle of year – 27	End of year – 40
Phoneme Segmentation Fluency:		Middle of year – 18	End of year – 35
Nonsense Word Fluency:		Middle of year – 13	End of year – 25

DRA: End of year – proficient level – 3

FIRST GRADE:

DIBELS: (items per minute)

Letter Naming Fluency:	Beginning of year – 37		
Phoneme Segmentation Fluency:	Beginning of year – 35	Middle of year – 35	End of year – 35
Nonsense Word Fluency:	Beginning of year – 24	Middle of year – 50	End of year – 50
Oral Reading Fluency:		Middle of year – 20	End of year – 40

DRA:

End of first nine weeks:	Advanced – 6	Proficient – 4	Basic – 2
End of second nine weeks:	Advanced – 10	Proficient – 8	Basic – 4
End of third nine weeks:	Advanced – 14	Proficient – 12	Basic – 8
End of fourth nine weeks:	Advanced – 18	Proficient – 16	Basic – 14

SECOND GRADE:

DIBELS: (items per minute)

Nonsense Word fluency:	Beginning of year – 50		
Oral Reading fluency:	Beginning of year – 44	Middle of year – 68	End of year – 90

DRA:

End of first nine weeks:	Advanced – 20	Proficient – 18	Basic – 14-16
End of second nine weeks:	Advanced – 24	Proficient – 20	Basic – 18
End of third nine weeks:	Advanced – 28	Proficient – 24	Basic – 20
End of fourth nine weeks:	Advanced – 30	Proficient – 28	Basic – 24

GRADING SCALE FOR OTHER SUBJECT AREAS FOR FIRST AND SECOND GRADE

Evaluation Code:

S – Student is **Successful** on a **Consistent** basis

P – Student is **Progressing**

H – Student is **Having Difficulty**

Grades should only reflect academic work. Points are not to be given for rewards nor removed for disciplinary purposes.

Grades may reflect other educational objectives such as contained in the learner outcomes and curriculum frameworks.

SEVENTH GRADE VALEDICTORIAN AND SALUTATORIAN

A Sloan-Hendrix Middle School valedictorian and salutatorian will be recognized from the seventh grade class. The student with the highest grade point average in grades five through seven will be designated valedictorian and the student with the second highest grade point average will be designated salutatorian. To be eligible for these honors, a student must have attended Sloan-Hendrix one year prior to his/her seventh grade year.

HONOR ROLL

To be eligible for the “A” honor roll, a student must have at least an A or better in each subject at the end of each grading period. To be eligible for the “A-B” honor roll, a student must have at least a B or better in each subject at the end of each grading period. At the Awards Assembly various awards will be given for academic excellence, academic improvement, athletics, citizenship, and perfect attendance.

SPECIAL SERVICES

- | | |
|-------------------------|------------------------|
| 1. Speech | 2. Remedial Reading |
| 3. Remedial Math | 4. Resource Room |
| 5. Teacher Aid Resource | 6. Nurse |
| 7. Counseling | 8. Teacher Aid-Title I |
| 9. Gifted Talented | 10. Parent Center |

PROMOTION POLICY

There will be an annual promotion of pupils at the end of the school year. Promotion is based on the following: whether the child is prepared to do the work in the next grade, according to his scholastic record, his scores on achievement tests and the teacher’s judgment.

Any student who does not score proficient or above on the State of Arkansas, ACTAAP testing must have an AIP written for that child. The parent(s) of that child plus the school must construct the AIP. If the child does not follow the AIP either by his or her choice or choice of the parent, that child will be retained automatically by Arkansas Law.

ACADEMIC IMPROVEMENT PLANS

Any student failing to achieve at the proficient level on the State mandated CRT shall be evaluated by school personnel, who shall jointly develop, with the student's parents, a student Academic Improvement Plan (AIP) to assist the student in achieving the expected standard in subject area(s) where performance is deficient. The AIP shall describe the parent's role and responsibilities as well as the consequences for the student's failure to participate in the Plan.

The AIP shall be prepared using the format designed by the Department of Education.

The AIP shall be developed cooperatively by appropriate teachers and/or other school personnel knowledgeable about the student's performance or responsible for remediation in consultation with the student's parents. An analysis of student deficiencies based on test data and previous student records shall be available for use in developing the Plan. The plan shall be signed by the appropriate school administrator and the parent/guardian.

The AIP will be flexible using multiple remediation methods and strategies. It will include an intensive instructional program different from the previous year's regular classroom instructional program.

The AIP shall include formative assessment strategies and standards-based supplemental/remedial strategies aligned with the child's deficiencies.

The AIP will be individualized with the use of a timeline for remedial instruction.

A student with disabilities identified under IDEA has an Individualized Education Program (IEP) that will serve to meet the requirement of an AIP.

RETENTION FOR FAILURE TO PARTICIPATE IN THE ACADEMIC IMPROVEMENT PLAN

School districts shall notify parents of remediation requirements and retention consequences for failure to participate in the required remediation.

Students in Grades one through six, identified for an AIP who do not participate in the remediation program shall be retained. The local district shall determine the extent of the required participation in remediation as set forth in the student academic improvement plan.

Remedial instruction provided during high school years (Grades 7-12) may not be in lieu of English, mathematics, science or social studies, or other core subjects required for graduation.

Any student who does not score at the proficient level on the criterion-referenced assessments in reading, writing and mathematics shall continue to be provided with remedial or supplemental instruction until the expectations are met or the student is not subject to compulsory school attendance.

Any student that has an AIP and fails to remediate, but scores at the proficient level on the criterion-referenced assessments, shall not be retained.

Students not proficient on the End-of-Course tests or on the Grade 11 Literacy test, shall participate in a remediation program to receive credit for the corresponding course.

The results of End-of-Course assessments shall become a part of each student's transcript or permanent record. Each course for which a student completes the assessment shall be recorded with the performance level (advanced, proficient, basic or below-basic).

The Department shall implement a statistical system that shall provide the best estimates of classroom, school, and school district effects on student progress based on established, value-added longitudinal calculations, which

shall measure the difference in a student's previous year's achievement compared to the current year achievement for the purposes of improving student achievement, accountability, and recognition.

