


# 2026-2027 Student Handbook

# GREENWOOD PUBLIC SCHOOLS

Excellence in Education

Dear Parents,

On behalf of the Greenwood School District, I would like to welcome you and your children to our schools for the 2026-2027 school year. The Greenwood School District has a long-standing tradition of "Providing Excellence in Education" and desires to partner with you as we continue this tradition.
The purpose of this handbook is to outline privileges, responsibilities, essential information, and important Board of Education policies. The policies and procedures outlined in this handbook are designed to create and maintain an environment in which all students have the opportunity to learn. We ask that you carefully read this handbook and partner with your children's teachers to implement and follow the policies and procedures that are contained within it. Together we can make this a successful school year!

Sincerely,

John Ciesla, Ed.S.
Superintendent Greenwood Public Schools

Handbook accepted by the Greenwood School Board on June 11, 2026

Board Members: Mr. Todd Hales, Mr. Cliff James, Mrs. Stephanie Griffith, Dr. Kelli Henning, Mrs. Elysa Turner, Mrs. Lydia Holloway and Mrs. Honey Schaumburg


Greenwood
EXCELLENCE
Public Schools

ABSENCES 20
ABSENTEE ASSIGNMENTS 115
ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOLED STUDENTS 115
ACCESS TO STUDENT RECORDS 116
AGE LIMIT FOR STUDENT ATTENDANCE 113
ALBUTEROL EMERGENCY ADMINISTRATION CONSENT FORM 62
ANTISEMITISM PROHIBITED 104
BALLOON POLICY 117
BODY MASS INDEX 117
BULLYING 67
CANINE UNIT 117
CLASSROOM RULES 117
CLOSED CAMPUS 23
COMMUNICABLE DISEASES AND PARASITES 50
COMPULSORY ATTENDANCE REQUIREMENTS 12
CONDUCT TO AND FROM SCHOOL 32
CONFLICT RESOLUTION 117
CONTACT WITH STUDENTS WHILE AT SCHOOL 28
CORPORAL PUNISHMENT 63
COUNSELOR 118
DIRECTORY INFORMATION 118
DISCIPLINE FOR STUDENTS WITH DISABILITIES 118
DISRUPTION OF SCHOOL 32
DISTRIBUTION OF LITERATURE 119
DISTRICT COMMUNICATION PLAN 119
DRUGS AND ALCOHOL 35
DRUG SCREEN TEST POLICY AUTHORIZATION FORM 110
DRUG SCREEN TEST POLICY 107
EMERGENCY DRILLS 63
ENTRANCE REQUIREMENTS 8
EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM 61
EQUAL EDUCATIONAL OPPORTUNITY 23
EQUITY POLICY 120
EXPULSION 48
EXTRACURRICULAR ACTIVITIES - ELEMENTARY 90
EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS 87

EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS 91
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 121
FOOD OF MINIMAL NUTRITIONAL VALUE (FMNV) 122
FOOD SERVICE PREPAYMENT 79
GANGS AND GANG ACTIVITY 36
GLUCAGON AND/OR INSULIN ADMINISTRATION CONSENT FORM 60
GRADING/RANK IN CLASS 113
GRADUATION CEREMONY PARTICIPATION 113
GRADUATION REQUIREMENTS 71
HOME SCHOOLING 19
HOMELESS STUDENTS 64
HOMEWORK POLICY 113
IMMUNIZATIONS 93
INCLEMENT WEATHER 123
INDIVIDUAL HEALTH PLAN (IHP) 123
INSURANCE 124
INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY 43
LASER POINTERS 43
LIBRARY/MEDIA CENTER 124
MEALS-SCHOOL LUNCHES / BREAKFASTS 124
MEDICAID SERVICES 125
MEDICATION ADMINISTRATION CONSENT FORM 58
MEDICATION FORM 56
MEDICATION SELF-ADMINISTRATION CONSENT FORM 59
NATIONAL ANTHEM 70
NOTIFICATION OF VIOLATION OF DRUG SCREEN TEST 110
OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS 66
OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION 26
PARENT CENTER 125
PARENT INVOLVEMENT PLAN 135
PARENTAL INVOLVEMENT-SUPERINTENDENT STATEMENT 126
PARENT RESPONSIBILITY 126
PERMANENT RECORDS 63
PHYSICAL EDUCATION 127
PHYSICAL EXAMINATIONS OR SCREENINGS 66
PLACEMENT OF MULTIPLE BIRTH SIBLINGS 81

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE 73
POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES 73
PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION 24
PROHIBITED CONDUCT 31
REPORT CARDS 127
RESIDENCE REQUIREMENTS 7
RESOURCE OFFICER 127
SCHOOL CHOICE 13
SCHOOL MEAL MODIFICATIONS 78
SEARCH, SEIZURE, AND INTERROGATIONS 49
SECOND CHANCE PROGRAM 127
SKATEBOARDS 128
SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2027 AND THEREAFTER 70
SPECIAL EDUCATION 77
STUDENT ACCELERATION 82
STUDENT ASSAULT OR BATTERY 33
STUDENT BEHAVIORAL INTERVENTION AND RESTRAINT 95
STUDENT DISCIPLINE 30
STUDENT DRESS AND GROOMING 36
STUDENT ELECTRONIC DEVICE & INTERNET USE AGREEMENT 45
STUDENT HANDBOOK 67
STUDENT ILLNESS/ACCIDENT 63
STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE 27
STUDENT MEDICATIONS 51
STUDENT NEWSPAPERS AND UNOFFICIAL PUBLICATIONS 128
STUDENT ORGANIZATIONS/EQUAL ACCESS 24
STUDENT PROMOTION AND RETENTION 82
STUDENT RELIGIOUS EXPRESSION 101
STUDENT SEXUAL HARASSMENT 37
STUDENT TRANSFERS 12
STUDENT TRANSPORTATION 101
STUDENT USE OF ARTIFICIAL INTELLIGENCE 103
STUDENT USE OF MULTIPLE OCCUPANCY ROOM 100
STUDENT VISITORS 30
STUDENTS WHO ARE FOSTER CHILDREN 80
STUDENTS WITH SPECIAL HEALTH CARE NEEDS 112

STUDENTS' VEHICLES 50
SURVEYS 128
SUSPENSION FROM SCHOOL 46
TELEPHONE RULES 129
TEXTBOOKS 129
TITLE IX 129
TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED PRODUCTS 35
TRANSPORTED STUDENTS 129
TRUANCY 131
VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING 77
VIOLENT THREATS (VERBAL OR WRITTEN) 106
VOLUNTEER POLICY 131
WEAPONS AND DANGEROUS INSTRUMENTS 34

**BUILDING LEVEL HANDBOOKS AND PROCEDURES**

GREENWOOD PRESCHOOL CENTER 132
EAST POINTE ELEMENTARY 145
WESTWOOD ELEMENTARY 145
EAST HILLS MIDDLE SCHOOL 145
GREENWOOD JUNIOR HIGH SCHOOL 156
GREENWOOD HIGH SCHOOL 173

# Greenwood School District Board Policy 26-27

## RESIDENCE REQUIREMENTS

**Definitions**

"In loco parentis" means relating to the responsibility to undertake the care and control of another person in the absence of:

1. Supervision by the person's parent or legal guardian; and
2. Formal legal approval.

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

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

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

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

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis, the student is required to reside in the District for a primary purpose other than that of school attendance; however, a student previously enrolled in the District whose parents move the student into another district or who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the District or of the education co-op to which the district belongs may enroll in the district even though the employee and the employee's child or ward reside outside the district.

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

## ENTRANCE REQUIREMENTS

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

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

A student may enter kindergarten if the student:

- Meets one of the requirements for school attendance of A through D above; and
- Falls under one of the following:
    - Will attain the age of five (5) on or before August 1 of the year in which the student is seeking initial enrollment; or
    - Has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days and:
        - Will become five (5) years old during the year in which the student is enrolled in kindergarten; and
        - Submits a written request for enrollment to the District; or
    - Was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country and:
        - Becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody;
        - Will become five (5) years of age during the year in which the student is enrolled in kindergarten; and
        - Submits a written request for enrollment to the District.

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

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

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

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

Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOME SCHOOLING.

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

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

1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary Education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
    a. A birth certificate;
    b. A statement by the local registrar or a county recorder certifying the child's date of birth;
    c. An attested baptismal certificate;
    d. A passport;
    e. An affidavit of the date and place of birth by the child's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;
    f. United States military identification; or
    g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.
4. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

**Uniformed Services Member's Children**

For the purposes of this policy:

"Activated reserve components" means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.

"Active duty" means full-time duty status in the active, uniformed services of the United States, including without limitation members of the National Guard and Reserve on active duty orders under 10 U.S.C. chapters 1209 and 1211 or 42 U.S.C. § 204.

"Deployment" means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to the Uniformed Services member's home station.

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

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

"Eligible child" means the children of:

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

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

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

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

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

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

An eligible child as defined in this policy shall:

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

8. Be eligible to continue attending District schools if the student has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

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

Provisionally enroll, provide placement for, and enter academic course requests on behalf of the incoming student based on the student's education record provided by the student's family or the sending district;

- Provide the uniformed services family with information regarding:
    a. Career-ready pathways and other academic or education programs offered;
    b. Required academic courses for each curriculum and elective course options;
    c. School and community-sponsored extracurricular activities, including without limitation individual and team sports, clubs, junior reserve officer training corps opportunities, and Purple Star School program ambassadors; and
    d. Contact information for the designated military family education coordinator and the Purple Star School program military family education facilitator, if applicable; and
    e. Other relevant information regarding the District.

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

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

The District shall not deny the enrollment of a Uniformed Service Member dependent unless the District has reached the maximum student-to-teacher ratio allowed under federal law; state law; the Standards for Accreditation for Public Schools and School Districts; state rules; or other applicable federal regulations, and the District timely notifies the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis of the lack of capacity.

The District shall notify a prospective student's family in writing regarding whether the student's enrollment has been accepted or rejected within fifteen (15) calendar days of receiving the student's enrollment application and supporting documentation.

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

The District may request a waiver from the State Board as necessary to accommodate an eligible student.

**International Exchange Students**

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

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

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

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

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

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

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

Statewide assessment results achieved by an international exchange student enrolled in the District shall be included in the District's results on the statewide assessments.

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

## COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll the child and ensure the attendance of the child at a District school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have the child attend kindergarten. A kindergarten waver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma, G.E.D., 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).

## STUDENT TRANSFERS (Legal Transfers)

Transfer applications shall be submitted to the Superintendent's Office for review.

The Superintendent shall review transfer applications and may approve transfer requests in accordance with Arkansas law, applicable Department of Education regulations, and Greenwood School District policy.

The Superintendent may approve transfer requests that do not violate applicable laws, regulations, court orders, or District policies. The Superintendent's approval shall constitute final District action on approved transfer requests.

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.

If the Superintendent determines that a transfer request should be denied, the Superintendent shall provide written notice explaining the reasons for the recommendation. Transfer requests recommended for denial shall be referred to the Board of Directors for consideration and action in accordance with Arkansas law.

A parent, legal guardian, person having lawful control of the student, person standing in loco parentis to the student, or a student eighteen (18) years of age or older whose transfer application is denied by the Board of Directors may appeal the decision to the Arkansas State Board of Education.

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

Any student transferring from a school that is not accredited by DESE to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from a homeschool program shall be placed in accordance with District policy governing home school students.

Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.

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

## SCHOOL CHOICE

### Exemption

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

### Definitions

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

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

## Standard School Choice

### Transfers into or Within the District

### Capacity Determination and Public Pronouncement

The Board of Directors will annually adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District or school has a lack of capacity

The District shall advertise in appropriate broadcast media and either print media or on the internet to inform students and parents in the District and adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline; the requirements and procedures for participation in the program; and include contact information for the primary point of contact at the District for school choice questions. Such pronouncements shall be made no later than January 1.

### Application Process

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

- This District and the student's resident district for students transferring into the District; or
- Only this District for students transferring to another school within the District.

Except for students who are transferring under Uniformed Service Member Dependent School Choice, the transfer application must be postmarked, emailed, or hand delivered between January 1 and June 1. The District shall date and time stamp all applications the District receives as both the resident and nonresident district as they are received in the District's central office. Except for applications from students who are transferring under Uniformed Service Member Dependent School Choice, applications postmarked, emailed, or hand delivered on or after June 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

- For transfers within the District, the student's parent; or
- For transfers into the District, the student's parent and the student's resident district.

### Accepted Applications

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

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

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

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

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

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

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

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

**Rejected Applications**

The District may reject an application for a transfer into or within the District under Standard School Choice due to a lack of capacity. The District shall use the date and time stamp the District placed on a student's application to determine when the District has reached capacity. A student's application shall be used to determine capacity regardless of whether the student intends to transfer immediately or at the start of the next school year.
The decision to accept or reject an application shall 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. A provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the District or another district school if:

- A provisionally approved applicant subsequently does not enroll in the District;
- A provisionally approved applicant subsequently does not enroll in the District school the District student was seeking to transfer to; or
- A District student submits a school choice application to transfer to another district or another school within the District.

The Superintendent shall notify the previously provisionally rejected student within fifteen (15) days of the change in status and shall provide notice of all final rejections by July 1.

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

**Transfers Out of the District**

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

**Annual Reporting**

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

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

**Facilities Distress School Choice Applications**

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

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student's resident district remains in facilities distress;
- The student is not required to meet the 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**

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

- Either:
    - The student's resident district has been classified by the state board as in need of Level 5 — intensive support; or
    - The student's assigned school has a rating of "F"; and
- Except for students who are transferring under Uniformed Service Member Dependents School Choice, the student's parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student's request to transfer by no earlier than January 1 and no later than June 1 of the school year before the school year the student intends to transfer to the District for students transferring within the District or both the sending and receiving school districts for students that are transferring into the District.

Except for students who are transferring under Uniformed Service Members Dependent School Choice or seeking to transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the

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

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

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

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

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

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

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

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

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

**Uniformed Service Member Dependent School Choice**

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

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

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

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

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

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

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

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

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

- The District Superintendent for students transferring within the District; or
- The Superintendent of the nonresident district for students transferring to a nonresident district.

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

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

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

**Unsafe School Choice Program**

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

# HOME SCHOOLING

## Enrollment in Home School

Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to home school. The notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. Five (5) school days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

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

- Electronically, including without limitation by;
  - Use of the Division of Elementary and Secondary Education's (DESE) online system;
  - Email; or
  - Facsimile;
- By mail; or
- In Person.

The notice shall include:

a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
b. The mailing address and telephone number of the home school;
c. The name of the parent or legal guardian providing the home school;
d. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
e. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
f. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to home school; and
g. A signature of the parent or legal guardian.

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

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

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

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

### Enrollment or Re-Enrollment in Public School

A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:

- A transcript listing all courses taken and semester grades from the home school;
- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
- Curricula used in the home school;
- Tests taken and lessons completed by the home-schooled student; and
- Other indicators of the home-schooled student's academic progress.

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

A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:

1. As indicated by the documentation submitted by the home-schooled student;
2. By mutual agreement between the public school and the home-schooled student's parent or legal guardian; or
3. If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, the District may have sole authority to determine the home-schooled student's grade placement and course credits. The District will determine the home-schooled student's grade placement and course credits in the same manner the District uses when determining grade placement and course credits for students enrolling or re-enrolling in the District who attended another public or private school.

The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the District's other students. The District shall not deny a home-schooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a home school:

a. Award of course credits earned in the home school;
b. Placement in the proper grade level and promotion to the next grade level;
c. Participation in any academic or extracurricular activity;
d. Membership in school-sponsored clubs, associations, or organizations;
e. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
f. Scholarships.

## ABSENCES

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

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

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

**Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students;
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and has been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the Superintendent or designee;
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12);
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date;
12. Absences due to conditions related to pregnancy or parenting, including without limitation:
    - Labor, delivery, and recovery;
    - Prenatal and postnatal medical appointments and other medically necessary, pregnancy-related absences;
    - The illness or medical appointment of a child belonging to a parent who is enrolled at a District school;
    - A legal appointment related to pregnancy or parenting, including without limitation:
        - Adoption;
        - Custody; and
        - Visitation;
    - A reasonable amount of time to accommodate a lactating student's need to express breast milk or to breastfeed the student's child on the District's campus; and
    - At least ten (10) school days of absences for both a parenting mother and a parenting father after the birth of a child.
13. Absences for a student who is the child of a fallen service member or fallen first responder:
    - Due to a mental health concern; or
    - To attend an event from a sponsoring organization that provides support to families of fallen service members or first responders or provides support for traumatic loss, grief, or resiliency.
14. Upon the written consent of a student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student, the District shall grant an excused absence for the following purposes:
    - Social or public policy advocacy; or
    - Attempts to influence legislation or other governmental policy-making at the local, state, or federal level.

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.
Up to one (1) time during each scheduled election, a student shall not be considered absent from school for the time the student accompanies the student's parent when the parent is exercising the parent's right to vote in a scheduled election.

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

a. Bring a written statement to the principal or designee upon the student's return to school from the student's parent, legal guardian, or treating physician stating the reason for the student's absence;
b. If the student is attending the District's courses digitally, upload a written statement from the student's parent, legal guardian, or treating physician stating the reason for the student's absence through the District's digital course management platform for review by the principal or designee;
c. Provide documentation as proof of a student's participation in an activity or program scheduled and approved by the 4-H program that is provided by a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program; or
d. The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student provides written documentation that the student's absence is to attend an event from a sponsoring organization that:
    - Provides support to families of fallen service members or first responders or provides support for traumatic loss, grief, or resiliency; and
    - May be verified as an organization that provides support to the military and first responder community by reviewing the Resources Page for Military Family Engagement on the Department of Education website.

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

A student shall not be eligible to receive an excused absence for #13 above if:

- The student is not in good academic standing;
- The student does not have a prior record of good attendance; or
- The absence occurs during a date on which standardized testing is administered.

The District shall annually provide a report by June 30 to the Division of Elementary and Secondary Education that contains the following:

- The number of absences requested under number 14;
- The number of absences granted under number 14; and
- The stated purposes of the absence.

**Unexcused Absences**

Absences that are not defined above; do not have an accompanying note from the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, the student's treating physician, or a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program; or have an accompanying note that is not presented or uploaded within the timeline required by this policy shall be considered as unexcused absences. Students with six (6) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal, after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

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

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

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

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

Days missed due to out-of-school suspension 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 the former student meets certain requirements specified in the statute.

## CLOSED CAMPUS

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

## EQUAL EDUCATIONAL OPPORTUNITY

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

Inquiries on non-discrimination may be directed to the equity coordinator, who may be reached at titleix@greenwoodk12.com.

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

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

## STUDENT ORGANIZATIONS/EQUAL ACCESS

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

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

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

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

Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

## 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 parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student.

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 (PII) from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests:

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

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

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

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

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

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

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

If there exists a court order which directs that a parent not have access to a student or his/her 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/her 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, 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 and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.
The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school.

Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.
The right to opt out of the disclosure of directory information under Family Educational Rights and 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 students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education (DOE) at

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

The District shall ensure that all contracts that disclose or make available student personally identifiable information to vendors, including school service contract providers, school service on-demand providers, and other third parties, including without limitation subcontractors of contract providers, include express provisions that safeguard the privacy and security of student personally identifiable information that meet the requirements under A.C.A. § 6-18-2601 et seq. The District shall maintain a list of the school service contract providers that the District contracts with for school services that include or make available student personally identifiable information. The list shall be updated at least once at the beginning of each semester and provided to parents upon request.

## OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

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

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Greenwood School District of directory information, as defined in Policy No. 4.11 (Privacy of Students' Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

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

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

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

Deny disclosure to military recruiter's_____

Deny disclosure to Institutions of postsecondary education ____

Deny disclosure to Potential employers_____

Deny disclosure to all public and school sources _____

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

Deny disclosure to all public sources _____

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

_____ _____

*Name of student (Printed) Signature of parent (or student, if 18 or older)*

_____

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

## STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE

### Student Media

All student media 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 media. School sponsored media does not provide a forum for public expression. Student media as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

1. Advertising may be accepted for publications that do 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. Media may be regulated to prohibit writings determined by the appropriate teacher, student media advisor, and/or administrator to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.

3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is otherwise inconsistent with the shared values of a civilized social order; or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited media includes those that:
    A. Are obscene as to minors;
    B. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
    C. Constitute an unwarranted invasion of privacy as defined by state law,
    D. Suggest or urge the commission of unlawful acts on the school premises;
    E. Suggest or urge the violation of lawful school regulations;
    F. Attacks ethnic, religious, or racial groups.
    G. Harass, threaten, or intimidate a student.

### Student Media on School Web Pages

Student media that are displayed on school web pages shall follow the same guidelines as listed above and shall also:

1. Not contain any non-educational advertisements.
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.11 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18;
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

### Non-school Publications

School Principals shall review non-school publications prior to their distribution and will bar from distribution those 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 disruption will likely result from the distribution.

### Distribution of Literature

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

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 literature;
3. Allow no interference with classes or school activities;
4. Specify times and places 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.

## CONTACT WITH STUDENTS WHILE AT SCHOOL

### CONTACT BY PARENTS

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

## CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting unsupervised visitation may, to extend authorized by the court order, eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply. The District shall not act as a supervisor for non-custodial parent visitation purposes under any circumstance.

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

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

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

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

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

## CONTACT BY PROFESSIONAL LICENSURE STANDARDS BOARD INVESTIGATORS

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

## STUDENT VISITORS

Student visitors in the classroom can be disruptive to the educational process. Student visitation is not allowed.

## STUDENT DISCIPLINE

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

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

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to:

- A felony or an act that would be considered a felony if committed by an adult;
- An assault or battery;
- Drug law violations; or
- Sexual misconduct of a serious nature.

Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District shall incorporate the District's multi-tiered behavioral intervention procedures in accordance with Policy 4.60 in the application of student discipline.

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

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

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

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

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

The Superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

## PROHIBITED CONDUCT

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession and use of a personal electronic device except as authorized by Policy 4.47 or by the student's IEP or 504 Plan;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment;

22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device;
24. Theft of another individual's personal property and
25. Antisemitism.

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

## CONDUCT TO AND FROM SCHOOL

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

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

## DISRUPTION OF SCHOOL

**Definitions**

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

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

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

"Violent or abusive behavior" means, without limitation:

a. Using threatening language;
b. Throwing an item that risks or causes:
    - Harm to another individual;
    - Injury to another individual; or
    - Damage to property;
c. Physically abusing a teacher or another student; or
d. Any other similar action that presents a physical danger or a threat of physical danger to a teacher or another student.

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function.

Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds.

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

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

A student who is removed from class shall:

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

The conference shall be held for the purpose of:

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

The following individuals shall be present at the conference:

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

The failure of the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis to attend the conference shall not prevent the conference from being held nor prevent any action from being taken as a result of that conference.
Following the conclusion of the conference, the principal or the principal's designee may take any of the following actions against a student who was removed from class:

- Place the student into another appropriate learning environment or into in-school suspension;
- Except for a student who was removed for violent or abusive behavior, return the student to the class; or
- Take other appropriate action consistent with the District's discipline policy, state law, and federal law.

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

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

## STUDENT ASSAULT OR BATTERY

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures,

vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptation, is calculated to:

a. cause a breach of the peace;
b. materially and substantially interfere with the operation of the school;
c. arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures.

## WEAPONS AND DANGEROUS INSTRUMENTS

**Definitions**

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

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

"Weapon" means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

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

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

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

Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

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

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

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms.

Such activities may include ROTC programs; hunting safety or military education; or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

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

## TOBACCO, ELECTRONIC NICOTINE DELIVER SYSTEMS, AND RELATED PRODUCTS

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

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

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

## DRUGS AND ALCOHOL

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

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

This policy applies to any student who:

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

Prohibited substances shall include, but are not limited to:

- Alcohol, or any alcoholic beverage;
- Inhalants or any ingestible matter that alter a student's ability to act, think, or respond;
- LSD or any other hallucinogen;
- Marijuana;
- Cocaine, heroin, or any other narcotic drug;
- PCP;
- Amphetamines;
- Steroids;
- "Designer drugs";
- Look-alike drugs; or
- Any controlled substance.

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

## STUDENT DRESS AND GROOMING

The Greenwood 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.

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

## GANGS AND GANG ACTIVITY

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

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

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with
2. membership in, or representative of, any gang;
3. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative
4. of membership in any gang;
5. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain
6. a member of any gang; and/or
7. 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.

## STUDENT SEXUAL HARASSMENT

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

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

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

**Definitions**

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

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

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.

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

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

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

b. Dating violence
c. Domestic violence; or
d. Stalking.

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

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

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

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

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

- Discuss the availability of supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- explain to the complainant the process for filing a formal complaint.

## Supportive Measures

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

## Formal Complaint

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

- Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
    - The identities of the parties involved in the incident, if known;
    - The conduct allegedly constituting sexual harassment; and
    - The date and location of the alleged incident, if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

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

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

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

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

- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation; this includes evidence:
    - Whether obtained from a party or other source;
    - The District does not intend to rely upon in reaching a determination regarding responsibility; and
    - That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

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

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

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

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

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
    a. Any notifications to the parties;
    b. Interviews with parties and witnesses;
    c. site visits;
    d. Methods used to gather other evidence; and
    e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;

5. A statement of, and rationale for, the result as to each allegation, including:
    a. A determination regarding responsibility;
    b. Any disciplinary sanctions imposed on the respondent; and
    c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

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

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

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

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

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.
The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

**Appeals**

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

a. The existence of a procedural irregularity that affected the outcome of the matter;
b. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
d. An appeal of the disciplinary sanctions from the initial determination.

For all appeals, the District shall:

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

6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

**Confidentiality**

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

- Individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;
- Submit a report to the child maltreatment hotline;
- Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or
- The extent necessary to provide either party due process during the grievance process.

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

- Any individual who has made a report or complaint of sex discrimination;
- Any individual who has made a report or filed a formal complaint of sexual harassment;
- Any complainant;
- Any individual who has been reported to be the perpetrator of sex discrimination;
- Any respondent; and
- Any witness.

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

**Emergency Removal**

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

**Retaliation Prohibited**

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

**Disciplinary Sanctions**

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

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

**Records**

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

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

## LASER POINTERS

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

## INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY

**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.

## STUDENT ELECTRONIC DEVICE & INTERNET USE AGREEMENT

Student's Name (Please Print) _____Grade Level_____

School_____Date_____

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

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.

2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal laws and regulations and any State laws and rules. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the student shall be subject to disciplinary action. [Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]

4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
   a. using the Internet for other than educational purposes;
   b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
   c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
   d. making unauthorized copies of computer software;
   e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
   f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
   g. posting anonymous messages on the system;
   h. using encryption software;
   i. wasteful use of limited resources provided by the school including paper;
   j. causing congestion of the network through lengthy downloads of files;
   k. vandalizing data of another user;
   l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
   m. gaining or attempting to gain unauthorized access to resources or files;
   n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
   o. invading the privacy of individuals;
   p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
   q. using the network for financial or commercial gain without district permission;

r. theft or vandalism of data, equipment, or intellectual property;
s. attempting to gain access or gaining access to student records, grades, or files;
t. introducing a virus to, or otherwise improperly tampering with the system;
u. degrading or disrupting equipment or system performance;
v. creating a web page or associating a web page with the school or school district without proper authorization;
w. providing access to the District's Internet Access to unauthorized individuals;
x. failing to obey school or classroom Internet use rules;
y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools; or
z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

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

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

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

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

Student's Signature: _____Date _____

Parent/Legal Guardian Signature: _____ Date_____

## SUSPENSION FROM SCHOOL

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

Students are responsible for their conduct that occurs:

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

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

1. Is in violation of school policies, rules, or regulations;

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

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

a. Poses a physical risk to himself or herself or to others;
b. Causes a serious disruption that cannot be addressed through other means; or
c. Is the act of bringing a firearm on school campus.

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

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

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

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), person(s) with lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), person(s) having lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

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

It is the responsibility of a student's parents, legal guardians, person having lawful control of the student, or person standing in loco parentis to provide current contact information to the district, which the school shall use to immediately notify the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

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

The District shall keep a log of contacts attempted and made to the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS.

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program.

During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.

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

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

## EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct:

- Deemed to be of such gravity that suspension would be inappropriate;
- Where the student's continued attendance at school would disrupt the orderly learning environment; or
- Would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth ($5^{th}$) grade unless the student's behavior:

a. Poses a physical risk to himself or herself or to others;
b. Causes a serious disruption that cannot be addressed through other means; or
c. Is the act of bringing a firearm on school campus.

The Greenwood School District under extreme circumstances reserves the right to permanently expel a student from the school district. Extreme circumstances could include but not limited to the following; violent acts, violent threats, sexual assault, possession of weapons, repeated disruptions to the school day, drug sales, drug possession, vandalism, bullying, harassment, etc. The previous is not an exhaustive list of actions that may result in permanent expulsion.

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

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

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

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, who gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted; however, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a

statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of one (1) year or longer for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis.

Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion.

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

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

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

## STUDENTS' VEHICLES

Students using any type of vehicle as a means of transportation to and from school may be permitted to do so subject to all rules and regulations set forth by the Principal of the school. (bicycles, motorcycles, automobiles, trucks, etc.) Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

Only students with a valid driver's license may be permitted to drive automobiles and trucks provided they meet all regulations and laws pertaining to such vehicles.

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

## COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis 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, food borne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

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

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

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

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

## STUDENT MEDICATIONS

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

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

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

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

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

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

**Schedule II Medications**

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

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

**Self-Administration of Medication**

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

1. Self-administer either a:
    - Rescue inhaler; or
    - Auto-injectable or nasal spray epinephrine;
2. Perform the student's 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 the student's person:
    - A rescue inhaler;
    - Auto-injectable or nasal spray epinephrine; or
    - The necessary supplies and equipment to perform the student's own diabetes monitoring and treatment functions.

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

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

The parent, legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled.

The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

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

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

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

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity.

The parent or guardian of a student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian's written authorization shall not be required to assist the student in the application of sunscreen.

**Emergency Administration of Glucagon and Insulin**

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

1. An IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. A current, valid consent form on file from their parent or guardian.

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

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

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

**Emergency Administration of Epinephrine**

The school nurse or other trained school employees designated by the school nurse as a care provider who have been certified by a licensed physician may administer epinephrine, either through an auto-injector or nasal spray, in

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

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

Students with an order from a licensed health care provider to self-administer epinephrine, either through an auto-injector or nasal spray, and who have written permission from their parent or guardian shall provide the school nurse either an auto-injector or nasal spray epinephrine. This epinephrine will be used in the event the school nurse, or other school employee certified to administer epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying epinephrine or the nurse is unable to locate it.

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

**Emergency Administration of Albuterol**

The school nurse or other trained school employees designated by the school nurse as a care provider who have been certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

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

The school nurse for each District school shall keep albuterol on hand. The school nurse or other trained school employee designated by the school nurse as a care provider who has been certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other trained school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

**Emergency Administration of Anti-opioid**

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

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

**Emergency Administration of Emergency Adrenal Insufficiency Medication**

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

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

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

**Seizure Disorder Medications**

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

1. Provide the school with written authorization to administer the seizure medication at school;
2. Provide a written statement from the student's healthcare provider that shall contain the following information:
    - The student's name;
    - The name and purpose of the medication;
    - The prescribed dosage;
    - The route of administration;
    - The frequency that the medication should be administered; and
    - The circumstances under which the medication should be administered;
3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact, which shall be stored in a safe and secure location accessible only by District personnel or volunteers with training to administer seizure medication.

The written authorization, written statement, and seizure action plan shall be kept on file in the office of the school nurse or school administrator and distributed to any school personnel or volunteers responsible for the supervision or care of the student.

