

COMMITTED TO EXCELLENCE



“EDUCATION IS NOT FILLING A BUCKET, BUT LIGHTING A FIRE.”

2016 – 2017 School Year

GLEN ROSE ELEMENTARY

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14334 HWY. 67

MALVERN, AR 72104

LANCE ROBINSON, PRINCIPAL

Contents

MISSION STATEMENT	5
MESSAGE FROM THE PRINCIPAL:	5
OFFICE HOURS	5
FEDERAL AND STATE LAWS	5
ABSENCES & ATTENDANCE	6
ALTERNATIVE LEARNING ENVIRONMENT	8
AUTOMATED PHONE COMMUNICATIONS	8
BULLYING	8
CAFETERIA POLICIES	10
CAMPUS TRAFFIC	11
CELL PHONE, BEEPERS, ETC. POSSESSION	12
CHANGE OF ADDRESS/TELEPHONE NUMBER	13
CLASS PARTIES	13
CLOSED CAMPUS	13
COMMUNICABLE DISEASES AND PARASITES	13
COMPLAINTS	14
COMPULSORY ATTENDANCE REQUIREMENTS	14
CONTACT WITH STUDENTS WHILE AT SCHOOL	15
CUSTODIAL PARENTS	16
DISCIPLINE	16
CORPORAL PUNISHMENT	21
SATURDAY SCHOOL	21
SUSPENSION FROM SCHOOL	22
DISCIPLINE OF HANDICAPPED	23
DISTRIBUTION OF LITERATURE	23
DRESS AND GROOMING	23
DRESS CODE	24
DRUG FREE ENVIRONMENT	24
DUE PROCESS	25
ELEMENTARY GUIDANCE	25
EMERGENCY DRILLS	25
ENTRANCE REQUIREMENTS	26
EQUAL EDUCATIONAL OPPORTUNITY	28
EXPULSION	29
EXTRACURRICULAR ACTIVITIES – ELEMENTARY	30

FIELD TRIPS	31
FUND RAISING	31
GANGS AND GANG ACTIVITY	31
GRADING SCALE	32
GRIEVANCE PROCEDURE	33
HEALTH	33
HOME ACCESS CENTER (HAC).....	34
HOME SCHOOLING	34
HOMELESS STUDENTS.....	34
HOMEWORK POLICY.....	36
IMMUNIZATIONS	37
INTERNET SAFETY AND ELECTRONIC DEVICE USE.....	39
MAKE-UP OF WORK.....	40
MEDICATIONS.....	41
PARENT’S GENERAL INFORMATION.....	42
PARENT-TEACHER CONFERENCES	44
PERMANENT RECORDS	44
PHYSICAL EXAMINATIONS OR SCREENINGS.....	44
PLACEMENT OF MULTIPLE BIRTH SIBLINGS	44
PLEDGE OF ALLEGIANCE	45
PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION	45
PROMOTION AND RETENTION	47
REMEDICATION	49
RESIDENT REQUIREMENTS	49
SCHOOL BUS POLICIES	50
SCHOOL CHOICE	52
SCHOOL HOURS.....	55
SCHOOL NEWSPAPERS, UNOFFICIAL PUBLICATIONS AND SCHOOL WEBSITES.....	56
SCHOOL ORGANIZATIONS.....	56
SCHOOL PROPERTY.....	56
SEARCH, SEIZURE, AND INTERROGATIONS.....	56
SEXUAL HARASSMENT	57
SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2017.....	59
SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER.....	62
SPECIAL EDUCATION.....	66

STUDENT HANDBOOK66
STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE66
STUDENT RECORDS.....68
STUDENTS WHO ARE FOSTER CHILDREN68
TARDIES AND EARLY CHECKOUTS69
TEXTBOOKS - LIBRARY BOOKS69
TITLE IX (DISCRIMINATION ON BASIS OF SEX)69
TOBACCO USE POLICY69
TOYS.....71
TRANSFERS71
VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING.....72
VISITORS TO THE SCHOOL72
WEATHER INFORMATION.....73

MISSION STATEMENT

Glen Rose Elementary School is committed to the belief that the total education process is a cumulative student-parent-community-teacher responsibility. It is our goal to empower each individual with the tools, knowledge, technological skills, and vision necessary to be contributing members of an ever-changing society.

MESSAGE FROM THE PRINCIPAL:

We sincerely hope all who use this handbook do so realizing the importance of a quality education, and that certain practices and policies must be followed in order to assure equal opportunities for all students. The purpose of our school regulations is to help each student develop into the type of citizen he/she will be proud to be. We feel it is very important for the school and home to work closely together for the students to have a good school year. Please go over the information in the handbook with your child.

Please have this handbook available for easy reference at home. We invite you to call or visit the school when you have any questions or concerns.

LANCE ROBINSON, PRINCIPAL

OFFICE HOURS

The Glen Rose Middle School office hours are from 7:30 a.m. to 3:15 p.m. each day during the school year. Summer hours will be posted.

FEDERAL AND STATE LAWS

Glen Rose Elementary School complies with all applicable state and federal laws. Parents or students may obtain information relating to specific laws in the principal's office.

Arkansas law 7-17-106 states that it is unlawful for any person to use profane, violent, vulgar, abusive or insulting language toward any public school employee during the course of his/her duties. Said person shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than \$100 nor more than \$1,500.

No unauthorized person (non-student) shall purposely enter or remain unlawfully in a school or vehicle on the school premises. (Criminal trespass – A.C.A. 5-39-203)

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504 Coordinator (grades K-4)
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ABSENCES & ATTENDANCE

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

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

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

Excused Absences

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
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, FCCLA, 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.

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

Whenever a student exceeds six (6) 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.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, 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.

Cross References: MAKE-UP WORK; IMMUNIZATIONS; DIGITAL LEARNING COURSES

Legal References: A.C.A. § 6-4-302; A.C.A. § 6-18-209; A.C.A. § 6-18-220; A.C.A. § 6-18-222; A.C.A. § 6-18-229; A.C.A. § 6-18-231; A.C.A. § 6-18-507(g); A.C.A. § 7-4-116; A.C.A. § 9-28-113(f); A.C.A. § 27-16-701; Arkansas Department of Education Rules Governing Distance and Digital Learning

Date Adopted: June 20, 2011; Last Revised: July 20, 2016

ALTERNATIVE LEARNING ENVIRONMENT

There are times when a student may need a different work area than his/her classroom. At this time the principal may designate a work area in or near the office, another classroom, or the ALE room accompanied by the case manager. When the child's behavior is the cause for the need, the change is called in-school suspension.

Chronic behavior problems may be referred to the Behavior Intervention Team or the other counseling opportunities. Parent conferences will be required.

AUTOMATED PHONE COMMUNICATIONS

Glen Rose School District uses a rapid notification system that provides the means to notify parents and employees of emergency or other important information by way of mass telephone contact.

The school uses the system to inform parents of school closings and other critical information. This information may include notification of parent/teacher conferences, report cards, and many other situations. Schools use the system to be in touch with all parents or groups of parents depending on the issue.

This system allows for calls to be made to the primary number parents supply at the beginning of the school year on the child's demographic information sheet in the space provided. This type of notification system has proven to be a major step in providing positive contact between schools and parents. Please be sure to have a current and working phone number on file with the secretary in the principal's office.

Date Adopted: June 20, 2011

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, 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 reasonable 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.

Cyber bullying 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 or "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,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by the Sexual Harassment policy, is also a form of bullying, and/or teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles.

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.

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.

EXAMPLE: A student might be disciplined both for bullying and sexual harassment, in an appropriate situation, or bullying and assault.

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.

Disciplinary consequences will be a minimum of a conference with the principal to the maximum of a ten-day suspension with a recommendation for expulsion. This Act permits different consequences depending on the age or grade of the bullying student.

Students or adults who knowingly fabricate allegations and falsely accuse a student of being a bully will be subject to disciplinary action up to and including the notification of law enforcement.

The person or persons who file a complaint will not be subject to retaliation or reprisal in any form.