HOMEWORK POLICY

1. **PURPOSE:** Homework is an important part of the Sloan-Hendrix Elementary and Middle School educational process. Homework should reinforce, enrich, and build upon what the student has learned at school. It can also challenge students to use their new skills creatively and constructively. At Sloan-Hendrix, homework is considered to include not only written work but also related activities, such as viewing specific television programs, news reporting, recreational reading, and other activities which are related to classroom work; but which are assigned to be done at home.
2. **OBJECTIVES:**
 - a. To expand and/or enrich regular classwork;
 - b. To complete work started in class;
 - c. To establish independent study skills;
 - d. To increase learning time and develop budgeting time;
 - e. To provide an opportunity to pursue special interest or ability areas;
 - f. To make up work due to absence;
 - g. To build interest in reading and learning;
 - h. To encourage parent awareness of student learning;
 - i. To develop responsibility.
3. **GUIDE FOR TEACHERS:** Homework assigned will depend on the discretion of each teacher based on a knowledge of the student's individual ability and the practice of good learning theory.
 - a. Homework should be given with a purpose that is understood by both teacher and students.
 - b. Homework should be the independent practice of an effectively taught skill.
 - c. It is important that homework be done within the student's capability.
 - d. Homework assignments should be planned to include a wide variety of activities in all areas of the curriculum.
 - e. Students should have readily available to them all books and materials required to complete the assigned work.
 - f. Homework assignments are not to be given as busy work.
 - g. Homework will not exceed 20 percent contribution to the student's total grade.
4. The following time chart is suggested guide for average students:
5.

Grade Levels	School Days (Mon.-Fri.)
(1) K - 3	30 minutes
(2) 4 - 7	1 hour
6. **GUIDE FOR PARENTS:** Parents can support a child's interest in lifelong learning by encouraging good study habits and providing a learning environment in the home.
 - a. Provide a quiet, well-lighted place for the student to do homework.
 - b. Help your child budget time so that a regular schedule for study is set.
 - c. Take an active interest in what your child is doing in school. Ask for an explanation of a particular assignment and what is being learned. Compliment good work or when improvement is shown. Make constructive suggestions, but avoid severe criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible.
 - d. Encourage your child to seek additional help from the teacher at school if there seems to be any difficulty with the work.
 - e. Encourage and guide your child with assigned homework. Under no circumstances do it for your child.
 - f. Regular school attendance is important for your child's continued learning.
 - g. Consult your child's teacher as soon as problems arise.
7. **SUGGESTIONS FOR STUDENTS:** It is important to develop good study habits at school and at home.
 - a. Be sure you understand the assignment, and ask your teacher if you do not understand the assignment, and ask your teacher if you need help.
 - b. Set aside a regular time to do homework.
 - c. Study in a quiet place.
 - d. Do your best on each homework assignment.

RECESSES

All students will be required to go outside during recess periods unless the teacher receives a note indicating that because of health reasons the child should not be out for the day. It is felt that fresh air is desirable for all students; and therefore, students will go outside recesses.

LUNCH IN THE CAFETERIA

A well-balanced meal is served each day to those students who wish to eat in the cafeteria. All students are encouraged to eat there. It is convenient and clean, and the food is well prepared. Pupils who bring their lunches to school are expected to eat them in the cafeteria. Emphasis is stressed regularly to the students about a quiet and orderly cafeteria.

2ND MEALS, ALA CARTE AND EXTRA MILK CHARGE POLICY

No charging will be allowed for 2nd meals, ala carte items and extra milk. These are considered "extras" and must be paid for with cash, if you wish to purchase them. The price of 2nd milk is 30 cents.

SPECIAL DIET

Any child requiring a special diet due to allergies, religion, or ethnic culture, and/or handicap, shall be catered to.

Our only means of knowing this will be through parents providing the school food service director with a doctor's request for a Special Diet.

We will then take prompt and proper action to accommodate this child.

TEXTBOOKS

School textbooks are furnished by the state. Students who lose or damage their books will be expected to pay for the books. Each teacher will issue the textbooks and properly mark the bookcard. After receiving the books, the student will take the bookcard home and have it signed by his or her parents. It is to be returned to the teacher after the parents have signed it.

EMERGENCY CLOSING OF SCHOOL

When school is not in session due to inclement weather or any emergency conditions, public announcement will be made by the superintendent not later than 7:00 a.m. Parents and students will be contacted by telephone through the School Reach Instant Contact System. The announcement will also be made by television station KAIT in Jonesboro and by the following radio stations: 104.1 in Pocahontas, 107.9 in Jonesboro, and 98.3 in Cherokee Village.

EXTRACURRICULAR POLICY

The following activities are available for those who qualify or those who are selected:

1. Pee Wee Basketball
2. Musical Presentations
3. Drama
4. Jr. High Basketball

This is a statement of policy relative to requirements for participating in all school activities. This applies to athletic contests and any club or organization that shall be required to make a public appearance or leave the school campus for a performance.

Any extracurricular activity will not interfere with core block instruction of a regular school day.

1. All students participating in school activities must comply with school eligibility requirements.
2. The school reserves the right to remove any student from a performance if that student's behavior reflects badly on the student body.
3. Students appearing in public performance or school sponsored events are subject to dress and grooming regulations specified by the sponsor.
4. Students must travel to and from an event in school approved transportation.

CITIZENSHIP

Citizenship is based on school rules and student's conduct. The grade represents the student's rating in the class in such factors as conformity to classroom rules and regulations, cooperation, self-control, attitude, dependence, courtesy, respect for rights of others and promptness in completing work.

Citizenship grades are as follows:

S — Student is above average in characteristics and in general considered a very good citizen.

S- — Student is below average in citizenship characteristics and needs improvement.

U — Student must improve citizenship characteristics at once. A conference with the teacher is advised.

PERFECT ATTENDANCE

A student must be neither absent, tardy, leave school early, nor leave for any period of time during the day to receive perfect attendance recognition.

PLAYGROUND RULES

1. Follow direction of all duty persons.
2. Stay within playground boundaries.
3. Do not climb on the fences or walkway poles.
4. Use equipment properly.
 - a. Do not go down the slide backward, or walk up the slide.
 - b. Do not sit or stand on top of the monkey bars.
5. Tackle football and hard baseballs are not allowed.
6. Line up when the bell rings.
7. No fighting
8. Do not throw rocks, dirt or sticks!

LUNCHROOM BEHAVIOR

1. Walk in the lunchroom at all times.
2. Use proper table manners:
 - a. Do not throw food at others or on the floor.
 - b. Clean up your table area before you leave.
3. When in line, do not bump into your neighbor.
4. Use low whisper voices.
5. Eat your lunch; do not play in the lunchroom.

SCHOOL BUS PICK-UP POINTS

If parents work away from home and find it necessary for their children to be picked up at a point other than their residence, or if they find it necessary for them to be dismissed at a point other than that of residence, or both, it will be permissible if advance notice is given to the school administration. However, if a student could be picked up and dismissed at his residence but desires to ride another bus, it is not permissible. That student must ride the bus that goes by his official pick-up point.

SECTION 504 GRIEVANCE PROCEDURES

Any employee, parent, or student expressing a grievance concerning discrimination based on race, sex, or handicap will first present the grievance in writing to the appropriate building principal.

If the grievance is not resolved by the meeting between the employee, parent, or student, and the building principal, the employee, parent, or student may appeal to the 504 Coordinator. The employee, parent, or student will request the meeting in writing, outlining the nature of the grievance and the efforts made to resolve the grievance.