## *MEDICATION FORM*

***Note: A separate form must be completed for each medication administered***

**Student Name** **Date of Birth** **Grade**

---

**Name of Medication** ***Dosage***

---

**Time to be taken** ***Ordering Physician***

---

***Reason for Medication***

---

***In Case of Emergency, call***

---

***I certify that at least one*** **dose of the medication has** ***previously been given*** **and NO adverse reactions were experienced. Therefore, I give permission for the school nurse (or designee) to administer the above medication to my child.**

**For an oral controlled substance, in the unavailability of a school nurse, the parent may delegate to the administrator, teacher or staff member to administer the medication to my child at school for at the indicated time(s). I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.**

***Parent or Guardian Signature:*** ***Date:***

---

***Note: Medication MUST BE in the current original container from the pharmacy. The medication will only be administered according to the physician's directions on the container.***

| *Date* | *Pill Count* | *Brought by* | *Signature/Signature (two required)* | *Comments* |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

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

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

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

Name(s) of medications (s) _____

Name of physician or dentist (if applicable) _____

Dosage _____

Instructions for administering the medication _____

_____

_____

Other Instructions

_____

_____

I authorize the school nurse to take a photograph of my student to be used to verify any student's identification before the school nurse or an authorized individual administers medications to my student.

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

Parent or legal guardian signature _____

Date _____

## MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

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

The following must be provided for the student to be eligible to self-administer rescue inhalers and/or auto-injectable epinephrine. Eligibility is only valid for this school for the current academic year.

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

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

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

Students who self-carry a rescue inhaler or an epinephrine auto-injector shall also provide the school nurse with a rescue inhaler or an epinephrine auto-injector to be used in emergency situations.

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

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

Parent or legal guardian signature _____Date _____

## GLUCAGON AND/OR INSULIN ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

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

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from diabetes. The IHP authorizes the school nurse to administer Glucagon insulin to my child in an emergency situation.

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

Glucagon _____

Insulin_____

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

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

Parent or legal guardian signature _____ Date: _____

## EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

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

My child has an IHP that provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

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

Date of physician's order _____

Circumstances under which Epinephrine may be administered _____

_____

_____

Other instructions _____

_____

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of auto-injector epinephrine in accordance with this consent form, District policy, and Arkansas law.

Parent or legal guardian signature: _____ Date: _____

## ALBUTEROL EMERGENCY ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

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

My child has an IHP that provides for the administration of albuterol in emergency situations. I hereby authorize the school nurse or other school employee certified to administer albuterol to administer albuterol in emergency situations when he/she believes my child is in perceived respiratory distress.

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

Date of physician's order _____

Circumstances under which albuterol may be administered _____

_____

Other instructions _____

_____

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

Parent or legal guardian signature _____

Date _____

## STUDENT ILLNESS/ACCIDENT

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student or for required medical expenses. 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.

## EMERGENCY DRILLS

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

The District shall annually conduct a lockdown drill at all schools in the District in collaboration with local law enforcement, medical professionals, fire department officials, and emergency management personnel. The lockdown drill training will include use of the District's emergency communication method with law enforcement. Students will be included in the drills to the extent that is developmentally appropriate for 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 emergency communication with law enforcement methods. Students shall be included in the drills to the extent practicable.

## PERMANENT RECORDS

Permanent school records, as required by the Division of Elementary and Secondary Education (DESE) 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.

## CORPORAL PUNISHMENT

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

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

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

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

## HOMELESS STUDENTS

The Greenwood 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 that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute, 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 a homeless child:

- 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
- 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.

A homeless student shall be immediately eligible to participate in interscholastic activities at the school in which the student is enrolled.

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 to the lack of alternative adequate accommodations;
    - Living in emergency or transitional shelters;
    - Abandoned in hospitals; or
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
d. Are migratory children who are living in circumstances described in clauses (a) through (c).

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

## PHYSICAL EXAMINATIONS OR SCREENINGS

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

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

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

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

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

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

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

## OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS

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

Physical examination or screening being objected to:

____ Vision test

____ Hearing test

____ Scoliosis test

____ Other, please specify _____

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

Comments: _____

_____ _____

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

_____

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

## STUDENT HANDBOOK

It shall be the policy of the Greenwood school district that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter.

## BULLYING

**Definitions**

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

"Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that:

1. May address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated;
2. Involves an actual or reasonably perceived power imbalance;
3. Is repeated or has a high likelihood of repetition; and
4. Causes or creates actual or reasonably foreseeable:
    a. Physical harm to a public school employee or student or damage to the public school employee's or student's property;
    b. Substantial interference with a student's education or with a public school employee's role in education;
    c. 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
    d. Substantial disruption of the orderly operation of the school or educational environment.

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

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

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

- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
- Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

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

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

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

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

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

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

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

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously.

Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

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

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
    a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
    b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth ($5^{th}$) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
    a. That a credible report or complaint of bullying against their student exists;
    b. Whether the investigation found the credible report or complaint of bullying to be true;
    c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
    d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
    a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
    b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, persons having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

The Superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

To prevent multiple, simultaneous investigations into the same alleged conduct, if the facts that support an alleged incident of bullying may also constitute a violation of another District policy; State or Federal law; State rule; or Federal regulation, then the District shall investigate and dispose of the alleged incident of bullying in accordance with the other applicable District policy; State or Federal law; State rule; or federal regulation in lieu of the requirements of this policy.

Copies of this policy shall be available upon request.

## NATIONAL ANTHEM

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

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

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

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

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

## SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2027 AND THEREAFTER

Graduation requirements will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. All students are required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians as part of the creation of the student's Student Success Plan.

This policy and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district strategic plan development process to determine if changes need to be made to better serve

the needs of the district's students. The Superintendent, or the Superintendent's designee, shall select the composition of the review panel.

Sufficient information relating to the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:

- Inclusion in the student handbook of the graduation requirements;
- Discussion of the 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; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

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

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

**GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional 1 unit to graduate for a total of 23 units. The additional required units may be taken from any electives offered by the district. Accelerated learning courses or career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.
All students must receive a passing score on the Arkansas Civics Exam in order to graduate.
Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

**Personal and Family Finance**

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

**Computer Science**

All students shall earn one (1) unit of credit in a computer science or computer science related career and technical education course in order to graduate.

**Community Service**

Except as otherwise provided by this policy or the student's IEP, each student must receive seventy-five (75) clock hours of community service that is certified by the service agency or organization where the student volunteers or the student's parent. The community service must be in programs or activities, either in Arkansas or outside of Arkansas, that meet the requirements established by the State Board and the District Board of Directors and include

preparation, action, and reflection components. A student who transfers into the District after ninth (9th) grade must receive at least the following documented clock hours of community service each year:

- Fifteen (15) hours for students in grade nine (9);
- Twenty (20) hours for students in grade ten (10);
- Twenty (20) hours for students in grade eleven (11); and
- Twenty (20) hours for students in grade twelve (12).

Students transferring into the District after grade nine (9) or students who are graduating early may receive a diploma provided that the minimum requirement for each year the student attends the District is met. The District Board of Directors may grant a waiver of the community service requirement for extenuating circumstances on a case-by-case basis, which may include without limitation:

- A major illness associated with a student or a family member of a student;
- Student homelessness or housing insecurity; and
- Notice to the public school district board of directors if the student is a major contributor to family income.

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

Oral Communications: one-half (½) 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 accelerated learning courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry.

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

Science: three (3) units

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

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

**Note:** While one-half (½) 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 (½) 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 (½) unit

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

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

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

## PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Pledge of Allegiance shall be recited:

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

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

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

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

## POSSESSION AND USE OF PERSONAL ELECTRONIC DEVICES

**Definitions**

**"Emergency" means a serious, unexpected, and dangerous situation that requires immediate action, including without limitation:**

- An active fire;
- An active tornado or earthquake;
- An active shooter;

- An evacuation of school grounds; or
- A medical emergency

**"Personal electronic device" means without limitation a:**

- Cellular telephone;
- Paging device;
- Beeper;
- Mobile telephone that offers advanced computing and internet accessibility;
- Digital media player;
- Portable game console;
- Tablet, notebook, or laptop computer;
- Digital camera;
- Digital video or audio recorder;
- Smart watch; and
- Device that can connect and transmit data through Bluetooth technology.

**"School day" means from the time students are required to be at school until the time students are dismissed from school.**

**To maintain a focused and respectful learning environment, all students are expected to keep cell phones turned off and stored in backpacks during the school day.**

**Possession of Personal Electronic Device**

Except as permitted under this policy, a student shall not be in possession of a personal electronic device during the school day. A student may possess a personal electronic device during the school day if:

- The personal electronic device is required by the student's individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;
- The possession of the personal electronic device is during an emergency as defined by this policy;
- The personal electronic device is issued by the District for the student's use during the school day; or
- The possession of the personal electronic device is during a special event during the school day.

**A student shall be deemed to not be in possession of a personal electronic device if:**

**Use Of Personal Electronic Device**

**Except as permitted by this policy, a student shall not use a personal electronic device during the school day. A student may use a personal electronic device during the school day if:**

- The personal electronic device is required by the student's individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;
- The use of the personal electronic device is during an emergency as defined by this policy;
- The personal electronic device is issued by the District for the student's use during the school day; or
- The use of the personal electronic device is during a special event during the school day.

**A student may possess and use a personal electronic device at a special school event for the purpose of taking photographs. The District shall inform the students and students' parents, legal guardians, persons having lawful control of the student, and persons standing in loco parentis the following before a special school event takes place:**

- When and where the special school event will take place;
- Whether or not personal electronic devices shall be allowed at the special school event; and
- Where personal electronic devices may be used at the special school event.

**The use of personal electronic 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.**

**Misuse of Personal Electronic Devices**

**Even if a student is allowed to possess or use a personal electronic device under this policy, the misuse of a personal electronic device is prohibited. Misuse of personal electronic devices includes, but is not limited to:**

1. Using personal electronic devices issued by the District during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the personal electronic device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the personal electronic device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person regardless of whether the image is real or created through the use of artificial intelligence;
6. Using a personal electronic device issued by the District in a manner that violates the Electronic Device and Internet Use Agreement regardless of whether the violation occurred on or off campus;
7. Using a personal electronic device at an event during the school day that was not designated as a special school event or in a manner or location that was not authorized as part of the special school event;
8. Using personal electronic devices issued by the District while driving any vehicle at any time; or
9. Using a personal electronic 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 that is in motion and on school property.

**Discipline**

**A student may have a personal electronic device confiscated if:**

- The student is found to possess or use a personal electronic device when the use or possession is not authorized by this policy and the personal electronic device was not issued by the District;
- The student misuses a personal electronic device as defined by this policy; or
- The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis uses the remote recording or listening capabilities of a personal electronic device, either through an app installed on the personal electronic device or the built-in capacity of the personal electronic device, except when authorized by the District.

**Confiscated personal electronic devices may be picked up at the school's administration office by the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. Students have no right of privacy as to the content contained on any personal 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.**

**A student and the student's parents, legal guardians, persons having lawful control of the student, or persons**

**standing in loco parentis expressly assume any risk associated with a student's possession or use of a student's personal electronic device that is not issued by the District. The District shall not be liable for a personal electronic device that is confiscated if the personal electronic device is lost, stolen, or damaged.**

**In addition to the confiscation of a personal electronic device for a violation of this policy, a student may be subject to the following discipline:**

**In Grades 5-12**

**Progressive Discipline for Cell Phone Policy Violations**

1. **First Offense**:
    - Confiscation of the device for the remainder of the day.
    - Parent/guardian notification.
    - **Assignment of one (1) day of detention.**

2. **Second Offense**:
    - Parent/guardian required to retrieve the device.
    - **Assignment of three (3) days of detention.**

3. **Third Offense**:
    - Parent/guardian required to retrieve the device.
    - **Assignment of one (1) day of In-School Suspension (ISS).**

4. **Fourth Offense**:
    - Parent/guardian required to retrieve the device.
    - **Assignment of three (3) days of In-School Suspension (ISS).**
    - **Student will be required to check the phone into the office each morning and check it out at the end of the school day for the remainder of the semester.**

5. **Fifth Offense**:
    - **Assignment of three (3) days of In-School Suspension (ISS) and three (3) days of Out-of-School Suspension (OSS).**

**In Grades K-4**

**Student Cell Phone Policy – Consequences for Misuse**

To maintain a focused and respectful learning environment, elementary students are expected to keep cell phones turned off and stored in backpacks during the school day.

**Consequences for Cell Phone Misuse:**

1. **First Offense**:
    - The phone will be held in the office and returned to the student at the end of the school day.
    - A parent or guardian will be contacted.

2. **Second Offense**:
    - The phone must be picked up from the office by a parent or guardian.
    - The student may not take the phone home that day.

3. **Third Offense and Beyond**:
    - The student will be required to check the phone into the office at the beginning of each school day and check it out at dismissal.
    - This procedure will continue for a period determined by the building administrator.

This policy is designed to support a safe, distraction-free learning environment.

**To protect the integrity of the administration of the assessments under the Arkansas Educational Support and Accountability Act, a student who is found to be in possession of or to use a personal electronic device during the administration of a statewide assessment that is not required by the student's IEP, 504 Plan, or issued by the District shall have the discipline the student is subject to increased by an additional level.**

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

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

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

## SPECIAL EDUCATION

In accordance with the Individuals With Disabilities Education Act (IDEA), Section 501 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Arkansas Statues, the district shall provide a free appropriate public education and necessary related services to all children with disabilities who reside:

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

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

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

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

## SCHOOL MEAL MODIFICATIONS

Except for requests to receive "lactose free" milk, the district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a medical statement completed by a

State licensed healthcare professional, which includes:

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

The medical statement should include:

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

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

When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that

effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.
Parents may submit a written request for their student to be provided "lactose free" milk. The parent's request is not required to be accompanied by a medical statement in order for it to be granted.

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

Except for requests to receive "lactose free" milk, the district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

## FOOD SERVICE PREPAYMENT

**Free Breakfast**

In accordance with A.C.A. § 6-18-722, a student shall be provided one (1) breakfast at no cost during each school day upon the student's request regardless of whether the student qualifies for a federally funded free or reduced-price meal.

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

**Option 1**

EZSchoolpay.com is an online payment to help parents/guardians manage your child's school meal account. Payment can be made using debit or credit card. There is a $3.00 fee per deposit. If a parent deposits money into two or more children's accounts using the same credit card transaction, there will be one $3.00 fee. The funds deposited through EZSchoolPay.com will be deposited into your student's account within 10 minutes. Visit WWW.EZSchoolPay.com and click on the Register button on the homepage. Your child's student ID number will be needed in order to set up an account. Once registered, you can link all school-aged children under one account. If you choose not to use EZSchoolPay.com to make payments for school lunches, you can still establish an account for free to track purchase history and receive e-mail notice when your account is low. Parents are responsible for setting a low balance amount to receive an e-mail notice. Cash sales cannot be tracked.

**Option 2**

**Payment:**

- K-4 students-Put check or money in an envelope, turn into homeroom teachers. The Food Service Cashier will credit your children's account.
- 5-12 students-Will pay in the serving line, check or cash. A student's parent will be contacted by authorized District personnel regarding a student's prepaid account balance at the following times:
- K-6 Students-A negative balance reminder will be sent to the parent and/or guardian. If the account balance remains in negative, notices will continue to be sent. A phone call will be made to the parent and/or guardian by the Food Service Cashier, Food Service Director or School Principal (or his/her designee) to attempt collection of the owed money and to request that the parent or guardian apply for meal benefits in a federal child nutrition program.

- 7-12 Students-If a student's account has accrued a negative balance, a phone call will be made to the parent and/or guardian by the Food Service Cashier, Food Service Director or School Principal (or his/her designee) to attempt collection of the owed money and to request that the parent or guardian apply for meal benefits in a federal child nutrition program.

## 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 Division of Elementary and Secondary Education (DESE), and individuals involved with each foster child to ensure that the foster child is able to maintain the foster child's continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or the Superintendent's 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 or DHS grants a request to transfer under Foster Child School Choice, ensure that the foster child remains in the foster child's 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 with DHS 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 the foster child. 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 the foster child's 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.

**Foster Child School Choice**

If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by DESE that is postmarked by no later than June 1 of the year the student seeks to begin the fall semester at another school in the District or in the District.

By July 1 of the school year in which the student seeks to transfer under this section, the Superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the Superintendent shall state in the notification letter

a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall void the school choice acceptance. If the application is rejected, the Superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter.

The District shall only reject a Foster Child School Choice application if:

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law; state law; the standards for accreditation; or other applicable State rule or Federal regulation; or
2. Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

A foster child whose application is rejected by the District may submit a written request within ten (10) days following the receipt of the rejection letter from the Superintendent to the State Board of Education for the State Board to reconsider the transfer.

A Foster Child School Choice transfer shall remain in effect until the foster child:

- Graduates from high school; or
- Transfers to another school or school district under:
    - The Foster Child School Choice Act;
    - Opportunity Public School Choice Act;
    - The Public School Choice Act of 2015; or
    - Any other law that allows a transfer.

The District shall accept credits toward graduation that were awarded by another public school district.

When a foster child transfers from the foster child's school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child's transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into a written agreement for the District to provide the transportation to and from the school the foster child transferred to.

## PLACEMENT OF MULTIPLE BIRTH SIBLINGS

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

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

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

- Disruptive to the school's educational or disciplinary environment.

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

## STUDENT ACCELERATION

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

Generally, acceleration can occur through one or two board categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel.

**Elementary School Students**

The process of determining the appropriateness of a request for an elementary school student to receive acceleration shall be under the direction of the district/school Gifted and Talented Program Coordinator. The district/school Gifted and Talented Program Coordinator shall convene the Acceleration Placement Committee and communicate with the individuals necessary for the Acceleration Placement Committee to make an informed decision, which shall include the student's parents or guardians.
While the needs of the student should dictate when acceleration decisions are considered, the Board believes the optimal time for referrals is in the spring, which gives adequate time for working through the determination process and for preparing those concerned for a smooth transition to the acceleration beginning in the following school-year.

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

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

**Course Selection Students**

District students who attend a District school that authorizes the student to select individual courses shall have acceleration options provided to them by the counselor during the course selection process. The course selection process shall be part of the Student Success Plan created and modified in accordance with Policy 4.55-STUDENT PROMOTION AND RETENTION.

## STUDENT 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, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older.

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

Each time a student is assessed by use of a high-quality literacy screener, with results at least once each semester, the Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis, and teacher(s) of a student in kindergarten through eighth ($8^{th}$) grade shall be notified in writing of the student's independent grade-level-equivalency in reading and, in a parent friendly manner, the student's reading progress.

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

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. The criteria must include the following for students in kindergarten through grade four (k-4):

A student who has not met the third-grade reading standard as defined by the state board shall not be promoted to fourth ($4^{th}$) grade unless the student has a good cause exemption. The following students may receive a good cause exemption:

- Limited English Proficiency students who have had less than three (3) years of instruction in an English language learner program;
- Students with a disability who are not eligible for the alternate assessment and who have an individualized education program or a 504 plan that reflects that the individual student:
    - Has received an intensive, evidence-based literacy intervention program aligned to the science of reading for more than two (2) years; and
    - Still demonstrates a need in reading proficiency or previously was retained in kindergarten, grade one (1), grade two (2), or grade three (3);
- Students who:
    - Have received an intensive, evidence-based literacy intervention program aligned to the science of reading for two (2) or more years;
    - Still demonstrate a need in reading proficiency and who previously were retained in kindergarten, grade one (1), grade two (2), or grade three (3);
    - Have received a special education referral and a full comprehensive evaluation; and
    - Have not met exceptional education criteria;
- Students who have already been retained in kindergarten, grade one (1), grade two (2), or grade three (3) for one (1) year;
- Students who can demonstrate that they are successful and independent readers and can perform at or above grade level by use of subsequent student assessments or alternative assessments; or
- Other students with necessary, justifiable good-cause exemptions identified as appropriate by the state board, in consultation with reading experts.

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

- The building principal or designee;
- The student's teacher(s);
- School counselor;

- A 504/special education representative (if applicable); and
- The student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis.

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

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

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

The SSP for a student in kindergarten through grade three (K-3) who does not meet the reading standard As set by the state board and determined by a high-quality literacy screener or the statewide assessment shall include an individual reading plan for each student. An individual reading plan shall include:

- The student's specific, diagnosed reading skill needs, including without limitation:
    - Phonemic awareness;
    - Phonics decoding;
    - Text reading fluency;
    - Vocabulary-building strategies; and
    - Self-regulated use of reading comprehension strategies, as identified by high-quality literacy screener data;
    - The goals and benchmarks for the student's growth;
    - How the student's progress will be monitored and evaluated;
    - The type of additional instructional services and interventions the student may receive;
    - The intensive, evidence-based literacy intervention program aligned to the science of reading the student's teacher will use to address the areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension;
    - The strategies the student's parents, legal guardians, or persons standing in loco parentis to the student are encouraged to use in assisting the student to achieve the student's reading goal; and
    - Any additional services the student's teacher determines are available and appropriate to accelerate the student's reading skill development.

All parents, legal guardians, or persons standing in loco parentis shall be notified in writing:

- Of the content of their child's independent reading plan and progress on the independent reading plan throughout the year; and

- By no later than October 1 of each year, or as soon as practicable if a student's reading need is identified after October 1:

    - Of their student's eligibility to participate in the literacy tutoring grant program;
    - The process for applying for the literacy tutoring grant program; and
    - Other information provided by DESE.

- For each student who does not meet the reading standard established by the state board by the end of third (3rd) grade, including students who are promoted to the fourth (4th) grade under a good cause waiver, the District, during the subsequent summer and school year, shall:

    - Provide at least ninety (90) minutes of evidence-based literacy instruction aligned to the science of reading during each school day;

Assign the student to:

If the District has a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years, a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years; or

If the District is unable to identify a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years, a teacher:

- With a highly-effective rating according to the Teacher Excellence and Support System, when possible; or
- Deemed to be a high-performing teacher as defined by a Master Professional Educator designation.

Provide parents, legal guardians, or persons standing in loco parentis to students with a "read-at-home" plan to support student early literacy growth, which shall include evidence-based science of reading strategies and tools that are aligned to a student's individual reading plan for parents, legal guardians, or persons standing in loco parentis to use with their student;

Notify parents, legal guardians, or persons standing in loco parentis to a student regarding their student's eligibility for a literacy tutoring grant;

Be given priority to receive a literacy tutoring grant; and

Be given the option to participate in additional intensive, evidence-based literacy intervention programs aligned to the science of reading.

The SSP of a student in kindergarten through grade eight (K-8) who is not performing at or above grade level on the state assessment, as defined by the State Board of Education shall include a math intervention plan. The math intervention plan may include the:

Provision of each student with access to high-dosage, targeted math tutoring in the subsequent school year, which shall include three (3) or more tutoring sessions a week in a one-on-one or small-group setting;

Assignment to:

If the District has a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years, a teacher, with a value-added model score in the top quartile statewide in math for the previous three (3) years; or

If the District is unable to find a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years, a teacher:

- With a highly-effective rating in the Teacher Excellence and Support System, when possible; or
- Deemed to be a high-performing teacher as defined by a Master Professional Educator designation; and

Provision of each student with extended time on math instruction during or after school.

All parents, legal guardians, or persons standing in loco parentis shall receive written notification of their student's math intervention plan and progress on the student's math intervention plan throughout the school year.

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

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

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

The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and

Provide a basis for counseling concerning postsecondary preparatory programs.

A student's SSP shall include the recommended sequence of courses for successful completion of the diploma pathway selected by the student but be sufficiently flexible to allow the student to change the student's selected diploma pathway. The school counselor shall meet with the student's parent, legal guardian, or persons standing in loco parentis and the student to review the student's SSP annually and to revise the student's SSP as necessary to identify the courses to be taken each year until all required core courses are completed. Part of the review shall include an explanation of the possible impacts the revisions to the plan might have on the student's graduation requirements and postsecondary education goals. Any change made to a student's SSP as part of the review that amends the student's diploma pathway shall be structured to ensure that the student will meet the high school graduation requirements for the student's chosen diploma pathway and be qualified for admission to a postsecondary educational institution or to enter the workforce. After each review, the student's SSP shall be signed by the student; student's parent, legal guardian, or person standing in loco parentis to the student; and the school counselor.

An SSP shall be created:

By no later than the end of the school year for a student in grade eight (8) or below who enrolls in the District during the school year; or

As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion or retention of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

Students who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following Statewide assessment, as applicable. The Superintendent or designee may waive this paragraph's provisions when the

student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

## EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

**Definitions**

"Academic Courses" are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Division of Elementary and Secondary Education (DESE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by DESE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

"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.

"Supplemental Improvement Program (SIP)" is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

**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 the student's 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 (1) per week per extracurricular activity (tournaments excepted).

Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable.

The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.
No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

**Interscholastic Activities**

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

**ACADEMIC REQUIREMENTS: Junior High**

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester.

The second semester eighth-grade student meets the scholarship requirements for junior high if the student has successfully passed four (4) academic courses the previous semester.

The first semester ninth-grade student meets the scholarship requirements for junior high if the student has successfully passed four (4) academic courses the previous semester.

The second semester ninth-grade student meets the scholarship requirements for junior high if the student has successfully passed (4) academic courses the previous semester which count toward the student's high school graduation requirements.

Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate in the fall semester of their tenth-grade year.

**ACADEMIC REQUIREMENTS: Senior High**

In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:

1. Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

## STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

### Homeless Students

Students who are determined to be experiencing homelessness by the school's homeless LEA shall be eligible for participation in interscholastic activities.

## ARKANSAS ACTIVITIES ASSOCIATION

In addition to the foregoing rules, the district shall abide by the rules of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in a AAA governed extracurricular activity unless the student is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

### Intrascholastic Activities

### AAA Governed Activities

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

### Non-AAA Governed Activities

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intrascholastic extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

### School Choice Transfers

A student who transfers under a legal school choice option shall not be denied participation in an extracurricular activity where the student transfers based exclusively on the student's decision to transfer. A student who transfers after June 1 of the year the student enters grades seven through ten (7-10) shall complete a Changing Schools/Athletic Participation (CSAP) form as defined by AAA, which must be signed by the:

- Superintendent of the student's resident school district;
- Superintendent of the nonresident school district to which the student transfers; and
- Parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student.

The completed Changing Schools/Athletic Participation form shall be filed with the non-resident school district where the student transfers and the AAA. The Changing Schools/Athletic Participation form shall be signed by the Superintendent of a student's resident school district and the Superintendent of the nonresident school district to which a student transfers unless there is demonstrable evidence of recruiting by the receiving school district personnel or that the student is transferring to the nonresident school district solely for athletic purposes.

A student who transfers into the District and is enrolled in the District by June 1 of the school year the transfer student will be enrolled in grade seven (7), eight (8), nine (9), or ten (10) shall be immediately eligible to participate in an extracurricular activity that is an athletic activity. If a transfer student is not enrolled in the District by June 1 of the school year the student will be enrolled in grade seven (7), eight (8), nine (9), or ten (10), then the transfer student shall not be eligible to participate in an extracurricular activity that is a varsity athletic activity for up to three hundred sixty-five (365) days.

## 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. 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 Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable.

The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in

the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

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

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

## EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. § 6-15-503.

Interscholastic activity means an activity between schools subject to rules of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

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

Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if:

- The Superintendent of the student's resident district and the Superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District; or
- The student's resident school does not offer the interscholastic activity and the Superintendent of the non-resident district agrees to allow the student to enroll in the interscholastic activity.

Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in interscholastic activities without discrimination. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of the student's enrollment in a home school.

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

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30$^{th}$ percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one non-academic course in the District's school where the student is intending to participate in an interscholastic activity that coincides with the interscholastic activity in which the homeschooled student participates and shall be required to be at school only when participation in the interscholastic activity requires other students who participate in the interscholastic activity to be at school.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh ($11^{th}$) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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

A home-schooled student who has met the try out criteria and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and
- participation or activity fees.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A home schooled student may begin participating in an interscholastic activity immediately upon being approved to participate by the District if:

- The home schooled student has not withdrawn from an Arkansas Activities Association member school; or
- The student has withdrawn from an AAA member school and enrolled in a home school but did not participate in an interscholastic activity that is a varsity sport at the student's resident district prior to the students withdrawal from the AAA member school.

A home schooled student shall not be eligible to participate for up to three hundred sixty-five (365) days if:

1. The District is the home schooled student's resident district and the home schooled student is not approved to participate in an interscholastic activity at the District by June 1 of the school year the student will be enrolled in grade seven (7), eight (8), nine (9), or ten (10);
2. The District is not the home schooled student's resident district and the home schooled student is not approved to participate in an interscholastic activity that is a varsity athletic activity at the District by June 1 of the school year the student will be enrolled in grade seven (7), eight (8), nine (9), or ten (10); or
3. The home schooled student withdrew from an AAA member school and participated in an interscholastic activity that is a varsity athletic activity at the student's resident district during the previous three hundred sixty-five (365) days and is seeking to participate in an interscholastic activity that is a varsity athletic activity in the District.

A student who is prohibited from participation in an interscholastic activity due to number 1 shall not become eligible to participate in any interscholastic activity until the completion of the three hundred sixty-five (365) day period. A student who is prohibited from participation in an interscholastic activity that is a varsity athletic activity due to numbers 2 or 3 shall not be eligible for full participation in an interscholastic activity that is a varsity athletic

activity until the completion of the three hundred sixty-five (365) day period. A student who is not eligible for full participation may participate in tryouts, practices, classes, or other endeavors associated with the interscholastic activity until the completion of the three hundred sixty-five (365) day period.

## 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. 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.

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

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

## STUDENT BEHAVIORAL INTERVENTION AND RESTRAINT

### Definitions

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

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

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

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

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

- Is developed by a problem-solving and intervention team and delineates emotional, social, or behavioral goals for a student and the steps that the school, student, parent of the student, and others will take to positively support the progress of the student towards the student's emotional, social, or behavioral goals;

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

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

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

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

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

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

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

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

"Functional Behavior Assessment" (FBA) means a problem analysis step that:
- Occurs within the context of data-based problem-solving and involves:
    - The review of existing records and other sources of information;
    - Diagnostic or historical interviews;
    - Structured academic or behavioral observations; and
    - Authentic, criterion-referenced, or norm-referenced tests; and

- Is performed with the goal of determining why a specific problem or situation is occurring in order to directly link a strategic intervention to an assessment and solve or resolve the specific problem or situation.

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

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

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

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

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

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

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

**Multi-Tiered Behavioral Interventions**

The District shall establish a multi-tiered system of behavioral interventions for each student who exhibits social, emotional, or behavioral difficulty that may escalate, if not addressed, to potentially dangerous behavior.

**Behavior Intervention Team**

A behavior intervention team (BIT) shall be established for each student who exhibits social, emotional, or behavioral difficulty that may escalate, if not addressed, to potentially dangerous behavior. The BIT shall include members who are academic and behavioral assessment and intervention professionals.
A student's BIT shall:

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

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

**Physical Restraint**

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

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

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

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

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

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

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

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

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

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

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

- The student's BIT;
- The student's IEP team; or
- The student's 504 Plan team.

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

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

**Reports and Debriefing**

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

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

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

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

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

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

The purpose of the debriefing meeting shall be to:

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

At a debriefing meeting, school personnel shall:

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

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

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

## STUDENT USE OF MULTIPLE OCCUPANCY ROOM

### Definitions

"Multiple occupancy room" means an area in a District building that is designed or designated to be used by one (1) or more individuals at the same time and in which one (1) or more individuals may be in various stages of undress in the presence of other individuals, which includes, without limitation, a restroom, locker room, changing room, or shower room.

"Sex" means the physical condition of being male or female based on genetics and physiology, which may be demonstrated by the sex identified on a student's original birth certificate.

Each multiple occupancy room in a District building shall be designated as either male or female. Except as permitted by this policy, a student shall not enter a multiple occupancy room that does not correspond to the student's sex.

An individual who is unwilling or unable to use a multiple occupancy room designated for the individual's sex shall be granted a reasonable accommodation, which may include, without limitation, access to a single-occupancy restroom or changing area. A reasonable accommodation shall not include access to a restroom or changing area that is designated for use by members of the opposite sex to an individual while members of the opposite sex of the individual are present or may be present in the restroom or changing area.