Copies of this policy shall be available upon request.

Legal Reference: A.C.A. § 6-18-514; A.C.A. § 5-71-217

Date Adopted: June 16, 2003; Last Revised: July 15, 2013

CAFETERIA POLICIES

The cafeteria serves well-balanced meals prepared and served each day under sanitary conditions. All students eating breakfast or lunch must eat in the cafeteria, or they may bring a meal from home when they come to school. Students may not send out for food or have other persons bring them food purchased from off-campus facilities. Class parties cannot be held during lunch time. Students are expected to proceed to the cafeteria and secure their meal in an orderly manner.

A student may:

1. Purchase a lunch to eat in the lunchroom. A second lunch tray may be purchased at full price regardless of the price of the first tray.

2. Bring a lunch from home to be eaten in the lunchroom. Due to problems of disposal and danger, the student MAY NOT bring glass bottled drinks with his/her lunch. Milk may be purchased. Carbonated drinks may not be purchased at school for lunch according to USDA law. Avoid carbonated drinks in thermoses.

Please send all milk and lunch money to your child's teacher. If at all possible, please send money for the entire week on Monday. Extra milk is available.

If your child is allergic to milk and needs to drink water or juice when purchasing a school meal, the cafeteria manager requires a letter from your doctor filed with her office each year.

There will no charges within 10 school days of the last day for students and charges must be paid 5 days prior to the last student day. Students that are over the charge limit can still eat but must pay cash for the day's meal. Students that exceed the charge limit and cannot pay will be provided a peanut butter sandwich or a cheese sandwich and milk.

Lunch Costs

Students

Elementary Breakfast	\$1.15	Elementary Lunch	\$2.25
Reduced Breakfast	\$.30	Reduced Lunch	\$.40
Adult Breakfast	\$2.00	Adult Lunch	\$3.00

School Lunch Substitutions

The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit to the district's Director of Child Nutrition a Certification of Disability for Special Dietary Needs Form completed by:

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

The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

Legal References: Commissioner's Memo FIN-09-044; Commissioner's Memo FIN-15-122; 7 CFR 210.10(g)

Date Adopted: June 23, 2009; Last Revised: March 14, 2016

CAMPUS TRAFFIC

No thru traffic on the gym and fine arts road from 7:30 a.m. - 8:15 a.m. Monday - Friday and 2:45 p.m. - 3:30 p.m. Monday - Friday. This road is only open to buses. Please, also, avoid the road that runs by the elementary building #4 parking lot unless you are part of the student drop off and pick up line. At this time this road should be running one way. The times to avoid this road for simply traveling are the same as listed above. Please drive slowly. This campus is traveled by children all hours of the day - even after cars and buses have left.

CELL PHONE, BEEPERS, ETC. POSSESSION

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP 3 players, Ipods, and other portable devices so that the opportunity for learning in the district's schools may be enhanced.

At the same time, cell phones and other electronic communication devices can, in controlled situations, offer a means to enhance student learning through their ability to access expanded sources of information. Teachers have the authority to permit student use of their cell phones for specific classroom lesson plans or projects. Students must abide by the guidelines the teacher gives for any such authorization. Students who fail to do so will be subject to the provisions of this policy governing misuse of cell phones.

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

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. 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. Students caught with a cell phone during state mandated testing will have their phone confiscated, phone contents reviewed, and the Arkansas Department of Education will be notified. The student will be suspended.

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.

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

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

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

Students using or possessing, other than those devices properly stored in a locker or vehicle, cell phones or other portable music devices after the first bell and before the last bell shall have them confiscated. Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

No student shall use any wireless communication device for the purposes of browsing the internet, composing or reading emails and text messages; or making or answering phone calls while driving a

motor vehicle which is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

Legal Reference: A.C.A. § 6-18-502 (b)(3)(D)515; A.C.A. § 27-51-1602; A.C.A. § 27-51-1603; A.C.A. § 27-51-1609; ADE Test Administration Manual

Date Adopted: June 18, 2007; Last Revised: March 14, 2016

CHANGE OF ADDRESS/TELEPHONE NUMBER

It is very important that every student maintains an up-to-date address and telephone number on record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. If a child does not have any emergency numbers that are working, he/she will be sent home until working numbers are filed in the office.

CLASS PARTIES

Due to nutrition guidelines, classroom parties will be limited and at the teacher's discretion.

No treats may be sent on any day without approval by the teacher of the type of treat and the day it is to be sent. Types of food approved must be store bought or pre-packaged. Store bought items cannot be opened until they are in the classroom. This is a precaution in case any questions should arise.

Due to safety concerns no balloons of any type are allowed for party favors. However, balloons that have been blown up can be sent to the honored child if an adult is willing to pick them up at the end of the day.

CLOSED CAMPUS

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

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

In accordance with 4.57—IMMUNIZATIONS the District shall maintain a copy of each student’s immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.14. 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 up their child 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 screening 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.

Cross References: ENTRANCE REQUIREMENTS; ABSENCES; PRIVACY OF STUDENTS’RECORDS/DIRECTORY INFORMATION; IMMUNIZATIONS

Legal References: A.C.A. § 6-18-702; Arkansas State Board of Health Rules and Regulations Pertaining to Immunization Requirements; Arkansas Department of Education Rules Governing Kindergarten Through 12th Grade Immunization Requirements

Date Adopted: June 19, 2012; Last Revised: March 14, 2016

COMPLAINTS

Individuals with complaints concerning personnel, curriculum, discipline, or the day to day management of the school need to address those complaints according to the following sequence:

1. Teacher or staff member against whom the complaint is directed.
2. Principal
3. Superintendent

In most cases when this sequence is followed concerns are resolved.

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. Patrons are reminded that the Board serves as jury in matters regarding student suspensions, expulsions, and personnel discipline initiated by the Superintendent.

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 (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 (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 15 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. 6-18-201 (b).

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

Date Adopted: June 6, 2002; Last Revised: June 20, 2011

CONTACT WITH STUDENTS WHILE AT SCHOOL

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.

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal. Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the 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. Except as provided below, other questioning of students by non-school personnel shall be granted

only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

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

CONTACT BY PROFESSIONAL LICENSURE STANDARDS BOARD INVESTIGATORS

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

Legal References: A.C.A. § 6-18-513; A.C.A. § 9-13-104; A.C.A. § 12-18-609, 610, 613;
A.C.A. § 12-18-1001, 1005

Date Adopted: June 20, 2011; Last Revised: February 27, 2015

CUSTODIAL PARENTS

The custodial parent must file a certified copy of any court order restricting the rights of the non-custodial parent with the school principal.

DISCIPLINE

The Glen Rose 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 school activity. The ranges of disciplinary consequences include verbal warning through a recommendation for expulsion. Students with disabilities who engage in misconduct are subject to normal disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education (FAPE). Discipline for students with disabilities will be consistent with the Individual Education Plan and with IDEA (Individuals with Disabilities Act) current procedures. Students with disabilities are not exempted from discipline. (IDEA 504, PL 94-142).

Students are expected to follow the provisions of this handbook and obey the directions of certified teachers as well as non-certified staff and school volunteers who have been assigned responsibilities that include the supervision or oversight of students. Failure to follow the directions of a volunteer or non-certified staff member is a violation of this handbook, and will result in disciplinary action being taken against the student, ranging from a warning to expulsion. Non-certified, non-instructional staff and school volunteers may not discipline students directly, except as otherwise provided, but are to refer discipline violations to a certified teacher or school administrator.

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms regardless of whether a specific prohibition of the conduct is contained in this student handbook.

Each student will have an individual discipline plan which will outline how many times he/she has been in the office for discipline and what punishment has been received. An administrator's decision about which disciplinary response is appropriate may depend on the severity of the offense, motive, prior offenses, and effects of the offense. Some offenses may result in a severe response such as suspension or expulsion on the first offense.

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 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 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.

Date Adopted: June 6, 2002; Revised: July 1, 2008; Last Revised: June 19, 2012

Prohibited Conduct/Possible Offenses

Students are responsible for the 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. These offenses may result in penalties that consist of a minimum of a verbal warning to a maximum of being expelled.