The 504 Coordinator will schedule a meeting with the employee, parent, or student within five (5) days of receipt of the request. The employee, parent, or student may have representation of his/her choice at the meeting. The 504 Coordinator will notify the employee, parent or student within ten (10) days of the decision related to the grievance.

If the grievance is not resolved by the meeting between the employee, parent, or student, and the 504 Coordinator, the employee, parent, or student may appeal to the Superintendent. The employee, parent, or student will request the meeting in writing, outlining the nature of the grievance and the efforts made to resolve the grievance.

The Superintendent will schedule a meeting with the employee, parent, or student within five (5) days of receipt of the request. The employee, parent, or student may have representation of his/her choice at the meeting. The Superintendent will notify the employee, parent, or student within ten (10) days of the decision related to the grievance.

The employee, parent, or student, if he wishes, may continue the grievance to the Board. The employee, parent, or student will request in writing to the President of the Board a hearing, attaching all related materials, including any written decisions. The Board will schedule a hearing no later than its next regular meeting.

The employee, parent, or student will be granted a full and complete hearing and may have a representative of his choice at the Board hearing. The Board will notify the employee, parent, or student of its decision no later than ten (10) days following the hearing.

No reprisal will be taken by any supervisor against employee, parent, or student for using this grievance procedure.

VOLUNTEER POLICY

1. POLICY

A. **PURPOSE:** A volunteer employee is a person who serves the Sloan-Hendrix Public Schools in a non-paid capacity whose services are of value and benefit to the educational efforts of the Sloan-Hendrix Public Schools and the many support functions necessary to carry out an effective program of instruction. The school district recognizes the contribution of volunteers and recognizes the responsibility to volunteers.

B. **ELIGIBILITY:** To be eligible for classification as a volunteer employee, a person must:

1. Have a desire and willingness to serve the pupils of the school through a recognized school function.
 2. Possess physical and mental abilities to carry out assigned tasks.
 3. Set a good example for students through actions, speech, and attitudes.
 4. Demonstrate a willingness to adhere to local school and policies and the policies and procedures of the school district and work under the direction of the building administrator.
- C. **RECOGNITION and BENEFITS:** Volunteer employees will be recognized as serving the district when they are approved for assignment by the administrator and registered as a volunteer during their time(s) of service.
- D. **REPORTING:** Periodic reports will be made to the Board of Education of persons who serve as voluntary aides. The reports will be maintained as an official record of service.
2. **EFFECTIVE DATE**
This policy is effective as of the 1987-88 school term.

4.1—RESIDENCE REQUIREMENTS

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 District¹ and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her 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. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools.² A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.³

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

4.2—ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

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

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. United States military identification; or
 - g. Previous school records.
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. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
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 State 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 the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

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

Uniformed Services Member's Children

For the purposes of this policy,

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

"uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services; "veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

This policy applies to children of: active duty members of the uniformed services; members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:

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

IMMUNIZATION REQUIREMENTS KINDERGARTEN THROUGH GRADE TWELVE

The requirements for entry into school are:

Kindergarten: At least four doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT Pediatric), at least three doses of Polio vaccine; two doses of Rubeola (measles) vaccine, one dose of Rubella (German Measles) vaccine, one dose of Mumps vaccine, three doses of Hepatitis B vaccine and two doses of Varicella (chickenpox) vaccine.

1st through 12th grade: At least three doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT Pediatric), or Tetanus/Diphtheria (Td Adult), at least three doses of Polio vaccine; two doses of Rubeola (measles) vaccine, one dose of Rubella (German Measles) vaccine, one dose of Mumps, and an appropriate series of Hepatitis B vaccine.

Transfer students: (/Students not in your school district last year): At least three doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT Pediatric), or Tetanus/Diphtheria (Td Adult), at least three doses of Polio vaccine; two doses of Rubeola (measles) vaccine, one dose of Rubella (German Measles) vaccine, one dose of Mumps vaccine and three doses of Hepatitis B.

7th grade: In addition to the vaccines requirements listed above, one dose of TDAP and one or two doses of Varicella (Chicken Pox) vaccine.

The school may temporarily admit a child provided that the child becomes appropriately immunized, is in process of receiving the needed dose of vaccine, or shows proof that they have applied for an exemption for those vaccines he/she has not received within thirty (30) program days after the child's original admission.

Students will not be allowed to attend school, after 30 program days, unless they can provide documentation of appropriate immunizations, are in the process of completing the minimum requirements or show proof that they have applied for an exemption for those vaccines he/she has not received. They will be excluded from school until documentation is provided.

4.3—COMPULSORY ATTENDANCE REQUIREMENTS

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

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

4.4—STUDENT TRANSFERS

The Sloan-Hendrix 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.

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.

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

4.5—SCHOOL CHOICE

Standard School Choice

The superintendent will consider all applications for School Choice postmarked not later than the July 1 preceeding 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.

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 is currently under expulsion from another district to enroll in a District school.

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.

Opportunity School Choice

Unless there is a lack of capacity at the District's school or the transfer conflicts with a federal desegregation order applicable to the District, a student who is eligible for transfer from a school identified under A.C.A. § 6-15-2103(c)(1) may enroll in a District school that has a performance category level 3 or higher as defined by A.C.A. § 6-15-2103(a) provided the student's parent or guardian, or the student if over the age of eighteen (18), has successfully completed the necessary application process by July 30 preceeding the year of desired enrollment.

For the purposes of this policy, a "lack of capacity" is defined as when the school district has reached the maximum student-to-teacher ratio allowed under federal, or state law, the Rules for the Standards of Accreditation, or other applicable rules.⁷

A student's enrollment under the opportunity school choice provision is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. The District may provide transportation to and from the transferring district, but is not responsible for the cost of transporting the student if the student lives outside the District.

4.6—HOME SCHOOLING

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 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.

4.7—ABSENCES

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

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

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than two (2) school days prior to its presentation will not be accepted.

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

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.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with six 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 three unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified⁵. 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 six 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.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

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

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

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

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

4.8—MAKE-UP WORK

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

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

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester **unless** the absences are part of a signed agreement as permitted by policy 4.7—ABSENCES.

4.9—TARDIES

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.

4.10—CLOSED CAMPUS

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

4.11—EQUAL EDUCATIONAL OPPORTUNITY

No student in the Sloan-Hendrix 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

Noncurriculum-related secondary school student organizations wishing to conduct meetings on school premises during noninstructional 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 noninstructional time;
4. Employees or agents of the school are present at religious meetings only in a nonparticipatory 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.

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

4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students' educational records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer..

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

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

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or

company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

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

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

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, 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. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, classes in which he/she is enrolled, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

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

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

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

The right to opt out of the disclosure of directory information under FERPA does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

4.14—STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

Student Publications

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

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

Student Publications on School Web Pages

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

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

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 school authorities 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.