The prohibitions in this policy do not apply to an individual who enters a multiple occupancy room designated for use by the opposite sex when the individual enters for any of the following reasons:

- custodial, maintenance, or inspection purposes;
- To render emergency medical assistance;
- To address an ongoing emergency, including without limitation a physical altercation;
- To accommodate individuals protected under the Americans with Disabilities Act; or
- To assist young children who are in need of physical assistance when using a restroom or changing facility that is located in the District.

## STUDENT TRANSPORTATION

Pupil transportation is a service of the school provided for the general welfare of students. Since transportation is a service and not required by state law, any student may be denied the privilege of this service if he or she cannot conform to the accepted rules of conduct of a bus student as provided in bus student regulations.

It shall be the duty of the Administrative Staff to route the buses to provide the best service for the greatest number of students. The bus driver shall not deviate from the established route except on instructions from the Administrative Staff.

An effort shall be made to hire competent CDL licensed drivers who reside in the community center being served. Qualifications and standards shall conform with those set forth in the State Department Handbook, "Handbook for the School Bus Driver" provided by the State Department of Education.

Each driver's employment will be approved by the School Board. Drivers will be notified of their employment status for the following year after the School Board takes action on non-certified personnel.

Maintenance of the district buses is done by the school mechanics and paid by the school district.

It is the duty of the Administrative Staff and the mechanics to see that buses are always kept in a good state of maintenance and that all safety requirements are met as reflected by the annual inspection by the State Department of Education.

## STUDENT RELIGIOUS EXPRESSION

The Greenwood School District Board of Directors does not allow the discrimination against a student based on a student's voluntary religious expression, if any. At the same time, the District shall provide a process to eliminate any

actual or perceived sponsorship or attribution to the District of a student's public voluntary expression of a religious viewpoint, if any.

**Student Assignments**

Student assignments include, but are not limited to:

- Homework;
- Classwork;
- Artwork; and
- Other written or oral assignments.

A student may express the student's religious viewpoint, if any, in the student's assignments without discrimination based on the religious content, if any. A student's assignments shall:

1. Be graded and judged:
    - By ordinary academic standards of substance and relevance; and
    - Against other conventional, pedagogical topics as identified by the District curriculum; and
2. Not be penalized or rewarded based on the religious content, if any, of the student's assignments.

Accommodation will be considered for those portions of instructional activities in the schools that unduly burden a student's sincere religious belief provided such accommodation doesn't amount to a significant change in curriculum, program, or course of instruction and when it is possible that a substitution of equally rigorous material that advances the same instructional goals can be arranged. Parents and students are advised that such accommodations are easier to grant when the objection is to non-state mandated Standards material than if the material is required by the Standards.

A student or the student's parent can request the student's teacher to accommodate the student's objection based on a religious belief to an instructional activity. Any such request must be made at least twenty-five (25) school days prior to the assignment's due date. Any objection must be raised in accordance with this policy's requirements or it will not be considered.

Upon receiving such a request, the student's teacher shall determine within five (5) work days if an accommodation is possible under the provisions of this policy. If the teacher decides an accommodation cannot be made or if the student or the student's parent believes the accommodation to be unreasonable, the student or the student's parent may request a conference with the teacher and the teacher's principal. A requested conference will occur at a time of mutual convenience, but no later than five (5) working days following the request. The principal shall have five (5) working days in which to make a decision on the appeal. If the student, the student's parent, or the teacher is unsatisfied with the principal's decision, it may be appealed to the District Superintendent who shall convene a conference between the student, the parent and the teacher. The requested conference will occur at a time of mutual convenience, but no later than five (5) working days following the request. The Superintendent shall have five (5) working days in which to make a decision on the appeal which shall be final with no further right of appeal.

**Student Presenters**

A student's expression of a religious viewpoint, if any, on an otherwise permissible subject shall not be excluded from a forum, whether oral or in writing, where students are allowed to speak.

The District has the right to restrict student speech that is inappropriate in the school setting by being obscene, vulgar, offensively lewd, or indecent.

Review of written student forums shall be handled in accordance with Policy 4.14—STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE.

If the forum is a scheduled event with designated student speakers, the building principal shall have an opportunity to review pre-written remarks prior to the student's presentation at the scheduled forum. The principal may require the student to amend the student's remarks to the extent necessary to address any portions that are determined to be inappropriate. A student's refusal to amend the remarks that were determined to be inappropriate may be prohibited from participation in the forum. A student who diverts from the approved pre-written remarks during a speech in such a manner that is determined to be inappropriate by the building principal or another present District staff member may be asked to return to the approved remarks. If a student refuses to return to the approved remarks or continues to divert from the approved remarks in a manner that is determined to be inappropriate may be escorted from the forum and disciplined in accordance with the District's Student Code of Conduct.

If the timing or format of the forum does not provide for pre-written remarks to be reviewed, then the building principal or other District staff shall have the authority to address a student whose remarks are determined to be inappropriate. The building principal or District staff member shall initially ask the student to cease the inappropriate remarks. If the student refuses or makes additional inappropriate remarks after being directed to cease such remarks, then the building principal or District staff member may escort the student from the forum and the student may be disciplined in accordance with the District's Student Code of Conduct.

There shall be a disclaimer that a student speaker's speech does not reflect the endorsement, sponsorship, position, or expression of the District. The disclaimer shall be provided at all forums where students speak and at all graduation ceremonies. The disclaimer shall be provided orally or in writing as most appropriately fits the format of the forum.

Information on how to participate in a student forum shall be provided to all students.

## STUDENT USE OF ARTIFICIAL INTELLIGENCE

**Definitions**

"Artificial Intelligence (AI) Tools" means Software applications or platforms that utilize machine learning algorithms to perform tasks typically requiring human intelligence, such as generating content, providing recommendations, or solving problems. For purposes of this policy, AI tools do not include the use of spell check or grammar check.

The purpose of this policy is to establish guidelines for the responsible use of AI tools by District students. The policy applies to all students enrolled in the District and covers the use of AI tools when completing District assignments or projects.

The district shall provide teachers and students resources and education on AI literacy and digital citizenship. The

The District shall establish a committee who shall be responsible for the review and selection of AI tools that shall be available for students to use. All AI tools selected by the committee shall comply with applicable state and federal data privacy laws. Students shall only use AI tools that were approved by the District committee for classroom assignments or projects.

Teachers are responsible for providing instructions on when and how AI tools may be used for classroom assignments. Students may use AI tools as approved by their classroom teacher to enhance learning and develop future-ready skills.

Students should use AI tools ethically and responsibly, aligning with the district's educational objectives, and in a manner that does not harm themselves or others. As part of using AI tools responsibly, students should be cautious about the information they provide to AI tools and consult with a teacher if unsure. At no time shall Students share personal, sensitive, or confidential information with AI tools, especially AI tools requiring data input.

When a student uses AI tools, a student shall:

1. Review and verify the accuracy of content that is generated by an AI tool;
2. Cite AI tools used as part of an assignment or project as a source, following District citation guidelines; and
3. Be transparent about their use of AI in completing assignments.

Students must ensure all submitted work is their own and properly acknowledge or cite any assistance from AI tools.

Students are encouraged to ask questions if they are unsure about the acceptable use of AI tools.

The following actions regarding AI tools are strictly prohibited:

- Misuse of AI tools for cheating, plagiarism, or any form of academic dishonesty, including the submission of assignments that were fully generated by an AI tool and presented as original student work;
- Altering or falsifying academic documents or records using AI tools;
- Using AI tools to:
    - Gain unauthorized access to District systems; or
    - Bypass District security measures;
- Using AI tools to produce misleading or false information, imagery, or any form of false outputs about themselves, other students, or staff members.

Students should report any inappropriate content or security concerns encountered while using AI tools to a teacher or administrator.

Violations of this policy shall be handled in accordance with the District's disciplinary procedures.

## ANTISEMITISM PROHIBITED

"Antisemitism" means a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities. Antisemitism may be expressed in speech; writing; visual forms; and actions, and employs sinister stereotypes and negative character traits.

The following are examples of actions, when taken as a whole, that may constitute antisemitism:

- The targeting of the state of Israel, conceived as a Jewish collectivity;
- Charging Jews with conspiring to harm humanity;
- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion;
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions;
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews;

- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust);
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust;
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations;
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavor;
- Applying double standards by requiring of Israel a behavior not expected or demanded of any other democratic nation;
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis;
- Drawing comparisons of contemporary Israeli policy to that of the Nazis; or
- Holding Jews collectively responsible for actions of the state of Israel.

Antisemitism does not include criticism of Israel similar to the criticism leveled against any other country.

Discrimination and harassment based on antisemitism is expressly prohibited.

The District shall appoint an individual to act as the District's Title VI Coordinator, who shall be responsible for investigating any complaints of discrimination or harassment based on antisemitism. The District shall:

1. Include contact information for the Title VI Coordinator in information that is provided to staff, students, and parents; and
2. Provide the following on the District website that may be accessed through a link titled "Antisemitism/Title VI":
    a. The District's definition of antisemitism;
    b. A statement that antisemitism is prohibited in the District's educational programs and activities;
    c. A statement that complaints of discrimination or harassment based on antisemitism may be filed with the Title VI Coordinator;
    d. Contact information for the District's Title VI Coordinator; and
    e. Information on how to file a complaint of antisemitism with the Title VI Coordinator at the Arkansas Department of Education.

A student or a student's parent may contact the District Title VI Coordinator directly with any complaints of discrimination or harassment based on antisemitism. District employees are responsible for timely notifying the District Title VI Coordinator of any complaints they receive or incidents they witness of discrimination or harassment based on antisemitism.

Complaints of discrimination or harassment based on antisemitism shall be investigated and handled in accordance with Policy 6.7—COMPLAINTS.

A student who is found to have violated the provisions of this policy may be subject to discipline, up to and including expulsion.

The District Title VI Coordinator shall report an incident or complaint of discrimination or harassment under this policy to the Arkansas Department of Education Title VI Coordinator.

In addition to the filing of a complaint under this policy, complaints of discrimination or harassment based on antisemitism may be submitted directly to the Title VI Coordinator at the Arkansas Department of Education.

Nothing in this policy shall be construed to diminish or infringe upon any right protected under the First Amendment to the United States Constitution or Arkansas Constitution, Article 2, §§ 4, 6, and 24.

### ARKANSAS DIRECT ADMISSIONS PROGRAM

The District shall participate in the Arkansas Direct Admissions Program. As part of the District's participation, the District shall provide data to the Division of Higher Education (DHE) that includes, without limitation:

1. A student's grade point average;
2. A student's assessment scores;
3. A student's course completion; and
4. Other information required by DHE.

The District shall inform all students about how the student may participate in the Arkansas Direct Admissions Program.

The District shall not actively discourage or prohibit an eligible student from participating in the Arkansas Direct Admissions Program.

## VIOLENT THREATS (VERBAL OR WRITTEN)

**For Students in Grades Kindergarten through Four**

All threats made toward or concerning any student, staff, or other person on campus will be taken with the utmost seriousness.

The following is the minimum action to be taken if any such threats occur:

a. Parents of involved parties will be contacted
b. Incident report will be filled out and sent to the Superintendent and director of student services
c. Police may be contacted

**Other possible actions:**

a. Visit with the Counselor
b. Conference with student, parent, police and administration
c. In school suspension
d. Assignment to alternative school
e. Suspension or expulsion

**For Students in Grades Five through Twelve**

a. All threats of serious violence communicated in any way toward any student, staff, or other person will be taken literally. Students who shall make such threats will be subject to the following:
b. Students will be suspended immediately
c. Parents of involved parties will be contacted
d. Incident report will be filled out and sent to the Superintendent and director of student services
e. Police may be notified

**Other possible actions:**

a. Visit with school counselor
b. Conference with student, parent, police, and school administration
c. A professional evaluation prior to re-entry to school
d. Assignment to alternative school
e. Expulsion

## DRUG SCREEN TEST POLICY

The Greenwood School District recognizes that drug and alcohol use/misuse is a significant health problem for students, detrimentally affecting both overall health and safety within school activities. The Greenwood Board of Education is determined to help students by providing another option for them to say "No." Drug and alcohol use/misuse includes but is not limited to the use of illegal drugs/alcohol and the misuse of legal drugs.

**Purpose of a Chemical Abuse Policy:**

a. To allow the students of Greenwood Schools to know that the school is concerned about their total well-being.
b. To assist students of Greenwood Schools in resisting peer pressure that directs them toward drug use/misuse
c. To establish high standards of conduct for students of Greenwood Schools.
d. To emphasize concern for the health and safety of students while they are participating in activities and to emphasize the long-term physical and emotional effects of drug and alcohol use/misuse on their health.
e. To confirm and support laws which restrict the use/misuse of drugs.
f. To work cooperatively with custodial parent/legal guardian in keeping their children free from drug abuse/misuse.
g. To assist students by referring them for counseling or rehabilitation regarding their use/misuse of drugs.
h. To deter drug and alcohol use/misuse by all students through the use of random drug testing.

The provisions of this policy apply to students in Greenwood Schools in grades seven through twelve. No student will be allowed to participate in any school activity outside the regular curriculum until a consent form for random drug testing has been signed by both student and custodial parent/legal guardian and returned to the principal. Positive screening results are cumulative, meaning a third positive test at any point during that student's enrollment will result in loss of eligibility in the programs and/or loss of driving privileges and will follow the student for the duration of enrollment in the Greenwood School District.

**Definitions**

For the purposes of this policy, prohibited substances are those drugs which could be abused or misused under Arkansas Statutes or which are controlled by the Food and Drug Administration unless prescribed by a licensed physician.

Extra-curricular activities will be defined for the purpose of this policy to be participation in competitions, athletic practices and games, other before or after school practices, campus parking, school trips, presentations, and other activities.

**Prescription Medication: The detection of lawfully prescribed medication on a student's drug test is not a violation of this policy when taken in accordance with a physician's recommendation or prescription to that specific student. Students who test positive but refuse to provide a current and valid prescription will be subject to the actions specified in this policy for a positive test.**

**Consent Form**

Students and custodial parent/legal guardian will be required to sign a consent form at the beginning of each year for random drug testing. No student will be allowed to participate in any extra-curricular activity or purchase a parking permit until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Students moving into the district during the school year must sign the consent form during the first two weeks of enrollment.

**Random Testing Selection Process**

While students are in school, they will be subject to random selection for testing. The number of names drawn will be no less than two percent (2%) or greater than fifteen percent (15%) of the students in grades seven through twelve. Urinalysis will be the method utilized to test for the presence of abuse/misuse of drugs in the body. All students selected must report to the designated testing site immediately upon notification.

**Testing Agency**

The district will choose a qualified agency for the purpose of collecting and processing samples and maintaining privacy with respect to test results and related matters. The testing agency will provide a Medical Review Officer (MRO) for the purpose of interpreting test results. Upon notification by the school district, the testing company will randomly select students by computer. Testing dates will be selected by the school district.

**Cost**

The cost of the test to be given during random selection will be paid by the district. Tests administered to regain eligibility after the first positive test will be at the expense of the student.

**Refusal to Submit to Testing**

Any student selected who refuses to submit to random drug testing and/or re-testing will be subject to the provisions of a positive test.

**Testing Procedure**

All urine specimens will be taken at a designated collection site. Any student who is requested to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms and will conform to all collection site procedures. All test results and Medical Review Officer (MRO) communications will be sent to the Superintendent or Superintendent's designee.

**Analysis Process**

Testing protocol involves on-site collection and testing of urine samples. If a sample initially tests nonnegative for any substance, that sample will be immediately retested. In the event that the second test reports negative, the sample will be considered negative for reporting purposes. A second non-negative test will result in the sample being immediately delivered to the district's test vendor for GC/MS confirmation with results provided directly to the MRO.

**Results and Notification**

All test results including those verified by the designated MRO will be reported to the Superintendent or Superintendent's designee. All reports will be in writing.

**Records**

All records concerning drug/alcohol testing will be maintained by the Superintendent or Superintendent's designee and the school's designated MRO in a separate locked file. The records will not be kept in a student's regular file. Only the Superintendent or Superintendent's designee will have access to the files. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parent/legal guardian may obtain a copy of his/her drug/alcohol testing records upon written request.

**First Positive Test**

Upon verification of a positive test result for any donor, the custodial parent/legal guardian will be notified and a meeting will be scheduled with the Superintendent or Superintendent's designee. Upon the first positive drug test, the student will be suspended from participation in athletics, extra-curricular activities and driving to and from school for a minimum of 14 school days and will not be reinstated until a negative test has been provided to the school. Once that result is received, the student will be reinstated in all programs. Additionally, the student will be required to attend three drug counseling sessions, one of which must include the student's parents and/or legal guardian. Also, once the student has been reinstated, he/she will be on probation for a calendar year and will be drug tested on each testing date during the year probation period. Any counseling/rehabilitation service costs will be the responsibility of the student and/or custodial parent/legal guardian. Students who test positive are also subject to a Family in Need of Services Petition (FINS) filing through the office of the Sebastian County Juvenile Probation Officer. During the year probation period, if the student tests positive at any time, he/she will be required to follow the procedure for a second positive test. A positive test result taken for reinstatement purposes after the first positive test will not be regarded as a second positive as long as the sample shows a decrease in the level of the illegal substance.

**Second Positive Test**

Upon verification of a second positive test, the student will not be allowed to participate in extracurricular activities or park on campus for one calendar year. Following the calendar year, the student will be assigned to a testing date with the results being reported to the district at the district's expense. As a function of the follow-up program, a student may be tested at any scheduled screening during the calendar year suspension from activities.

**Third Positive Test**

Upon verification of a third positive result, the student will be permanently suspended from participation in or attendance to any extra-curricular activity and parking on campus for the remainder of his/her enrollment at the school. A third positive test could be a positive test from the random pool, the follow-up program, or the test at the end of the year suspension period.

**Nature of Policy**

No student will be penalized academically for a positive test. The results of any drug test pursuant to this policy will not be documented in any student's academic records.

**Other Disciplinary Measures**

This policy does not preclude other disciplinary measures set forth in the student handbook, nor does it preclude the district from following disciplinary procedures and resulting actions founded upon reasonable suspicion that a student has participated in drug related activities.

## DRUG SCREEN TEST POLICY AUTHORIZATION FORM

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I have read and understand the contents of the Greenwood School District Drug Screen Test Policy. I hereby agree to accept and abide by the policies, standards, rules and regulations set forth by the Greenwood School District and the sponsors of any activities in which I may participate.

I authorize Greenwood School District to conduct a urinalysis to test for drugs and/or alcohol use. I authorize the release of information concerning the results of such a test to the Greenwood School District and to my custodial parent/legal guardian.

This shall be deemed consent pursuant to the Family Education Right to Privacy Act for the release of the drug test information to the parties listed above.

_____ _____

Student Date

_____ _____

Custodial Parent/Legal Guardian Date

_____ _____

School Official Date Received in the Office

## NOTIFICATION OF VIOLATION OF DRUG SCREEN TEST

**FIRST POSITIVE TEST**

I, _____, am the custodial parent/legal guardian of _____, a student in the Greenwood School District. I have been notified by officials of the Greenwood Schools that _____ has tested positive during the drug test administered under the provisions set by the Greenwood District.

The student is recommended for counseling. If any charge is incurred, it will be the responsibility of the custodial parent/legal guardian. The student will not be allowed to participate in extra-curricular activities as defined by the policy for a period of fourteen (14) days.

After fourteen (14) days the student will be able to be retested at the expense of the custodial parent/legal guardian under the guidelines set forth in the Drug Screen Test Policy. I understand that when negative test results are produced, the so named student will regain his/her eligibility. I also understand that the student will be placed in the Follow-Up Program and shall be tested at any scheduled screening for a calendar year.

_____ _____

Student Date

_____ _____

Custodial Parent/Legal Guardian Date

_____ _____

School Official Date

## NOTIFICATION OF VIOLATION OF DRUG SCREEN TEST

**SECOND POSITIVE TEST**

I, _____, am the custodial parent/legal guardian of _____, a student in the Greenwood School District. I have been notified by officials of the Greenwood Schools that _____ has tested positive for the second time during the drug screen test administered under the provisions set by the Greenwood School District.

The student is recommended for counseling. If any charges are incurred, it will be the responsibility of the custodial parent/legal guardian. Also, the student will remain in the Follow-Up Program and may be tested at any scheduled screening.

The student will not be allowed to participate in extra-curricular activities or hold a parking permit for one calendar year. To regain eligibility for participation in extra-curricular activities, the student must provide a negative drug test following the calendar year suspension from extra-curricular activities. The student must be tested under the guidelines set forth in the Drug Screen Test Policy by the District's current testing vendor at district expense.

_____ _____
Student Date

_____ _____
Custodial Parent/Legal Guardian Date

_____ _____
School Official Date

## NOTIFICATION OF VIOLATION OF DRUG SCREEN TEST

**THIRD POSITIVE TEST**

I, _____, am the custodial parent/legal guardian of _____, a student in the Greenwood School District. I have been notified by officials of the Greenwood Schools that _____ has tested positive for the third time during the drug screen test administered under the provisions set by the Greenwood School District.

The student is recommended for counseling. If any charges are incurred, it will be the responsibility of the custodial parent/legal guardian.

The student is hereby permanently suspended from participation in or attendance to any extracurricular activity and holding a parking permit for the remainder of his/her enrollment with the school district.

_____ _____
Student Date

_____ _____
Custodial Parent/Legal Guardian Date

_____ _____
School Official Date

## STUDENTS WITH SPECIAL HEALTH CARE NEEDS

This School Policy on children with Special Health Care Needs of the Greenwood School District is developed in accordance with the Arkansas Act 1146 of 1995 to serve as a resource guide for students with special health care needs.

According to the law, a free appropriate public education means the provision by school districts of both special education and the related services that students need to make their schooling possible. Related services are defined to include, among other kinds of services, "school health services." In addition, there are students who require "school health services" who are not in need of special education. It is the responsibility of the school to provide "school health services" for these individuals.

School health services are provided to permit a student to benefit from his or her educational program. The school district will provide a particular health service when it:

A. is "necessary" to enable the student to attend school,
B. can be performed by a school nurse or some other "qualified person"
C. is not "unduly expensive"
D. and does not require "constant" attention by a staff person.

Students with special health care needs are those who require individualized health care intervention to enable participation in the educational process. Included within this population are students:

1. who may require administration of medication and/or special procedures during the school day;
2. who may use a particular health care device that compensates for the loss of a vital body function;
3. who may have a chronic medical condition that is currently stable, but may require routine or emergency health care procedures; and
4. who may require the provision of substantial, special, or frequent health care to avert death or further disability.

Educational and health care professionals use a variety of terms to describe students with chronic or special health conditions. Such students may be referred to as chronically ill, other health impaired, medically fragile or technology dependent. Each of these terms share overlapping features.

"Chronically ill" is the term used to describe a student whose condition is long-term and results in decreased strength, vitality and alertness. Chronic conditions often seen in students include asthma, diabetes, rheumatoid arthritis, cancer and epilepsy. Students who have a chronic illness often present a fluctuating state of health care needs. The condition may adversely affect the student's educational performance and require supervision to maintain, regulate, or intervene, as appropriate.

"Medically fragile" describes a condition in which the absence of immediate, health-related, special-skilled care threatens the life or health of the student. A medical protocol is required to ensure a person's safety. There is no foreseeable end to this condition. (Brodsky & Wilson, 1989).

"Technology dependent" describes a condition in which a student requires a medical device, such as mechanical ventilation, tracheotomies, oxygen, or respirator to compensate for the loss of a vital body function.

In Arkansas, the term "other health impairment" is used in the educational setting to identify a student who requires special education and related services because of a health condition which results in "limited strength, vitality, or alertness, due to chronic or acute health problems such as a heart condition, tuberculosis, rheumatic fever, nephritis,

asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia or diabetes, that adversely affects a child's educational performance" (Arkansas Department of Education Program Standards document, page 23-1).

The definition of special health care needs includes students with a wide continuum of needs, from mild to severe. Some students may only require medication during the school day, while other students may require more extensive health care services. For example, a student with asthma may just need medication, while another student with diabetes may need injections and a special diet. It is important for school personnel to have a process in place where an Individualized Health Care Plan (IHP) is developed for every student with a special health care needs.

## AGE LIMIT FOR STUDENT ATTENDANCE

It is the policy of Greenwood School District that on the day a student reaches his/her 21st birthday, his/her attendance shall cease and any services provided to the student by the school shall also cease.

After any student completes graduation requirements that student will no longer be permitted to attend Greenwood School District.

## GRADUATION CEREMONY PARTICIPATION

In order to participate in graduation ceremonies, students must be attending on a full-time basis during the eighth semester and be in position to complete graduation requirements by the end of spring semester prior to the graduation ceremony. Home-schooled students may participate in graduation ceremonies so long as the student has enrolled or re-enrolled in the district to attend classes for at least nine (9) months immediately prior to graduation and the student meets all other graduation requirements.

Early graduates who wish to participate in the graduation ceremony must submit the early graduation application by the final day of the first semester and participate in the spring immediately following their last completed semester. Students whose cumulative grade point average cannot mathematically be raised to a 1.50 by the end of the eight semester will not be allowed to participate in the graduation ceremony.

## HOMEWORK

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

Specific homework requirements shall be developed at the building level and shall be contained in the student handbook for students in grades K-12. Parents shall be provided with copies of the student handbook at the beginning of each school year.

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

## GRADING/RANK IN CLASS

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which

may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period to keep parents/guardians informed of their student's progress.

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

The grades of a child in foster care shall not be lowered due to an absence from school due to:

1. A change in the child's school enrollment;
2. The child's attendance at a dependency-neglect court proceeding; or
3. The child's attendance at court-ordered counseling or treatment.

The District may use Standards-based grading in the District's elementary/middle schools.

The grading scale for all school schools other than elementary schools in the district shall be as follows:

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

In accordance with Arkansas law, all approved concurrent credit courses offered through an accredited institution of higher education shall be weighted on a 5.0 grade point scale when calculating a student's cumulative grade point average (GPA). Students enrolled in concurrent credit courses have the opportunity to earn both high school and college credit while receiving the same weighted GPA benefit as other advanced coursework.

**RANK-IN-CLASS**

Graduating seniors will be assigned a class rank determined by accumulative points using the following weighted grading scale:

**REGULAR/HONORS**

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

**AP/IB/CONCURRENT CREDIT**

A = 5 points
B = 4 points
C = 3 points
D = 2 points
F = 0 points

This weighted scale is used to determine rank-in-class. Class rank will be determined by total quality points accumulated by the student using the above scale. All courses taken as a part of the school day in grades 9-12 will be counted in this calculation. If students have the same total quality points, they will tie for that rank. The following courses will not count in the rank calculation, but will count for graduation and will be assigned letter grades unless otherwise indicated:

- Credits earned in Home School: Credits earned at any school not fully accredited by a state's education department or one of the state's regional accrediting agencies (i.e., North Central Association) must be approved by the principal.

**Grades K-6**

Westwood and East Pointe Elementary will utilize a Standards Based report card format. These standards are aligned to the Arkansas Academic Standards. The goal is to provide parents with the most accurate, easily understandable representation of their child's learning accomplishments and/or deficits.

East Hills utilizes a hybrid grading system that includes Standards Based reporting, as well as a points-based grading system that allows parents to see daily assignments, bell work, and homework. These tasks are important for practice, responsibility, and daily feedback-- but these are not included in the Standards Based mastery.

- Progress reports will be sent home in the fall and spring semesters.
- Formal report cards will be sent home at the end of the first semester and a final formal report card will be given at the end of the school year.
- K-4 parents can utilize TeacherEase, an online program used to track student progress. Progress can be viewed regularly through the TeacherEase website. For more inform

## *ABSENTEE ASSIGNMENTS*

1. Work assigned before a planned absence such as a trip or vacation is due the day the student returns to school. Work not turned in upon the student's return to school will result in the work receiving a zero.
2. Work assigned before an absence and due on the day of the absence is due the day a student returns to school.
3. Students will be allowed one day for each day absent to make up work missed during unplanned absences. After time has expired the student will receive a zero for the work.
4. With the principal's approval, exceptions may be made for absences due to the death of an immediate family member or for serious medical procedures, which render the student incapable of completing the work. Other extraordinary situations might also qualify.
5. Students who miss a test and do not have a study hall may make up that test during a regular class period.
6. Students absent from school may pick up homework assignments in the office after two consecutive absences.

## *ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOLED STUDENTS*

The District allows private school and home schooled students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered by the District.

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

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

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

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

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

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cost the District more for the student to attend the academic course than the District receives for the

student's attendance;

- Cause the District to provide educational services the District does not currently provide at a financial burden to the District; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

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

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

- Indicate the course(s) the private school or home schooled student is interested in attending;
- If the course(s) the private school or home schooled student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home schooled student intends to attend the physical course or the digital course;
- Submit, along with the student's application, a copy of the student's transcript indicating that the student has received credit for the course(s), or equivalent course(s), that are a prerequisite to the course(s) the student desires to attend at the District;
- Agree to follow the District's discipline policies; and
- Submit immunization documentation required by Policy 4.53—IMMUNIZATIONS.

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

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

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

The opportunity provided to home schooled students under this policy is in addition to the opportunity provided in Policy 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS.

## *ACCESS TO STUDENT RECORDS*

Parents and legal guardians of students may have access to student records as provided by the Family Educational Rights and Privacy Act of 1974. This act allows for the inspection of the contents of records and for the right of a parent to challenge anything contained within the records that he/she considers to be inaccurate or misleading. The person making the request is also entitled to the opportunity to receive an interpretation of the records.

1. The parent or legal guardian of a student will have access to these records upon written request to the principal maintaining those records within the school system. If the student is 18 years old or older, only that student has the right to determine who, outside the school system, has access to his/her records. A parent or a student over 18 years of age has the right to inspect educational records. The right for a hearing exists should one choose to challenge the contents of such records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of such inaccurate, misleading, or otherwise inappropriate data contained

therein, and to insert into such records a written explanation by the parents respecting the contents of such records. The request to inspect such records will be complied with as soon as possible and in no case more than 45 days from the receipt of the request. The same time limits apply for a request for a hearing to challenge the content of such records.

2. School personnel having access to that data are defined as any person or persons under contract to the district and directly involved in working toward either the affective or cognitive goals of the system.
3. Student transcripts, grades, test records, health records, psychological and diagnostic evaluation records may be transferred to or from other schools by the Greenwood School officials whenever a student transfers to or from this school without obtaining the student's, parent's, or guardian's written consent.
4. Student records will be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardians and students are notified in advance.
5. All authorizations for release of information will be filed in the cumulative folder.
6. Directory information must be identified by board policy (name, date of birth, place of birth, etc.). School districts may release directory information without the prior consent of the student or student's parent or guardian if the following steps are taken:
    a. Notice of intention to release information that states the type of information to be released must be given.
    b. Students, parents, or guardians know they have the right to refuse to permit release.

## *BALLOON POLICY*

Helium filled balloons will not be allowed on any bus within the district. These balloons are a distraction to the drivers and a safety hazard on the buses. Parents will have to make arrangements to pick up any balloon deliveries their child may receive.

## *BODY MASS INDEX*

In accordance with state law, students will take part in body mass index measurements unless specifically otherwise requested by the parents. The results of these measurements will be provided to parents as part of the individual student health report.

## *CANINE UNIT*

In an effort to better serve the community and school district, upon the request of the school administration, the school resource officer may call upon the services of the Greenwood Police Department's Canine Unit. The Canine Unit may be called upon to search any school district facility and property, including all school district parking lots.

## *CLASSROOM RULES*

Classroom rules and consequences are established by each individual teacher. Teachers will use appropriate classroom rules/procedures. These will be communicated with parents at the beginning of each school year.

## *CONFLICT RESOLUTION*

We welcome parent involvement at every building. If there is ever a problem or concern, the best way to resolve this problem is to take the following steps in order:

1. Talk with the teacher.
2. Talk with the principal.

3. Talk with the Assistant Superintendent.
4. Talk with the Superintendent.
5. Talk with the School board.

## *COUNSELOR*

The counselor is available to students from 7:30 until 3:15 each day. For non-emergencies, students should sign up for an appointment in the reception area of the counselor's office.