1. According to Act 1046 of 2001, A student making a death threat against another student or school employee is considered to be a CLASS D FELONY if certain conditions are met. The conditions include the following:

- (a) The person communicates to any other person a threat to cause the death of a school employee or student;
- (b) The threat involves the use of a firearm or other deadly weapon;
- (c) A reasonable person would believe that the person making the threat intends to carry it out;
- (d) The person making the threat takes action that would culminate in action that would carry the threat out;
- (e) There is a time relationship between the threat and the action carrying it out.

2. No use of vulgar, profane, or obscene language or gestures towards children or adults.

3. No tobacco of any form is allowed on the school premises. With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product.

Legal References: A.C.A. §6-21-609

4. No possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drugs, unauthorized inhalants, or the inappropriate use of sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug or drug paraphernalia.

5. Intentional misuse, defacing, or destroying of school property will result in punishment and reimbursement for damages by parents.

6. Gambling is prohibited at school or on school grounds.

7. Physical abuse/assault of school personnel may result in suspension. Extreme and severe cases may result in expulsion. Act 888 requires principals to report all felonies or other violent criminal acts to the appropriate local law enforcement. School districts are to promulgate rules and regulations for compliance with the requirements of this act.

8. **THEFT** - Any student guilty of stealing public or private property shall make restitution for or replace the property. Any articles on campus that a student may consider to be lost should be left alone and reported to the nearest teacher. Students are not to have any item in their possession which they are not authorized to have. Students who are guilty of this offense will be faced with a minimum of making restitution and a maximum of expulsion.

9. **WEAPONS** - 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, mace, or other noxious spray; explosive; Taser or any other instrument tht uses electrical current to cause neuromuscular incapacitation; 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, a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possess 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 in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm or other weapon shall be recommended for expulsion for a period of not less than one year. The Superintendent shall have the discretion, however, 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 a weapon to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

Legal Reference: A.C.A. § 6-18-502(c)(2)(A)(B); A.C.A. § 6-15-1005; A.C.A. § 6-21-609;
A.C.A. § 6-18-506; A.C.A. § 6-18-507 (e)(1)(2); A.C.A. § 6-18-222;
A.C.A. § 6-5-201; A.C.A. § 6-18-514; A.C.A. § 6-18-502 (c)(2)(A)(B);
A.C.A. § 6-18-507 (e)(1)(2); A.C.A. § 6-21-608; A.C.A. § 5-4-201;
A.C.A. § 5-4-401; A.C.A. § 5-27-210; A.C.A. § 5-73-119(b)(e)(8)(9)(10);
A.C.A. § 5-73-133; 20 USCS § 7151

Cross Reference: EXPULSION

Date Adopted: June 6, 2002; Last Revised: July 15, 2013

10. Disturbances and unauthorized demonstrations - any student who provokes or contributes to deliberate disturbance and/or unauthorized demonstrations at school or school functions may receive corporal punishment or suspension depending on the circumstances.
11. Insubordination/Disrespect - Insubordination (refusing to follow the reasonable request of school authorities) or disrespect to any school employee shall not be tolerated. In accordance with Act 1565, 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 is profane, violent, vulgar, abusive, or insulting.

12. Fireworks will not be permitted on any school property.
13. Use of any paging device, beeper, or similar electronic communication devices, cell phones, cameras, MP3 players, Ipods, and other portable music devices on the school campus/bus during school hours unless specifically exempted by the administration for health or other compelling reasons. Students using cell phones or other electronic devices as mentioned above between the first bell and last bell shall have them confiscated. Confiscated items may be picked up in the office by the student's parent or guardian or adult designee.
14. It is unlawful for a person under eighteen (18) years of age to possess a handheld laser pointer without the supervision of a parent, guardian or teacher. The handheld laser pointer shall be seized by the law enforcement officer as contraband.
15. Disruptive behavior that interferes with orderly school operations.
16. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee.
17. Inappropriate public displays of affection.
18. Cheating, copying, or claiming another person's work to be his/her own.
19. Truancy.
20. Excessive tardiness.
21. Harassment.
22. Hazing, or aiding in the hazing of another student.
23. Sexual Harassment.
24. No buying, selling, or trading of items on school property, unless approved through the principal's office.
25. Inappropriate student dress (see Dress Code)
26. No engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex or disability.
27. No bullying (see Bullying Policy)
28. No gangs or gang related activities, including belonging to secret societies of any kind. All are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gesture associated with gangs are prohibited.
29. Possess, view, distribute, or electronically transmitting sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form.
30. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession. Students face a minimum of a verbal warning to a maximum of expulsion.
31. **TOBACCO** - No student may use or possess tobacco, tobacco products, or tobacco paraphernalia (ex. lighters, matches, etc.) on school property, on a school bus, at a designated bus stop or at a school-sponsored activity. Tobacco, tobacco products, or tobacco paraphernalia products discovered in the possession of students under the age of 18 will be confiscated and destroyed by school officials. With the exception of recognized tobacco cessation products, this

policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor. A student using or in possession of tobacco in any form shall receive Saturday School for the first offense, three (3) days in-school suspension for the second offense, three (3) days out-of-school suspension for a third offense and five (5) days suspension for the fourth offense and expulsion for a subsequent offense. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

32. Operating a vehicle on school grounds while using a wireless communication device.

Legal References: A.C.A. 6-18-502; A.C.A. 6-15-1005; A.C.A. 6-21-609;
A.C.A. 6-18-506; A.C.A. 6-18-222; A.C.A. 6-5-201; A.C.A. 6-18-514;
A.C.A. § 27-51-1602; A.C.A. § 27-51-1603; A.C.A. § 27 – 51-1609

Date Adopted: June 6, 2002; Last Revised: February 17, 2015

Corporal Punishment

The Glen Rose School Board authorizes the use of corporal punishment to be administered in accordance with the 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. Corporal punishment will be used only with the approval of the principal and shall be used only as a last resort before suspension. When corporal punishment is used the following guideline will be followed:

- (1) Prior to 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.
- (2) All corporal punishment
 - a. shall be administered privately, out of sight and hearing of other students.
 - b. shall not be excessive, or administered with malice
 - c. shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.
- (3) No more than three swats will be given at one time or for any one offense.
- (4) The paddle in the principal's office is to be used unless another paddle has been approved by the principal.
- (5) Any cases of corporal punishment must be documented and put on file in the principal's office on the appropriate form.

NOTE: When corporal punishment is appropriate and the student refuses such punishment, the student will be suspended for one (1) day.

References: A.C.A. § 6-18-503 (b); A.C.A. § 6-18-505 (c)(1)

Date Adopted: June 6, 2002; Revised: July 1, 2008; Last Revised: June 19, 2012

Saturday School

Students in Grades K-12 may be assigned to Saturday School for various discipline problems. An attempt to notify parents will be made when a student has been assigned Saturday School. The school will not provide transportation so it is the parent's responsibility to provide transportation for Saturday School. Failure of a student to attend an assigned Saturday School without prior approval of the principal will result in a (2) day out-of-school suspension. In addition, students must be ON TIME for Saturday School. Saturday School starts 8:00 a.m. sharp!! (Glen Rose School District Time). Students

who arrive late will not be admitted to Saturday School (which) will result in a (2) day suspension. Saturday School ends at 12:00 p.m. Students must bring assignments or work with them. Students must follow all directions and rules. Failure to do so will result in asking the student to leave. Once a student is asked to leave Saturday School, he/she will receive a two (2) day out-of-school suspension. (Suspensions are deemed unexcused absences.) Students accumulating more than 2 Saturday school assignments per semester will result in suspension.

Suspension From School

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

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

A student may be suspended for behavior including, but not limited to what 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.

Out-of-school suspension shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

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

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

When possible, notice of the suspension, its duration, and any stipulations for the student's readmittance to class will be given to the parent(s), legal guardians(s), or to the student if age 18 or older prior to 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 for the following means, listed in order of priority.