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.
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than ___ days.

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.

4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

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

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. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

4.16—STUDENT VISITORS

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

4.17—STUDENT DISCIPLINE

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

The Sloan-Hendrix 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 Sloan-Hendrix School Board. The Board shall approve any changes to student discipline policies.

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

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

4.18—PROHIBITED CONDUCT

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;

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

4.19—CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

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 bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

BUS RULES

1. Be at the bus stop at the scheduled time. Stand back about ten feet and wait until the door is opened before moving closer to the bus. Do not play on the highway.
2. While waiting on the bus, remain in a safe place away from traffic. If you miss the bus, do not attempt to hitchhike or to walk to school.
3. While loading or unloading, enter or leave the bus orderly and quickly.
4. While riding the bus, students are under the supervision of the bus driver and must obey the driver at all times.
5. Students are expected to conduct themselves in a manner that will not distract the attention of the driver or disturb other riders on the bus.
6. Students must remain in their assigned seats. Changing seats is not allowed.
7. Bus drivers are required to ensure that all passengers are seated before operating a bus. (Act 1744 of 2001)
8. You are not to tamper with any of the safety devices, such as latches, fire extinguishers, etc.
9. Pupils are not to put their hands, arms, heads, or bodies out of the windows.
10. Students are not to deface the bus or any school property. Do not write on the bus or the bus seats, etc. Do not throw paper, food, or other objects on the floor of the bus or out the windows of the bus. Keep the aisles of the bus clear of books, lunches, etc.
11. Do not ask the driver to let you off the bus any place except your regular stop.

12. If the pupil must cross the road or highway to enter the bus, he should wait until the bus has come to a complete stop and the driver has signaled for him to cross in front of the bus.
13. It is unlawful for any person or persons to threaten, curse, or use abusive language to a school bus driver in the presence of students
14. In this state (Misdemeanor: \$25.00 to \$100.00 fine, Act 814, State of Arkansas).
15. It is unlawful for any person to smoke on a school bus (Misdemeanor: \$10.00 to 100.00 fine, Act 528, State of Arkansas)
16. No one other than registered students may ride a school bus during regular routines.
17. No person shall possess a firearm on a school bus, school bus stop, or school. Act 1282 of 1999.
18. Bus drivers must supply the building principal with a seating chart for their bus (on regular route and field trips).

4.20—DISRUPTION OF SCHOOL

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

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

4.21—STUDENT ASSAULT OR BATTERY

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

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

4.22—WEAPONS AND DANGEROUS INSTRUMENTS

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are excepted.

A weapon is defined as any firearm, knife, 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. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon, other than a firearm, to school including a weapon, other than a firearm, 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 unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

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

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

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

4.23—TOBACCO AND TOBACCO PRODUCTS

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

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

4.24—DRUGS AND ALCOHOL

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

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

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

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

4.25—STUDENT DRESS AND GROOMING

The Sloan-Hendrix Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and

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

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

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

APPEARANCE CODE

The school board recognizes that among those rights retained by the people under our constitutional form of government is the freedom to govern one's personal appearance. When, however, dress and grooming substantially disrupt the learning process for the individual student, other students, or the learning climate of the school, it becomes a matter subject to disciplinary action. The school principal will have sole authority as to whether the dress or grooming is appropriate. Student dress, grooming, and appearance should be the responsibility of the individual and his or her parents under the following guidelines:

1. Dress and grooming should be clean and in keeping with health and sanitary practices.
2. Students may not wear clothing or hairstyles that can be HAZARDOUS to them in their educational activities such as shop, lab work, physical education, art, or on-the-job training.
3. Dress and grooming should not substantially DISRUPT the educational process.
4. A student shall not wear or use emblems, insignias, badges, or other symbols which cause SUBSTANTIAL DISRUPTION or interference with the operation of the school. No clothing shall advertise, promote, or symbolize drugs, alcohol or tobacco in any form.
5. Vulgar or obscene language or reference to this style of language on caps, shirts, etc., is strictly prohibited.
6. Students shall be permitted to wear shorts, skirts, or dresses if they do not exceed five inches above mid- knee. Shorts can only be worn in the first and fourth quarters.
7. Students shall not be permitted to wear shirts that cannot be tucked into the belt line of their pants or skirts.
8. Students will be sent home to change clothing that is not appropriate for school.
9. The Principal has the authority to determine if clothing is not appropriate for school.
10. A student should not wear caps or hats in the cafeteria or classroom. Students will not be permitted to wear transparent clothing, mesh shirts, half-shirts, tank tops with less than a 2 inch shoulder strap, muscle shirts, halters, strapless blouses, low-cut or revealing blouses, unfastened pants, sagging pants, unhemmed pants or shorts (cutoffs), unbuttoned shirts, clothing that displays bare midriffs, mini skirts, spandex shorts, pajama pants, unbuckled belts, or excessively tight fitting clothing. All clothing must be loose fitting and long enough to cover undergarments.

4.26—GANGS AND GANG ACTIVITY

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

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

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.
5. 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.

4.27—STUDENT SEXUAL HARASSMENT

The Sloan-Hendrix 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; 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.

4.28—LASER POINTERS

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.

4.29—COMPUTER USE POLICY

The Sloan-Hendrix 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. 1 For the purposes of this policy “harmful to minors” is defined as any picture, image, graphic image file, or other visual depiction that--

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

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 of Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

4.30—SUSPENSION FROM SCHOOL

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.

During the period of their suspension, students serving out-of-school suspensions shall not be permitted on campus except to attend a student/parent/administrator conference.

During the period of their suspension, students serving in-school suspension shall not attend 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.

IN-SCHOOL SUSPENSION

A student may be assigned to In-School Suspension (ISS) for one (1) to five (5) days. A student will be given notice of ISS at least one (1) day in advance except where policy dictates immediate placement. ISS days will not count as absences and the student will be given classroom assignments to be completed during the ISS. These assignments will be returned to the teachers when completed to be counted for credit. Assignments must be completed by the assigned due date to count for credit. Students in ISS will be allowed to go to the classroom to take exams or get help on assignments if necessary to maintain academic standing. A student in ISS will be eligible to participate in scheduled after-school extra-curricular activities while in ISS.

4.31—EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, 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, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

4.32—SEARCH, SEIZURE, AND INTERROGATIONS

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

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

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

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

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

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

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.

4.34—COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

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

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

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

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

4.35—STUDENT MEDICATIONS

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity and type of the medication(s). If the medications are brought by a student, the school nurse shall ask

another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity and type of the medication(s).

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering health care 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 with an individualized health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP.

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (Ritalin) and amphetamine sulfate (Adderall). To help ensure their safe keeping, any such medications brought to the school nurse shall be stored in a double locked cabinet.

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

The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either a rescue 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 a rescue 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 qualifies under this policy to self-carry a rescue 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.