### *Counselor Referrals*

1. The student needs to make a written request to see the counselor by signing the request form between classes. The counselor will then schedule a conference time with the student. Students must not be dismissed from class without a pass.
2. Teacher referral forms need to be completed and placed in the counselor's office. The counselor will schedule a conference time during the student's study hall or another time, such as before school, lunch, etc.
3. Students will be seen during class time in the event of an emergency or critical situation.
4. Students must have a hall pass before school or during lunchtime from the counselor's office to be admitted in the hall.
5. Students who are late for class due to conferencing with a counselor must have a note from the counselor in order to be admitted to class without penalty.

## *DIRECTORY INFORMATION*

Each year there are situations in which the school will publish lists of student names in programs, newspapers, or in lists to be provided for certain agencies, such as colleges or branches of the military. This is considered to be directory information. Examples of directory information include names or photographs for honor rolls, yearbook pictures, school newspapers, district publications, athletic rosters, and graduation programs. Each student's name will be included in such routine lists that have traditionally been a part of the school program unless the parents or guardians make a written request that their child's name not appear on lists of this type. Any parent or guardian who does not want their child included in directory information must file a written request to the effect within two weeks of the beginning of the school year. This request shall be sent to the principal's office at the school in which the child is enrolled.

## *DISCIPLINE FOR STUDENTS WITH DISABILITIES*

1. Disabled students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.
2. The individualized education plan (IEP) team for a disabled student should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
3. Disabled students may be excluded from school only in emergencies and only for the duration of the emergency in no case should a disabled student be excluded for more than ten days in a school year.
4. After an emergency suspension is imposed on a disabled student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion.
5. The suspended student should be offered alternate educational programming for the duration of the exclusion.
6. There is a staff member designated as a grievance officer for Act 504.

****For Specific discipline guidelines for each school, refer to the individual school sections of this handbook.***

## *DISTRIBUTION OF LITERATURE*

The federal courts have not always been consistent in interpreting the First Amendment rights of students regarding the distribution of literature. Federal courts in Arkansas and the Eighth Circuit Court of Appeals have not ruled on this subject.

1. Students shall have the right to distribute and possess literature including, but not limited to, newspapers, magazines, leaflets and pamphlets, except that the district may prohibit a specific issue of a specific publication if there is substantial, factual basis to believe its possession or distribution will cause, or is causing substantial disruption of school activities.
2. Prior to the issuance of the petition, the person or persons responsible shall make the building principal aware of said petition and understand the rules and regulations regarding circulation. The time, place, and the manner of student distribution of literature, shall be at the discretion of the building principal.
3. Petitions shall be free of obscenities, libelous statements, and personal attack and shall be within the bound of reasonable conduct.

## *DISTRICT COMMUNICATION PLAN*

### Mission

Greenwood Public Schools seeks to provide timely and accurate information to all of its stakeholders. Our goal is to establish positive relationships and build credibility and transparency throughout the community, our school family, and local media resources.

### Student Data

Greenwood Schools will utilize the HAC (Home Access Center) system for parents and students to access student grades and attendance. Tutorials and information on how to access the HAC system will be covered during orientations at the beginning of the school year and are accessible on the district website.

K-4 parents can utilize TeacherEase, an online program used to track student progress. Progress can be viewed regularly through the TeacherEase website. For more information, please contact your child's teacher. 5-6 parents can utilize the OTUS system to view student progress.

### Messenger Systems

Greenwood School District utilizes SchoolStatus (a third party communication system that facilitates phone calls, texts, and emails between the school and parents) to communicate with parents. It is important that parents keep phone numbers updated through your yearly Registration Gateway student update or contact the school office. This will ensure that you receive important messages from the school.

### Social Media

At Greenwood Schools, we realize that social media is a popular form of communication among our stakeholders. We have an active Facebook page for the school district, as well as for each individual school. Facebook pages can be accessed under the following names:

- Greenwood School District
- Greenwood High School
- Greenwood Junior High School

- East Hills Middle School
- East Pointe Elementary
- Westwood Elementary
- Greenwood Preschool Center

Follow Greenwood Public Schools:
Twitter @ ***Greenwood Excellence***
Instagram @ greenwoodpublicschools

Sign up for ***Peachjar*** by accessing the sign up icon on the front page of our website. *Peachjar* is a paperless flyer system that will give you information about camps and District events. This flyer system will replace paper flyers sent home with your child.

Download our school app under the name ***Greenwood Public Schools*** to find calendars, lunch menus, make lunch account payments, and provide feedback!

Our district website can be accessed at ***www.greenwoodk12.com***

**Inclement Weather Notifications will be covered on all local television stations, school messenger, and social media accounts. Push notifications will be sent by text if one chooses this option on the school app.**

**Greenwood Schools welcomes any suggestions or input regarding our communication plan. Please feel free to send your comments to cody.chatman@greenwoodk12.com.**

## *EQUITY POLICY*

It is the policy of the Greenwood School District to provide equal opportunities without regard to race, color, national origin, sex, age, disability, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment.

Furthermore, it is the policy of the Greenwood School District to provide a free and appropriate public education to each student who has a disability within its jurisdiction, regardless of the nature or severity of the disability. 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.

Inquiries concerning application of this policy may be referred to:

| | |
|---|---|
| **EQUITY COORDINATOR:** | **Dr. Cody Chatman, Assistant Superintendent** |
| **ADDRESS:** | **420 N. Main** |
| | **Greenwood, AR 72936** |
| **PHONE NUMBER:** | **(479) 996-4142** |
| **EMAIL:** | **cody.chatman@greenwoodk12.com** |

***Parent/Student Rights under Section 504 of the Rehabilitation Act of 1973***
It is the policy of the Greenwood School District to provide a free and appropriate public education to all students with disabilities within its jurisdiction, regardless of the type of handicap or its severity.

Students, who have disabilities consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973, will be identified, evaluated and provided with appropriate instruction and educational services. Persons who are thought to have disabilities shall have the following rights in accordance with Section 504:

- Right to file a grievance with the district concerning allegations of violations of Section 504 regulations
- Right to an evaluation drawing upon different sources
- Right to be informed of any actions pertaining to eligibility and proposed service plans
- Right to review any personal information in an understandable mode
- Right to periodic evaluations
- Right to evaluation prior to any significant change in services
- Right to contest the district's proposed actions through an impartial hearing
- Right to be represented by counsel in the impartial hearing
- Right to appeal the decision from any hearing

The Section 504 Coordinator for the district may be contacted at 479-996-8884.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (eligible students) certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office**
**U.S. Department of Education**
**400 Maryland Avenue, SW**
**Washington, DC 20202-8520**

## *FOOD OF MINIMAL NUTRITIONAL VALUE (FMNV)*

A state level committee, the Child Health Advisory Committee, was established by Act 1220 of 2003. This law in combination with rules and regulations developed by the committee has many implications for students in the public schools of Arkansas. Below are some of the outcomes of Act 1220.

3.08.1 Foods of Minimal Nutritional Value (FMNV) – Foods of Minimal Nutritional Value refers to the four categories of foods and beverages (soda water, water ices, chewing gum, and certain candies) that are restricted by the United States Department of Agriculture (USDA) under the Child Nutrition Programs. Definitions within the federal regulations concerning the four categories of FMNV are:

3.08.2 Certain Candies – Certain Candies are FMNV according to United States Department of Agriculture (USDA) Regulations, including any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:

3.08.1.1 Candy Coated Popcorn – Popcorn that is coated with a mixture made predominantly from sugar and corn syrup.

3.08.1.2 Fondant – A product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and/or invert sugar in solution such as candy corn or soft mints.

3.08.1.3 Hard Candy – A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle textures, and includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after-dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints and cough drops.

3.08.1.4 Jellies and Gums – A mixture of carbohydrates that are combined to form a stable gelatinous system of jellylike character and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.

3.08.1.5 Licorice – A product made predominantly from sugar and corn syrup that is flavored with an extract made from the licorice root.

3.08.1.6 Marshmallow Candies – An aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water, and gelatin or egg white to which flavors and colors may be added.

3.08.1.7 Spun Candy – A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.

3.08.2 Chewing Gum – Chewing gum is a FMNV according to United States Department of Agriculture (USDA) regulations and includes any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.

3.08.3 Soda Water – Soda water is a FMNV according to United States Department of Agriculture (USDA) regulations and includes any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals, and protein.

3.08.4 Water Ices - Water ices are FMNV according to United States Department of Agriculture (USDA) regulations and include any frozen, sweetened water and flavored ice with the exception of products that contain fruit or fruit juice.

(Arkansas Department of Education Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools Approved on 8/08/2005 by Arkansas State Board of Education)

Some exceptions to Limiting Access to Foods and Beverages in All Schools:

1.02 Exceptions to Limiting Access to Foods and Beverages in All Schools

1.02.1 Parents Rights – This policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide FMNV or candy items for their own child's consumption, but they may not provide restricted items to other children at school.

1.02.2 School Nurses – This policy does not apply to school nurses using FMNV's or candy during the course of providing health care to individual students.

1.02.3 Special Needs Students – This policy does not apply to special needs students whose Individualized Education Program (IEP) plan indicates the use of an FMNV or candy for behavior modification (or other suitable need).

1.02.4 School Events – Students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials. These items may not be given during meal times in the areas where school meals are being served or consumed.

1.02.5 Snacks During the Declared School Day – Snacks may be provided or distributed by the school as part of the planned instructional program, for example, afternoon snacks for kindergarten students who eat early lunch. Snacks shall meet the United States Department of Agriculture Child and Adult Care Snack Patterns.

1.02.6 Foods for Instructional Purposes – Foods integrated as a vital part of the instructional program are allowed at any time. Examples include edible manipulatives such as a square of cheese to teach fractions, a nutrition food experience, food production in family and consumer science units, and food science units.

## *INCLEMENT WEATHER*

School will not be in session when the weather makes it dangerous for school buses to run. On mornings when the weather is severe, the local radio and television stations will announce the decision on whether or not school will be in session. Parents will also receive notification through SchoolStatus, the School Messenger System. You may also check Greenwood School District's Facebook page or follow Twitter (GSD Excellence). Many times it is impossible to predict the road conditions in advance, so the decision on bus operation may have to be made shortly before regular bus departure time. During the day if weather conditions become bad enough to require buses to make their runs before regularly scheduled time, local radio and television stations will be notified. The School Messenger System will also be utilized. Announcements will be posted on Facebook and Twitter.

Parents are responsible for making arrangements for their child/children in the case of early dismissal.

## *INDIVIDUAL HEALTH PLAN (IHP)*

| **Name:** | | | |
|---|---|---|---|
| Last Name | First Name | Middle Name | |
| **DOB: Gender:** | **M** | **F Teacher:** | **Grade: CIF: Room #** |
| **Home Care Contact:** | | | |
| **Diagnosis/Condition:** | | | |
| **Assessment Data:** | | | |

| Nursing Diagnoses: | Goals: |
|---|---|
| | |
| **Intervention:**<br><br>***Nursing Action:***<br><br>***Health Education:*** | |

## *INSURANCE*

Each year the Greenwood School District makes available to the parents of all students a student accident insurance policy to provide low cost medical hospitalization coverage for accidents during the school year. The school principal will furnish information regarding this coverage shortly after the opening of school. It is also very important to read the exclusions that list the cases which the accident policy does not cover. The Greenwood School District has absolutely no affiliation with any insurance company and does not receive financial return from any policy which may be issued. This is simply a service to the parents in which the school district serves as the agent to collect the premiums and forward them to the insurance company. The school district assumes no obligation with regard to payment of claims, but is always ready to assist parents with special problems. If you have a question about school insurance, please contact the school principal. Parents should read about benefits carefully before deciding to insure a child.

## *LIBRARY/MEDIA CENTER*

Our school libraries are well equipped and vital to the quality of the educational program. Students are encouraged to utilize and check out any of the available materials, especially books. In order to maintain an adequate collection, students, teachers, and parents or guardians must cooperate to see that materials are returned in good condition. If they are damaged or lost, a charge equal to the current replacement will be made. Borrowers are responsible for damage to library materials. Lost books should be reported to the librarian. A lost book must be paid for before the end of the **9 week/18 week grading periods**. In the event the book is found and returned in satisfactory condition, the school will return the student's money.

## *MEALS-SCHOOL LUNCHES / BREAKFASTS*

The school cafeteria serves a balanced meal. All students are encouraged to eat at school. In order to meet the requirement, a lunch is served consisting of a meat or meat substitute, vegetable, fruit, grain product and milk. Monthly menus are available online.

**LUNCH PRICES**

| | |
|---|---|
| **K-4** | $2.25 daily |
| **5-6** | $2.25/$2.75 daily |
| **7-12** | $2.50/$2.75 daily |
| **Adults** $4.00 | |

**BREAKFASTS PRICES**

**K-12** Free
**Adults** $2.50

## *MEDICAID SERVICES*

Under the Family Education Rights and Privacy Act (FERPA), parental permission is required in order to release student personal identifiable information to Medicaid. This permission grants the Greenwood School District the ability to release these records for the purposes of billing Medicaid. The information that may be released includes: student's name, student's date of birth, student social security number, student evaluation and referral information, IEP goals and progress notes. The parent has the right to revoke this permission at any time. The parent's signature on the handbook page gives the permission to Greenwood Public Schools to access Medicaid to receive reimbursement for healthcare services delivered to a child in the school district. The Greenwood School District can release education records each time access is made for the purpose of determining eligibility, billing for services and/or completing audit/review requests.

## *PARENT CENTER*

Parents of Greenwood students can access information regarding parenting in the Greenwood Media Center or the counselor's office. Parents are encouraged to use the facility. The parent center has informative materials regarding responsible parenting. These materials are available for the parents of Greenwood School District students to checkout. More information can be obtained through the campus office, the Greenwood School District office, or the Special Education office.

## *PARENT INVOLVEMENT PLAN*

The Superintendent of Greenwood School District supports and encourages parental involvement in school activities and the educational process. Students whose parents are involved in their education are more likely to be successful.

The Greenwood School District has developed jointly with our parents a written parental policy that is designed to encourage our parents and school to reach out to form strong relationships with each other. We seek additional involvement of parents in support of every phase of their children's education. We will make this policy available to our community by posting it to our web site and making it available to parents upon request.

**Our Parental Involvement Plan shall:**

1. Involve parents of students at all grade levels in a variety of roles, including and without limitation:
    a. Involvement in the education of their children
    a. Volunteer activities
    b. Learning activities that support classroom instruction
    c. Participation in school decisions
    d. Collaboration with the community
    e. Development of school goals and priorities
    f. Evaluating the effectiveness of the comprehensive school improvement plan
2. Be comprehensive and coordinated in nature.
3. Recognize that communication between home and school should be regular, two-way, and meaningful.
4. Promote and support responsible parenting.
5. Acknowledge that parents play an integral role in assisting student learning.
6. Welcome parents into the school and seek parental support and assistance.

7. Recognize that a parent is a full partner in the decisions that affect his or her child and family.
8. Recognize that community resources strengthen school programs, family practices, and student learning.
9. Support the development, implementation, and regular evaluation of the program to involve parents in the decisions and practices of the school district.

**The Greenwood Public School Policy includes the following components:**

a. Involve our parents in the process of jointly working with school personnel in the creation/revision of our policy and providing input in the process of school review and improvement.
b. We are continuing to provide coordination, technical assistance, and other support necessary to assist our Title 1 funded schools in planning and implementing effective parent involvement activities designed to improve student academic achievement and school performance.
c. We are helping the schools build their capacity and the parents' capacity to form strong partnerships with each other.
d. We are coordinating and integrating parental involvement strategies included in other programs such as: Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, HIPPY and State operated preschool programs.
e. We will, on an annual basis, conduct an evaluation of the content and effectiveness of the LEA's parental involvement policy. These evaluations will be in conjunction with our parents and community.
f. We seek to confirm whether our policy is helping improve the academic quality of our schools, including identifying any barriers to greater participation by parents. We are determined to use the results of this evaluation to help us design better strategies for parental involvement and revise our policies.

**In accordance with ACT 397 of 2009, our school district shall provide:**

a. The building administrators will provide training at least annually for volunteers who assist in an instructional program for parents by providing parent training in the evening over a four-week period.
b. No fewer than two hours of professional development opportunities for certified employees as required by state law.

**In accordance with Act 1423 of 2013, our school district shall:**

a. Review the school district's Parent Involvement Plan annually by October 1 and make updates as needed.
b. File a copy of the plan with the Department of Education.
c. Place a copy of the plan on the school district's website.
d. Place a parent-friendly summary of the plan as a supplement to the Student Handbook.
e. The parent shall sign a form acknowledging receipt of the summary and return the signed form to the school where the student is enrolled.

## *PARENTAL INVOLVEMENT-SUPERINTENDENT STATEMENT*

The Superintendent of Greenwood School District supports and encourages parental involvement in school activities and the educational process. Students whose parents are involved in their education are more likely to be successful.

## *PARENT RESPONSIBILITY*

Parents can do much in helping their child in school through having a positive attitude regarding education and in providing experiences which will enrich the child's life. It is at home at an early age that a child forms his/her attitude about learning. A genuine interest in the child's learning activities is important in attitude development. By being

receptive to new ideas, the parent aids the child in learning new things. The parent, as an interested party, may welcome the opportunity to visit the school and confer with teachers. Teamwork between the parent and school is essential to the child's progress and adjustment and is encouraged. Parents are urged to have their children at school on time each day.

## *PHYSICAL EDUCATION*

All elementary schools are required to participate in physical education classes. If a student's participation has some limitations, this should be indicated in a note form from the child's doctor. Most everyday school clothing is satisfactory for physical education activities. Wearing tennis shoes is encouraged to prevent accidents.

## *REPORT CARDS*

Each nine -week period students in grades K-6 will receive a report card. **Students in grades 7-12 will receive report cards at the end of each semester.** Please study the card carefully. This report card will tell you about his/her progress in school. Remember that the card is an individual report. No two children are alike. For that reason, it is unwise to compare your child's report card with that of another child.

## *RESOURCE OFFICER*

The Greenwood School District, along with the city of Greenwood provides a School Resource Officer Program. The objective of the School Resource Officer Program is to promote and assist the Greenwood School District in providing a safe learning environment and to improve relations between the law enforcement officers and the youth of our community. The role of the School Resource Officer is:

- **Protective.** The first priority is the protection of the students and staff from negative outside influences and to assist in the maintenance of order.
- **Consultant.** The second priority is to act as an advisor to staff in safety matters, violence reduction strategies and legal aspects of activities of students.
- **Instructor**. The third priority is to facilitate learning in citizenship and related law education. Specialized lectures will be prepared and presented to classes and guest lecturers will present topics discussed by the school staff. Students will be provided with information about their rights and responsibilities in the school and community.
- **Community Relations.** The fourth priority is to provide a positive role model to students and to foster better understanding between the law enforcement community, the students, and staff.

**Crisis Intervention.** The final priority is to assist students through counseling about law related problems and to assist them by mediation of disputes. School resource officers will attempt to identify problems with students and guide them to addressing their problems in a non-violent manner.

## *SECOND CHANCE PROGRAM*

1. Student serves five days of out-of-school suspension (ISS) and five days of In-school Suspension (ISS) before returning to his/her regular classes.
2. After suspension is served, the student may return to class under disciplinary probation (probationary time period will be determined by board and/or Superintendent). Probation may include any/all of the following conditions (conditions of probation determined by the school board and/or Superintendent:
    - Exemplary conduct – Students enrolled in the Second Chance Program will be held to a higher standard of conduct than all other students within the Greenwood School District. Any violation of school rules resulting in suspension, ISS or OSS, may result in an immediate expulsion.
    - Acceptable attendance – Students enrolled in the Second Chance Program may have no unexcused

absences. A parent/guardian must call to excuse the student's absence or medical documentation must be provided. Any unexcused absence may result in an immediate expulsion.

- Acceptable grades – Students enrolled in the Second Chance Program may not have any failing grades. If a student does have failing grades after their suspension has been served, those grades must increase gradually to the point of passing before being released from the Second Chance Program.
- Drug testing at any "random" drug testing session – It is the intent of the Greenwood School District to assist your student in being drug free. Should your student test positive, a parent/guardian will be contacted.
- Counseling sessions – If this option is selected, the student will meet with a school counselor or a mental health therapist during the student's regular school day. Counselors/therapists try to pull the student from an elective on their current school schedule. Therefore, the meeting timeframes may be limited to the time constraints of those individual periods.
- Alternative placement – Student may be placed in an alternative learning environment.
- Right to board hearing waived – Parent/guardian and student agree that any violation of the Second Chance Program will result in immediate expulsion with the right to a School Board Hearing waived.

3. Students may only be placed on the Second Chance Program one time. Therefore, any/all future expulsionary offenses committed by the student throughout the student's tenure within the Greenwood School District may result in an expulsion.

## *SKATEBOARDS*

Skateboards are not allowed on campus at any time during the school day. They may not be carried to school and stored in lockers. After school hours, skateboards may be ridden on the following areas only:

- Sidewalks
- Streets
- Parking lots

Skateboards are not to be ridden in the following areas or on these items:

- Brick work or brick walls
- Hand rails
- Benches
- Picnic tables

For the safety of skateboarders and the protection of personal vehicles, skateboards are not to be ridden on school property during football games or other major events. During less attended activities, skateboarders may ride in vacant parking lots only.

## *STUDENT NEWSPAPERS AND UNOFFICIAL PUBLICATIONS*

School newspapers are for reporting school news and are under the direct supervision of a certified instructor and the building principal. Students have the right to editorialize. Recognizing the power of the written word, students are urged to be constantly aware of the implications of published articles. Consultation with the sponsor shall occur.

Students must refrain from printing anything that might contain obscene language or libelous materials.

## *SURVEYS*

In accordance with District Policy 5.17, no student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information

concerning the following:

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or his family;
- sex behavior attitudes;
- illegal, anti-social, self-incriminating, and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of student or student's parent; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

## *TELEPHONE RULES*

The school telephone is for business calls only. Necessary plans should be made between parents and students before leaving home in the morning. Student calls will be limited to emergencies only. CHILDREN ARE NOT TO BE CALLED TO THE TELEPHONE EXCEPT IN CASE OF AN EMERGENCY. If parents wish to speak to a teacher, they may leave their name and telephone number and the teacher will return your call as soon as possible. Our teachers also have access to E-mail. You may obtain the teacher's e-mail address by contacting the teacher or the school office.

## *TEXTBOOKS*

Textbooks are furnished to each student free of charge. However, if the textbook is lost or damaged, the student will be charged with the current replacement cost of the textbook. If the book should be found, money will be refunded, according to the condition of the book.

## *TITLE IX*

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

The law states in part that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance..."

## *TRANSPORTED STUDENTS*

The Greenwood School District strives to offer the highest quality of educational opportunities to all its students so they may reach their maximum potential. The District will make every effort to provide our children with the safest environment possible when riding a school bus. Rules must be established and followed so a safe environment can be maintained. The Greenwood Board of Education has adopted the following policies to help ensure our students are transported in a safe manner.

### GENERAL SAFETY RULES FOR RIDING THE BUS

- Be at your bus stop five minutes before your scheduled pickup time and stand a safe distance from the road.
- Do not play on the roadways while waiting for the bus.
- Wait until the bus stops and the driver signals it is safe to approach or cross in front of the bus.
- Always cross the road in front of the bus where the driver can see you. Never behind the bus.

- Wait until the bus leaves before you cross the road to check the mail.
- Speak quietly with other students. Do not make loud noises that would distract the bus driver.

**These rules must be observed at all times when riding a bus:**

1. Observe the same conduct as in the classroom at all times.
2. Cooperate with and Respect the bus driver. Follow the directions of the bus driver at all times.
3. Be courteous; no use of profane language allowed.
4. Do not eat or drink on the bus.
5. Keep the bus clean. Keep the bus aisle clear of all books, bags, feet, legs, etc. at all times.
6. No drugs, alcohol or tobacco products of any kind are allowed on the bus.
7. Do not be destructive or tamper with Emergency Exits or safety equipment.
8. Find your seat quickly, stay in your seat and face the front.
9. Keep head, hands, and feet and other objects inside the bus.
10. The bus driver is authorized to assign seats.
11. No student may have more than one (1) guest riding the bus home with them.
12. Any student riding any bus other than their regular bus must have a permission note from their parent or guardian. This note must be stamped in the principal's office and taken to the bus driver.

**It is fair to the parents and to the child to be informed as to what steps will be taken to correct any violations of the rules set forth in these policies. Acts of deliberate vandalism will result in restitution of cost or suspension from the bus, or both beginning with the first offense. In extreme cases any of the following steps may be eliminated for a more appropriate action.**

**STEPS FOR VIOLATION OF PROCEDURES:** Verbal warnings will be given by the driver. Thereafter, written warnings *may* be given by the driver. A copy of the report will be sent home.

**FIRST OFFENSE:** The student will be called to the office and appropriate action will be taken. A copy of the report will be sent home.
**SECOND OFFENSE:** The student will be called to the office and disciplinary action can be taken by the principal as warranted. Parents will receive a copy of the report.
**THIRD OFFENSE:** The students will be suspended from the bus for five (5) school days. Parents will be notified of action taken.
**FOURTH OFFENSE:** The student will be suspended from the bus for ten (10) school days. Parents will be notified of action taken.
**FIFTH OFFENSE:** The student will be suspended from the bus for the remainder of the school year. Parents will be notified of action taken.

***For offenses determined severe in nature, the District has the right to surpass any offense number as determined by the Administration and immediately deny student bus privileges due to the severity of the act.***

**RIDING THE BUS IS A PRIVILEGE NOT A RIGHT.** When student contact requires this privilege be denied, it will be the responsibility of the student and the parents/guardians to find alternate means of transportation to and from school.

The following rules are aimed at maintaining a safe, secure environment for bus riders:

- Groups will be allowed to ride our shuttle buses from one school to another. Students will need a note signed by a parent or guardian with the proper information to do this.
- The schools will not accept phone calls to change students to another bus. This may create an unsafe situation for the child and for the school district.

- The schools will not allow helium filled balloons on the buses. Balloons may be sent to children at school, however, they must be transported home by the parent.

## *TRUANCY*

The Board of Education shall not tolerate truancy or the habitual and unlawful absence from school. The parent or legal guardian is responsible for requiring any student under his control or charge and under eighteen (18) years of age to attend school regularly except for legal absences as defined by state law. If a student under eighteen (18) years of age becomes a truant, the parent or legal guardian of said student may be guilty of a misdemeanor and subject to punishment by law. The teacher or attendance officer shall report such truant children to the juvenile court or county court, who shall determine the treatment for such children.

## *VOLUNTEER POLICY*

Greenwood Public School encourages the utilization of volunteers from the community to assist in the educational development of students. The volunteers are under the direct supervision of the teachers they are helping. The volunteer program is under the direction of the principal.

# Greenwood Preschool Center



# Parent Handbook 2026-2027

Brought to you by
**Greenwood Public Schools**
In Partnership with
**Arkansas Better Chance Program**

**Approved by the Greenwood School District School Board: June 11, 2026**

## 2025-2026
## Advisory Committee Members

- **Hannah French** (Parent)
- **Hayley Stanfill** (Parent)
- **Sofia Hernandez** (Parent)
- **Erin Rascon** (Parent)
- **John Ciesla** (Superintendent)
- **Nicole Shaffer** (PK-6 Director)
- **Teresa Standridge** (LEA Supervisor)
- **Amanda Kitchens** (Westwood Principal)
- **Derek Bull** (Westwood Assistant Principal)
- **Faith Short** (East Pointe Principal)
- **Leslie Wolfe** (East Pointe Assistant Principal)
- **Brittany Shook** (K Counselor-Westwood)
- **Loren Kennedy** (K Counselor-East Pointe)
- **Candice Long** (Preschool Director)
- **Coti Brown** (Preschool Teacher)
- **Emily Gregory (**Para**)**

# Greenwood Preschool Center

300 Westwood Avenue
Greenwood, AR 72936
(479)252-6907
Fax: (479) 996-7846

**Director**

*Candice Long*
*candice.long@greenwoodk12.com*

**Certified Teachers**

*Coti Brown*
*coti.brown@greenwoodk12.com*

*Sara Curtis*
*sara.curtis@greenwoodk12.com*

*Chelsea Peugh*
*chelsea.peugh@greenwoodk12.com*

*Jacy Mask*
*jacy.mask@greenwoodk12.com*

**Certified Assistants**

*Emily Gregory*
*emily.gregory@greenwoodk12.com*

*Jennifer Meeker*
*jennifer.meeker@greenwoodk12.com*

*Tasha Moore*
*tasha.moore@greenwoodk12.com*

*Jennifer Polk*
*jennifer.polk@greenwoodk12.com*

*Molly Britcher*
*molly.britcher@greenwoodk12.com*

# Greenwood Preschool Center

## Parent Handbook

*Brought to you by*

Greenwood Public Schools

*In Partnership with*

Arkansas Better Chance Program


| | |
|---|---|
| ABC FUNDS AND RELIGIOUS ACTIVITIES | 143 |
| ADMISSION CRITERIA | 136 |
| ADVENTURES IN LEARNING | 139 |
| ARRIVAL/DEPARTURE | 137 |
| ATTENDANCE | 137 |
| CHILD ABUSE PREVENTION | 139 |
| CHILDREN'S DRESS | 138 |
| CONFIDENTIALITY OF RECORDS | 139 |
| CURRICULUM | 139 |
| DISCIPLINE POLICIES | 141 |
| EMERGENCY CONTACTS | 138 |
| ENROLLMENT PROCEDURES | 136 |
| EVERYDAY MATH | 149 |
| FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) | 142 |
| FIELD TRIPS | 149 |
| FOOD GUIDELINES | 138 |
| GENERAL HEALTH | 141 |
| ITEMS NEEDED FOR ENROLLMENT | 136 |
| LAUNCHPAD (LITERACY PROGRAM) | 149 |
| LEARNING WITHOUT TEARS | 149 |
| MEDICATION PROCEDURES | 142 |
| OUR MISSION | 136 |
| PARENT INVOLVEMENT | 140 |
| REPORTING ACCIDENTS AND INCIDENTS | 141 |
| REST TIME | 138 |
| SAFETY RECALL NOTIFICATIONS | 138 |
| THINGS FROM HOME | 138 |
| TRANSPORTATION | 140 |
| WELCOME | 136 |

## *WELCOME*

The purpose of the Greenwood Preschool Program is to help your child get a head start into the world of education and society, through personal experiences.

Greenwood Preschool Center provides children with activities that help them grow mentally, socially, emotionally, and physically. Our staff recognizes that as parents, you are the first and most important teachers of your children. We welcome your involvement in all aspects of our program. It is very important for parents and staff to work together so that each child will be able to learn and develop to his/her full potential.

We look forward to working with you and your child this year!

## *OUR MISSION*

**B**etter chances
**E**qual opportunities
**L**earning in a nurturing environment
**I**nvolving parents and community
**E**njoying learning through discovery
**V**ariety of experiences
**E**xpect the best!

We **BELIEVE** that all children will succeed when given encouragement, time, and opportunities for growth.

## *ADMISSION CRITERIA*

To provide the best care possible for your child, we need your help. Prior to the initial admission of each child, the parents are required to provide the following information:

## *ITEMS NEEDED FOR ENROLLMENT*

- Parent's income information
- The child's birth certificate
- The child's shot record
- The child's physical
- The child's social security card
- Proof of residency

## *ENROLLMENT PROCEDURES*

Complete:

- Registration packet
- Free and reduced lunch form
- Sign off sheet and handbook/discipline policy
- Sign Parent-School Partnership agreement

Additional Information:

- No student will be considered enrolled until all registration forms are complete.
- No child will be denied enrollment because of race, sex, disabling condition, color, or national origin.

- No child will be enrolled in the program without proof of current immunizations. Children must have immunizations required by Arkansas State Law prior to enrollment in the program.
- Greenwood Preschool Center accepts children who have turned four by August 1st of the current school year.
- Children must live in the Greenwood School District in order to attend the Greenwood Preschool Center.

## *GENERAL INFORMATION*

### *ATTENDANCE*

When your child is enrolled in the Greenwood Preschool Program, regular attendance is VERY important and mandatory. ABC Guidelines require that your child be in attendance for the seven hours designated by the Early Childhood program. The regular operating hours of your child's preschool program are Monday through Friday, 7:30 a.m. to 3:00 p.m. We will have the same holidays and breaks as the Greenwood Public Schools.