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

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

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

In-school suspension shall be treated as if the student was present at school. During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.

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

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

Cross References: ABSENCES

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

Last Revised: June 20, 2016

DISCIPLINE OF HANDICAPPED

Students with disabilities who engage in misconduct are subject to normal disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education (FAPE). Discipline for students with disabilities will be consistent with the Individual Education Plan and with IDEA (Individuals with Disabilities Act) current procedures. Students with disabilities are not exempt from discipline.

DISTRIBUTION OF LITERATURE

No literature or announcements will be distributed to students at school without clearance from the elementary office.

DRESS AND GROOMING

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

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. The 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.

The penalty for prohibited dress is a minimum of a warning/option to change into proper attire and a maximum of suspension.

Legal References: A.C.A. § 6-18-502(c)(1); A.C.A. § 6-18-503(c)

Date Adopted: June 6, 2002; Last Revised: June 20, 2011

DRESS CODE

Students should come to school clean and neat in appearance. Footwear should be appropriate for recess/physical activity and P.E. (sandals, high heels, flip flops or thong-like shoes are discouraged). Students in grades K-4 are not to wear:

1. Inappropriate fitting shorts.
2. Tops that reveal the midriff section, halter top, spaghetti strap, or low cut tops, or tops with revealing material. (ex. mesh)
3. Apparel with logos that involve liquor, drugs, beer, violence, profanity, offensive pictures or offensive remarks.
4. Pointed toe boots, ball cleats, or house shoes.
5. Hats or bandanas unless administration approved.
6. Facial jewelry with the exception of earrings worn in the ears is not allowed. Any jewelry worn in the ear that the administration deems excessive will not be allowed.
7. Any hairstyles or hair coloring deemed distracting to the educational process will not be permitted.
8. Pajamas.
9. Skate shoes may only be worn as shoes.
10. No trench or full length coats.

If any clothing is deemed inappropriate by school personnel, parents will be contacted to bring a change of clothes. Some clothing (ex. hats, pajamas, etc.) may be approved by the principal for activity days.

DRUG FREE ENVIRONMENT

The Glen Rose School District recognizes its responsibility to students to provide a drug free school. The district also recognizes that substance abuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. Substance abuse includes, but is not limited to, the use of unauthorized inhalants, illegal drugs, alcohol, and the abuse or misuse of legal drugs and medications. The Glen Rose Schools provides a K-12 drug prevention program. Upon request, a referral/resource list will be provided. Mandatory compliance of the standards of conduct is required.

The possession, sale (accepting money or property), distribution, misuse of unauthorized inhalants, alcohol, prescribed/non-prescription, or illegal drugs, or drug paraphernalia will not be tolerated.

Violations of this policy may result in suspension, expulsion, or other disciplinary action deemed appropriate by the district.

DUE PROCESS

Every student is entitled to due process for any disciplinary action resulting in suspension or expulsion.

1. Due process is afforded to students in disciplinary cases of such magnitude as:
 - A. Suspension
 - B. Expulsion
 - C. Statements removed from student's records
 - D. Clearing one's reputation
2. The due process rights of students and parents are as follows:
 - A. Prior to any suspension, the school principal or his/her designee, shall advise the student in question of the particular misconduct of which he/she is accused, as well as, the basis for such accusation.
 - B. The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
 - C. Written notice of the suspension and the reason(s) for the suspension shall be given to the parent(s) of the student.
 - D. Any parent(s), legal guardians, or tutor of the student shall have the right to appeal to the superintendent of the schools. **THIS APPEAL SHALL BE MADE IN WRITING**; whereupon, the superintendent will investigate the case and reply in writing.
 - E. The parent(s), legal guardians, or tutor of the student, shall have the right to appeal the superintendent's written notice to the board of education by petitioning to appear on the board agenda. (This must be done **IN WRITING** through the superintendent).

ELEMENTARY GUIDANCE

The Glen Rose Elementary Guidance Program is an organized effort to serve as a supportive service of the educational process. Counselors designed the program by identifying developmental needs, along with planning and implementing guidance activities to meet these needs. The program offers both direct and indirect help to students through specific guidance services. The services include: classroom guidance, individual and small group counseling, orientation of a new student, and serving as a consultant to parents, teachers, and administrators.

EMERGENCY DRILLS

All schools in the Glen Rose School 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 and students who only ride buses occasionally, such as to go to and/or from a field trip will also have to participate in the emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration, with local law enforcement and emergency management personnel. This training will include a lockdown exercise with panic button alert system training. 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 violence, terrorist attack, natural disaster, other emergency, or the District's Panic Button Alert System. Students shall be included in the drills to the extent practicable.

Fire and tornado drill procedures are posted in all classrooms. Homeroom teachers will instruct all students in rules and evacuation procedures. Students are to take these drills seriously- IT MAY SAVE YOUR LIFE.

Legal Reference: A.C.A. § 12-13-109; A.C.A. § 6-10-110; A.C.A. § 6-10-121; A.C.A. § 6-15-1302; A.C.A. § 6-15-1303; Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.03.1

Date Adopted: June 18, 2007; Last Revised: May 18, 2015

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 the policy addressing HOMELESS STUDENTS and the policy addressing STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of the STUDENT TRANSFER POLICY, 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; or
 - f. United States military identification
 - 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.

Cross References: COMMUNICABLE DISEASES AND PARASITES

Legal References: A.C.A. 6-18-201 (c); A.C.A. 6-18-207; A.C.A. 6-18-208
A.C.A. 6-18-702; A.C.A. 6-15-504 (f); A.C.A. 6-27-102, 105
A.C.A. 9-17-103; Plyler v Does US 202.221 (1982)

Last Revised: June 21, 2010

EQUAL EDUCATIONAL OPPORTUNITY

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

Inquiries on non-discrimination may be directed to the Equity Coordinator at (501) 332-3694, ext. 5.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and the phone number of the office that serves your area or call 1-800-421-3481.

Legal References: A.C.A. § 6-18-514; 28 C.F.R. § 35.106; 34 C.F.R. § 100.6; 34 C.F.R. § 104.8; 34 C.F.R. § 106.9; 34 C.F.R. § 108.9; 34 C.F.R. § 110.25

Date Adopted: June 6, 2002; Last Revised: March 14, 2016

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 the 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 (mail 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 representative of the Board and Student may agree in writing to a date not conforming to the 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 the Weapons policy, 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.

A.C.A. 5-27-210 Date Adopted: June 6, 2002; Last Revised: June 23, 2009

EXTRACURRICULAR ACTIVITIES – ELEMENTARY

Definitions

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

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

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

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

Extracurricular Eligibility

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

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

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
 4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Legal Reference: State Board of Education Standards for Accreditation 10.05 and 10.06

Date Adopted: May 19, 2014

FIELD TRIPS

Field trips are taken periodically to give students new learning experiences. This is a school day and all students will be required to come to school that morning. Those riding with an adult in a car will need to be checked out in the office before leaving on the trip. Only one student may be checked out by this adult unless, in the case of siblings sharing the same trip. All adult guests must sign in and wear a pass whether it is at school or at the field trip destination.

It is the law that a bus seating chart be submitted to the office before the bus leaves on the trip. This is why we must ask that if the student rides the bus to the field trip then he/she should return the same way. There will be ratio of twenty (20) children to one (1) adult on each bus. Only those students that are involved in the field trip and are presently students at Glen Rose Elementary School may travel on the bus.

Car riders should remain car riders. There will be no exceptions to any transportation changes unless the adult has gained prior approval from an administrator.

There may be instances that a student will not be allowed to go on the trip unless, accompanied by a parent/guardian. If this requirement cannot be met, then the student will remain at school in another classroom and work on school assignments.

When parents/guardians are invited on field trips, please remember that these trips are designed for certain age groups of the Glen Rose Elementary School. It is preferred that these are the only children that attend the field trip. This is a special day to your child.