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

1. an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained¹ and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to

administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained¹ and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

The school shall not keep outdated medications or any medications past the end of the school year. By this policy, parents are notified that ten (10) days after the last day of school, all medications will be disposed of that are left at the school. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.

AUTOMATED EXTERNAL DEFIBRILLATOR POLICY (AED)

The AED is to be used to treat victims who experience sudden cardiac arrest. It will only be applied to victims, who are unconscious, not breathing normally and showing no signs of circulation, or non-movement. The AED will analyze the heart and advise the team of operators if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.. The nurse will be responsible for checking the AED units periodically.

4.36—STUDENT ILLNESS/ACCIDENT

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.

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

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

For school-year 2013-14, an annual active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

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

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

4.38—PERMANENT RECORDS

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma 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 within ten (10) school days after the date a request from the receiving school district is received.

4.39—CORPORAL PUNISHMENT

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

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

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

4.40—HOMELESS STUDENTS

The Sloan-Hendrix 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, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.

To the extent feasible, the District shall do one of the following according to what is in the best interests of a homeless child. (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) are migratory children who are living in circumstances described in clauses (a) through (c).

4.41—PHYSICAL EXAMINATIONS OR SCREENINGS

The Sloan-Hendrix 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.

VISION AND HEARING SCREENING

Vision and hearing screening will be provided annually for grades K, 1, 2, and 4 including rescreens, all new students, and referrals from teachers and parents. Letters will be sent to parents within two (2) weeks after rescreens. Follow-ups will be done by phone (by nurse) or letter if the child has not received needed treatment within six (6) weeks. Also, each child will be body mass tested in accordance with state law. Vision, hearing and body mass screenings will begin one week after school starts, with the exception of kindergarten, which begins when school starts. Objection to physical examinations or screening forms are available in the nurse's office.

4.42—STUDENT HANDBOOK

It shall be the policy of the Sloan-Hendrix 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, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter.

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

Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2010-11, 2011-12, AND 2012-13 and 4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2013-14 AND ALL CLASSES THEREAFTER and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

4.43—BULLYING

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

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

Definitions:

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

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

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

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.

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

- a. Building a fake profile or website of the employee;

- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- f. Signing up a school employee for a pornographic Internet site; or
- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
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 actual or perceived attributes,
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, and/or
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.

4.45—SMART CORE CURRICULUM

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 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.

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

- Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable)
- Natural Science: a total of three (3) units with lab experience chosen from
 - One unit of Biology; and
 - Two units chosen from the following three categories (there are acceptable options listed by the ADE for each)
 - Physical Science
 - Chemistry
 - Physics or Principles of Technology I & II or PIC Physics
- Social Studies: three (3) units
 - Civics one-half (½) unit
 - World History - one unit
 - American 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 (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.
- 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.⁶

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
 - Civics one-half (1/2) unit
 - World history, one (1) unit
 - American 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 (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.
- 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.

4.46—PLEDGE OF ALLEGIANCE

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.

POLICY TO ALLOW SCHOOL DISTRICTS TO PROVIDE FOR A BRIEF PERIOD OF SILENCE

It shall be the policy of the Sloan-Hendrix School District that all teachers will, at the opening of the school on each school day, conduct a brief period of silence with all students in the classroom who desire to participate according to Act 397 of 1995.

4.47— POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES.

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

To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing, Assessment and Accountability Program (ACTAAP), no electronic, device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan.¹ This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, “electronic devices” means anything that can be used to transmit or capture images, sound, or data.

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

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;

4. Using the device to take photographs in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

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

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

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

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

Cell phones or electronic devices seized by school staff may be searched.

Consequences:

- Verbal Warning; student may pick up phone or electronic device at the end of school day
- Parents will be responsible for picking up the cell phone or electronic device
- 1 day suspension
- 3 day suspension

4.48—VIDEO SURVEILLANCE

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

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

The district shall retain copies of video recordings for a minimum of two (2) weeks¹ before they are erased which may be accomplished by either deletion or copying over with a new recording. Parents wishing to view a video recording need to be aware that it may not be available after the two week period unless the video contains evidence of misconduct.

Video recordings shall be considered student education records and any release or viewing of such records shall be in accordance with current law. Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct has been settled.²

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

4.49—SPECIAL EDUCATION

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, 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.

4.52—STUDENTS WHO ARE FOSTER CHILDREN

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services (“DHS”), the ADE, and individuals involved with each foster child to ensure that he/she is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

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

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise, ensure that the foster child remains in his/her current school, even if a change in the foster child’s placement results in a residency that is outside the district. In such a situation, the District will work to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

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

A foster child’s grades shall not be lowered due to absence from school that is caused by a change in the child’s school enrollment, the child’s attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

4.53— PLACEMENT OF MULTIPLE BIRTH SIBLINGS

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar

day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

- There have been a minimum of 30 instructional days since the start of the school year; and
 - After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
 - Detrimental to the educational achievement of one or more of the siblings;
 - Disruptive to the siblings' assigned classroom learning environment; or
 - Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

5.20.1—WEB SITE PRIVACY POLICY

The Sloan-Hendrix School District operates and maintains a web site for the purpose of informing the citizens of the district about its activities. The web site does not use "cookies" or ISP addresses to collect or retain personally identifying information about visitors to its web site nor is any such information given to "third parties." Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

The site serves no commercial purpose and does not collect any information from individuals for such purpose.

Photographs of students, when associated with the student's name, shall not be displayed on any page of the district's web site without the prior written consent of the parent (or the student if 18 or older).

The site provides for email communication between the District and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students. The site may also provide for password protected communication between the district and its staff.

CHEMICAL SCREEN TEST POLICY FOR SLOAN-HENDRIX SCHOOLS

It is the mission of the Sloan-Hendrix School District to educate all students to the highest practical extent of our abilities, and to provide for their physical, mental, and emotional needs through the development of a safe, non-threatening environment with minimum interruptions which provide for a conducive learning climate.

The Sloan-Hendrix School District recognizes that chemical abuse or misuse is a significant health and safety problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Sloan-Hendrix School Board of Education is committed to its Mission Statement and is determined to help students by providing another option for them to say "No" to the use of drugs. Chemical abuse includes, but it not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

PURPOSE OF A CHEMICAL ABUSE POLICY

1. To allow the students of the Sloan-Hendrix School District to know that the school is concerned about their total well being. The School District is interested in helping the students who may be having problems with illegal drugs and alcohol.
2. To emphasize concern for the health of students in areas of safety while they are participating in activities, as well as the long-term physical and emotional effects of chemical use on their health.
3. To confirm and support state laws which restrict the use of such mood-altering and other illegal chemicals.