All children should arrive at their classroom no later than **8:00** a.m. each day. If your child arrives late or leaves early, he/she will miss learning activities and not receive the full benefit of the program.

It is in the best interest of your child and the Greenwood Preschool Center to establish a pattern of regular attendance for your child. Therefore, please note the following policies:

- After 10 absences, or excessive tardies, a conference with the parent and school personnel will be held.
- At the conference, a plan of action will be determined, put in writing, and signed by both the parent and school personnel.
- In the case of extreme illness, a doctor's statement given to your child's teacher will prevent a conference or further action.

### *ARRIVAL AND DEPARTURE*

When you bring your child to school, please be sure to:

- Accompany them into school (unless they are a bus rider) Parents will check in and drop off child at entrance
- Upon arrival you will virtually sign in your child using the provided QR code (Procare system)
- Take your child into the classroom or PK Staff will take student to classroom
- When picking your child up, you MUST meet them at their classroom and virtually sign them out using the provided QR code (Procare).
- Children must be signed in and out of the classroom each day. Whoever brings the child to school or picks a child up from school, MUST come into the center and his/her driver's license must be scanned into our Hall Pass system.
- Parent(s) and/or guardians(s) are responsible for picking up their child by 3:00 p.m. (Teacher's will let students dismiss beginning at 2:15-3:00.) If an emergency arises, call the school office. For safety reasons it is important that you pick up your child no later than 3:00. Teachers are on bus duty and may be unavailable to watch your child.
- Families that pick up their child after 3:00 are in violation of preschool policies. Repeated violations will result in a conference with the director of Greenwood Preschool Center.
- During the enrollment process, you will be asked to complete a form listing who is allowed to pick up your child from the center. Please list everyone you think might need to pick them up. For your child's safety, persons picking your child up will be asked to show identification. Under NO circumstance will the child be allowed to leave with someone whose name is not on the list or who has not been properly identified by a parent's note.

- Please do not bring animals to the preschool entrance unless it is a service animal.

### *EMERGENCY CONTACTS*

In case we are unable to reach the parents, we require all children to have emergency contact (s) listed on their data registration card. If we need to contact someone, it is very important that we have a current home, work, or cellular numbers for ourselves and emergency contacts. Be sure to notify your child's teacher of any changes to this and all the information on your child's card.

### *CHILDREN'S DRESS*

Just as adults must wear clothes suited to their working environment, children must wear appropriate play clothes. Please help your child pick out clothes that are comfortable for active play and allow for an occasional spill. Think about floor and outdoor play, also the fun, messy stuff like art and cooking activities – please send your child in "play clothes". Flip flops and backless shoes are not allowed. We recommend no tie shoes.

All children must have a **complete change of clothes** (socks included) in their classroom. These items should be placed in a large Ziploc type plastic bag and marked with your child's name.

### *THINGS FROM HOME*

Children should not bring any items from home such as toys, jewelry, money, candy, or food unless approved in advance by the teachers. These items can create unnecessary conflict between children. Items of special interest are allowed only with your child's teacher's permission.

### *FOOD GUIDELINES*

- Greenwood Preschool Center participates in a Special Nutrition Program monitored by the State of Arkansas. Information must be on file for each child in attendance for meals to be served. These forms must be filled out each year or whenever the income of the family changes.
- Because we are on this program, children are not allowed to bring food into the building except on special occasions or with their physician's orders. These will be placed in the child's file.
- Every child must have Free/Reduced paperwork filled out for ABC guidelines.
- If children present specific food allergies that disallow them from eating food from our program, the parent will provide these meals and ensure they meet the Special Nutrition Guidelines.
- Birthday Celebrations will be held monthly at a designated time. Parents will be allowed to assist in planning these celebrations.
- Each child needs a water bottle daily. Please do not fill with anything except water.

### *REST TIME*

Rest and relaxation is important to a child's growth and development. Rest periods occur between the hours of 12:00 and 1:00 and generally last 1 hour. Please refrain from interrupting your child's rest. If you need to pick your child up early, please come before 12:00 or after 1:00 if possible.

### *SAFETY RECALL NOTIFICATIONS*

A computer is available to view notifications. Assistance can be provided by a classroom teacher or paraprofessional or visit the U.S. Consumer Product Safety Commission. http://www.cpsc.gov/

### *CHILD ABUSE PREVENTION*

For the well-being of all children, all members of the Greenwood Preschool Center staff are **required** to report all known or suspected cases of child abuse to the proper authorities. Such a report is not a statement of blame; it is simply a statement that will result in an investigation by the proper authorities. In the event that the Department of Health & Human Services carries out an investigation of child abuse, Greenwood Preschool Center and its staff will cooperate fully with investigators.

All workers must be and are screened by the State of Arkansas for abuse and criminal records. The child maltreatment hotline number is 1-800-482-5964. Children may be subject to interviews by licensing staff, child maltreatment investigators and law enforcement officials.

### *CONFIDENTIALITY OF RECORDS*

Children's records are open only to the child's teachers, the Directors of the organization, authorized employees of the licensing agencies and its subsidiaries, and the child's parents or legal guardians.

### *CURRICULUM*

Greenwood Preschool Center is a complete child development program. A daily schedule of activities is posted in each classroom. We have a curriculum that supports children's learning in many ways. This curriculum will provide learning opportunities in many areas such as language, literacy, math, science, and art. This curriculum is developmentally appropriate for 3-5 year olds.

### *ADVENTURES IN LEARNING*

Adventures in Learning is a comprehensive curriculum for children from ages three to five, which features 40 topics of study in nine focus areas. Each topic is introduced with familiar children's books and has a strong language and literacy emphasis.

### *LAUNCHPAD (Literacy Program)*

Greenwood Preschool Center is piloting a pre-k program that has 27 weeks of playful, interactive phonics and pre-k reading instruction. The program establishes a firm foundation in concepts of print, phonological and phonemic awareness, and letter knowledge.

### *EVERYDAY MATH (Hand 2 Mind)*

Everyday Math has a wide variety of fact practice games. Because children find these games much more engaging than standard drill exercises, they are willing and eager to spend more time practicing to develop skills they will use throughout life.

### *LEARNING WITHOUT TEARS*

Discover Learning Without Tears' Handwriting Without Tears program for children! A multisensory approach to make writing fun and easy.

### *FIELD TRIPS*

Another important part of our curriculum is for the child to explore and learn about their environment. We will take

several field trips throughout the year. Parents are encouraged to attend field trips, but they will have to supply their own transportation. Your child's teacher will give you adequate notice of upcoming field trips so you can make arrangements to experience these things with your child.

## *PARENT INVOLVEMENT*

A strong Parent-School partnership is important for your child's development. Your child's social, emotional, physical, and intellectual development will be enhanced by a strong two-way communication. We want you to gain a good understanding of our overall operations and program. The entire Greenwood Preschool Staff is committed to providing every child with the best possible education and care. The concerns and ideas of all parents are an important part of this care. We encourage parents to volunteer at school, have lunch with their child, and participate in parties and field trips.

## *TRANSPORTATION*

Children riding the school bus must be accompanied by an authorized adult to the bus stop. Children will not be allowed to be dismissed from the bus unless the authorized adult is at the bus stop. Preschool children are not permitted to cross a street.

If you want your child to ride the school bus, there is a **two day waiting period** from the time your child's teacher receives the information until the change will be made. We do this to ensure the safety of the children. If an emergency occurs, please make arrangements with an adult on your emergency contact list to pick up your child.

Students riding a school bus may be assigned a buddy on the bus. They will be seated with this student near the front of the bus. Upon arrival at the school, they will be met by preschool personnel and escorted to the classroom.

The same policy is in effect for returning home. If you have questions or concerns regarding transportation issues, please discuss this with your child's teacher. We will make every effort to answer your questions or put you in contact with our transportation supervisor if necessary.

### *Transportation Behavior*

#### *Bus Rules*

These rules must be observed at all times while riding the bus:

1. Observe the same conduct as in the classroom.
2. Be courteous. Use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat and face the front.
9. Keep your head, hands and feet inside the bus.
10. Bus drivers are authorized to assign seats.

### *Bus Discipline Procedures*

1. **First Offense** – The student will be called to the office by the director to discuss the occurrence with the student. Parents will be notified and a copy of the report will be sent home.

2. **Second Offense** – The student will be called to the office by the director and the student will serve a time out. Parents will be notified and a copy of the report will be sent home.
3. **Third Offense** - The student will be called to the office by the director and the student will be suspended from the bus for five (5) school days. Parents will be notified and a copy of the report will be sent home.
4. **Fourth Offense** - The student will be called to the office by the director and the student will be suspended from the bus for ten (10) school days. Parents will be notified and a copy of the report will be sent home.
5. **Fifth Offense - The student will be called to the office by the director and the student will be suspended from the bus for the remainder of the year. Parents will be notified and a copy of the report will be sent home.**

## *POLICIES*

### *Discipline Policies*

- Discipline will be individualized and consistent for each child. It shall be appropriate to each child's level of understanding and be directed toward teaching the child acceptable behavior and self-control.
- Physical punishment shall not be administered to children.
- Timeouts shall not exceed one minute per year of the child's age.
- Redirection, praise, and rewards will encourage children to make good choices and promote positive behavior.

***If a child has consistent behavioral difficulties that are disruptive to the class and/or aggressive or dangerous to peers and teachers, he/she will be referred to a behavior specialist provided by the state department.***

## REPORTING ACCIDENTS AND INCIDENTS

- Accidents and incidents will be reported the same day by the teacher or director.
- Accidents and incidents that require medical attention by the nurse will require a phone call from the nurse or staff member to the parent the same day of the accident or incident.
- If an accident or incident requires a doctor's visit the director will report to DHS.
- If an incident is serious then the staff member will report on the DHS hotline.
- If an incident is serious then a face to face or phone meeting with families will be required. The consequences for the child will be determined during the meeting. We will follow the school district policies.

## *GENERAL HEALTH*

The following guidelines are to ensure the health and safety of all students and staff. No child or staff shall be admitted who has a contagious or infectious disease. Parents and guardians will be notified to pick up the child if the child exhibits any of the symptoms below:

- Temperature of 100.4 or greater, the child cannot attend school. Parents should not give Tylenol to mask the symptoms of a fever for the sake of sending the child to school. The child cannot return to school until he/she has exhibited no fever for at least 24 hours without a fever reducing medication.
- Diarrhea: water stools. Do not return until 24 hours from last episode.
- Vomiting: Do not return until 24 hours from the last vomiting episode.
- Rash: Body rashes. With an exception to those associated with heat or allergic reactions to medications.
- Sore throat: if associated with fever or swollen glands in the neck.
- Severe coughing: Episodes of coughing which may lead to repeated gagging, vomiting, or difficulty breathing.
- Pink Eye: Pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours.
- Untreated Scabies, Head Lice or the presence of nits: May return after treatment and removal of all nits.

Children may not return the same day. Upon return to school, the child must be checked by a school nurse.

- Impetigo: may return 24 hours after treatment is initiated. (doctor's note needed)
- COVID: We will follow the guidelines given by the state.

## *MEDICATION PROCEDURES*

If your child will need medication at school the following rules must be followed:

- All medications, prescription or non-prescription, must be brought to school in the containers in which they were purchased and must have current labels. The label is not to be changed in any way.
- No prescription medication will be given unless it is specifically ordered by the child's physician to be given during school hours. Medications ordered to be given 1, 2, or 3 times a day will be given at home unless specifically ordered to be given during school hours.
- The parent or legal guardian must read and sign the Greenwood Public School Medication Policy form.
- Non-prescription medication will not be given without a written doctor's order and is not kept on hand.

## *FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)*

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

A. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.

B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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. 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. Upon request, the school discloses education records, including discipline records, without consent to officials of another school district in which a student seeks or intends to enroll.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**
**U.S. Department of Education**
**400 Maryland Avenue, SW**
**Washington, DC 20202-4605**

Under FERPA, parental permission is required in order to release student personal identifiable information to Medicaid. This permission grants the Greenwood School District the ability to release these records for the purposes of billing Medicaid. The information that may be released includes: student's name, student's date of birth, student's social security number, student evaluation and referral information, IEP goals, and progress notes. The parent has the right to revoke this permission at any time. The parent's signature of the handbook gives permission to Greenwood Public Schools to access Medicaid to receive reimbursement for healthcare services delivered to a child in the school district. The Greenwood School District can release education records each time that they access Medicaid for the purpose of determining eligibility, billing for services, and/or completing audit/review requests.

***ABC FUNDS AND RELIGIOUS ACTIVITIES***

Each ABC provider must maintain documentation that it has provided parents and guardians with the following written notice.

"To assure that no religious activity is paid or subsidized by public funds or occurs in any manner suggesting governmental endorsement of any religion or message:

(a) ABC funds must be used exclusively to support allowable ABC program costs incurred to provide non-religious instruction and activities during the ABC day; and
(b) No religious activity may occur during any ABC day regardless of the source of funds used to support the activity."

## Greenwood Preschool Center

**Child's Name:**_____

**Teacher's Name:**_____

The preschool handbook contains procedures and policies for children enrolled in the Greenwood Preschool Center. The documents listed below were provided in the enrollment packet.

By my signature, I am confirming that I have received/viewed copies of the following documents:

- 2026-2027 Greenwood Preschool Center Program Parent Handbook
- Greenwood Public Schools Calendar of Operation
- Shaken Baby Syndrome Brochure
- Getting Ready for Kindergarten
- Arkansas Child Development and Early Learning Standards: Birth to 60 months

Another copy of these documents may be requested at any time. Please contact the Greenwood Preschool Office (479-252-6907)

By my signature, I acknowledge that the policies and the guidelines were explained to me by the Greenwood Preschool Staff. I will abide by these policies and guidelines and will communicate with the Greenwood Preschool Staff as needed.

Parent Signature:_____Date:_____

# Elementary

## East Pointe and Westwood

### Grades K-4

## East Hills Middle School

### Grades 5-6


| | |
|---|---|
| ABSENCES | 146 |
| ABSENTEE ASSIGNMENTS | 146 |
| ARRIVAL/DISMISSAL | 146 |
| ATTENDANCE | 146 |
| CAFETERIA/SCHOOL LUNCH | 147 |
| CAMPUS RULES | 148 |
| CELL PHONES AND OTHER ELECTRONIC DEVICES | 154 |
| CLASSROOM PARTIES | 150 |
| CONTACT US | 154 |
| COUNSELOR | 150 |
| CRISIS PLAN | 150 |
| CURRICULUM | 150 |
| DISCIPLINE INFRACTIONS | 149 |
| DRESS AND APPEARANCE | 150 |
| EXTRACURRICULAR | 151 |
| FIELD TRIPS | 151 |
| FUNDRAISING | 151 |
| GRADING AND REPORTING | 152 |
| HOMEWORK POLICY | 151 |
| PARENT AND FAMILY ENGAGEMENT | 155 |
| PARENT COMMUNICATION | 155 |
| PERMISSION SLIPS | 152 |
| PROMOTION/RETENTION | 152 |
| RESOLVING PARENTAL CONCERNS | 154 |
| SCHOOL NURSE | 154 |
| TELEPHONE RULES | 154 |

## *ABSENCES*

1. Parent permission may be granted for any reason, including personal illness without written verification, provided the parent contacts the office on the day of the absence.
2. A student may not exceed six (6) parent permission absence days for the semester. If a student exceeds six (6) days of parent permission absences in any class for the semester, all parent permission days thereafter are classified as unexcused.
3. If a medical note is provided, absence will be considered excused.
4. According to the ADE, missing 10% or more of the school year for any reason is considered chronic absenteeism. Further action could be taken by the school administrator.
5. Students must be fever, diarrhea, and vomit free without medicine for 24 hours before returning to school.

## *ABSENTEE ASSIGNMENTS*

Students will be allowed one day for each day absent to make up work missed during unplanned absences. With the principal's approval, exceptions may be made for absences due to the death of an immediate family member or for a serious medical procedure, which renders the student incapable of completing the work. Other extraordinary situations might also qualify.

## *ARRIVAL/DISMISSAL TIME*

Students should not arrive on campus or exit the vehicle prior to **7:30 a.m**. The first bell rings at 7:55 a.m. and it is important that your child be on campus and ready to learn by that time each day.

### Tardies

- First Bell rings @ 7:55 a.m. Classes begin @ 8:00 a.m.
- Students will be considered tardy after 8:00 a.m. and need to be signed in at the office by an adult.
- Consistent tardies will be monitored by the school administrator and appropriate action will be taken at the principal's discretion.

### Early Checkouts for K-4 Students

- Students checked out after 1:30 p.m. will be considered an early checkout.
- Excessive early checkouts will be monitored by school administrators and could affect perfect attendance.

### Late Check In

- K-4 Any student checked in after 9:30 a.m. will be counted as one-half (½) day absent.
- 5-6 Any student who misses more than 10 minutes of a class period will be considered absent for that class period.

## *ATTENDANCE*

Incentives will be established at each campus and will be communicated to families.

## East Hills Middle School Bell Schedule

- First Bell 7:55
- 1st Period 8:00-8:51
- 2nd Period 8:54-9:39
- 3rd Period 9:42-10:27
- 4th Period 10:30-11:15
- 5th Lunch/6th Intervention 11:18-11:53
- 5th Period 11:56-12:41
- 6th Lunch/5th Intervention 12:44-1:19
- 6th Period 1:22-2:07
- 7th Period 2:10-2:55

## Transportation Changes

- All transportation changes **MUST** go through the school office instead of the classroom teacher.
- Contact the school office no later than **2:00 p.m.** with any transportation changes.

## *CAFETERIA-SCHOOL LUNCHES*

The school cafeteria serves a balanced meal. All students are encouraged to eat at school. In order to meet the standard requirement, a lunch is served consisting of a meat or meat substitute, vegetables, fruit, milk, and grain product.

Students are encouraged to pay for lunches by the week with a check on each Monday or through EZSchoolPay.com. Parents with more than one child are asked to give separate checks to maintain separate lunch accounts. Upon request, siblings may have their accounts combined.

Parents that want to eat with their children must check-in through the office. "**Parents are welcome to bring lunch/food for their own students but may not bring any food items for other students**. -Act 1220 of 2003" During lunch visits, parents are permitted to sit only with their own child in a designated area and may not join other students at their tables. Parents are not permitted on the playground following lunch times.

Applications for free and reduced lunches/milk are available at ezmealapp.com. Qualifications will be based on need.

Parents are encouraged to send a snack and water bottle (with plain water only) daily with students.

School personnel will supervise the students while they enter, eat and leave the cafeteria. The following rules are to be observed while children are in the cafeteria:

1. Obey teachers and cafeteria staff.
2. Walk and stand in line quietly.
3. Pick up silverware and napkins.
4. Use good manners.
5. Do not share food with neighbors.
6. Pick up anything you drop. Do not play with food.
7. Stay seated. Raise your hand if you need help.
8. Leave the table clean and orderly. Students will be dismissed in an orderly manner.

## *CAMPUS AND BUILDING RULES*

Students will be expected to follow the rules listed below while in the buildings and on the grounds:

1. The student will behave in a safe and appropriate manner at school and school functions.
2. Students will use appropriate language.
3. The student will follow directions and respect the authority of staff members.
4. Students are expected to come to class with needed supplies (no rolling backpacks).
5. No gum is allowed on campus unless specific provisions are made for instructional purposes.
6. Students shall not bring electronic games, electronic devices, trading cards, or toys from home.
7. Students are to use "hallway procedures" when in halls.
8. Students are to respect people and property.

## *CONSEQUENCES FOR BREAKING THE ABOVE RULES (per semester): K-4*

**1st Offense:** Verbal warning
**2nd-4th Offense**: Parents MAY be notified and the student may be assigned a consequence.
**5th Offense**: May be referred to principal/assistant principal.
**6th Offense: Student will be sent to the principal/assistant principal's office.**
**After 6th Offense**: Discipline will be as deemed appropriate (i.e., ISS, suspension)

Note: When referred to the principal/assistant principal, discipline will be at the administrator's discretion. (i.e. ISS, suspension.)

*In the event of a student having excessive behavior or "In School Suspension", a committee consisting of teacher, staff, and administration may review the situation and may determine the student's involvement in extracurricular school activities such as field trips, fun days, etc.*

## *CONSEQUENCES FOR BREAKING THE ABOVE RULES (per year): 5-6*

**1st – 5th Offense**: Students will receive a detention and staff issuing the detention will contact the guardian.
**6th Offense**: Student conference with principal; Guardian phone conference
**9th Offense: ISS for 1 day.**
**12th Offense: ISS for 2 days.** Students who receive detentions for the same offense multiple times may be subject to further disciplinary action, including ISS. Repeated behavior violations demonstrate a lack of improvement and may require more intensive interventions.

Discipline problems of a more serious nature (i.e. fighting, insubordination, etc..) than those mentioned above will be handled by the principal/assistant principal using whatever measure is most appropriate for the offense.

*In the event of a student having excessive behavior or "In School Suspension", a committee consisting of teacher, staff, and administration may review the situation and may determine the student's involvement in extracurricular school activities such as field trips, fun days, etc.*

**Note:** When referred to the principal/assistant principal, discipline will be at the administrator's discretion. (i.e. ISS, suspension)

***DISCIPLINE INFRACTIONS***

1. Disregard of Direction or Command
    a) Students will comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, Superintendents, school bus drivers, school security officers or other authorized school personnel. Students will be considered insubordinate when they refuse to obey any rule or regulation of the school or school district or the reasonable instructions of school district personnel.
2. Disruption and Interference with School
   No student will:
    a) Block the doorway or corridor.
    b) Prevent students from attending a class or school activity.
    c) Block normal pedestrian or vehicular traffic.
    d) Use violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption.
    e) Refuse to identify himself/herself on request.
    f) Encourage other students to violate any rule or school board policy.
3. Immorality (Students will abstain from indecent and immoral acts.)
4. Fireworks (Students will not possess, handle, discharge, or store fireworks on school property.)
5. Gambling (Students will not gamble on school property)
6. Teacher and Student Protection Act Arkansas Law (Act 565) ensures a safe, orderly environment for all students and teachers. To maintain this environment, teachers have the authority to remove a student from class for unruly, disruptive, violent, or abusive behavior that repeatedly or seriously interferes with teaching and learning.
7. Weapons (Please refer to Weapons and Dangerous Instruments in the District Policy section of this handbook page 32.)
8. Damage or Destruction of School Property (Act 104 of 1983 Special Session)
    a) Students will not cause or attempt to cause damage to school property or steal or attempt to steal school property.
    b) Parents of any minor student under the age of eighteen (18) and living with parents may be liable for damages caused by said minor in an amount not in excess of $2,000.
9. Theft (Students will not steal or attempt to steal property belonging to the school or public or private property while under jurisdiction of the school.)
10. Gang Activity (Gang related activity will not be permitted.)
11. Electronic Devices should be turned off and stored in a backpack at all times while on school grounds.
12. Tobacco (Possession or use of any tobacco product on any campus of the Greenwood Public Schools by any student is prohibited. Students found to be in possession of tobacco in their school bags, lockers, etc, will be subjected to the appropriate penalties.) E-Cigarettes are considered to be equivalent to tobacco products.
    - 1st offense: 3-day suspension
    - 2nd offense: 5-day suspension
13. Behavior Not Covered Above
    a) The school district reserves the right to punish behavior, which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.
    b) Students will make restitution of any property stolen by them and will be subject to other disciplinary measures.
    c) Students will not be allowed to conduct themselves in a manner which materially and substantially interferes with the educational process.

Discipline infractions listed above will be addressed by the principal and/or assistant principal using the measure deemed most appropriate for the specific offense. When a student is referred to the principal or assistant principal, disciplinary action will be determined at their discretion. Consequences may include, but are not limited to, in-school

suspension (ISS), out-of-school suspension, or expulsion. More specific information regarding disciplinary procedures and consequences can be found in the district portion of the student handbook.

### *CLASSROOM PARTIES*

Classroom parties are allowed during the regular school program for the observance of certain holidays and events. **Because of state mandates, parents cannot send or bring food to other students except on specific dates determined at each school. All items must be store bought.**

### *COUNSELOR*

The counselor is available to all students during the school day. Counselor referrals may come from students, school staff or parents.

The student may make a request to see a counselor. The counselor will schedule a conference time with the student.

School Based Mental Health is available to students in our district. Whenever a child has needs that cannot be met by our counselor, the counselor or principal may refer the student to this program. The program consists of school liaisons who work with the parents and school system and also mental health therapists who work individually and in groups with our students.

### *CRISIS PLAN*

In the event of an emergency, a crisis plan is in place.

### *CURRICULUM*

We strive to make learning a creative, enjoyable and profitable experience. Some programs offered in our schools include: FABLAB, Makerspace, Math Intervention, Special Education, Speech, Gifted and Talented Education, Physical Therapy, Occupational Therapy, School-based Mental Health Services, Reading Intervention and Dyslexia Services, Music, Art, and Physical Education

### *DRESS AND APPEARANCE*

The dress and appearance of students must not present health or safety hazards. In order to establish high standards, it is important to maintain neatness, cleanliness, and decency in the dress of all students. With the realization that there is accepted dress for all occasions and what is appropriate for one occasion may not be for another, the Greenwood School Board has established the following dress code.

1. Dress and grooming shall be clean and in keeping with health and sanitary practices.
2. A student shall not, by grooming practices, clothing or use of emblems, insignias, badges, or other symbols cause disruption or interference with the operation of the school.
3. Students should wear shoes and clothing appropriate for physical education and recess. Some examples of dress that **are not** acceptable are:
    A. "See-through" blouses/shirt/pants that expose undergarments
    B. Bare feet
    C. Bare midriffs
    D. Items of clothing which have vulgar, obscene, violent or offensive messages or pictures will not be allowed on campus. T-shirts advertising drugs, tobacco, or alcohol will not be permitted. Clothing that is negative or disruptive in nature or promotes social disorder is strictly prohibited.
    E. No jeans or other pants may have holes above the mid-thigh unless the hole has a backing (does not expose skin or undergarments)

F. The wearing of extremely oversized or excessively baggy pants.
G. The practice of "sagging" or having the waist of the pants well below the top of the hips – Ark State Law Code Act 835.
H. The carrying of chains attached to billfolds or the wearing of any other large chain as an accessory.
I. Any type of clothing, apparel, accessory, or dress concept or style that may be gang related or have gang related origins.
J. Piercing of visible body parts or visible areas of the body will not be allowed with the exception of the ears. Ears may be pierced as long as the piercing is not considered to be a safety factor or a distraction.
K. Shorts/Skirts may be worn if they are mid-thigh length. Wearing shorts is discouraged during cold weather months.
L. Heelys or any shoes with wheels on the bottom.
M. Hats and sunglasses may be worn outside the building only. We recommend that students not bring hats to school except on special days.
N. Costumes or costume accessories may only be worn on designated dress-up days.
O. Leggings, yoga pants, etc. may be worn with an appropriate length shirt over them. If lower body garments are see-through (such as pantyhose or tights), another garment must be worn over them that meets length requirements.
P. No spaghetti straps.
Q. Personal items will be placed on hook or left in the classroom unless specified otherwise.
R. All personal items such as lunchboxes, backpacks, coats, etc., should be labeled with the student's name. Be responsible for personal items.

A student's personal appearance is important since it represents him/her as an individual to fellow students and faculty. Any student in violation of the dress code will not be allowed to attend class until the problem has been corrected. The discretion of the principals will be final in deciding cases of dress code violations. Any deviation from this guideline because of physical limitations must be submitted in writing to the principal for consideration.

### *EXTRACURRICULAR ACTIVITIES*

Students may be denied the privilege of participating in extracurricular activities such as field trips, fun days, etc... based on behavior at the discretion of the principal.

### *FIELD TRIPS*

Students may not be eligible for a school field trip if:

1. Suspended two times in In School Suspension (ISS);
2. Suspended once out of school in the same semester (OSS);
3. Suspended more than 4 days (ISS/OSS).

The school may set other guidelines that may also render a child ineligible to attend a field trip. An alternative assignment, to be completed during the time of the field trip, may be given. Students will report to a designated area to complete their assigned work.

### *FUNDRAISING*

No student will be allowed to sell anything for any organization without the permission of the principal.

### *HOMEWORK POLICY*

The Greenwood Public Schools believe homework is an important element of student learning and achievement.

Students must be encouraged to become actively involved in learning and accepting responsibility for their own progress and achievement at home as well as at school. Homework is an essential part of the total instructional program and allows students extended time to master basic skills, concepts, and learning objectives.

**Homework Must Be Planned to Provide:**

- Positive success experience
- Reinforcement and extension of learning
- The opportunity to manage self-guided learning away from school
- The possibility for communication with parents regarding learning and involvement of parents and others in the learning process

**Homework Assignments Will:**

- Extend the learning directly related to the curriculum and current learning objectives.
- Be explained by the teacher so that students understand objectives, procedures, content, and expectations.
- Be varied. Some subjects will require more homework than others.
- Be reviewed by the teacher.

## *PERMISSION SLIPS*

Permission slips, signed by the parent, will be required for school related or extra-curricular activities that are specialized or particular to a class or organization. Activities that are on-going (i.e., activities sanctioned by the Arkansas Activities Association) will not require signed permission slips. Permission slips for other school activities may be required at the discretion of the principal.

## *GRADING AND REPORTING*

Westwood and East Pointe Elementary will utilize a Standards Based report card format. These standards are aligned to the Arkansas Academic Standards. The goal is to provide parents with the most accurate, easily understandable representation of their child's learning accomplishments and/or deficits.

East Hills utilizes a hybrid grading system that includes Standard Based reporting, as well as points-based grading system that allows parents to see daily assignments, bell work, and homework. These tasks are important for practice, responsibility, and daily feedback—but these are not included in the Standards Based mastery.

- Progress reports will be sent home in the fall and spring semesters.
- Formal report cards will be sent home in December at the end of the first semester and a final formal report card will be given at the end of the school year.
- K-4 parents can utilize TeacherEase, an online program used to track student progress. Progress can be viewed regularly through the TeacherEase website. For more information, please contact your child's teacher.
- 5-6 parents can utilize the OTUS system to view student progress.

## *PROMOTION/RETENTION POLICY*

Greenwood Public Schools is a child-centered institution concerned about the educational, social, emotional and physical development of each student. Educational decisions concerning grade level placements are made on an individual basis. Decisions regarding promotion/retention will be based upon careful consideration of various factors. These factors include the following:

1. Mastery of expected grade level objectives

2. Data collected based upon daily school work, SST, retention scales, etc.
3. Chronological age and/or previous retention
4. Attendance
5. Classroom achievement
6. Identification of academic or emotional needs
7. State-wide testing data

The preceding factors will be evaluated by a committee composed of the teacher, counselor, principal and parent/guardian. Consideration of the six factors will be the basis for a grade retention decision. The final decision concerning grade level placement will be determined by the building principal.

## THIRD-GRADE LITERACY AND PROMOTION REQUIREMENTS (ARKANSAS LEARNS ACT)

In alignment with the Arkansas LEARNS Act and the state's Right to Read Act, the Arkansas Department of Education mandates strict reading proficiency guidelines to ensure all students are equipped for future academic success. Beginning with the end of the 2025–2026 school year and continuing forward, all third-grade students must meet a minimum state reading standard to be promoted to the fourth grade.

1. Criteria for Promotion to Fourth Grade
To satisfy the state's third-grade promotion requirement, a student must achieve a score of Level 2 or above on the Grade 3 ATLAS Summative English Language Arts (ELA) Assessment, which evaluates total literacy proficiency (including reading foundations, vocabulary, language, and writing).

2. Early Identification & Individual Reading Plans (IRP)
The primary goal of Arkansas literacy law is early intervention rather than end-of-year retention. Starting in Kindergarten and continuing through Grade 3, the District utilizes state-approved high-quality universal screeners to monitor reading progress. Any student identified as exhibiting a reading deficiency or showing signs of risk will immediately receive targeted, evidence-based interventions. The school, in collaboration with the family, will establish an Individual Reading Plan (IRP) to track progress, adjust interventions, and outline at-home literacy goals.