FUND RAISING

1. Fund raising in the elementary schools may only be done by the school or a school sponsored organization.
2. Student participation in fund raising programs is voluntary.
3. Students who do not participate will not forfeit any school privileges.
4. Students may not participate in fund raising programs without written parental permission returned to school authorities.
5. Do not go door to door selling. This is dangerous, sell only to family members, friends, and other people that you know.
6. Do not sell in front of places of businesses. This is prohibited.
7. Turn in your money and/or any extra items on time.
8. You are responsible for your money and your items. If either of these are lost or stolen it is your responsibility to pay for the items and replace the money.
9. Parents must accept responsibility for appropriate adult supervision.

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, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus at any school-sponsored activity.

Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions. Gang-related activity - whether genuine or a pretense that is identified by school officials will result in a minimum out of school suspension and a maximum of permanent expulsion.

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

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

Legal References: A.C.A. 6-15-1005; A.C.A. 5-74-201

Date Adopted: June 6, 2002; Last Revised: June 20, 2011

GRADING SCALE

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

The evaluation of each student's performance on a regular basis serves to give the parent/guardians, students and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives.

Parents/guardians of students in kindergarten through fourth grade should pay close attention to the level number of the book their child is reading. These numbers will have been interpreted by the teacher for the adult before the report card is sent home. These numbers are an indicator, along with the grade, of how well the student is actually doing.

Report cards should be signed by the parent/guardian and then returned to school the following day. A copy will be made and sent home at the parent's request.

Elementary K-4 grading scale will be standards based:

E – Exceeding grade level expectations

3 – Demonstrating the standard

2 – Demonstrating grade level expectations with support (Progressing toward grade level expectations)

1 – Not progressing toward grade level expectations (concern)

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

grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.

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

Legal References: A.C.A. § 6-15-902; State Board of Education: Standards of Accreditation
12.02; Arkansas Department of Education Rules and Regulations

Governing Uniform Grading Scales for Public Secondary Schools

Date Adopted: November 19, 2007; Last Revised: June 20, 2011

GRIEVANCE PROCEDURE

The grievance procedure is applicable to any situation not covered by law or other specific procedures provided in board policies. This procedure may be used by any student who feels there has been a violation, misinterpretation or inequitable application of rules and regulations, laws, or administrative order.

It is desirable that student problems may be resolved at the earliest possible time and at the most immediate level of supervision. At any time during this procedure the student may obtain counsel.

Time limits for any step in the procedure may be set by mutual consent of the parties and any step not necessary may be deleted from the process.

Step 1: A student and/or a parent/guardian who feels that he/she has a grievance should present the matter orally or in writing to the staff member involved.

Step 2: If the problem is still unresolved, the grievant may request a meeting with the principal to present the matter orally or in writing. This should be submitted within 30 days of the occurrence of the problem. If the grievance is related to discrimination based on race, sex, or handicapping condition, the grievant may contact the Equity Coordinator for assistance.

Step 3: If the problem is still unresolved, the grievant may request in writing, for the principal to arrange a meeting with the Superintendent. This meeting shall be held within 10 working days.

Last Revised: June 16, 2014

HEALTH

We believe that parents are deeply interested in the health and well-being of your child. When he/she enters school, you desire everything possible to be done to keep him/her well. Your child should be kept home when he/she has a fever or any symptom of a contagious disease. **YOUR CHILD NEEDS TO BE FEVER FREE TWENTY-FOUR (24) HOURS BEFORE RETURNING TO SCHOOL.**

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.

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.

A student will not be allowed to miss more than 2 consecutive days of physical activity or physical education without a doctor's note.

HOME ACCESS CENTER (HAC)

The Glen Rose School district offers Home Access Center (HAC) for parents. It is a useful tool for parents to keep up to date with a student's grades on line. Only the parent/guardian can receive an activation code from the principal's office. When an account has been activated, and the school has posted information, HAC can be used to check a student's latest grades, receive e-mail alerts when grades are posted, receive e-mails with school or class information, see what homework is not turned in, view attendance and view a school calendar. If HAC is not current with the student's grades please contact the principal's office.

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 parent or legal guardian's home schooling their children shall provide information, which might indicate the need for special education services.

Last Revised: June 19, 2012

HOMELESS STUDENTS

The Glen Rose School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;

- Ensure that school personnel receive professional development and other support regarding their duties and responsibilities for homeless youths;
- Ensure that unaccompanied homeless youths:
 - Are enrolled in school;
 - Have opportunities to meet the same challenging State academic standards as other children and youths; and
 - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;
- Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school and 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 reenrollment is sought pending resolution of the dispute, including all appeals. It is the responsibility of the District's LEA liaison for homeless children and youth to carry out the dispute resolution process.

For the purposes of this policy "school of origin" means:

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
- The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.

The District shall do one of the following according to what is in the best interests of the homeless child:

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

In determining the best interest of the child or youth, the District shall:

- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

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

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

- A. Are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - Living in motels, hotels, trailer parks, or camping grounds due the lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters;
 - Abandoned in hospitals;
 - 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).

In accordance w3ith Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13.

Last Revised: June 20, 2016

HOMEWORK POLICY

1. Teachers should assign homework keeping in mind individual differences among students.
2. Ample notice should be given for long-term projects or assignments.
3. Teachers should present duplicated materials that can be clearly seen and have instructions to use in completing them.
4. Homework should be given as a teaching process with a definite purpose in mind.
5. Homework should provide immediate feedback to the teacher on areas of student's weaknesses.
6. The type of homework assignments should be varied.
7. It is the student's or parent's responsibility to make arrangements with the teacher to make up missed homework due to absences.

IMMUNIZATIONS

Definitions

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

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

General Requirements

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

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

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

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

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

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

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

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

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

Temporary Admittance

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

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

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

Exclusion From School

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

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

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school.

It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

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

Cross References: ENTRANCE REQUIREMENTS; ABSENCES; MAKE-UP WORK

Legal References: A.C.A. § 6-18-702; ADE Rules Governing Kindergarten Through 12th Grade Immunization Requirements In Arkansas Public Schools; ADH Rules and Regulations Pertaining to Immunization Requirements

Date Adopted: February 17, 2015

INTERNET SAFETY AND ELECTRONIC DEVICE USE

Definition

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

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

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

Technology Protection Measures

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

(A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

(B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

(C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Use and Safety

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use including, but not limited to:

- interacting with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness; and
- Cyberbullying response.

Misuse of Internet

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

Legal References: Children's Internet Protection Act; PL 106-554; FCC Final Rules 11-125 August 11,2011; 20 USC 6777; 47 USC 254(h)(1); 47 CFR 54.520; 47 CFR 520(c)(4); A.C.A. § 6-21-107; A.C.A. § 6-21-111

Last Revised: May 19, 2014

MAKE-UP OF 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. Incomplete grades must be resolved within 10 working days of the end of a grading period.
2. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
3. Teachers are responsible for providing the missed assignments when asked by a returning student.
4. Students are required to ask for their assignments on the first day back at school or their first class day after they return.
5. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
6. Students shall have one class day to make up their work for each class day they are absent.
7. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
8. Students are responsible for turning in their make-up work without the teacher having to ask for it.
9. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
10. Work may not be made up for out-of-school suspensions or unexcused absences..
11. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit in excess of the number of allowable absences in a semester unless the absences are part of a signed agreement as permitted by Absences Policy.

Cross Reference: ABSENCES

Date Adopted: June 20, 2011; Last Revised: September 16, 2013

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. All signed medication consent forms are to be maintained by the school nurse.

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 this medication(s).

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering 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 pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to the school shall be stored in a double locked cabinet.

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 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, not 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 or 504 plans.

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

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or
- 5) Possess on his or her person:
 - 6) A rescue inhaler or auto-injectable epinephrine; or
 - 7) the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

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

- In school;
- At an on-site school sponsored activity;

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

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

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

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

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

- A. The time scheduled for a dose of insulin in the student's IHP; and
- B. Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

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 medication 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.