4. To assist students of the Sloan-Hendrix School District to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
5. To establish standards of conduct for students of the Sloan-Hendrix School District who are considered leaders and standard bearers among their peers.
6. To work cooperatively with the parents by assisting them in keeping their children free from mood-altering and other illegal chemicals.
7. To provide referrals for students who need evaluation regarding their use of mood-altering and other illegal chemicals.
8. To deter chemical abuse or misuse by all students through the use of random drug testing.
9. To deter chemical abuse or misuse by all students through the use of testing those who are determined under reasonable suspicion to be using, selling, or under the influence of drugs or alcohol at school or a school event.

SCOPE

The provisions of this policy apply to all students in the Sloan-Hendrix School District in grades seven through twelve, who sign, and whose parent/guardian sign consent "Form A" of the Chemical Screen Policy. All students who wish to participate in extra-curricular activities or drive a vehicle at the Sloan-Hendrix School District will be required to be subject to random testing.

The use or possession of illegal drugs during school activities or prior to school activities where the illegal drug has the possibility of affecting the participant is a violation of this policy. Students may be tested if reasonable suspicion exists.

GENERAL PROVISIONS AND DEFINITIONS

The Sloan-Hendrix School District shall randomly require selected students in grades seven through twelve of the Sloan-Hendrix School District to provide a urine specimen for urinalysis testing.

Illegal Drugs are defined as drugs, or the synthetic or generic equivalent or derivative of drugs, which are illegal under federal, state, or local laws including but not limited to, marijuana, heroine, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and its derivatives or relate substances, which are not prescribed by a physician or are prescribed by a physician and not used as authorized by the doctor or the manufacturer of the substance.

Extra-Curricular Activities are defined as school sanctioned activities other than regular classroom instruction. Such activities include clubs, social organizations with district, state, or national affiliates. Also included are student/groups involved in presentations, representing the school and/or competitions either directly or indirectly with the Sloan-Hendrix Schools. This also includes any programs sponsored by the Arkansas Department of Education.

Alcohol is defined as ethyl alcohol or any beverage containing ethyl alcohol.

Refusal to Submit to Testing: Any participant who refuses to submit to random drug testing shall remain at the testing site until the school officials have made proper contact with parent or guardian.

CONSENT FORM

No student shall be allowed to drive and park on school property or be allowed to participate in any extra-curricular activity at Sloan-Hendrix School until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. All students and custodial parents/guardians will be strongly encouraged to sign a consent form for random testing during the year.

TESTING DUE TO REASONABLE SUSPICION

Students who have been identified through the criteria outlined as reasonable suspicion may be tested separately from the times of the random testing. The testing should take place as soon as possible after the determination of reasonable suspicion has been verified. The charge of the testing for those identified will be the responsibility of the district.

Students who test positive under this policy's provision dealing with reasonable suspicion will be subject to disciplinary action as outlined in the Sloan-Hendrix High School Student Handbook and the Sloan-Hendrix Middle School Student Handbook.

REASONABLE SUSPICION PROVISIONS

The use or possession of illegal drugs or alcohol by a student on property under the control of the district or prior to entering property controlled by the district or at a district-sponsored event is a violation of this policy. This includes attendance at any location involving activities in which the Sloan-Hendrix School District or its students are competing, presenting, or participating. The penalty for possession of drugs or alcohol is outlined in the Sloan-Hendrix High School Student Handbook and the Sloan-Hendrix Middle School Handbook.

Reasonable suspicion is defined as a reasonable suspicion by an administrator or other District employee that a student has used, possessed, or sold illegal drugs on district property or has used illegal drugs off of district property, but is on district property or at a district-sponsored event while under the influence of the illegal drug; or that a student has used or possessed alcohol off of district property, but is on district property or at a district-sponsored event while under the influence of alcohol; or a student is abusing or misusing prescription medication on district property or at a district-sponsored event while under the influence of the prescribed medication. This includes attendance at any location involving activities in which the Sloan-Hendrix School District or its students are competing, presenting, or participating.

Examples of reasonable suspicion include, but are not limited to:

- Eyewitness evidence by a district official, administrator, or employee;
- Eyewitness evidence of another person plus additional evidence;
- Individualized suspicion possessed by an employee of the district which is based upon reasonable suspicion and/or reasonable reliable evidence.

COST

The cost of the test given during random selection will be paid by the district. Follow up tests for those students testing positive will be paid by the district. Any test requested by the parent(s) or student challenging the validity of the initial test results will be at the parent's expense. If that test proves negative, the district will pay for that retest.

GRIEVANCES

The procedure for appealing is found in the Sloan-Hendrix High School Student Handbook and the Sloan-Hendrix Middle School Handbook.

PROCEDURES

Type of Testing: The District shall randomly require selected students of the Sloan-Hendrix School District in grades seven through twelve to provide a urine specimen for urinalysis testing. Each specimen cup will have a number on it, which will be assigned to a participant's name. The samples submitted by the students will be sealed and sent to the lab for testing. All students randomly selected must report to the designated location for providing urine samples to be taken at the Sloan-Hendrix School District. Urinalysis will be the method utilized to test for the presence of chemicals in the body. A breathalyzer will be used to determine alcohol content in the body.

Selection Process: Students enrolled at the Sloan-Hendrix School District will be subject to random selection for chemical testing. Each student will be assigned a number. The testing agency will select days for random testing; these days will not be known by the school officials. The amount of numbers drawn will be no less than 5% or no greater than 25% of students in grades seven through twelve annually who have Consent Form "A" signed. If any student whose number is drawn is absent on that day, the selection process will continue until the number (5-25%) of students selected for testing equals the number specified for that day's random testing.

Use of Positive Test: Upon receipt of a positive test result for any student, a student may request a retest at his/her expense within 24-hour period of a positive result. The specimen used for the second testing will be from

the original split sample taken during the random sampling. The original sample taken at the testing site will be divided into two separate containers and sealed at the collection site.

First Positive Result

The superintendent or designee shall notify the student's custodial parent/legal guardian. The superintendent or designee shall schedule a conference with the student's parent/legal guardian to explain the results. Initial counseling including referrals, resources and information on chemical abuse will be available from the district. Further outside counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. The additional counseling/rehabilitation will be at the expense of the student. The student will be placed on confidential probation for thirty days. If the parent/guardian of the student submits that the student may continue in extra-curricular activities at the Sloan-Hendrix School District, the student will be so permitted. The school will not be responsible for injury or other health problems due to the student's misuse or abuse of the drug while the said student is involved in school activities. After thirty days, the student will be tested again: a written copy of the results will be given to the superintendent or designee. If the retest is negative, the confidential probation will be lifted.

Second Positive Result

For the second positive result, the student will be suspended from participating in extra-curricular activities and/or operating a vehicle on campus for one calendar year. To regain eligibility for participation in activities after the one calendar year suspension, a student must have a negative Chemical Screening Test. (Cumulative results for grades 7-12).