3. Good Cause Exemptions
The law recognizes that certain circumstances may warrant a student's promotion to fourth grade even if they do not meet the minimum assessment score. A student scoring a Level 1 on the ATLAS ELA assessment may be eligible for a Good Cause Exemption if they meet any of the following state criteria:

- Alternative Assessment Eligible (DLM): Students with significant cognitive disabilities who are eligible to take the Dynamic Learning Maps (DLM) alternative assessment as determined by their IEP team.
- English Learners (EL): English Learner students who have been enrolled in an EL program for fewer than three (3) years.
- Students with Disabilities: Students with an active IEP or 504 Plan who have received more than two (2) years of intensive, documented, science-of-reading-aligned interventions delivered with fidelity.
- Previously Retained: Students who have already been retained in a previous grade level.
- Assessment Portfolio: Students who consistently perform at grade level in the classroom, where an official academic student portfolio provides clear, strong evidence that the ATLAS score did not accurately reflect their actual reading ability.
- Isolated Traumatic Event: Students experiencing a documented, severe traumatic event that directly impacted their performance during the assessment window, supported by an administrative request.

4. Re-Testing Opportunities & Intersession Support
Third-grade students who do not achieve a Level 2 score on the initial spring assessment will be offered a designated state retake window (typically opening in late May through June). Prior to the retake, students must participate in

district-approved intensive academic literacy supports, which may include targeted intersession programs or summer literacy camps.

5. Services for Retained Students
If a student does not meet the reading standard, does not pass the retake assessment, and does not qualify for a Good Cause Exemption, they will be retained in the third grade. Retained students are legally entitled to accelerated intensive literacy support the following year, which includes:

- Placement in the classroom of a highly effective reading teacher.
- A minimum of 90 minutes of daily, evidence-based core reading instruction.
- An updated, intensive Individual Reading Plan (IRP) and a read-at-home plan.
- Eligible access to state-funded literacy tutoring grants, when available.

*Parents and guardians will be kept informed of their child's reading status, screening data, and intervention milestones through regular progress reports and parent conferences throughout the school year.*

## *SCHOOL NURSE*

The school nurse will be on campus between 7:45 a.m. and 3:30 p.m. Prescription medication will be administered by the school nurse. If the nurse is not present, prescription medication may be administered by the school principal or his/her designee. Non-prescription medications may be given to students at the discretion of the principal or nurse or their designee.

- Students must be fever-free and free from diarrhea and vomiting for 24 hours, without the aid of medication, before returning to school.

## *TELEPHONE RULES*

The school telephone is for business calls only. Necessary plans should be made between parents and students before leaving home in the morning. CHILDREN ARE NOT TO BE CALLED TO THE TELEPHONE EXCEPT IN CASE OF AN EMERGENCY.

## *CONTACT US*

If parents wish to speak to a teacher, they may leave their name and telephone number and the teacher will return the call as soon as possible.

| | | |
|---|---|---|
| East Pointe Elementary | (479) 996-4249 or (479) 996-2177 | Fax (479) 996-6111 |
| Westwood Elementary | (479) 996-7748 or (479) 996-7930 | Fax (479) 996-7846 |
| East Hills Middle School | (479) 996-0504 or (479) 996-5105 | Fax (479) 996-6614 |

- School e-mail addresses are as follows: **first.last@greenwoodk12.com**
- Greenwood Public Schools Website: **www.greenwoodk12.com**

## *CELL PHONES, SMART WATCHES AND OTHER ELECTRONIC DEVICES*

Any electronic devices including tablets, phones, smart watches, etc. are to be turned off and in a backpack while on school grounds.

## *RESOLVING PARENTAL CONCERNS*

The process for conflict or concern resolution will be:

1. Contact the teacher to define the academic or behavior problem.
2. Contact the counselor to discuss issues concerning the student's personal or emotional well-being.
3. With the counselor's help, determine whom to approach with the concern.
4. Together, a solution should be developed.

If further attention is needed:

5. Make an appointment with the building administrator.
6. Meet with Central Office personnel.

It is our goal to resolve any parental concerns concerning Greenwood students.

## *PARENT AND FAMILY ENGAGEMENT*

The Superintendent of Greenwood School District supports and encourages parental involvement in school activities and in the educational process. Students whose parents are involved in their education are more likely to be successful.

The Parent and Family Engagement Committee will address the diverse needs of the students and their parents to increase the school's ability to provide opportunities for the educational success of the students at East Hills Middle School, East Pointe Elementary and Westwood Elementary. The parents of Greenwood students will be invited to an orientation where they can share their concerns and expectations for the upcoming school year. Parents will be asked to complete a survey during the school year to identify ways that they might be interested in assisting students at school and at home.

Please see District policy for additional information.

Each campus has an active Parent Teacher Organization (PTO). Please refer to the campus office for details to join.

## *PARENT COMMUNICATION*

Communication between parents and teachers is essential for student progress. Teachers communicate in various ways: Take-home folders, email, SchoolStatus text messages, and phone calls. Please visit with your child's teacher regarding communication specifics.

# GREENWOOD JUNIOR HIGH

## (Grades 7-8)


| | |
|---|---|
| ACADEMIC DISHONESTY | 160 |
| ACADEMIC PROMOTION/RETENTION POLICY | 160 |
| ARRIVAL AT SCHOOL | 163 |
| ASSEMBLIES | 164 |
| BACKPACKS, GYM BAGS, AND PURSES | 164 |
| BEHAVIORAL EXPECTATIONS OF STUDENT ATHLETES | 162 |
| BELL SCHEDULE | 158 |
| CHECKOUT PROCEDURES | 158 |
| DISCIPLINARY ACTIONS | 168 |
| DISTRICT WEBSITE | 170 |
| DRESS CODE | 167 |
| ELECTRONIC DEVICES | 165 |
| ELIGIBILITY REQUIREMENTS | 162 |
| EXTRACURRICULAR ACTIVITIES | 162 |
| FIELD TRIPS | 163 |
| GRADE AND PROGRESS REPORTS | 160 |
| HIGH SCHOOL CREDIT FOR 8TH GRADE STUDENTS | 159 |
| HONORS/ACCELERATED CLASSES | 159 |
| HONOR ROLL | 160 |
| LUNCH | 163 |
| LIBRARY REGULATIONS | 164 |
| MAKE-UP WORK AND INCOMPLETE GRADES | 161 |
| MEDIA CENTER | 164 |
| NURSE | 170 |
| OFF CAMPUS EVENTS | 170 |
| PARENT CENTER | 172 |
| PARENT INVOLVEMENT | 171 |
| PARENT PERMISSION ABSENCES | 159 |
| PARENT/TEACHER CONFERENCES | 172 |
| PARENTS ON CAMPUS | 170 |
| PERMISSION SLIPS | 163 |
| PERSONAL VEHICLES AND SCHOOL TRIPS | 163 |
| PRINCIPAL'S ROLL | 160 |
| PROHIBITED STUDENT CONDUCT | 165 |
| RESOLVING PARENT CONCERNS | 171 |
| ROLLERBLADES, ROLLER SKATES, AND SKATEBOARDS | 164 |
| ROUTINE STUDENT REGULATIONS | 165 |
| SCHEDULE CHANGES | 160 |
| SCHOOL COUNSELOR | 158 |
| SCHOOL ORGANIZATIONS | 163 |

SEMESTER EXAMS/EXEMPTION POLICY 161
STUDENT CONDUCT AND DISCIPLINE 166
TEXTBOOKS 165

***BELL SCHEDULE***

The school day for students begins at 7:50 AM. with the sounding of the first bell to admit students to the building. First period classes begin at 7:55 AM. The bell to dismiss students at the end of the day sounds at 3:11 PM. The regular daily bell schedule is as follows:

**FIRST BELL 7:50**

| | |
|---|---|
| 1st Period | 7:55 – 8:40 |
| 2nd Period | 8:45 – 9:35 |
| Advisory/RTI Period | 9:40 – 10:25 |
| 3rd Period | 10:30 – 11:15 |
| 4th Period (7th Grade) | 11:20 – 12:05 |
| 4th Period (8th Grade) | 11:50 – 12:35 |
| A Lunch (8th Grade) | 11:15 – 11:45 |
| B Lunch (7th Grade) | 12:05 – 12:35 |
| 5th Period | 12:40 – 1:25 |
| 6th Period | 1:30 – 2:15 |
| 7th Period | 2:20 – 3:11 |

***SCHOOL COUNSELOR***

The guidance program in Greenwood Junior High School is designed to assist every student to make the best possible adjustment to the problems he/she encounters whether it involves educational, vocational, health, social or personal concerns. The program endeavors to help students to know themselves as individuals and as members of society: To enable them to correct certain aspects of their shortcomings that interfere with progress, to know about occupations, so that they may intelligently choose and prepare for a career, and to assist them in their discovery and development of creative and recreational interests.

The cumulative records of each student, kept in the counselor's office, are tools to be used by the counselor and other staff members in assisting the individual student in taking the next step in education, whether that step is high school, college, vocational training, work or military.

Students needing forms, information, or guidance from a counselor must sign up in the counselor's office, and they will be called in at the earliest convenience.

Parents needing information, forms, or transcripts sent home are asked to send a written request with their child to be given to the counselor.

***CHECK-OUT PROCEDURES***

In order for a student to be checked out at GJHS, a parent/guardian/contact on the contact list must notify the office staff. A student will not be allowed to leave class to check out unless called by the office. If students leave class or campus without permission from the principal or his/her designee, it will be considered truancy. In order to

eliminate missed class time, students will not be allowed to be checked out of class until the person that is checking them out is in the parking lot.

### *PARENT PERMISSION ABSENCES*

1. Parent permission may be granted for any reason, including personal illness without written verification, provided the parent has contacted the office prior to 8:00 AM by phone on the day the absence occurs.
2. The student may not exceed six (6) parent permission absence days for the semester. If a student exceeds six (6) days of parent permission absences in any class for the semester, all parent permission days thereafter are classified as unexcused.
3. Parent permission shall afford the student the privilege of making up all assignments and/or class activities.
4. Absences for parent permission shall not be granted in conflict with semester examination schedules.

Students with more than six (6) unexcused absences within a course of a semester will be placed on academic probation.

**Eleven (11) total absences** will constitute excessive absenteeism. Students who accumulate more than ten (10) absences in an individual class during the semester may be denied course credit.

The following classification of absences will NOT count toward the six (6) parent permission absences or the ten (10) day limit:

- Documented Medical - Must submit documentation from doctor/dental office (medical documentation provided during an illness will supersede parent excused absences for adjacent days)
- Legal - Subpoena or other legal documentation must be provided
- Death of immediate family - Must submit documentation (such as copy of funeral program)
- Participation in 4-H sanctioned activities do not count as absences of any kind if documented by letter from the extension office

***Complete District Attendance Policy located in the district section of this handbook.***

### *HONORS/ACCELERATED CLASSES*

Honors/Accelerated courses are offered to qualifying students in the 7th and 8th grade. Honors/Accelerated courses will NOT receive an added weight in determining grade point averages. Algebra I is the only Honors/Accelerated course eligible for high school credit.
7th grade= English, Science, & 7th Grade Math
8th= English, Science, & Algebra I

### *HIGH SCHOOL CREDIT FOR 8TH GRADE STUDENTS*

Greenwood Junior High offers a number of courses for high school credit. Honors Algebra I (for qualifying 8th graders) and Introduction to Business are full-year courses (1 credit). Health, physical education, and visual art appreciation are semester courses (0.5 credits). Collectively, these courses can be applied as up to 3.5 credits toward the required 23 credits of Greenwood High School. Accelerated Algebra I will count as a credit toward the Greenwood High School Honor Diploma.

Students who transfer into Greenwood Junior High from another junior high or middle school may not be placed in credit earning courses if it is late in the semester. This will be at the discretion of administration. Students who transfer from a high school credit class at Greenwood Junior High may not be able to enroll in the same class for credit at the school of transfer. This will be at the discretion of the transfer school.

## *SCHEDULE CHANGES*

A class schedule may be changed under the following circumstances:

1. In the event that an error has been made regarding a student's academic plan.
2. Prior to the second week of school, provided space is available in another appropriate class.
3. In special circumstances in which the principal, counselor, and teacher recommend the change.
4. The student must bring a note signed by the parent/legal guardian giving his/her permission for the schedule change.

## *PRINCIPAL'S ROLL*

Students who have all A's each semester are recognized as having made the principal's roll. Activity grades will not be used to determine eligibility.

## *HONOR ROLL*

Students who have all A's and B's each semester and for the year are recognized as having made the honor roll.

In order to celebrate these achievements with our stakeholders these awards for the awards assembly will be based on the 1st semester through the last Friday in April, or 2 weeks before the Awards Assembly. The true reflection of our students' achievement will be their final report card.

## *GRADE AND PROGRESS REPORTS*

Parents or guardians shall be kept informed concerning the progress of their student. The school shall send timely progress reports and issue grades for each grading period to keep parents/guardians informed of their student's progress. Progress reports are sent out after the sixth and twelfth weeks in each semester, and a report card is sent at the end of the semester grading period.

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

## *ACADEMIC DISHONESTY*

Any type of academic dishonesty will not be tolerated including plagiarism, cheating, or the use of Artificial Intelligence Tools to generate content and/or solve problems. Disciplinary penalties may result at the discretion of the administration.

## *ACADEMIC PROMOTION/RETENTION POLICY*

Greenwood Public Schools is a child-centered institution concerned about the educational, social, emotional and physical development of each student. Educational decisions concerning grade level placements are made on an individual basis. Decisions regarding promotion/retention will be based upon careful consideration of various factors. These factors may include the following:

1. Academic skills and mastery of grade level objectives
2. Classroom achievement and attendance
3. Chronological age and/or previous retention
4. Identification of learning or emotional needs

For more information regarding academic promotion and retention, please refer to the district portion of this handbook (STUDENT PROMOTION AND RETENTION 4.57).

### *MAKE-UP WORK AND INCOMPLETE GRADES*

When a student has missed class work due to absences, school business or planned absences, it is the responsibility of the student to make arrangements to make up the work. This shall be done at the discretion of the teacher between 7:45 a.m. and 3:30 p.m. unless both student and teacher agree to a time outside the normal school day.

Students will be allowed one day for each day absent to make up work missed during unplanned absences. However, if a student misses **three** consecutive days it is recommended that the parent/guardian contact the counselor's or principal's office to request assignments be collected and sent home or be picked up if it is apparent that the student will miss additional days. After the time has expired, the student will receive a zero for the work. For example: If a student has missed five days of school then the student would have five school days to make up their work. With principal's approval, exceptions may be made for absences due to the death of an immediate family member or for serious medical procedures, which render the student incapable of completing the work. Other extraordinary situations might also qualify.

Incomplete grades will be entered on grade reports, if a student has not completed their course work for reasons which were excused. Incomplete grades will not be given for a student who has failed to complete his work as a result of his own negligence. All assignments or make-up tests that are not completed within a reasonable time, set by the teacher will be averaged into his/her grade as a zero.

### *SEMESTER EXAMS / EXEMPTION POLICY*

Students who are continuously enrolled at Greenwood from the beginning of the semester have the option of being exempt from semester tests on a per class basis if they meet the following grade and attendance requirements:

- Students receiving an A in a class will be allowed 3 absences per semester.
- Students receiving a B in a class will be allowed 2 absences per semester.
- Students receiving a C in a class will be allowed 1 absence per semester.
- Students receiving a D in a class will not be allowed any absences per semester.
- Students with a failing grade in a class will be required to take the semester test.
- A Student will automatically lose his/her semester exemption if he/she is assigned a day of ISS or OSS.
- If a student misses state testing, the absence will count as a half day absence.

In extreme circumstances parents may appeal a student's exemption status to the building principal. The building principal's decisions on exemption appeals are final. No further appeal will be heard.

Students not continuously enrolled from the beginning of the semester do not have the option of being exempt and will be held responsible for the material on the semester tests, which has been covered during their time of enrollment at Greenwood. Students who are enrolled less than 10 days will be expected to be in attendance with their semester test grades not being applied to their average. The only absence situations outside of these guidelines are those related to being subpoenaed to court or 4-H program involvement, which is exempted by legislative mandate.

If a student who is exempt from semester tests chooses to take the test, that student's test score will be averaged in to figure the semester grade only if it raises the student's average.

A student will automatically lose his semester test exemption if he/she is assigned a day of in school suspension, one or more days of alternative school, or is suspended from school.

Students who are exempt from semester tests are not to be on campus. Exempt students who come on campus will lose their exempt status and be required to take the tests.

The semester exam will be comprehensive for the grading period and count as 10 percent of the semester grade.

**Semester exams may not be taken early. They must be taken at their scheduled time or made up after the semester ends.**

## *EXTRACURRICULAR ACTIVITIES*

All students are reminded that they are subject to all school rules anytime they are at a school-sponsored activity or event regardless of whether it is after school, at night, on the weekend, or out of town. When students are on the school property and/or representing our school, they should set a good example and act as a responsible individual. A student must be present the day of the activity in order to participate unless prior approval has been granted by the principal.

Activities outside the regular school setting are governed by School Board Policy and the Arkansas Activities Association rules and regulations.

Failure to abide by prescribed rules at any school-sponsored activity or event or while on school property may result in disciplinary action.

Students at Greenwood School who choose to participate in a sport or extracurricular activity will be held to high moral, ethical and academic standards. The possession of or use of illegal drugs or alcohol, as well as the misuse of prescription drugs, will not be permitted at any time - on or off school property and during or after school hours. Violation of this policy may result in disciplinary action by the coach or sponsor of that activity or sport. A
A second offense may result in the student being removed from that activity or sport for that calendar year. Further offense may result in the student being removed from that activity or sport.

In order to participate in an athletic event, extracurricular activity or other Arkansas Activities Association event, a student must attend school on the day of the event. Exceptions can only be made by approval of the school principal.

## *ELIGIBILITY REQUIREMENTS*

### Academic Requirements for Competitive Interscholastic Activity Participation

A student promoted from the seventh grade automatically meets scholarship requirements for the first semester. The second semester eighth grade or ninth grade student meets the scholarship requirements for junior high if he/she has successfully completed, the previous semester, four (4) courses approved by the Arkansas Department of Education, three of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards for accrediting schools.

## *BEHAVIORAL EXPECTATIONS OF STUDENT ATHLETES*

Students at Greenwood Schools who choose to participate in a sport or extracurricular activity will be held to high moral, ethical and academic standards. The possession of or use of illegal drugs will not be permitted at any time, on or off school property and during or after school hours. Violation of this policy will result in disciplinary action by the coach or sponsor of that activity or sport, and the student will be placed on probation for a calendar year. A second offense may result in the student being removed from that activity or sport. The selling or distribution of these same products may result in expulsion from the Greenwood School District.

### *PERMISSION SLIPS*

Permission slips, signed by the parent, will be required for school related or extracurricular activities that are specialized or particular to a class or organization. Activities that are ongoing (i.e. activities sanctioned by the Arkansas Activities Association) will not require signed permission slips. Permission slips for other school activities may be required at the discretion of the principal.

### *SCHOOL ORGANIZATIONS*

The following information and rulings should be followed to determine policy on school organizations:

1. Students have the right to join an existing club and should not be restricted from membership on the basis of race, color, sex, national origin, qualified handicap, or religion.
2. School fraternities and secret societies are banned in Arkansas public schools.
3. To hold a class office or to serve on the student council, a student must have a 3.0 cumulative grade point average and may be asked to file an appropriate petition.
4. **Students may be elected to (2) two officer positions. Only one position may be a presidential office.**

### *FIELD TRIPS*

For field trips, the teacher or sponsor must provide the assistant principal with a list of students scheduled to attend at least three days in advance. Permission to attend can be denied based on attendance, discipline, in school suspension (ISS) or out of school suspension (OSS). Violation of trip or school rules may cause loss of future privileges. The decision will be made at the discretion of the principal. A student who has accumulated 10 or more absences in a semester will not be eligible to attend field trips in that semester unless permission is granted by the principal or assistant principal. Sponsors shall make every effort to provide male and female chaperones on overnight trips with male and female students.

### *PERSONAL VEHICLES AND SCHOOL TRIPS*

Students on school activity or athletic trips are required to ride the school bus with the coach or sponsor. Exceptions will be made only in extreme situations and must be approved by the principal, coach/sponsor, and guardians.

### *ARRIVAL AT SCHOOL*

No student shall be dropped off before 7:15 AM. Upon arrival at school in the morning, students should proceed to the outdoor classroom area, the volleyball gym bleachers, and/or the Rock Gym, depending on weather and season. Students wishing to eat breakfast in the cafeteria should do so before reporting to the area where students are gathered, if after 7:30 AM. Students may not enter the GJHS building until 7:30. Athletes who must report to their practice area upon arrival to school are expected to do so without loitering in other areas of the campus. No students should be in the halls or classrooms before school unless meeting with a teacher, or attending an organizational meeting. No student is to be off the junior high campus prior to school starting unless specifically approved by an administrator or participating in an approved activity.

### *LUNCH*

During the lunch period, students may bring a sack lunch or eat in the cafeteria. All food purchased in the cafeteria must be consumed in the cafeteria. Students must accept responsibility for getting their trash in the trash receptacles that are provided. Only those students who are authorized to do so may take a tray out of the cafeteria to another area for lunch. If a guardian needs to bring a sack lunch to their student, it must be dropped off at the Junior High front office, and the student will retrieve it from there on their way to lunch.
No outside food is to be delivered on campus by any third party delivery service at any time.

Due to limited space in the cafeteria, if a parent would like to eat with their student a separate eating area will be provided to accommodate them.

### *BACKPACKS, GYM BAGS, AND PURSES*

Students may carry a backpack to, from school, and during the school day. Students' backpacks may not block classroom aisles, doorways, or other areas and are the sole responsibility of the individual student at lunch or any other time during the school day. Oversized backpacks will not be permitted.

**Where applicable, textbooks will be provided for students to keep at home. Each classroom, study hall, and ISS room will have a set of textbooks. Students may carry backpacks to their classes, but should use common sense in packing them so as not to impact their health in a negative way. Athletic bags should be stored in the appropriate sports locker area.**

In the event that a student must bring a bag to school for overnight purposes, after-school activities, or some other situation outside of regularly occurring events, he or she may leave the bag in the office for safekeeping until the end of the school day.

### *ROLLER BLADES, ROLLER SKATES AND SKATEBOARDS*

The possession of or use of roller blades, roller skates, and skateboards is prohibited on campus at any time during the school day. They may not be carried to school. After school hours, skateboards may be ridden on the following areas only: *sidewalks, streets, and parking lots*. Skateboards are not to be ridden in the following areas or on the following items: *patios, brickwork or brick walls, handrails, benches, or picnic tables.* For the safety of skateboarders and the protection of personal vehicles, skateboards are not to be ridden on school property during football games or other major events. During less attended activities, skateboarders may ride in vacant parking lots only.

### *ASSEMBLIES*

All students are required to attend assemblies. The programs consist of pep rallies, entertainment and other educational programs. Students are expected to conduct themselves in an appropriate manner at all assemblies.

### *MEDIA CENTER*

The Greenwood Junior High School library will open each day at 7:45 and close at 3:20. Students interested in reading, studying or working on homework before school, may enter the building and proceed directly to the library. Once in the library, students are to remain there until the dismissal bell unless given specific permission.

### *LIBRARY REGULATIONS*

1. No student will be allowed to check out more than two books at a time unless special permission is obtained from the librarian.
2. Books may be checked out for two weeks and then renewed for two more weeks if necessary.
3. Borrowers are responsible for damage done to library materials. Lost books should be reported to the librarian.
4. A lost book must be paid for before the end of the grading period in which it is lost. In the event the book is found by the end of the school year and is returned in satisfactory condition, the student's money will be refunded. A minimal fine will be assessed on overdue books per day.

### *TEXTBOOKS*

Textbooks are issued to each student and caring for the books becomes the responsibility of the student. Should a book be lost the replacement cost must be paid before another book will be issued. Money will be refunded if the lost book is returned. Excessive damage to a textbook will result in a reasonable fine being charged when the book is returned at the end of the school year.

### *ELECTRONIC DEVICES*

Please refer to page 76 of the Greenwood School Board Policy in this Handbook.

### *STUDENT CONDUCT AND DISCIPLINE*

Students are expected to conduct themselves in a manner consistent with sound public practice, responsibility, and self-awareness. When student conduct varies from acceptable expectations, disciplinary measures will be implemented. DISCIPLINARY MEASURES MAY RANGE FROM A MINIMUM OF A VERBAL WARNING OR REPRIMAND TO A MAXIMUM OF EXPULSION FROM SCHOOL BY THE GREENWOOD BOARD OF EDUCATION.

### *ROUTINE STUDENT REGULATIONS*

1. Students are expected to take appropriate supplies to each class. Failure to take paper, pencil, or other assigned material to class will result in a student receiving an appropriate penalty.
2. Students should not be permitted to go to the restroom from class except in cases of emergency.
3. Students are forbidden to hold hands or engage in close contact of any nature while on the school premises.
4. Students are not to sit on tops of tables in the cafeteria or classroom or on the writing portion of a student desk.
5. When a student is called out of class to the office, fellow students are not to make any kind of remark concerning the call.
6. Students who make obscene gestures toward the camera when being filmed by the school or while having pictures made for the annual may be assigned 3 days **ISS**.
7. Students who refuse to go to the office when instructed to do so by a school official may be suspended.
8. Students should keep any money or other valuables locked in athletic lockers during their athletic period. Students are encouraged to pre-pay for lunches in the cafeteria to eliminate the need to carry money to school. Dressing room doors should be locked unless supervised by a coach.
9. Students in possession of "stink bombs" on campus may be assigned a minimum of three days **ISS**. Setting one off may result in a minimum of three days suspension from school.

### *PROHIBITED STUDENT CONDUCT*

The school district reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the following written rules. Discipline and penalties for the infraction of board policies will be according to the severity and frequency of occurrence ranging from simple warnings to expulsion as outlined in *DISCIPLINE PROCEDURES.*

1. **Alcohol or Drug Possession or Use:** Students shall not possess, sell, distribute, or be under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or use or share prescriptions, over-the-counter drugs, other intoxicants, or anything represented to be a drug.
2. **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. Students who bully another person shall be accountable for their actions whether it occurs on school equipment or property, off school property, at a**

**school-sponsored or approved function, activity, or event including going to or from school or a school activity. Additional information regarding bullying can be found in the district section of this handbook.**

3. **Damage, Destruction or Theft of Property - ACA § 9-25-102:** A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school, public or private property while under jurisdiction of the school. Students shall make restitution of any property stolen or damaged by them and shall be subject to other disciplinary measures. Parents of any minor student under the age of 18 and living with parents may be liable for damages caused by said minor in an amount not in excess of $5,000.
4. **Public Display of Affection:** Public display of affection, such as hugging, holding hands, and kissing, will not be permitted at school or school events. Detentions will be assigned, and parents of the offending parties will be contacted if the situation warrants. Other consequences may be necessary if the behavior is not corrected.
5. **Disregard of Direction or Commands:** A student shall comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, Superintendents, school bus drivers, school security officers or other authorized school personnel. Students will be considered insubordinate when they refuse to obey any rule or regulation of the school or school district or the reasonable instructions of school district personnel.
6. **Disruption and Interference with School:** No student shall:
    a. Block the doorway or corridor,
    b. Prevent students from attending a class or school activity;
    c. Block normal pedestrian or vehicular traffic;
    d. Use violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption;
    e. Refuse to identity himself/herself on request;
    f. Encourage other students to violate any rule or school board policy;
    g. Conduct themselves in a manner which materially and substantially interferes with the educational process.
7. **Dress Code Violations:** *See **DRESS CODE***
8. **Fireworks, explosive devices:** A student shall not possess, handle, discharge, or store fireworks or explosive devices on school property. Violation may result in suspension or expulsion.
9. **Gambling:** A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value.
10. **Immorality:** A student shall abstain from indecent or immoral acts.
11. **Inappropriate Devices:** During the instructional day or at any school event, students may not bring mace, pepper gas/foam, stun guns, laser pointers, stink bombs or any other items or materials which could cause physical harm or disrupt the educational process.
12. **Leaving without Permission:** Students shall not leave class nor leave campus without permission. Students must be properly signed out in the office before leaving campus.
13. **Physical Abuse or Assault - ACA § 6-17-106:** A student shall not cause or attempt to cause physical injury to a school employee, fellow student, or any other individual. See also *DISCIPLINE PROCEDURES - VIOLENT THREATS AND ACTS*
14. **Profanity**: Students shall not use profanity in verbal or written form.
15. **Tardiness:** Classroom teachers are responsible for keeping records and assigning tardies and detentions for students along with absences. After the third tardy in a class period, and for each tardy thereafter, a student shall be assigned a recorded noon detention and will be subject to appropriate penalties. If tardiness persists or becomes chronic, other measures may be employed.
16. **Tobacco:** There shall be no smoking, chewing, nor dipping of tobacco products anywhere on campus. No student shall have any tobacco product in his possession, locker, nor in automobiles. Anything that has the appearance of tobacco or is purported by the possessing student to be tobacco will be dealt with as such. Any student who violates the tobacco policy will be given out of school suspension for a minimum of three days for their first offense. The tobacco policy will apply to school and all school activities both at home and away. **E-cigarettes are considered to be equivalent to tobacco for the purposes of this policy.**
17. **Weapon Possession (see Weapons and Dangerous Instruments in the District portion of the student**

**handbook.**

18. Non school issued electronic devices are prohibited during the school day. These include but are not limited to cell phones, smart watches, ipads, etc. (For more information, refer to the Possession and Use of Cell Phones and other Electronic Devices section of the district portion of the handbook.)

    First Offense:
    - Confiscation of the device for the remainder of the day.
    - Parent/guardian notification.
    - Assignment of one (1) day of detention.

    Second Offense:
    - Parent/guardian required to retrieve the device.
    - Assignment of three (3) days of detention.

    Third Offense:
    - Parent/guardian required to retrieve the device.
    - Assignment of one (1) day of In-School Suspension (ISS).

    Fourth Offense:
    - Parent/guardian required to retrieve the device.
    - Assignment of three (3) days of In-School Suspension (ISS).
    - Student will be required to check the phone into the office each morning and check it out at the end of the school day for the remainder of the semester.

    Fifth Offense:
    - Assignment of three (3) days of In-School Suspension (ISS) and three (3) days of Out-of-School Suspension (OSS).

19. Behavior Not Covered Above - The school and school district reserve the right to punish behavior that is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.
20. Academic Dishonesty Violations: See Academic Dishonesty.

***DRESS CODE***

In order to establish high standards for Greenwood Junior High School, it is important to maintain neatness, cleanliness, and decency in the dress of all students. With the realization that there is an accepted dress for all occasions and that, what is appropriate for one occasion may not be for another, the Greenwood School Board has established the following dress code policy:

The following items are **NOT** appropriate for school or school events:

1. Tank tops, backless blouses, shirts, dresses or tops ***which expose undergarments.***
2. See-through or low-cut blouses or tube tops.
3. Bare feet.
4. Bare midriffs. (Tops that cannot be tucked in or that do not cover the waistband of jeans, slacks or skirts at all times.)
5. Skirts, dresses, or shorts that are shorter than fingertip length shall not be worn. Clothing must be fingertip length all the way around.
6. Clothing displaying suggestive, vulgar, obscene, violent or offensive messages or pictures, or which promote an illegal activity.
7. Clothing advertising drugs, tobacco, or alcohol.
8. **No jeans or other pants may have any holes above the acceptable length for shorts and skirts unless the hole has a backing (does not expose skin or undergarments).**
9. Sagging of pants by wearing the pants well below the top of the hips.
10. Wearing of chains attached to billfolds or the wearing of other large chains as accessories.
11. Clothing, apparel, accessories or styles that are deemed to be gang related or have gang related origins.
12. Piercings are allowed with exceptions. Piercings are allowed, provided the piercing is not deemed to be a safety hazard or distraction.