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

Legal Reference: Arkansas State Board of Nursing: School Nurse Roles and Responsibilities; Arkansas Department of Education and Arkansas State Board of Nursing Rules Governing the Administration of Insulin and Glucagon to Arkansas Public School Students with Diabetes; A.C.A. § 6-18-707; A.C.A. § 6-18-711; A.C.A. § 6-18-1005 (a)(6); A.C.A. 17-87-103 (11); A.C.A. 20-13-405

Last Revised: June 20, 2016

PARENT'S GENERAL INFORMATION

1. Send the child to school unless he/she is ill.
2. Put child's name on all personal belongings.
3. Communication with your child's teacher is important.

4. Teach your child to respect school property.
5. Be sure your child comes to school equipped with paper and pencil.
6. Parents should promptly respond to all information sheets that are sent home to be filled out and returned.
7. If homework is assigned, parents should see that their child prepares his/her lessons for the following day.
8. In the event a child must leave school early, the parent must come to the principal's office to sign out the child. Kindergarten students will check out at the Kindergarten Office.
9. Students will not be called from class to answer the telephone except in the case of an emergency. Students must have permission from their teacher before using the telephone.
10. Information about the school and its activities will be sent home in the weekly newsletter.
11. No gum allowed at school.
12. Students will begin school at 7:55 a.m. and be dismissed at 2:55 p.m.
13. Parent Involvement: The Glen Rose Elementary School adheres to Act 603. A copy of the Parent Involvement Policy is on file in the Superintendent's Office.
14. Teacher Information Request

As a parent/guardian of a student in the Glen Rose School District, you have the right to know the professional qualifications of your child's teacher. Federal Law allows you to ask for certain information about your child's teacher and requires that District to provide you with this information within a timely manner. Specifically, you can ask for the following information about your child's teacher:

- a. Whether the Arkansas Department of Education has licensed or qualified the teacher for the grades or subject he/she teaches.
- b. Whether the Arkansas Department of Education has decided that the teacher can teach under an Arkansas Provisional License due to holding a teaching license from another state.
- c. The teacher's college major.
- d. Whether the teacher has an advanced degree and if so, the subject area.
- e. Whether there are teaching assistants or similar paraprofessionals providing services to your child and what their qualifications are.

If you would like to receive and information, send a letter attention to the elementary principal and the office will send you a parent request form. After you return this form, a response will be mailed to you in a timely manner.

15. Arkansas Law 6-17-106 states that it is unlawful for any person to use profane, violent, vulgar, abusive or insulting language toward any public school employee during the course of his duties. Said person shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than \$100 nor more than \$1,500.

No unauthorized person (non-student) shall purposely enter or remain unlawfully in a school or vehicle on the school premises. (Criminal trespass - A.C.A. 5-39-203).

16. Playground - Please remember when visitors come during the school day, no underage child or a child who is not a student at Glen Rose Elementary School can be left unsupervised. The equipment is only to be used for Glen Rose students at their designated times. This includes the Gifford campus, as well. After hours visitors are asked to respect the area by not littering or misusing equipment. The Pre-K area is off limits.

PARENT-TEACHER CONFERENCES

All elementary teachers are required to communicate with the parents or guardians of each student at least once a semester through a parent-teacher conference, telephone conference, or a home visit. Teachers shall communicate more often with parents/guardians of students performing below grade level. Parent-teacher conferences are encouraged and maybe requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher. Conferences shall be scheduled at a time and place that best accommodate those participating in the conference.

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.

PHYSICAL EXAMINATIONS OR SCREENINGS

The district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her potential.

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

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

Opt-out forms may be requested through the school principal's office.

Legal References: A.C.A. 6-18-701 (b), (c), (f)

Dated Adopted: June 23, 2009

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 birth siblings if:

There have been a minimum of 30 instructional days since the start of the school year;

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.

Legal Reference: A.C.A. § 6-18-106

Date Adopted: June 20, 2011

PLEDGE OF ALLEGIANCE

In accordance with the law, 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.

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

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

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information 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;
- Is it used only as a personal memory aid; and
- Information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

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

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

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

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

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

The district discloses personally identifiable information 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 personally identifiable information 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 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 the purposes of this policy, the Glen Rose School District does not distinguish between a custodial and non-custodial, or 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 a parent 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, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the superintendent or his designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their

right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen (18) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance (please add a 4 that is half way up like the 1, 2, and 3) his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems. 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 eighteen (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 disclosure of directory information under Family Educational Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Parents and student 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

Cross References: Communicable Diseases and Parasites, District Web Site, Web Site Privacy Policy, Permission to Display Photo of Student on Web Site

Legal References: 20 U.S.C. 1232g; 20 U.S.C. 7908; 34 CFR 99.3, 99.7, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37, 99.63, 99.64; A.C.A. § 9-28-113(b)(6)

Date Adopted: June 6, 2002; Last Revised: February 17, 2015

PROMOTION AND RETENTION

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria: grades, reading level, a combination of absences/tardies, participation in remediation, and State Assessments scores. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- a) the building principal;
- b) the student's teacher(s);
- c) school counselor;
- d) a 504/special education representative (if applicable); and
- e) the student's parents.:

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the assessment. The student:

- does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
- takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

The Superintendent or designee may waive this provision when the student's failure was due to exceptional or extraordinary circumstances.

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

All students must successfully pass all end-of-course (EOC) assessments they are required to take unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her transcript in a course requiring a student to take a EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her Individualized Academic Improvement Plan (IAIP) which shall focus on the areas in which the student failed to meet the necessary passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her IAIP which may include additional opportunities to retake the measurement.

Such remediation shall not require the student to pass a subsequent college and career readiness measurement in order to graduate from high school.

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

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a State assessment by failing to put forth a good faith

effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

Last Revised: May 19, 2014

Cross References: PARENT-TEACHER COMMUNICATION
EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS
EXTRACURRICULAR ACTIVITIES – ELEMENTARY

Legal References: A.C.A. 6-15-433; A.C.A. § 6-15-2001; A.C.A. § 6-15-2005;
A.C.A. § 6-15-2009; A.C.A. 9-28-205; ADE Rules Governing the Arkansas Comprehensive Testing, Assessment, and Accountability Program and the Academic Distress Program; ADE Rules Governing Public School End-Of-Course Assessments and Remediation; Murphy v. State of Ark., 852 F.2d 1039 (8th Cir. 1988)

REMEDIATION

In accordance with Act 35 any student K - 4 grades identified as needing an Academic Improvement Plan must receive remediation by the school. The Academic Improvement Plan means a plan detailing supplemental or intervention and remedial instruction, or both, in deficient academic areas for any student who is not proficient on a portion or portions of the state mandated Arkansas Comprehensive Assessment Program.

Each student and his/her parent shall know their role and responsibilities to participate in the plan. By law students grades 1 - 4 identified for an academic improvement plan who do not participate in the program shall be retained.

Remediation will be offered during the school day for grades K – 4.

RESIDENT 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 have 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, person having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside. A student may use such a residential address only if he/she 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 school of the District shall be open and free through the completion of the secondary program to all persons between the ages for five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years 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.

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 president court rules otherwise.

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

Residency requirements of homeless students are governed by the Homeless Students Policy.

Cross References: HOMELESS STUDENTS; STUDENTS WHO ARE FOSTER CHILDREN

Legal References: A.C.A. § 6-4-302; A.C.A. § 6-18-202; A.C.A. § 6-18-203;
A.C.A. § 6-27-102, 112; A.C.A. § 9-28-113

Date Adopted: June 6, 2002; Last Revised: June 20, 2011

SCHOOL BUS POLICIES

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 conduct rules.

Every student is eligible to ride the bus if they abide by the rules. The preceding paragraph also applies to student conduct on the 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.

Guidelines are as follows:

1. Students are to be at the bus stop at the scheduled time. They are to stand back about ten feet from the bus stop and wait until the door is opened before moving close to the bus.
2. While loading or unloading, students enter or leave the bus orderly and quietly.
3. Students are to conduct themselves in a manner so they will not distract the attention of the driver or disturb other riders on the bus. This includes keeping their hands to themselves,

attending to their own matters, leaving other pupils alone, and being reasonably quiet. Students may be assigned to a particular seat at any time.