Third Positive Result

For the third positive result, the student will be suspended from participating in activities or the operation of a vehicle on campus for the remainder of his/her enrollment at Sloan-Hendrix Schools. (Cumulative results for grades 7-12).

Exception: In the event that there is any question as to whether or not a second positive result is being caused by residual effects of that particular substance from the first positive result, the Medical Review Officer will make the determination.

TESTING PROCEDURE

Analysis of Urine Specimens: The initial urinalysis method shall be an immunoassay screen. If a specimen test positive for any substance being checked, a gas chromatography/mass spectrometry, (GC/MS), confirmation test will be performed. If the parent/guardian questions the validity or reliability of the testing agency's results, the sample from the split specimen in the second sealed vial will be used for the parent-requested follow up test. The parents may choose a laboratory of choice so long as the Department of Health and Human Services Standards certify it. GC/MS shall be conducted on the specimen. If the result of the GC/MS test is positive, the student shall be considered to have had a positive result. If the results of the GC/MS test is positive, the student shall be considered to have had a positive result. If the results of the GC/MS are negative for the suspected substance or substances, the student shall be considered to have had a negative result. The school will be responsible for paying for the requested test if the results prove to be negative.

All tests results from the laboratory shall be communicated to the Superintendent or designee to ensure proper testing procedures, United States Department of Health and Human Services Standards as defined by the National Institute of Drug Abuse certified laboratories will be followed.

All initial urine specimens will be taken at the designated location determined by the Principal or designee. Any student who is requested to provide a urine specimen shall be directed to the collection site where the student will complete the necessary forms. Students selected as part of the random test will be required to provide additional information for the testing agency. Students confirmed positive might be permitted, at the Superintendent's discretion, to provide the sample after day thirty confidential probation at the testing agency facility. (This is to ensure confidentiality).

The following precautions will be taken, as appropriate, at the collection site:

1. Agent and/or administrator shall positively identify the examinee.
2. The agent and/or administrator shall ask the individual to remove any unnecessary outer garments (i.e. coat, jacket) that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. The agent and/or administrator shall note any unusual behavior or appearance.
3. The student shall be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student shall not be outside the presence of the agent and/or administrator and not have access to water fountains, faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed. Only one student will be allowed at a time in the washroom and process area.
4. The female student will be allowed to provide the specimen in a stall or partitioned area that will allow for individual privacy. The male student may be required to provide the specimen while using a urinal. After the specimen has been provided for the agent, the female student should leave the stall, and the male student should leave the urinal or stall. Extra specimen containers should not be left in the restrooms.
5. At the collection site, toilet bluing agents shall be placed in the toilet tanks, whenever possible. No other source of water shall be available in the immediate area where the urination occurs.
6. After the specimen has been provided to the agent, the agent will continue with the chain of custody procedures and will determine whether the specimen contains at least 45 milliliters of urine. If there is not at least 45 milliliters, additional urine shall be collected. The student may be given reasonable amounts of water for drinking. If a student fails for any reason to provide the necessary amount of specimen, the agent and/or administrator shall contact the superintendent or designee for guidance.
7. Immediately after collection, the testing agent shall check the temperature of the specimen and inspect the specimen for color and sign of contaminants. Freshly filled specimen containers should be warm. If the specimen is not between 90 and 100 degrees, the student will be required to provide another specimen of urine within two hours of the original collection.
8. Both the agent and/or administrator and the student being tested shall keep the specimen in view at all times prior to its being sealed and labeled.
9. The student shall observe the tamper-proof seal. The labels for the specimen bottle must have all information completed before being placed over the bottle caps and down the sides of the bottles. The agent will place the identification label securely on the bottles.
10. The student and the agent will sign the chain of custody form. The observer will initial the specimen label.
11. The identification label on the specimen container shall contain:
 - a. the date
 - b. the student's assigned number
 - c. the student's name is NOT to be on the sample

Ethyl alcohol will be tested by using a breathalyzer. The cutoff level ethyl alcohol will be four-one-hundredths of one percent (.04%) by weight of alcohol in the student's breath. Cutoff levels used are determined by the National Institute on Drug Abuse. Medical Review Officer will review and verify all positive test results, report said results, check for chain of custody compliance and determine false positives.

RESULTS AND NOTIFICATION

The results shall be reported to the Superintendent or designee within a specified number of days after the lab's receipt of the specimen. All reports shall be in writing. All specimens testing negative on the initial test or negative on the confirmation test shall be reported as negative. Only specimens confirmed as positive shall be reported as positive for a specific drug(s).

SUBSTANCES TESTED

The specific drugs in the drug screen may be selected at the beginning of each school year, and may be amended any time throughout the year. The substances for which students may be tested include, but are not limited to:

- Barbituates - Amobarbital, Butobarbital, Butalbital, Pentobarbital, Phenobarbital, Secobarbital, and Trizolam
- Amphetamines - Amphetamine, Methamphetamine, and Crystal Meth.
- Benzodiazepines - Alprazolam, Chlordiazepoxide, Clorazepate, Diazepam, Halazepam, and Prazepam.
- Qualitative THC - Marijuana.
- Opiates - Codeine, Heroin, and Morphine
- Cocaine Metabolites, Propoxyphenes, Phencyclidine (PCP), Ethyl Alcohol

The cutoff levels for initial screens shall be 100 nanograms per milliliter (ng/ml) for marijuana metabolites (THC), 300 ng/ml for cocaine metabolites and opiates, 25 ng/ml for phencyclidine, and 1000 ng/ml for

amphetamines. The cutoff level for ethyl alcohol shall be for one-hundredths of one percent (.04%) by weight or alcohol in the student's breath. Cut off levels used are determined by the National Institute on Drug Abuse. The cutoff levels for confirmation tests shall be 15 ng/ml for marijuana metabolites, 150 ng/ml for cocaine metabolites, 300 ng/ml for opiates, 500 ng/ml for amphetamines, and 25 ng/ml for phencyclidines.

RECORDS

All records concerning chemical abuse testing shall be maintained by the Superintendent or designee in a separate locked file. The records shall not be kept in student's regular file. Only the Superintendent or designee shall have access to the files. No student shall be penalized academically for testing positive for illegal drugs. The files on each student shall be destroyed upon graduation or twelve months after termination of enrollment. A student and the student's custodial parent/legal guardians may obtain a copy of the student's chemical abuse testing records upon written request. Information in these files will not be released to local authorities unless required through a court order.

4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

(Not to be filed if the parent/student has no objection)

(See Privacy Of Students’ Records/ Directory Information---Sloan-Hendrix Elementary Handbook Pg 16)

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Sloan-Hendrix School District of directory information, as defined in Policy No. 4.13 (Privacy of Students’ Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, *etc.*, is not within the control of the District.