13. Blankets or house shoes.
14. Hats, Hoods, bandanas, or caps worn in the building.
15. ***Leggings, yoga pants, etc. may be worn. If lower body garments are see-through (such as pantyhose or tights), another garment must be worn over them that meets length requirements. All other dress code rules apply.***

Any student addressed or removed from class for dress code violation may receive disciplinary action. Any student who is sent home to change clothes because of a dress code violation will receive an absence for all class time missed.

The dress code will be at the discretion of the administration. Clothing which is not specifically addressed named above may still constitute inappropriate attire if it poses a safety concern or a disruption.

## *DISCIPLINARY ACTIONS*

### *Noon Detention*

Routine discipline will be handled in the following procedure:

1. Detention may be assigned to a student by either the teacher or the principals.
2. **ORANGE DETENTIONS** will be assigned to students for lesser offenses that occur on an irregular basis. Occasional tardy or lack of class preparation would be handled by an orange detention**. An orange detention is served the same as a white detention, but carries no cumulative effect.**
3. **WHITE DETENTIONS** may be assigned for offenses of a more serious nature or for lesser offenses, which persist after teachers have addressed them with orange detentions. Detention is served in the cafeteria during the student lunchtime. The following rules are to be observed while in noon detention:
    a. Students must be in their seats by the tardy bell
    b. Students will sit erect with no hands or elbows on the table.
    c. Students will not recognize the presence of other students in any way.
    d. Students will make no effort to communicate to others in any form.
    e. Students will respond to roll checks by raising their hand.
    f. Only cafeteria meals or lunch brought from home will be allowed.
    g. Students may not stop and visit at adjoining tables on their way to pick up food trays.
    h. Students who leave to pick up food must bring back food.
    i. Routine misbehavior will result in noon detention.
    j. Flagrant misbehavior will result in the student being sent out of detention to the principal.
4. Failure to attend an assigned detention may result in the student being given additional disciplinary action.
5. Students absent from school the day a detention has been assigned are required to serve the day they return to school.
6. Receiving three detentions in the same day will result in Parent Phone Conference/Student Conference and one day of ISS.

- a

Discipline problems of a more serious nature than those mentioned above will be handled by the principal using whatever measure is most appropriate for the offense.

### *Morning Detention/After-School Detention*

Students may be assigned morning detentions or after school detentions. Morning detentions will be from 7:25- 7:55 AM. After school detentions are from 3:18-3:48 PM. Either detention will take priority over all athletic and school

activities as well as personal business. Failure to attend either detention will result in additional penalties.

Discipline problems of a more serious nature than those mentioned above will be handled by the principal by whatever means he feels would be most appropriate.

### *In School Suspension (ISS)*

If a student receives In School Suspension, the student should report to the front office when they arrive at school to be escorted to ISS. The student will be in ISS from arrival to school to 3:11, which will necessitate a separate lunch period and separate restroom privileges. The student will have no contact with the other students during the day.

In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school- sponsored activities (including the night immediately following the school day of ISS).

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board. A.C.A. 6-18-507

A student may receive ISS for a maximum of three separate offenses during the year. For any offense which calls for ISS after that point, the student will be suspended for three days, then five days, then 10 days if necessary, for subsequent offenses.

Classroom assignments for the student who is in ISS will be sent to ISS by the teacher, and it is the responsibility of the student to complete those assignments. Students who are required to serve ISS will not be exempt from semester exams for that semester.

### *Corporal Punishment*

Under certain circumstances, corporal punishment may be assessed as a disciplinary measure. Corporal punishment will be administered out of sight of other students and with the accompaniment of a staff member serving as a witness.

### *Out of School Suspension*

Students suspended from school will not be allowed to make up any class assignment without administrative approval. Make up work will be limited to major class assignments and only with approval from the principal. Students will not be allowed to attend any school functions while under suspension. After the initial suspension, any further problems will be handled through whatever method the principal views as most effective.
Each principal is authorized to suspend a student from school for disciplinary reasons up to 10 school days, including the day upon which the suspension is imposed. Unless the official imposing the suspension has personally witnessed the infraction, he/she will conduct such investigation into the matter as deemed necessary, including an interview with the subject before imposing the suspension.

a. The custodial parent or guardian will be given notice of each suspension, which shall include the reasons for the suspension, its duration, and the manner in which the student may be readmitted to school.
b. Any conduct that tends to be disruptive to the educational program will be grounds for suspension. When a student has been notified that he/she is suspended from school, he/she shall stay away from school premises until the principal or designee reinstates him/her, unless given special permission by the building principal. A suspended student may return to school when accompanied by his/her parent or guardian for a student, parent, and principal conference.

c. When a suspension occurs, it may be reviewed by the Superintendent or his designee at the request of the parent. At such a review, the student may make a statement on his/her own behalf and present any other available evidence in support of his/her position. The reviewing officer shall have the authority to revoke, terminate or otherwise modify the suspension and will notify the parent of his/her action in this regard on the day the review is complete.
d. A student may challenge any part of his/her discipline record maintained by the school district on grounds that it is an inaccurate record or that his/her conduct did not warrant the discipline assessed. The Superintendent or designee will receive any evidence tendered on behalf of the student on the issue and will make such other investigations as he or she deems necessary. If the record is found to be inaccurate, it will be corrected. If it is found that the student's conduct did not warrant the discipline assessed, the record will be amended to reflect that finding.
e. A student's disciplinary actions will not be entered on the student's permanent record card. Discipline records shall be treated as confidential and disclosed only to public authorities requesting information in the course and scope of their legal duties.
f. Make-up work may be limited to major class assignments and tests. All other classwork will be recorded as a zero.
g. It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority.
    - A primary call number
    - The contact may be by voice, voicemail, or text message
    - An email address
    - A regular first class letter to the last known mailing address

***EXPULSION***

The Board of Education may expel a student for a period longer than then ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct.

- Deemed to be of such gravity that suspension would be inappropriate;
- Where the student's continued attendance at school would disrupt the orderly learning environment; or
- Would pose an unreasonable danger to the welfare of other students or staff.

See the Greenwood School District Board Policy for further information on expulsion.

***NURSE***

The school nurse will be at school between 7:45 a.m. and 3:30 p.m. Prescription medication will be administered by the school nurse. If the nurse is not present, prescription medication may be administered by the school principal or by his/her designee. Non-prescription medications may be given to students at the discretion of the principal or nurse or their designee(s).

Students are prohibited to carry any form of medicine on their person. All prescription medication must be dropped off by a parent.

***OFF-CAMPUS EVENTS***

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel.

## *DISTRICT WEBSITE*

The address of the official school website is http://greenwoodk12.com. Updates and announcements are posted daily. There is also a wealth of general information about the school there.

## *PARENTS ON CAMPUS*

Parents visiting on campus are required to check in at the front office. Parents **must** come to the office if they wish to check out their child or if they need to speak with them. If parents need to be in parts of the building other than the office, a visitor pass will be issued to admit them to other sections.

## *PARENT INVOLVEMENT*

The Superintendent of Greenwood School District supports and encourages parental involvement in school activities and the educational process. Students whose parents are involved in their education are more likely to be successful.

The parent involvement committee will address the diverse needs of the students and their parents to increase the school's ability to provide opportunities for the educational success of the students at Greenwood Junior High. The parents of Greenwood students will be invited to an open house where they can share their concerns and expectations for the upcoming school year. Parents will be asked to fill out a survey during the school year to identify ways that the parents might be interested in assisting students at school and home.

Greenwood Junior High School will seek to communicate in a number of ways. Among these are the School Status system, social media (Facebook, Twitter, or Instagram), and the Home Access Center (HAC). Home Access Center provides real time data on student grades and attendance. It also provides a means of contacting the teacher through links to email addresses.

## *RESOLVING PARENTAL CONCERNS*

The process for conflict or concern resolution will be:

- Contact the teacher (on teacher concerns) or the counselor to define the problem
- With the counselor's help, determine whom to approach with the concern
- Together a solution should be developed...if further attention is needed...
- Make an appointment with the building administrator
- Meet with district administration

It is the desire of Greenwood Junior High School to resolve any parental concerns that might exist concerning Greenwood students. Concerned parents should contact the counselor, with any concerns regarding their students. The counselor can then assist the parent(s) in speaking with teachers to answer questions or resolve conflicts. If the need arises, concerns may be passed on to the principal for further attention. Collaboration between the school and parents will dictate appropriate solutions for individual situations. In the event that a parent needs to speak further about the issue, he/she may contact the Director of Student Services, at the Greenwood Office of Administration, 420 N. Main, Greenwood, Arkansas, 72936, (479) 996-4142.

## *PARENT CENTER*

Parents of Greenwood students can access information regarding parenting in the Greenwood Media Center or the counselor's office. Parents wishing to obtain parenting information will need to check in at the office during normal

school hours. More information can be obtained through the Greenwood Junior High Office, the Greenwood School District Office, or the Special Education Office.

## *PARENT/TEACHER CONFERENCES*

In accordance with State Law, the Greenwood School District will hold two parent teacher conferences during the school year. The dates of the parent/teacher conference will be placed on the school calendar.

# Greenwood High School
# GRADES 9-12


| | |
|---|---|
| ABSENCES/TARDIES | 175 |
| ACADEMIC DISHONESTY | 182 |
| ACTIVITY CREDITS | 177 |
| ADMISSION TO BUILDING | 186 |
| ADVANCED PLACEMENT (AP) GRADE WEIGHTING | 179 |
| ASSEMBLIES | 186 |
| ATLAS INCENTIVE-FLEX DAY | 194 |
| BACKPACKS | 186 |
| BAND AND CHOIR CREDIT | 179 |
| BELL SCHEDULE | 175 |
| CANINE UNIT | 192 |
| CAREER ACTION PLAN (CAP) | 181 |
| CONCURRENT CREDIT COURSES | 177 |
| DISCIPLINARY ACTIONS | 190 |
| DISTINGUISHED GRADUATES | 176 |
| DISTRICT WEBSITE | 193 |
| DRESS CODE | 189 |
| EARLY GRADUATION | 181 |
| ELECTRONIC DEVICES | 187 |
| EXTRACURRICULAR ACTIVITIES | 183 |
| FIELD TRIPS | 185 |
| FILMING/RECORDING | 186 |
| GRADE AND PROGRESS REPORTS | 182 |
| GRADUATION CEREMONY PARTICIPATION | 180 |
| GRADUATION DECORUM | 180 |
| GRADUATION REGALIA | 180 |
| GRADUATION REQUIREMENTS | 176 |
| HIGH SCHOOL MEDIA CENTER ACCESS AND USE | 186 |
| HOMECOMING | 184 |
| HONOR CLASSES | 179 |
| HONOR GRADUATES | 176 |
| HONOR ROLL | 182 |
| LOCKERS | 187 |
| MAKE-UP WORK AND INCOMPLETE GRADES | 182 |
| OFF-CAMPUS EVENTS | 192 |
| PARENT CENTER | 193 |
| PARENT INVOLVEMENT | 192 |
| PARENT PERMISSION ABSENCES | 175 |
| PARENT TEACHER CONFERENCES | 193 |
| PARENTS ON CAMPUS | 192 |
| PARKING PERMITS/PARKING LOT GUIDELINES | 185 |
| PERSONAL VEHICLES AND SCHOOL TRIPS | 185 |
| PRINCIPAL'S ROLL | 181 |

PROHIBITED STUDENT CONDUCT 187
RANK IN CLASS 177
REPLACEMENT CREDIT 179
RESOLVING PARENT CONCERNS 192
RETAKING CLASSES 182
ROLLER BLADES, ROLLER SKATES, AND SKATEBOARDS 186
SCHEDULE CHANGES 181
SCHOOL COUNSELOR 175
SCHOOL NURSE 190
SCHOOL ORGANIZATIONS 184
SEMESTER EXAMS/EXEMPTION POLICY 183
SPECIAL EDUCATION GRADUATION 177
SPORTS/PE CREDITS 179
STUDENT AIDE 179
STUDENT USE OF ARTIFICIAL INTELLIGENCE 193
SUPPLEMENTAL INSTRUCTION PROGRAM (SIP) 183
TEXTBOOKS 187
TRANSCRIPTS 179
TRANSFER STUDENT CREDIT 179
WATC ATTENDANCE AND COMPLIANCE 185




*"It's not about me, it's about the G."*

***Mr. Aaron Gamble***

## *GREENWOOD HIGH SCHOOL BELL SCHEDULE*

| | |
|---|---|
| **Supplemental Instruction Program (SIP)/Morning Detention** | 7:15 a.m. – 7:50 a.m. |
| **First Bell** | 7:50 a.m. |
| **1st Period** | 7:55 a.m. – 8:40 a.m. |
| **2nd Period** | 8:45 a.m. – 9:35 a.m. |
| **Advisory/RTI Period** | 9:40 a.m. – 10:25 a.m. |
| **3rd Period** | 10:30 a.m. – 11:15 a.m. |
| **4th Period (B Lunch Students)** | 11:20 a.m. –12:05 a.m. |
| **4th Period (A Lunch Students)** | 11:50 a.m. – 12:35 p.m. |
| **Lunch A** | 11:15 a.m. –11:45 p.m. |
| **Lunch B** | 12:05 p.m. – 12:35 p.m. |
| **5th Period** | 12:40 p.m. – 1:25 p.m. |
| **6th Period** | 1:30 p.m. – 2:15 p.m. |
| **7th Period** | 2:20 p.m. – 3:11 p.m. |

## *SCHOOL COUNSELOR*

The guidance program at Greenwood High School endeavors to help all students in the areas of academic achievement, personal/social development, and college/career readiness, ensuring our students become the productive, well-adjusted adults of tomorrow.

The cumulative records of each student, kept in the counselors' office, are tools to be used by the counselors and other staff members in assisting the individual student in taking the next step after graduation, whether that step is college, vocational training, work, or military. GHS school counselors also use the following tools to help students:

- Small-group counseling, individual counseling, and school counseling core curriculum lessons.
- Students needing forms or information from a counselor must sign-up in the counselors' office, and they will be
- called in at the earliest convenience.
- Parents needing information, forms, or transcripts sent home are asked to send a written request with their child to be given to the counselor.
- Students and parents requesting forms or transcripts need to request items 24 hours in advance.

## *ABSENCES/TARDIES*

Student absence information is covered in detail in the district section of the handbook. Any student who is tardy for class may receive a lunch detention. Additionally, any student who misses more than ten minutes of a class period shall be counted absent for that class period.

## *PARENT PERMISSION ABSENCES*

1. Parent permission may be granted for any reason, including personal illness without written verification.

Parents are urged to contact the office prior to 8:00 a.m. by phone or email on the day the absence occurs. The student may not exceed six (6) parent permission absence days for the semester. If a student exceeds six (6) days of parent permission absences in any class for the semester, all parent permission days thereafter may be classified as unexcused.
2. Parent permission shall afford the student the privilege of making up all assignments and/or class activities.
3. Absences for parent permission shall not be granted in conflict with semester examination schedules without prior principal approval.

**Students with more than six (6) unexcused absences within a course in a semester will be placed on academic probation and may not receive academic credit.**

The following classification of absences will **NOT** count toward the six (6) parent permission absences or the ten (ten) day limit:

- Documented Medical – Must submit documentation from doctor/dental office (medical documentation provided during an illness will supersede parent excused absences for adjacent days).
- Legal – Subpoena or other legal documentation must be provided.
- Participation in an FFA, FHA, or 4-H sanctioned activities.

## *GRADUATION REQUIREMENTS*

The two types of diplomas granted to the graduating seniors of Greenwood High School are the Standard Diploma and Honors Diploma.

### Requirements for the Standard Diploma

1. Earn 23 credits (units), 22 of which must be core credits. A unit of credit shall be defined as the credit given for a course which meets for the equivalent of a regular school period each day for a full school year.
2. For all graduating classes, the required 23 units shall be taken from the "Smart Core" curriculum or from the "Core" curriculum. All students will participate in the Smart Core curriculum unless the parent or guardian waives the student's right to participate. In such a case of a waiver, the student will be required to participate in the Core curriculum. The required 23 credits are to be taken from the Smart Core or Core curriculums or concurrent credit offered through GHS.

### Requirements for the Honors Diploma

1. Meet all the requirements listed above and compile a grade point average of 3.50 or higher at the end of the seventh semester.
2. Successfully complete a total of nine honors courses from which at least one honors course must be selected from four of these eight academic areas: English, mathematics, science, social studies, foreign language, fine arts, business, and computer technology.
3. If a student received a final grade of an "A" or "B," the concurrent class will be counted as an honors credit toward the honors diploma.

## *DISTINGUISHED GRADUATES*

Distinguished graduates are those graduating seniors who have a 4.0 grade point average or higher at the end of the seventh semester and have met the requirements for an honors diploma. Distinguished graduates must complete the Smart Core curriculum.

### *HONOR GRADUATES*

Honor graduates are those graduating seniors who have a 3.50 to 3.99 grade point average at the end of the seventh semester. Honors graduates must complete the Smart Core curriculum.

### *RANK IN CLASS*

**For college and scholarship purposes, students will be assigned a GPA based on the college scale. Quality points will be assigned as designated by the letter grade scale below:**

| REGULAR/HONORS | AP/IB/CONCURRENT CREDIT |
|---|---|
| A = 4 points | A = 5 points |
| B = 3 points | B = 4 points |
| C = 2 points | C = 3 points |
| D = 1 points | D = 2 points |
| F = 0 points | F = 0 points |

### *SPECIAL EDUCATION GRADUATION*

Students who receive special education services are eligible for a standard diploma. They must meet regular graduation requirements.

### *ACTIVITY CREDITS*

Per state requirements, students will only be able to count **one** activity credit toward graduation.

### *CONCURRENT CREDIT COURSES*

Students taking concurrent credit courses will receive weighted credit for each completed course. A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given high school/graduation credit at the rate of one high school credit for every three (3) or four (4) semester hours of college credit completed.

### *Courses and Degree Programs*

All courses offered by UAFS and/or ATU will abide by the admission and progression requirements as stated in the appropriate collegiate course catalog. Academic guidance for any course will be provided as outlined in this agreement.

Prospective concurrent credit students will be provided information concerning the academic preparation required for enrollment in and completion of each course. It is agreed that each partnering university will apply their own evaluation measures to ensure quality instruction is being delivered within all concurrent credit courses offered at GHS. Partnering universities also have the right to determine the requirements for each course.

### *UAFS Admission Requirements and Program Operations*

1. Only students who have been officially admitted to UAFS may enroll in courses offered by UAFS. Students must be approved by the high school counselor.
2. High school students must meet the minimum ACT test score requirements or comparable placement scores:
3. Registration for these courses will be coordinated by the UAFS concurrent program coordinator and the high

school counselor. Once students are enrolled and listed on the class roster, UAFS drop policies must be followed as listed below:

a. Information will be presented to interested Greenwood High School students and parents by UAFS. Registration will be determined by space availability. All enrollments are final by the official reporting dates set by UAFS for the fall and spring terms. Withdrawals before the official reporting day are not recorded on the permanent student record.
b. All student withdrawals and course additions will be processed through the UAFS Records Office.
c. Students must officially withdraw through their high school counselor in coordination with the concurrent program coordinator by the specified timeline.
d. Student withdrawal information will be available through the high school counselor. Students who withdraw by the official deadlines and will receive a "W" on their permanent record. After the official withdrawal deadline, students will receive the grade they earned. If withdrawing after payment has been processed by UAFS, students will be charged an additional $125 for the course.

4. Final class rosters, mid-term grades, and final grades will be processed through the UAFS Records Office and sent to the high school lead counselor by the concurrent program coordinator.
5. UAFS will be responsible for the preparation and submission of all ADHE Student Information System files pertaining to the enrollment in the courses covered under this agreement (only students who are enrolled for college credit may be counted for FTE purposes by UAFS).
6. Students will be required to attend a scheduled program orientation on the UAFS campus.

### *UAFS Grade Process*

1. UAFS faculty will administer all assignments. UAFS faculty will post grades on the class roster for submission to the Records Office.
2. The concurrent enrollment coordinator will send the midterm and final grades to the high school counselor once all grades are submitted to the Records Office.

### *UAFS Program Administration*

1. All UAFS online courses offered to Greenwood High School students must be approved by UAFS and adhere to the UAFS academic policies.
2. The concurrent enrollment coordinator will inform the high school counselor of any students who receive Academic Early Alerts from faculty.
3. UAFS will adhere to the Greenwood High School attendance and academic policies requiring good standing to receive credit for a university course.
4. Students may take proctored tests at the high school with the approval of UAFS.

### *UAFS General Information*

1. All online concurrent course content is the responsibility of UAFS and does not fall under the supervision of the Greenwood School District. Any concerns regarding course content will need to be addressed with UAFS.
2. Students attending UAFS must maintain a 2.0 GPA or higher each semester to qualify for the concurrent program. If a student has the required 2.0 GPA but has a grade of D or F, he/she would be required to pay all costs associated with repeating the course.
3. All grades received through concurrent course offerings will be permanently recorded on the students' college and high school transcripts.
4. Greenwood High School reserves the right to dismiss a student from the concurrent program for violations of school policies and below average academic performance.
5. If a student receives a final grade of an "A" or "B," the concurrent class will be counted as an honors credit toward the honors diploma.

### *ADVANCED PLACEMENT (AP) GRADE WEIGHTING*

Students taking AP courses shall receive weighted credit for each grading period during the course of the year. Students who do not take the AP exam shall receive the same numeric value for the grade they would receive if it were a non-AP course, and the course will not count toward an honors diploma. ACA § 6-15-902

### *HONOR CLASSES*

Honors classes are offered to students in several core areas. Students who wish to be considered for an Honors class should meet the criteria as outlined in the class policy. Honors classes will **NOT** receive an added weight in determining grade point averages.

### *BAND AND CHOIR CREDIT*

Band and Choir will receive academic credit.

### *REPLACEMENT CREDIT*

In order for students to receive replacement credit for courses required for graduation, prior approval of the building principal is required to ensure consistency in the course content.

### *SPORTS/ PE CREDITS*

In order for a student to receive credit for an athletic sport or PE, the sport must be taught during the regular seven (7) period school day. A maximum of ½ credit per semester will be allowed regardless of the number of sports he/she participates in.

### *STUDENT AIDE*

In grades 9-12, faculty members may request one aide per day, unless exceptions are approved by a principal. Student aides may also be requested to assist counselors, office staff, and the media specialist. Preference will be given to juniors and seniors, and all aides must be approved by the high school office. Children and siblings of faculty/staff members may not serve as a student aide for their parents or siblings.

### *TRANSFER STUDENT CREDIT*

Students entering Greenwood Public Schools from another State Department of Education accredited school shall be placed into the same grade as he/she had been placed at the previous school. Those students will be expected to follow the Greenwood plan for graduation during their remaining years in the Greenwood district and must meet all minimum state requirements for high school graduation.

Any student entering Greenwood Public Schools from a school that is **NOT** accredited by the state's department of education or one of the regional accrediting agencies (i.e. North Central Association) shall be evaluated by the staff of our school to determine proper placement. Transfer credits must be approved by the principal.

### *TRANSCRIPTS*

Official transcripts will provide college GPA. A student who plans to attend college should request a counselor to send an official transcript to the school of his/her choice. Unofficial transcripts can be requested in the counselor's office. All transcripts, official and unofficial, must be requested 24 hours in advance. There is a $1 charge per request.

## *GRADUATION CEREMONY PARTICIPATION*

In order to participate in graduation ceremonies, students must be attending on a full-time basis during the eighth semester and be in position to complete graduation requirements by the end of spring semester prior to the graduation ceremony. Home-schooled students may participate in graduation ceremonies so long as the student has enrolled or re-enrolled in the district to attend classes for at least nine (9) months immediately prior to graduation and the student meets all other graduation requirements.

Early graduates who wish to participate in the graduation ceremony must submit the early graduation application by the final day of the first semester and participate in the spring immediately following their last completed semester. Students whose cumulative grade point average cannot mathematically be raised to a 1.50 by the end of the eight semester will not be allowed to participate in the graduation ceremony.

## *GRADUATION DECORUM*

Graduation is a special event. Students are not required to participate in the graduation ceremony, but all are encouraged to do so. In an effort to make graduation a dignified and distinguished event, the following guidelines apply:

1. Behave appropriately for a formal event.
2. No cell phone use at any time during the graduation ceremony.
3. No sunglasses.
4. Girls must wear a dress, dress pants, or romper with appropriate dress shoes or dress sandals (no flip flops or athletic shoes).
5. Boys must wear slacks, a collared shirt (tie is preferred), and appropriate dress shoes or boots (no flip flops or athletic shoes).
6. Any student who needs assistance with clothing items may contact the office for assistance.
7. Piercings are allowed with exceptions. Ear piercings are allowed, provided the piercing is not deemed to be a safety hazard or a distraction. Nose piercings will be limited to small studs or spacers (no loops, rings, or large piercings).
8. Students are not to behave in any manner that administration deems inappropriate.

## *GRADUATION REGALIA*

In order to ensure a dignified and distinguished graduation ceremony, all graduates wanting to participate in the commencement ceremony are qualified to wear a school used cap and gown. Graduates may only wear stoles, cords, and medals that were earned while they were a student at Greenwood High School (GHS) and were presented by a recognized club and/or organization affiliated with GHS. Please refer to the following rules concerning graduation regalia.'

**Stoles**

- Beta Club
- Military provided
- Club Officers

**Cords**

- National Honor Society
- Mu Alpha Theta
- Officers of approved GHS sponsored academic clubs/organizations
- WATC
- Military provided
- Boys and Girls State

**Medals**

- Distinguished Graduates (4.0 GPA and Honors Diploma)
- Honors Diploma Recipients (3.5 GPA and Nine Honors/AP Courses)
- AP Scholar Medals

**Graduation Cap and Gown**

Nothing may be worn on the graduation cap/mortarboard except the official school issued graduation tassel. No paint, dye, or coloring may be used on the cap or gown to personalize or decorate

## *EARLY GRADUATION*

In compliance with ACA § 6-18-224, a high school student will be allowed early graduation when the requisite number of credits are earned regardless of his/her current grade level. Students graduating early will not be required to attend classes after the graduation ceremony. If a student plans to walk in the spring graduation ceremony, they must submit an early graduation application by the final day of the fall semester.

## *CAREER ACTION PLAN (CAP)*

The student body is divided into groups and assigned to a CAP faculty advisor. The primary goal is to assist students with curriculum selections based upon their future career objectives. This program surveys interests and aptitudes to help guide students in their career selections. Advisors evaluate transcripts and meet with parents and students to inform them of the educational opportunities available throughout high school. After careful consideration, classes are chosen to meet career and graduation goals.

## *SCHEDULE CHANGES*

Our CAP process gives students and parents time to meet with an advisor and research the best courses to take. Schedule changes will not be made after the end of the second week of school unless approved by an administrator. Once students and parents have signed off on the class schedule, the schedule will only be changed for the following:

1. An error has been made regarding a student's action plan;
2. A student earns credit over the summer;
3. A senior is not scheduled in a class needed for graduation;
4. There is a conflict in the master schedule that requires a schedule change;
5. Students taking AP classes may drop to an on level course after 5 weeks and notification of their AP teacher;
6. AP/honors teachers may make recommendations for a student to move to on level courses from AP after 5 weeks in an AP course;
7. Extenuating circumstances approved by principal, teacher, and counselor. (schedule changes will not be made because of lunch preference.

The student must bring a note signed by the parent/legal guardian giving his/her permission for the schedule change if approved.

## *PRINCIPAL'S ROLL*

Students who have all A's each semester are recognized as having made the Principal's Roll. Activity grades will not be used to determine eligibility. For the purposes of distributing award certificates in the Spring Semester, Principal's Roll will be determined using grades from the first semester report card and the interim progress report (IPR) closest to Spring Break.

### *HONOR ROLL*

Students who have all A's and B's for both semesters will be considered to have made the Honor Roll. For purposes of distributing award certificates in the Spring Semester, Honor Roll will be determined using grades from the first semester report card and the interim progress report (IPR) closest to Spring Break.

### *GRADE AND PROGRESS REPORTS*

The school shall provide timely progress reports to keep parents/guardians informed of their student's academic progress. Progress reports will be provided after the sixth and twelfth week during each school semester. A report card will be sent home at the end of each semester.

Students' grades shall reflect only the extent to which they have achieved the expressed educational objectives of the courses in which they are enrolled.

### *ACADEMIC DISHONESTY*

Academic dishonesty at any level will not be tolerated. In the event that a student has committed academic dishonesty, the teacher may give the student no credit for the assignment or exam. Disciplinary penalties may result at the discretion of the administration.

### *MAKE-UP WORK AND INCOMPLETE GRADES*

When a student has missed class work due to absences or school business, it is the responsibility of the student to make arrangements to make up the missed work. This shall be done at the discretion of the teacher between 8 a.m. and 3:15 p.m., unless both student and teacher agree to a time outside of the normal school day.

Students will be allowed one day for each day absent to make up work missed during excused absences. However, if a student misses three consecutive days, it is recommended that the parent/guardian contact the counselors' office to request that assignments be collected to be sent home or picked up if it is apparent that the student will miss additional days. After the allowed time to complete the make-up work has expired, the student may receive a zero for the missing work. For example, a student who misses five school days would have five days upon returning to school to make up the missed work. With a principal's approval, exceptions may be made for absences due to the death of an immediate family member or for serious medical procedures which render the student incapable of completing the work. Other extraordinary circumstances may also qualify. Students who miss class due to school business are not considered absent.

Incomplete grades will be entered on grade reports if a student has not completed his/her course work for reasons which were excused. Incomplete grades will not be given for a student who has failed to complete his/her work as a result of his/her own negligence. All assignments or make-up tests which are not completed within a reasonable time as set by the teacher will be averaged into his/her grade as a zero.

Work during an unexcused absence may not be allowed to be made up and a zero will be assigned unless principal approval is received.

### *RETAKING CLASSES*

A student whose semester grade in any class is a D or below may retake the class with the principal's approval. Acceptable courses may include summer school, online courses, correspondence courses, college courses, or other approved courses. The new grade and the former grade will both be reflected on the student's transcript, but the student will receive only one credit for the two courses.

## *SEMESTER EXAMS / EXEMPTION POLICY*

Students who are continuously enrolled at Greenwood from the beginning of the semester have the option of being exempt from semester tests on a per class basis if they meet the following grade and attendance requirements:

- Students receiving an **A** in a class will be allowed **3 absences per semester**.
- Students receiving a **B** in a class will be allowed **2 absences per semester**.
- Students receiving a **C** in a class will be allowed **1 absence per semester**.
- Students receiving a **D** in a class will be allowed **0 absences per semester.**
- Students with a **failing grade** will be **required** to take the semester test.
- Students with more than four unexcused absences, including RTI, will take semester tests.

In extreme circumstances, parents may appeal a student's exemption status to the building principal. The building principal's decisions on exemption appeals are final. No further appeal will be heard.

Students who were not continuously enrolled from the beginning of the semester do not have the option of being exempt and will be held responsible for the material on the semester tests which has been covered during their time of enrollment at Greenwood. Students who have been enrolled fewer than 10 days will be expected to be in attendance with their semester test grades not being applied to their average. The only absence situations outside of these guidelines are those related to being subpoenaed to court or 4-H program involvement, which is exempted by legislative mandate.

- If a student who is exempt from semester tests chooses to take the test, the student's test score will be averaged into the semester grade only if it raises the student's average.
- A student will automatically lose his/her semester test exemption eligibility if he/she is assigned a day of in school suspension or is suspended from school. Students who are exempt from semester tests are not to be on campus without permission.
- The semester exam will be comprehensive and count as ten (10) percent of the semester grade.
- AP students must comply with the semester test exemption policy.
- All credit bearing courses will give a semester exam at the end of each semester.
- **Semester exams may not be taken early. They must be taken at their scheduled time or made up after the semester ends.**

## *EXTRA-CURRICULAR ACTIVITIES*

Students are responsible for all school rules at all school events whether on or off campus. Failure to abide by prescribed rules at any school-sponsored activity/event or while on school property may result in disciplinary action.

A student must attend school the day of an activity in order to participate, unless prior approval has been granted by the principal.