4. No knives or sharp objects of any kind are allowed - neither firearms or fashioned weapons, pets, nor other living animals, etc.
5. Act 728 prohibits smoking on school buses. Violation is a misdemeanor, punishable by a fine of \$10 to \$100. Tobacco in any form (Skoal, etc.) is not to be brought on school buses.
6. Students are not to tamper with any of the safety devices such as door latches, fire extinguisher, etc. Pupils must keep seated while the bus is in motion and never move while it is stopped, except as the driver directs. Pupils are not to put their hands, arms, heads, or bodies out of the windows. Students should not yell at anyone outside the bus.
7. Students are not to deface the bus or any school property. Act 201 - Section - 50 -109 amended 1977 to double (\$1,000 to \$2,000) liability to parents when their children damage or destroy public property. No food or drinks are to be taken on the bus. Keep aisles of the bus clear of books, lunches, coats, etc. DO NOT PUT FEET IN AISLE. NO GUM.
8. The driver will not let students off the bus except at regular stops.
9. If you must cross the road on the highway to enter the bus, try always, to be on the right side of the road waiting on the bus. If you should arrive at the stop, just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus. (Unless the driver directs you differently.)
10. Pupils who must cross the road after leaving the bus in the afternoons must go to a point on the shoulder of the road, ten feet in front of the bus. Cross the road only after the driver has signaled you to do so.
11. Pupils are not to ride any bus except their own, unless they have a note from a parent signed by the elementary office.
12. Act 814 makes it a misdemeanor for students or adults to threaten, curse, or use abusive language to a school bus driver in the presence of students. Students shall be suspended and criminal charges filed.
13. No balloons allowed on the bus.
14. No glass containers are permitted on the bus.
15. Children that are not enrolled in the Glen Rose Schools are prohibited from riding the bus.
16. Any adult requesting to ride on a daily bus route must have administrative approval.
17. Any parent/guardian wishing to have a student ride home with their child must have office approval. If it is 2 or more students, the office will need to be contacted at least one day ahead of the day requested. This will allow time to check with the driver to insure that there would be no over-crowding that day.

In accordance with Act 247 of 2005, a person over eighteen (18) is guilty of a class B misdemeanor if the person:

1. Enters a school bus with intent to commit a criminal offense;
2. Enters a school bus and disregards the orders or instructions of the driver;
3. Enters a school bus and refuses to leave the bus after being ordered to do so by the driver.

4. Intentionally causes or attempts to cause a disruption or an annoyance to another person on the bus; or
5. Recklessly engages in conduct that creates a substantial risk of creating apprehension in any person on the bus.

SCHOOL CHOICE

Standard School Choice

Exemption

The District is under an enforceable desegregation court order/court-approved desegregation plan regarding the effects of past racial segregation in student assignment and has submitted the appropriate documentation to the Arkansas Department of Education (ADE).² As a result of the desegregation order/desegregation plan, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.

Definition

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

Transfers Into the District

Capacity Determination and Public Pronouncement

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

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than March 1.

Application Process

The student's parent shall submit a school choice application on a form approved by ADE to this district. The transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. It is the District's responsibility to send a copy of the application that includes the date and time stamp to the student's resident district. Applications postmarked or hand delivered on or after May 2 will not be accepted.

Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of

Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

The Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

Accepted Applications

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

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

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

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

Rejected Applications

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

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

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

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

Transfers Out of the District

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

- Academic Distress under either A.C.A. § 6-15-430(c)(1) or A.C.A. § 6-18-227; or
- Facilities Distress under A.C.A. § 6-21-812.

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

Facilities Distress School Choice Applications

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

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

Opportunity School Choice

Transfers Into or Within the District

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

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school classified by the ADE to be in academic distress is eligible to transfer to the school closest to the student's legal residence that is not in academic distress. The student's parent or guardian, or the student

if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

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

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

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

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

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

Transfers out of, or within, the District

If a District school or the District has been classified by the ADE as being in academic distress the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress designation is made of all options available under Opportunity Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school or school district in academic distress.

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

Legal References: A.C.A. § 6-1-106; A.C.A. § 6-13-113; A.C.A. § 6-15-430(b); A.C.A. § 6-18-227; A.C.A. § 6-18-510; A.C.A. § 6-18-1901 et seq; A.C.A. § 6-21-812; ADE Rules Governing the Guidelines, Procedures and Enforcement of the Arkansas Opportunity Public School Choice Act

Date Adopted: April 20, 2015

SCHOOL HOURS

Elementary school hours are 7:55 until 2:55. Students should not arrive before 7:30. Duty teachers are on duty at 7:30.

SCHOOL NEWSPAPERS, UNOFFICIAL PUBLICATIONS AND SCHOOL WEBSITES

Any school newspaper or unofficial publication must be approved by the principal and supervised by a classroom teacher. Adhere to the restrictions regarding use of Directory Information as prescribed in the Privacy of Students' Records/Directory Information, including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.

SCHOOL ORGANIZATIONS

School organizations are allowed with direct adult sponsorship and supervision.

SCHOOL PROPERTY

Willfully or intentionally damaging, destroying, or stealing of school property by students shall be prohibited. Parents will be responsible for reimbursement to the district. Student's discipline will be determined accordingly.

SEARCH, SEIZURE, AND INTERROGATIONS

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

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

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

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

State Law requires the 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 stances 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.

Legal References: A.C.A. § 6-18-513; A.C.A. § 9-13-104; A.C.A. § 612-18-609. 610, 613;
A.C.A. § 12-18-1001, 1005

Date Adopted: June 6, 2020; Last Revised June 20, 2011

SEXUAL HARASSMENT

Sexual Harassment-Act 1108 of 1997

Sexual harassment is sex discrimination under, Title IX. It is the policy of the Glen Rose School District to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

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:

- a. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- b. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- c. such conduct has the purpose or effect of substantially interfering with an individual's 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 the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics or belief or perception that an individual is not

conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual; and spreading rumors related to a person's alleged sexual activities.

Procedures

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.

Upon receipt of a report of sexual harassment, the building principal or guidance counselor or their staff member shall immediately notify the Equity Coordinator without screening or investigating the report. If the report is given verbally, the principal, counselor, or staff member will reduce it to a written form within 24 hours and forward it to the Equity Coordinator. Failure to report any sexual harassment report or complaint as provided will result in disciplinary action against that employee. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

If the complaint involves the building principal or counselor, the complaint may be filed directly with the superintendent or the Equity Coordinator. If the complaint involved the Equity Coordinator, the complaint may be filed with the superintendent. If the complaint involves the Superintendent, the complaint may be filed with the Equity Coordinator.

The Equity Coordinator shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the Equity Coordinator within 10 school days of the complaint or report of sexual harassment.

The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

In addition, the District may take immediate steps, at its discretion, to protect the person filing the complaint, students and employees pending the completion of the investigation.

School District Action

- A. Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or nonrenewal.
- B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the District. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA. If the harasser is an employee of the District, the report will document the action taken as a result of the complaint to the extent permitted by law.

Reprisal

Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. The District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

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

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

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

Date Adopted: June 6, 2002; Last Revised: June 20, 2011

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2017

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 student’s 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 paths.

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.

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

To the best of its ability, the District shall follow the requirements covering the transfers of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of “eligible Child” in Policy 4.2—ENROLLMENT.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the following categories. A minimum of 22 units is required for graduation for student participating in either the Smart Core or Core curriculum. 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, 12th

Oral Communications – ½ Unit

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

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

- 3. Algebra II
- 4. The fourth unit may be either:
 - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, or an 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); or
 - One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

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 (three are acceptable options listed by the ADE for each)

Physical Science

- Chemistry
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

Social Studies: three (3) units

- Civics - one-half (1/2) 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 (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the 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.

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)
- One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

*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; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

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

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

CAREER FOCUS: - Six (6) units

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

Cross References: STUDENT PROMOTION AND RETENTION

Legal References: Standards for Accreditation 9.03 – 9.03.1.9, 14.02; ADE Guidelines for the Development of Smart Core Curriculum Policy; Smart Core Informed Consent Form; Smart Core Waiver Form; A.C.A. § 6-4-302

Date Revised: June 15, 2006; Last Revised: March 14, 2016

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER

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 paths.