I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year or the date the student is enrolled for school in order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

I object and wish to deny the disclosure or publication of directory information as follows:

Deny disclosure to military recruiters ____

Deny disclosure to Institutions of postsecondary education ____

Deny disclosure to Potential employers ____

Deny disclosure to all public and school sources ____

Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), **AND** result in the student’s directory information **not** being included in the school’s yearbook and other school publications.

Deny disclosure to all public sources ____

Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student’s directory information **to be included** in the school’s yearbook and other school publications.

Name of student (Printed)

Signature of parent (or student, if 18 or older)

Date form was filed (To be filled in by office personnel)

4.29F—STUDENT INTERNET USE AGREEMENT

Student's Name (Please Print) _____ Grade Level _____

School _____ Date _____

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

1. **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned technology device unless the Student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
4. **"Misuse of the District's access to the Internet"** includes, but is not limited to, the following:
 - a. using the Internet for other than educational purposes;
 - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. making unauthorized copies of computer software;
 - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. posting anonymous messages on the system;
 - h. using encryption software;
 - i. wasteful use of limited resources provided by the school including paper;
 - j. causing congestion of the network through lengthy downloads of files;
 - k. vandalizing data of another user;
 - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - m. gaining or attempting to gain unauthorized access to resources or files;
 - n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - o. invading the privacy of individuals;
 - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
 - q. using the network for financial or commercial gain without district permission;
 - r. theft or vandalism of data, equipment, or intellectual property;
 - s. attempting to gain access or gaining access to student records, grades, or files;
 - t. introducing a virus to, or otherwise improperly tampering with the system;
 - u. degrading or disrupting equipment or system performance;
 - v. creating a web page or associating a web page with the school or school district without proper authorization;
 - w. providing access to the District's Internet Access to unauthorized individuals;
 - x. failing to obey school or classroom Internet use rules; or
 - y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.

- z. Installing or downloading software on district computers without prior approval of technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

Note: The Neighborhood Children's Internet Protection Act (PL 106-554, 47 USC 254 (h) (1)) requires districts to hold at least one public hearing on its proposed Internet safety policy. The regulations do not require this to be a special meeting and it is allowable for it to be part of a regular school board meeting.

4.35F—MEDICATION ADMINISTRATION CONSENT FORM

(See Student Medications---Sloan-Hendrix Elementary Handbook Pg 27)

Student's Name (Please Print) _____

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.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) _____

Name of physician or dentist (if applicable) _____

Dosage _____

Instructions for administering the medication _____

Other instructions _____

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or legal guardian signature _____

Date _____

4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM

(See Student Medications---Sloan-Hendrix Elementary Handbook Pg 28)

Student’s Name (Please Print) _____

The following must be provided for the student to be eligible to self-administer asthma inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year. This consent form must be renewed each year and/or anytime a student changes schools.

- a written medical statement from a health-care provider who has prescriptive privileges that he//she has prescribed the asthma inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific medications prescribed for the student;
- an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
- a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

If the school nurse is available, the student shall demonstrate his/her skill level in using the asthma inhalers and/or auto-injectable epinephrine to the nurse.

Medications for self-medication shall be supplied by the student’s parent or guardian and be in the original container labeled with the student’s name. The parent or guardian may choose to provide the school with additional appropriate medication (use form 4.35F) for the school to have available to deal with an asthma or anaphylaxis emergency.

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

Parent or legal guardian signature _____

Date _____

4.35F3—GLUCAGON ADMINISTRATION AND CARRY CONSENT FORM

Student's Name (Please Print) _____

The school has developed a Section 504 plan acknowledging that my child has been diagnosed as suffering from Type I diabetes. The 504 plan authorizes the school nurse or, in the absence of the nurse, trained volunteer district personnel, to administer Glucagon in an emergency situation to my child.

I hereby authorize the school nurse or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer Glucagon to my child in an emergency situation. Glucagon shall be supplied to the school nurse by the student's parent or guardian and be in the original container.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon in accordance with this consent form and the 504 plan.

Parent or legal guardian signature _____

Date _____

4.41F—OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS

(See Physical Examinations Or Screenings--- Sloan-Hendrix Elementary Handbook Pg 29)

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to the physical examination or screening of the student named below.

Physical examination or screening being objected to:

___ BMI

___ Vision test

___ Hearing test

___ Scoliosis test

___ Other, please specify _____

___ Non-emergency, invasive physical examination as defined in Policy 4.41

Comments:

Name of student (Printed)

Grade

Signature of parent (or student, if 18 or older)

Date form was filed (To be filled in by office personnel)

5.20 F1—PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE

(See Privacy Of Students’ Records/ Directory Information---Sloan-Hendrix Elementary Handbook Pg 17)

I hereby grant permission to the Sloan-Hendrix School District to display the photograph or video clip of me/my student (if student is under the age of eighteen {18}) on the District’s web site, including any page on the site, or in other District publications without further notice. I also grant the Sloan-Hendrix School District the right to edit the photograph or video clip at its discretion.

The student’s name may be used in conjunction with the photograph or video clip. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District’s web site.

Name of student (Printed)

Signature of student (only necessary if student is over 18)

Signature of parent (required if student is under 18)

Date

Dear Parent/Guardian:

As a result of the new public laws governing school attendance and discipline, it is now necessary to ask that you received these policies and keep them for your use. This sheet must be signed and returned to your child's teacher the first week of school for our school records. If you have questions or concerns about these policies, please contact the school office. Your cooperation in this effort will be greatly appreciated.

Signature of Parent/Guardian

Student's Name

Date

PARENTAL/COMMUNITY INVOLVEMENT

Sloan-Hendrix School understands the importance of involving parents and the community as a whole in promoting higher achievement and general good between the school and those it serves. Therefore, Sloan-Hendrix School shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the school shall work to:

1. Involve parents and the community in the development and improvement of Title I programs for the school.
2. Have a coordinated involvement program where the involvement activities of the school enhance the involvement activities as Head Start, HIPPY, Parents as Partners, ABC, ABC for School Success, area Pre-K programs, and Even Start.
3. Explain to parents and the community the state's content and achievement standards, state and local assessments and how the school's curriculum is aligned with the assessments, and how parents can work with the school to improve their child's academic achievement.
4. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community-based organizations to foster parental involvement and provide literacy and technology training to parents.
5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents.
6. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand.
7. Find and modify other successful parent and community involvement programs to suit the needs of our school.
8. Train parents to enhance and promote the involvement of other parents.
9. Provide reasonable support for other parental involvement activities as parents may reasonably request.

To help promote an understanding of each party's role in improving student learning, Sloan-Hendrix School shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the state's academic standards.

Sloan-Hendrix School shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parent's right to be involved in the education of their child. Sloan-Hendrix School shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language that parents can understand.

Act 1423 of 2013 requires each school to place a parent-friendly summary of the parent involvement plan as a supplement to the student handbook. The parent has to sign a receipt of the summary and return the signed form to the school where the student is enrolled.