Students at GHS who choose to participate in a sport or extracurricular activity will be held to high moral, ethical, and academic standards.

## *SUPPLEMENTAL INSTRUCTION PROGRAM (SIP)*

The Arkansas Department of Education enacted in 1997 the following rules and regulations establishing the academic standards for student participation in competitive interscholastic activities.

Students participating in competitive interscholastic activities must pass four academic courses and maintain a 2.0 from all academic courses the previous semester.

If a student has passed four academic courses but does not have a 2.0 from the previous semester, he/she must be enrolled and attending a supplemental instruction program for at least 100 minutes per week outside of the school day. A student must be in the program every week of the semester.

If a student in the supplemental program does not meet his/her required 100 minutes, the student will be ineligible to participate in any/all activities from that week until the end of the semester.

If any student participating in fall activities is not compliant at the end of the first semester, he/she must be in the supplemental program for the spring semester to be eligible to participate in fall activities the next year. The same is true for students out of compliance at the end of the spring semester in order to participate in activities the following spring.

If a student does not stay in the supplemental program or does not attend his/her required 100 minutes per week, the student would need to pass four academic subjects and have a 2.0 grade point average at the end of the semester in which the violation occurred in order to participate in activities the following semester.

All times and places for supplemental instruction shall be decided by the building principal. All students in the program will be expected to bring material to class on which to work and provide the supervisor with a copy of his/her progress report and report card. In addition, for a student to have an excused absence, he/she must have prior approval from the program coordinator.

### *HOMECOMING – Football and Basketball*

Homecoming days are red-letter days on the GHS school calendar. The queen and her court are honored in a formal ceremony in both football and basketball. The queen is selected by the football team or basketball team and the maids by the respective classes.
Qualifications for all homecoming royalty include:

1. The queen and maid of honor are seniors.
2. Candidates for homecoming royalty must have at least a 2.0 cumulative grade point average.
3. Candidates must have attended GHS the previous semester.

Eligible girls (10-12th grade) may be a maid/maid of honor one time during their high school career for football homecoming. Eligible girls may also be a maid/maid of honor one time during their high school career for basketball homecoming. All eligible senior girls may be chosen as queen one time for either football or basketball but not both. Students will not be permitted to campaign for a homecoming court position.

### *SCHOOL ORGANIZATIONS*

The following information and rulings should be followed to determine policy on school organizations:

1. Students have the right to join an existing club and should not be restricted from membership on the basis of race, color, sex, national origin, qualified handicap, or religion.
2. School fraternities and secret societies are banned in Arkansas public schools.
3. To hold a class office or to serve on the student council, a student must have a 3.0 cumulative grade point average and must file an appropriate petition.
4. Students may be elected to two officer positions. Only one position may be a presidential office.
5. All school organizations must have a faculty sponsor. All non-academic groups or groups not recognized by the Arkansas Activities Association (AAA) will be required to meet outside regular school hours.

## *FIELD TRIPS*

The teacher or sponsor must provide the assistant principal with a list of the students who are scheduled to attend a field trip at least three days prior to the trip. Permission to attend can be denied based on academics, attendance, discipline, ISS, or suspension. Violation of trip or school rules may cause loss of future privileges. The decision will be made at the discretion of the principal. Sponsors shall make every effort to provide male and female chaperones on overnight trips that include male and female students. Sponsors and chaperones shall be responsible for stating guidelines and enforcing school policies and rules.

The following items must be addressed with all participants: time for departures and arrivals, agendas, meetings, meals, room checks, lights out procedures, and chaperone responsibilities. A field trip form must be completed and signed by each student and parent/guardian. **All** school rules and policies are in effect on all school trips.

## *PERSONAL VEHICLES AND SCHOOL TRIPS*

Students on school activity/athletic trips are required to ride the school bus with the coach or sponsor. Students are not allowed to drive unless written permission is given by a principal, and students shall not ride with other students. Exceptions will be made only in extreme situations and must be approved by the principal, coach/sponsor, and guardians.

## *PARKING PERMITS/ PARKING LOT GUIDELINES*

A student must have a valid driver's license and a vehicle before he/she will be issued a parking permit. Each student who drives a vehicle to school must have a parking permit displayed on the front mirror or dash of the vehicle. The cost of each parking tag is $5.00. Student drivers will be assigned a student parking tag to park on campus. Students are not assigned to a specific numbered spot. Students are free to park in any parking space designated for students. Students will not be allowed to park in faculty or visitor parking spots.

Once students arrive on campus, they are to **immediately** leave their vehicle and proceed to appropriate areas of supervision. Students are not to access their vehicle at any time during the school day, unless they have written permission from the office. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle. If a student quits a program or is removed from a program, he/she will turn in the area parking tag for that program, and a new tag and parking area will be assigned.

***No inappropriate marking or painting is allowed on windshields, driver's side window, or front passenger window. Oversized flags, banners, etc. (larger than 3x5) which create a safety issue are not to be attached to student vehicles.***

## *WATC ATTENDANCE AND COMPLIANCE*

Students may be afforded the opportunity to enroll in courses offered at the Western Arkansas Technical Center (WATC). The following regulations and expectations are required in order for students to receive credit from Greenwood High School for their courses at WATC or to reenroll in the courses.

1. In order to receive credit from Greenwood High School for the courses taken at WATC, students must comply with both UAFS and GHS attendance policies. Course attendance at WATC is mandatory and such attendance shall be recorded and assessed by the high school office.
2. Students who are denied credit based on poor attendance shall not be allowed to re-enroll at WATC the next semester.
3. Students who receive a grade lower than a "C" shall not be allowed to re-enroll at WATC the next semester and may lose financial aid if they decide to attend UAFS after graduation.

4. Students who have graduated early from Greenwood High School will not receive tuition assistance for WATC courses.
5. Students are required to follow all GHS rules while attending WATC classes on the UAFS campus.
6. Students enrolled in WATC are subject to random drug testing per the regulations of the Random Drug Testing Policy.

### *ADMISSION TO BUILDING*

Upon arrival at school in the morning, students should proceed to the following locations: GHS Student Union, Commons area, and outside the PE Gym. Students will be taken inside the GHS Student Union when inclement weather situations arise.
Students wishing to eat breakfast should do so before reporting to a designated area. Students may begin entering the GHS Library and/or individual teacher classrooms for tutoring at 7:30. Only students with passes to go to a teacher's room shall be in the halls of Greenwood High School prior to the 7:50 bell.

### *BACKPACKS*

Students may carry a backpack throughout the school day. However, student backpacks may not block areas such as classroom aisles or doorways. Backpacks are the sole responsibility of the individual student during the school day and on school trips.

### *ROLLER BLADES, ROLLER SKATES, AND SKATEBOARDS*

The possession of or use of roller blades, roller skates, and skateboards is prohibited on campus at any time during the school day. After school hours, skateboards may be ridden on the following areas only: *sidewalks, streets, and parking lots*. Skateboards are not to be ridden in the following areas or on the following items: *brickwork or brick walls, handrails, benches, or picnic tables.* For the safety of the skateboarders and the protection of personal vehicles, skateboards are not to be ridden on school property during football games or other major events. During activities with lower attendance, skateboarders may ride in vacant parking lots only.

### *ASSEMBLIES*

All students (except students approved because of sensory issues) are required to attend assemblies including pep rallies, entertainment, and other educational programs Students are expected to conduct themselves in an appropriate manner at all assemblies. Cell phones are not allowed to be used at any time during assemblies. No food or drinks will be allowed at assemblies.

### *HIGH SCHOOL MEDIA CENTER ACCESS AND USE*

The media center is open before, after school, and during both lunch periods. Students also have individual access during study halls and classes that have library assignments. Teachers may reserve the library for research projects, guest speakers, and computer assignments.

The book and media collections are selected to support the curriculum, including literacy encouragement programs. Suggestions are welcome from faculty, students, and parents.

As books are checked out, a date due is stamped in the front of the book. Students are responsible for returning books to the library on or before that date. Books that have not been reserved by another student may be rechecked for additional time. Overdue books may not be rechecked.

A fine of $1 per week (up to $5 maximum per book) is charged for overdue books. Students are responsible for

paying the replacement cost of any books they lose. While a student has an overdue book, owes a fine, or owes for a lost book, his/her library privileges are suspended and disciplinary penalties may be assigned until payment is made.

### *TEXTBOOKS*

Textbooks are issued to each student, and care of the books is the responsibility of that student. Should a book be lost, the replacement cost must be paid before another book will be issued. Money will be refunded if the lost book is returned. Excessive damage to a textbook will result in a reasonable fine or replacement costs being charged when the book is returned at the end of the school year.

### *LOCKERS*

Locker rental is $5 per year and will be rented to students in grades 9-12 on a first come, first served basis. Lockers are to be used only by the students to whom they have been assigned. Lockers remain the property of Greenwood High School and are subject to inspection by school administrators. Any locker damage or loss of lock will result in a fine or penalty to the student to whom that locker has been assigned.

### *ELECTRONIC DEVICES*

Please refer to page 76 of the Greenwood School Board Policy of this Handbook.

### *FILMING/RECORDING*

Students are not to use cameras, cell phones, or any other devices to record or film students, teachers, or other employees without office or staff permission. Students may not record audio or video or take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms. (For more information, refer to the Possession and Use of Cell Phones and Other Electronic Devices section in the district portion of the handbook.)

### *PROHIBITED STUDENT CONDUCT*

The school district reserves the right to punish behavior that is not considered appropriate in the schools, even though such behavior is not specified in the following written rules. Discipline and penalties for the infraction of board policies will be according to the severity and frequency of occurrence ranging from simple warnings to expulsion as outlined in *DISCIPLINARY ACTIONS.*

1. **Alcohol or Drug Possession or Use:** Students shall not possess, sell, distribute, or be under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or use or share prescriptions, over-the-counter drugs, other intoxicants, or anything represented to be a drug.
2. **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. Students who bully another person shall be accountable for their actions whether it occurs on school equipment or property, off school property, at a school-sponsored or approved function, activity, or event including going to or from school or a school activity. Additional information regarding bullying can be found in the district section of this handbook.**
3. **Damage, Destruction, or Theft of Property - ACA § 9-25-102:** A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school, public or private property while under the jurisdiction of the school. Students shall make restitution of any property stolen or damaged by them and shall be subject to other disciplinary measures. Parents of any minor student under the age of 18 and living with his/her parents may be liable for damages caused by said minor in an amount not in excess of $5,000.
4. **Public Display of Affection:** Public display of affection, such as hugging and kissing, is not permitted at school or school events. **Disciplinary action may be assigned**, and parents of the offending parties may be

contacted if the situation warrants that action.

5. **Disregard of Direction or Commands:** A student shall comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, Superintendents, school bus drivers, school security officers, or other authorized school personnel. Students will be considered insubordinate if they refuse to obey any rule or regulation of the school or school district or the reasonable instructions of school district personnel.
6. **Disruption and Interference with School:**
   No student shall:
   a) Block the doorway or corridor.
   b) Prevent students from attending a class or school activity.
   c) Block normal pedestrian or vehicular traffic.
   d) Use violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption.
   e) Refuse to identify himself/herself on request.
   f) Encourage other students to violate any rule or school board policy.
   g) Conduct themselves in a manner which materially and substantially interferes with the educational process.
7. **Dress Code Violations:** *See **DRESS CODE***
8. **Fireworks, explosive devices:** A student shall not possess, handle, discharge, or store fireworks or explosive devices on school property.
9. **Gambling:** A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value.
10. **Immorality:** A student shall abstain from indecent or immoral acts.
11. **Inappropriate Devices:** During the instructional day or at any school event, students may not bring mace, pepper gas/foam, stun guns, laser pointers, stink bombs, or any other items or materials which could cause physical harm or disrupt the educational process.
12. **Leaving without Permission:** Students shall not leave class nor leave campus without permission. Students must be properly signed out in the office before leaving campus.
13. **Physical Abuse or Assault of School Staff** - **ACA § 6-17-106:** A student shall not cause or attempt to cause physical injury to a school employee, fellow student, or any other individual.
14. **Profanity**: Students shall not use profanity in verbal or written form.
15. **Tardiness:** Any student who is tardy for class may receive at least a noon detention. Classroom teachers are responsible for keeping records and assigning tardies and detentions for students along with absences. On the fourth tardy in a class period, and for each tardy thereafter, a student may be sent to the principal and will be subject to appropriate penalties.
16. **Tobacco/ E-tobacco:** There shall be no smoking, chewing, nor dipping of tobacco or E-tobacco products anywhere on campus. No student shall have any tobacco product in his/her possession, locker, or in automobile. Anything that has the appearance of tobacco or is purported by the possessing student to be tobacco/vaping will be dealt with as such. Any student who violates the tobacco policy will be given out of school suspension for a minimum of three days for their first offense. The tobacco policy will apply to school and all school activities both at home and away.
17. **Weapon Possession - ACA § 5-73-119 (2A):** Students are prohibited from possessing weapons on the property of the school including upon any school bus or at any designated bus stop as identified by the routes list published by the school each year.
    - A student commits the offense of possessing a weapon if he/she has a handgun, knife, or club on or about his/her person, in a vehicle occupied by him/her, or otherwise readily available for use against another person. **ACA § 5-73-120.**
    - A student shall not possess, handle, or transmit any object which can be considered a weapon or dangerous instrument including, but not limited to, firearms, knives (of any kind), throwing stars, paint guns, or air guns. In addition, a student shall not possess any object which he/she purports to be a weapon.

- **Please see complete Weapons and Dangerous Instruments policy in the district section of the handbook.**

18. **GHS is a closed campus.** Students may bring a sack lunch or eat in the student union. If a guardian needs to bring a sack lunch to their student, it must be dropped off at the high school office, and the student will retrieve it from there on their way to lunch. No outside food is to be delivered on campus by any third party delivery service at any time. Students are not allowed to check out during lunch unless a guardian is checking them out in person. If a student has a doctor's appointment, notification must be given to the office by the guardian prior to the appointment, and the student must return with a doctor's note or the absence will be considered unexcused.
19. **Advisory and Lunch are restricted check-out times and require the following in order to check out:**
    - A parent present to check the student out.
    - If a parent is calling to check the student out, the student must be going to an appointment, they MUST return with a note from the appointment. **IF A NOTE ISN'T BROUGHT THE ABSENCE WILL BE UNEXCUSED**.
20. **Behavior Not Covered Above** – The school and school district reserve the right to punish behavior that is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

***DRESS CODE***

In order to establish high standards for Greenwood High School, it is important to maintain neatness, cleanliness, and decency in the dress of all students. With the realization that there is an accepted dress for all occasions and that what is appropriate for one occasion may not be for another, the Greenwood School Board has established the following dress code policy:

The following items are **NOT** appropriate for school or school events:

1. Tank tops, backless blouses, and shirts, dresses or tops ***which expose undergarments.***
2. See-through tops, low cut blouses, or tube tops.
3. Bare feet.
4. Bare midriffs. (Tops that cannot be tucked in or that do not cover the waistband of jeans, slacks, or skirts at all times.)
5. Skirts, dresses, or shorts that are shorter than fingertip length shall not be worn. Clothing must be fingertip length all the way around the body.
6. Clothing displaying suggestive, vulgar, obscene, violent, or offensive messages or pictures.
7. Clothing advertising drugs, tobacco, or alcohol.
8. Clothing that is negative or disruptive in nature or that promotes social disorder.
9. **No jeans or other pants may have any holes above the acceptable length for shorts and skirts unless the hole has a backing (does not expose skin or undergarments).**
10. Sagging of pants by wearing the pants well below the top of the hips.
11. Clothing, apparel, accessories, or styles that are deemed to be gang related or have gang related origins.
12. Piercings are allowed with exceptions. Piercings are allowed, provided the piercing is not deemed to be a safety hazard or a distraction.
13. House shoes, or blankets.
14. Hats, beanies, hoods, or caps are not to be worn by students in the building.
15. ***Leggings, yoga pants, etc. may be worn with an appropriate length shirt over them. If lower body garments are see-through (such as pantyhose or tights), another garment must be worn over them that meets the length requirement.***
16. If multiple garments are worn, the outer garment must meet dress code rules.

Students who miss more than 10 minutes of class due to a dress code violation may receive an unexcused absence in accordance with the attendance policy. Students with multiple dress code offenses may be subject to further

disciplinary action.

The dress code will be at the discretion of the administration. Clothing which is not specifically addressed or named above may still constitute inappropriate attire if it poses a safety concern or a disruption.

## *SCHOOL NURSE*

The school nurse will be at the high school between 7:45 a.m. and 3:30 p.m. Prescription medication will be administered by the school nurse. If the nurse is not present, prescription medication may be administered by the school principal or by his/her designee. Nonprescription medications may be given to students at the discretion of the principal or nurse or their designee(s).

## *DISCIPLINARY ACTIONS*

### *Noon Detentions*

Routine discipline problems will be handled in the following manner. Detention may be assigned to a student by either the teacher or the principal. Detention is served in the cafeteria during the student's lunchtime. Students assigned detention will be given time to eat their lunch.
Students are required to sign noon detentions to verify they are aware of receiving a detention. Refusal to sign may result in additional disciplinary action. Frequent recorded detentions over the course of a school year will result in cumulative discipline according to the list below:

- 3 Detentions – Notify parents
- 6 Detentions – Morning detention
- 9 Detentions – 1 Day In-School Suspension
- 12 Detentions – 2 Days In-School Suspension

Consequences may be adjusted at the discretion of the principal or his/her designee.

### *Morning Detention/After School Detention*

Students may be assigned morning detentions or after school detentions. Morning detentions will be from 7:15 a.m. to 7:50 a.m. After school detentions are from 3:15-3:45. Either detention will take priority over all athletic and school activities as well as personal business. Failure to attend either detention will result in additional penalties.
Discipline problems of a more serious nature than those mentioned above will be handled by the principal by whatever means he/she deems appropriate.

### *In School Suspension (ISS)*

If a student receives a full day of In-School Suspension, he /she will be required to attend from 7:55 a.m. to 3:11 p.m., which will necessitate a separate lunch period and separate restroom privileges. The student will have no contact with other students during the day. In-school suspension shall be treated as if the student was present at school. However, the student will be ineligible and shall not attend nor participate in any school-sponsored activities during the day of the imposed suspension and not until the day after he/she completes the ISS. Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board. A.C.A. 6-18-507

Classroom assignments for the student who is in ISS will be sent to ISS by the classroom teacher, and it is the responsibility of the student to complete those assignments. Students who are required to serve ISS will not be exempt from semester exams for that semester.

### *Corporal Punishment*

Under certain circumstances, corporal punishment may be assessed as a disciplinary measure. Corporal punishment will be administered out of sight of other students and with the accompaniment of a staff member serving as a witness. Students who are intellectually disabled, non-ambulatory, non-verbal, or autistic shall not receive corporal punishment.

### *Suspension*

Make up work will be limited to major class assignments and tests during out of school suspension. All other graded assignments during the suspension may be recorded as a zero. Students will not be allowed to attend any school functions while under suspension and not until the day after the suspension is satisfied. After the initial suspension, any further problems will be handled according to the method the principal deems most effective. Each principal is authorized to suspend a student from school for disciplinary reasons for up to ten (10) school days, including the day upon which the suspension is imposed. Unless the official imposing the suspension has personally witnessed the infraction, he/she will conduct an investigation into the matter as deemed necessary, including an interview with the subject before imposing the suspension.

a. The custodial parent or guardian will be given notice of each suspension, which shall include the reasons for the suspension, its duration, and the manner in which the student may be readmitted to school.
b. Any conduct that tends to be disruptive to the educational program will be grounds for suspension. When a student has been notified that he/she is suspended from school, he/she shall stay away from school premises and school activities, both home and away, until the principal or designee reinstates him/her.
c. When a suspension occurs, it may be reviewed by the Superintendent or his designee at the request of the parent. At such a review, the student may make a statement on his/her own behalf and present any other available evidence in support of his/her position. The reviewing officer shall have the authority to revoke, terminate, or otherwise modify the suspension and will notify the parent of his/her action in this regard on the day the review is complete.
d. A student may challenge any part of his/her discipline record maintained by the school district on the grounds that it is an inaccurate record or that his/her conduct did not warrant the discipline assigned. The Superintendent or designee will receive any evidence tendered on behalf of the student on the issue and will conduct further investigations as he/she deems necessary. If the record is found to be inaccurate, it will be corrected. If it is found that the student's conduct did not warrant the discipline assessed, the record will be amended to reflect that finding.
e. A student's disciplinary actions will not be entered on the student's permanent record card. Records shall be treated as confidential and disclosed only to public authorities requesting information in the course and scope of their legal duties.
f. It is the parent's or legal guardian's responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:
    - A phone call
    - An email
    - A first class letter

### Expulsion

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct.

- Deemed to be of such gravity that suspension would be inappropriate;
- Where the student's continued attendance at school would disrupt the orderly learning environment; or
- Would pose an unreasonable danger to the welfare of other students or staff.

See the Greenwood School District Board Policy for further information on expulsion.

***OFF-CAMPUS EVENTS***

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel.

***CANINE UNIT***

In an effort to better serve the community and the school district, upon the request of the school administration, the school resource office may call upon the services of the Greenwood Police Department's and/or Sebastian County's Canine Unit. The Canine Unit may be called upon to search any school district facility, property, or locker including all school district parking lots.

***PARENTS ON CAMPUS***

Parents must come to the office if they wish to check out their child or if they need to speak with them. If parents need to be in parts of the building other than the office, a visitor pass will be issued to admit them to other sections. GHS utilizes the Hall Pass visitor screening system. The system is designed to screen school visitors before giving them building access. The computer software and screening device utilizes the visitor's motor vehicle license to search for any background information that might prohibit the visitor from having access to the school.

***PARENT INVOLVEMENT***

The Superintendent of Greenwood School District supports and encourages parental involvement in school activities and in the educational process. Students whose parents are involved in their education are more likely to be successful.

The Parent Involvement Committee will address the diverse needs of the students and their parents to increase the school's ability to provide opportunities for the educational success of the students at Greenwood High School. The parents of Greenwood students will be invited to an open house where they can share their concerns and expectations for the upcoming school year. Parents will be asked to complete a survey during the school year to identify ways that they might be interested in assisting students at school and at home.

Greenwood High School will seek to communicate in a number of ways. Among these are the district online communication platform, social media (Facebook, Twitter, or Instagram), School Status (a third party communication system that facilitates phone calls, texts, and emails between the school and parents), and the Home Access Center (HAC). Home Access Center provides real time data on student grades and attendance. It also provides a means of contacting the teacher through links to email addresses.

***RESOLVING PARENTAL CONCERNS***

The process for conflict or concern resolution will be as follows:

- Contact the teacher (regarding teacher concerns) or the counselor to define the problem
- With the counselor's help, determine whom to approach with the concern
- Together, a solution should be developed if needed
- Make an appointment with the building administrator
- Meet with Central Office personnel

It is the desire of Greenwood High School to resolve any parental concerns that might exist regarding Greenwood

students. Parents should contact a school counselor at Greenwood High School with any concerns regarding their students. Counselors can then assist the parent(s) in speaking with teachers to answer questions or resolve conflicts.

If the need arises, concerns may be passed on to an administrator for further attention. Collaboration between the school and parent(s) will dictate appropriate solutions for individual situations. In the event that a parent needs additional assistance regarding an issue, he/she may contact the Secondary Director of Student Services located at the Greenwood Office of Administration, 420 N. Main, Greenwood, Arkansas, 72936, (479) 996- 4142.

### *PARENT CENTER*

Parents of Greenwood students can access information regarding parenting in the Greenwood Media Center or the counselor's office. Parents are encouraged to use the facility. The parent center has informative materials regarding responsible parenting. These materials are available for the parents of Greenwood School District students to checkout. More information can be obtained through the Greenwood High School office, the Greenwood School District office, or the Special Education office.

### *PARENT/TEACHER CONFERENCES*

In accordance with State Law, the Greenwood school district will hold two parent/teacher and/or CAP conferences, one each semester during the school year. The dates for each parent/teacher day will be placed on the school district calendar.

### *DISTRICT WEBSITE*

The address of the official district website is www.greenwoodk12.com. Updates and announcements are posted daily regarding school news, activities, and events. In addition, information such as links to HAC, individual schools' web pages, and the Greenwood District's social media pages can be located there as well.

### STUDENT USE OF ARTIFICIAL INTELLIGENCE

**Definitions**

"Artificial Intelligence (AI) Tools" means Software applications or platforms that utilize machine learning algorithms to perform tasks typically requiring human intelligence, such as generating content, providing recommendations, or solving problems. For purposes of this policy, AI tools do not include the use of spell check or grammar check.
The purpose of this policy is to establish guidelines for the responsible use of AI tools by District students. The policy applies to all students enrolled in the District and covers the use of AI tools when completing District assignments or projects.

The district shall provide teachers and students resources and education on AI literacy and digital citizenship. The District shall establish a committee who shall be responsible for the review and selection of AI tools that shall be available for students to use. All AI tools selected by the committee shall comply with applicable state and federal data privacy laws. Students shall only use AI tools that were approved by the District committee for classroom assignments or projects.

Teachers are responsible for providing instructions on when and how AI tools may be used for classroom assignments. Students may use AI tools as approved by their classroom teacher to enhance learning and develop future-ready skills.

Students should use AI tools ethically and responsibly, aligning with the district's educational objectives, and in a manner that does not harm themselves or others. As part of using AI tools responsibly, students should be cautious

about the information they provide to AI tools and consult with a teacher if unsure. At no time shall Students share personal, sensitive, or confidential information with AI tools, especially AI tools requiring data input.

When a student uses AI tools, a student shall:

1. Review and verify the accuracy of content that is generated by an AI tool;
2. Cite AI tools used as part of an assignment or project as a source, following District citation guidelines; and
3. Be transparent about their use of AI in completing assignments.

Students must ensure all submitted work is their own and properly acknowledge or cite any assistance from AI tools.

Students are encouraged to ask questions if they are unsure about the acceptable use of AI tools.

The following actions regarding AI tools are strictly prohibited:

- Misuse of AI tools for cheating, plagiarism, or any form of academic dishonesty, including the submission of assignments that were fully generated by an AI tool and presented as original student work;
- Altering or falsifying academic documents or records using AI tools;
- Using AI tools to:
    - Gain unauthorized access to District systems; or
    - Bypass District security measures;
- Using AI tools to produce misleading or false information, imagery, or any form of false outputs about themselves, other students, or staff members.

Students should report any inappropriate content or security concerns encountered while using AI tools to a teacher or administrator.

Violations of this policy shall be handled in accordance with the District's disciplinary procedures.

## ATLAS Incentive – Flex Day Policy

Students who demonstrate academic achievement on the Arkansas Teaching, Learning, and Assessment System (ATLAS) summative assessments may earn a "Flex Day" as outlined below.

### Eligibility

Students will earn one (1) Flex Day if they meet **either** of the following criteria on all ATLAS summative tests:

- Score **Proficient (Level 3 or Level 4)** on all assessed areas; **or**
- Meet or exceed their **individual growth target** in all assessed areas.

### Use of Flex Day

- A Flex Day allows a student to be excused from school for one (1) instructional day.
- Flex Days **will not count against** a student's eligibility for **semester test exemptions**.
- Flex Days must be scheduled and approved through the school administration in advance, following school procedures.

### Restrictions

Flex Days **may not** be used on the following dates:

- The school day immediately preceding the start of semester test exemptions

- Any scheduled **ATLAS interim or summative assessment** dates
- Scheduled national or state testing dates, including but not limited to the **Junior ACT**, **ASVAB**, or **PSAT**
- Additional dates designated at the beginning of each semester by the high school principal

**Additional Guidelines**

- The school reserves the right to deny or reschedule a Flex Day request based on attendance concerns, academic standing, or school-related obligations.
- All missed assignments are the responsibility of the student and must be completed in accordance with school policy.

This policy is intended to recognize and reward student achievement while maintaining the integrity of instructional time and required assessments.

The ATLAS Flex Day policy will be piloted during the 2026-2027 school year. Evaluation of its effectiveness will take place once all scores, including growth, are calculated from the 2026-2027 summative assessments and reported back to the school by the Arkansas Department of Elementary and Secondary Education.

**Excellence in Education**

*Find Greenwood School District @*

*greenwoodk12.com*

# Campus Directory

### District Administrative Office
Superintendent: Mr. John Ciesla
Director of Pre K – 6: Mrs. Nicole Shaffer
Assistant Superintendent: Dr. Cody Chatman (7-12)
Director of Student Activities and District Operations: Mr. Chris Young
Child Nutrition/Federal Programs: Ms. Teresa Rose
Technology Director: Mr. Rick Clark
420 N. Main Street
Greenwood, AR 72936
Telephone: 479-996-4142
Fax: 479-996-4143

### Greenwood High School (Grades 9-12)
Principal: Mr. Jared Meyers
Assistant Principal: Mr. Travis Sandifer
Assistant Principal: Mrs. Brooke West
Assistant Principal: Mr. Justin Fontenot
501 Bulldog Loop
Greenwood, AR 72936
Telephone: 479-996-4141
Fax: 479-996-6548

### Greenwood Preschool Center
Director: Mrs. Candice Long
300 Westwood Ave
Greenwood, AR 72936
Telephone: 479-996-7748
Fax: 479-996-7846

### Greenwood Jr. High School (Grades 7-8)
Principal: Mr. Josh Nation
Assistant Principal: Mrs. Nicole Little
300 East Gary Street
Greenwood, AR 72936
Telephone: 479-996-7440
Fax: 479-996-7469

### East Hills Middle School (Grades 5-6)
Principal: Mrs. Jamie Barnes
Assistant Principal: Mrs. Ashley Richey
1211 Wells Drive
Greenwood, AR 72936
Telephone: 479-996-0504
Fax: 479-996-6614

### East Pointe Elementary (Grades K-4)
Principal: Mrs. Faith Short
Assistant Principal: Mrs. Leslie Wolfe
700 Mt. Harmony Rd
Greenwood, AR 72936
Telephone: 479-996-4249
Fax: 479-996-6111

### Westwood Elementary (Grades K-4)
Principal: Mrs. Amanda Kitchens
Assistant Principal: Mr. Derek Bull
300 Westwood Avenue
Greenwood, AR 72936
Telephone: 479-996-7748
Fax: 479-996-7846

**Excellence in Education**

*Find Greenwood School District @*

*greenwoodk12.com*

# GREENWOOD SCHOOL DISTRICT

420 North Main Greenwood, AR 72936 479-996-4142

## 2026-2027

| | |
|---|---|
| Staff Work Day | Tuesday, August 11 |
| **First Day of School** | Wednesday, August 12 |
| **Labor Day** | Monday, September 7 |
| Parent Teacher Conferences | Thursday, October 15 |
| Professional Development (No Students) | Friday, October 16 |
| **Fall Break** | Monday, October 19 |
| **Thanksgiving Break** | Monday – Friday, November 23-27 |
| End of 1st Semester | Friday, December 18 |
| **Christmas Break** | Monday-Friday, December 21-January 1 |
| Professional Development (No Students) | Monday, January 4 |
| Beginning of 2nd Semester | Tuesday, January 5 |
| Martin Luther King Day (No Students/Staff) | Monday, January 18 |
| Parent Teacher Conference | Thursday, February 18 |
| **Winter Break** | Friday, February 19 |
| Professional Development (No Students) | Monday, February 22 |
| **Spring Break** | Monday – Friday, March 22-26 |
| April Break (Potential Snow Day Make-Up) | Friday, April 16 |
| Graduation | Friday, May 14 |
| Last Day/End of Second Semester (5 Snow Days) | Wednesday, May 26 |
| **Memorial Day** | Monday, May 31 |

| | |
|---|---|
| 1st semester | 85 days |
| 2nd semester | 93 days |
| Total Student Interaction Days | 178 days |

### *Campuses*

| | |
|---|---|
| Greenwood High School | 479-996-4141 |
| Greenwood Jr. High School | 479-996-7440 |
| East Hills Middle School | 479-996-0504 |
| East Pointe Elementary | 479-996-4249 |
| Westwood Elementary | 479-996-7748 |

# Excellence in Education

Adopted by the Greenwood Board of Education on December 18, 2025