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.

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

To the best of its ability, the District shall follow the requirements covering the transfers of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible Child" in Policy 4.2—ENROLLMENT.

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 one (1) unit to graduate for a total of twenty-three (23) units. This additional required credit will be the Computer Business Applications course or another approved Technology course.. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Digital Learning Courses

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

SMART CORE: Sixteen (16) units

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

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

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

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

3. Algebra II
4. The fourth unit may be either:
 - a math 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); or
 - one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

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

One unit of Biology; and either:

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; or
- One unit from three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

Social Studies: three (3) units

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

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

CAREER FOCUS: - Six (6) units

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

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)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

*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; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or
- One unit from three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

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.

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
5.11—DIGITAL LEARNING COURSES

Legal References: Standards for Accreditation 9.03 – 9.03.1.9, 14.02; ADE Guidelines for the Development of Smart Core Curriculum Policy; ADE Rules Governing the Digital Learning Act of 2013; Smart Core Informed Consent Form 2016; Smart Core Waiver Form 2016; A.C.A. § 6-4-302; A.C.A. § 6-16-1406

Date Adopted: May 19, 2014; Last Revised: March 14, 2016

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, 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.

STUDENT HANDBOOK

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

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

Principals and counselors shall also review SMART CORE CURRICULUM AND GRADUATION 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 corrects may be made and notice of the requirements given to students and parents.

Last Revised: July 15, 2013

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 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. Not contain any personally identifying information, as defined by "Directory Information" in Policy 4.13 (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (18);
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

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

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

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

The regulations shall:

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

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.

STUDENT RECORDS

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

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

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 school of origin, even if a change in the foster child's placement results in a residency that is outside the district. In such a situation, the District will work 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.

Cross References: RESIDENCE REQUIREMENTS, ENTRANCE REQUIREMENTS,
ABSENCES

Date Adopted: June 20, 2011

TARDIES AND EARLY CHECKOUTS

Excessive tardies or early check-outs of a student will result in a parent/guardian, principal and teacher conference. Tardies and checkouts can affect student's grades which determine promotion and retention.

TEXTBOOKS - LIBRARY BOOKS

Textbooks are the property of the state and the responsibility of the child to whom they are issued. Loss or damage to textbooks and library books will result in a fine or total replacement of the book.

TITLE IX (DISCRIMINATION ON BASIS OF SEX)

No student in Glen Rose Elementary shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination on the basis of sex.

TOBACCO USE POLICY

Tobacco Products

The health hazards of tobacco use have been well established. This policy stated is established to (1) reflect and emphasize the hazards of tobacco use; (2) be in compliance with state and federal laws; (3) protect the health and safety of all students, employees and the general public; and (4) set an example of non-tobacco use by adults.

Overview

Tobacco is the number one killer and the leading cause of preventable death in Arkansas. To support and model a healthy lifestyle for our students, the school board of Glen Rose established the following tobacco-free policy.

The Glen Rose School District and all of its school properties shall be tobacco-free 24 hours a day, 365 days per year. This includes all days when school is not in session and functions taking place on school grounds such as athletic functions and other activities not associated with, or sponsored by, the school.

Possession and Use

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to cigarettes, cigars, chewing tobacco, and snuff) in or on any property owned or leased by a District school, including school buses, is prohibited. With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco nicotine delivery system or product. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

The use of tobacco products by all school employees on district property or in district vehicles and at school-sponsored functions is prohibited at all times.

The use of tobacco products by all visitors to the school district property is prohibited. This includes non-school hours and all events sponsored by the school or others.

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions and in all school publications. This includes clothing that advertises tobacco products.

Prevention in Education

Tobacco prevention education will be incorporated into the district's 9-12 comprehensive health curriculum so that students will be aware of the health and social consequences of use/nonuse of tobacco products. Teachers whose instructional assignments include tobacco use prevention education will be trained in order that students will be afforded the most effective delivery of the district's classroom-based tobacco prevention education.

Communicating to Students, Staff, and Public

This policy will be printed in the employee and the student handbooks. It will be posted in highly visible places in all schools of the district. Signs will be posted at all entrances of school buildings, school properties and athletic facilities. Parents and guardians shall be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy community-wide.

Enforcement and Cessation

A. Students

First Offense:

Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, meeting and assessment with substance abuse educator or designated staff, participation in tobacco education program and/or Saturday detention. Offer student resources for available cessation programs.

Second Offense:

Will result in any or all of the following: confiscate tobacco products, notify parents, parental conference, notify police, meeting and assessment with substance abuse educator or designated staff, mandatory Tobacco Education Program and 3 day in-school suspension. Offer student resources for available cessation programs.

Third Offense:

Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, turn tobacco product over to police, parental conference, meeting with substance abuse educator or designated staff, and a three (3) day out-of-school suspension. Offer student resource for available cessation programs.

Fourth Offense

Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, turn tobacco product over to police, parental conference, meeting with substance abuse educator or designated staff, and five (5) day out-of-school suspension. Offer student resource for available cessation programs.

Subsequent Offense

Recommendation for Expulsion

B. Visitors

Visitors to the district facilities must comply with regulations. Smoking or use of tobacco products is prohibited. This includes non-school hours and all functions of the school, athletic or otherwise. This also includes other organizations using school property.

Anyone found smoking or using tobacco products will be asked by the appropriate school official to refrain from smoking or tobacco use while on district property. The visitor will be informed of the school's tobacco-free policy. If the visitor does not comply he/she will be asked to leave. If the person refuses to leave, the police may be called.

Definitions

For purposes of this policy, "tobacco" is defined to include any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product and spit tobacco, also known as smokeless tobacco, dip, chew, and snuff, in any form.

For purposes of this policy "tobacco use" includes smoking, which means carrying or having in one's possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke, and chewing spit tobacco, also known as smokeless tobacco dip, chew, and snuff, in any form.

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco nicotine delivery system or product. The term "use" means the chewing, lighting and smoking of any tobacco product.

TOYS

Students are not allowed to bring toys, balls, trading cards, etc. to school unless pre-approved by the teacher for a classroom project.

TRANSFERS

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

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

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

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

The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of a 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 student's parents. The District and the resident district may enter into a written agreement with the student or student's parents of provide transportation to or from the District, or both.

Legal References: A.C.A. § 6-18-316; A.C.A. § 6-18-317; A.C.A. § 6-18-318; A.C.A. § 6-18-510; A.C.A. § 6-15-504(f); A.C.A. § 9-28-113(b)(4); State Board of Education Standards of Accreditation 12.05

Date Adopted: June 6, 2002; Last Revised: March 15, 2016

VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

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

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

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

The district shall retain copies of video recordings for a minimum of three (3) weeks before they are erased which may be accomplished by either deletion or copying over with 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. Other than video recordings being retained under the provision of this policy's following paragraph, the district's video recordings may be erased any time greater than 21 days after they were created.

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

Students who vandalize, damage, disable or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action.

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

Date Adopted: June 18, 2007; Last Revised: June 20, 2011

VISITORS TO THE SCHOOL

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in the School Board Policy Handbook.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

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

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 may 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.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

Visitors to the campus must gain approval 24 hours prior to the visit, unless approved by the administration. **Note:** Lunch visitors are not allowed to bring outside food to the campus.

Legal References: A.C.A. § 6-21-606; A.C.A. § 6-21-607

Date Adopted: June 6, 2002; Date Last Revised: June 20, 2011

WEATHER INFORMATION

In case of inclement weather (snow, freezing rain, floods, etc.) please watch the following television stations for closings, delayed openings, or early dismissal of school:

1. KARK Channel 4
2. KATV Channel 7
3. KATHV Channel 11
4. FOX 16 Channel 16

IF CIRCUMSTANCES ALLOW, PARENTS AND/OR GUARDIANS WILL BE NOTIFIED THROUGH THE ALERT NOW PROGRAM.