El Dorado School District Student Handbook

and

Children With Special Healthcare Needs Handbook

2026-2027

Contents

(Numbers in parentheses represent District policies which can be found on the District website.)

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EL DORADO
SCHOOL DISTRICT

MISSION STATEMENT

EVERY STUDENT DESERVES
an education that provides rigor, encourages resilience, and fosters responsibility. A safe space to learn, where communication, collaboration, and critical thinking are used to push them to be their very best.

EL DORADO SCHOOL DISTRICT
EST. 1937
EVERY STUDENT DESERVES

El Dorado School District does not discriminate against students/employees because of age, disability, parental status, marital status, race, national origin, religion, gender, or veteran status.

FIRST SEMESTER

August 6 ..... School Begins
September 4 & 7 ..... No School
September 9 ..... Progress Reports
October 6 & 8 ..... K–12 Parent-Teacher Conferences
October 9 ..... End of First Quarter
October 12–16 ..... Fall Break – No School
October 20 ..... Report Cards
November 11 ..... Veterans Day
November 18 ..... Progress Reports
November 23–27 ..... Thanksgiving Holiday
December 18 ..... End of First Semester
December 19–31 ..... Christmas Break

SECOND SEMESTER

January 1–3 ..... Christmas Break
January 4 ..... Staff Development – No School
January 5 ..... Report Cards
January 18 ..... Martin Luther King Jr. Day – No School
February 3 ..... Progress Reports
February 9 & 11 ..... K–12 Parent-Teacher Conferences
February 12–15 ..... No School
March 12 ..... End of Third Quarter
March 16 ..... Report Cards
March 22–26 ..... Spring Break
April 7 ..... Cats Conference – 8 a.m.–6 p.m.
April 12 ..... Knights Conference – 10 a.m.–6 p.m.
April 14 ..... Kittens Conference – 8 a.m.–6:30 p.m.
April 21 ..... Progress Reports
May 26 ..... Last Day of School / End of Fourth Quarter
May 27 ..... Staff Development
May 31 ..... Memorial Day
June 7 ..... Report Cards Mailed

QUARTERLY ATTENDANCE REPORTS & GRADING PERIODS

End of 1st Quarter ..... October 9 (45 days)
End of 2nd Quarter ..... December 18 (40 days)
End of 3rd Quarter ..... March 12 (46 days)
End of 4th Quarter ..... May 26 (47 days)

PROGRESS REPORTS

September 9
November 18
February 3
April 21

REPORT CARD DATES

October 20
January 5
March 16
June 7 – Mailed

ACADEMIC INFORMATION

ACCELERATED LEARNING COURSES (5.21)

Students in grades nine through twelve (9-12) who take accelerated learning courses approved for weighted credit by the Division of Elementary and Secondary Education (DESE) or the Division of Career and Technical Education (DCTE) shall be graded according to the following schedule.

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

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

A = 5 points
B = 4 points
C = 3 points
D = 2 point
F = 0 points

For a student to be eligible to receive weighted credit for an AP course;

- The course must be taught by an Arkansas licensed teacher who has received the appropriate training required by the appropriate accrediting organization; and
- The student takes the applicable AP examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable exam. Students who do not take the applicable exam shall receive the same numeric value for the grade the student receives in the course as if it were a non-AP course.

DESE shall approve additional courses, including other accelerated learning courses, for weighted credit if the course:

a. Exceeds the curriculum standards for a non-weighted credit class;
b. Meets or exceeds the standards of a comparable accelerated learning course; or
c. Is identified by DESE as an honors class.

For career and technical education courses taken after July 1, 2023, career and technical courses that are eligible for weighted credit are those career and technical education courses that:

- Exceed the curriculum standards for a non-weighted class; and
- Lead to an approved industry-recognized certification or concurrent credit.

A student shall receive weighted credit for each approved career and technical education course upon the student:

- Completing the relevant career and technical pathway; and
- Earning the high-value industry credential aligned with the career and technical pathway.

A student who transfers into the district will be given weighted credit for the accelerated learning courses approved by the DESE and DCTE, for weighted credit at the student's previous school(s) according to the preceding scale.

THE ARKANSAS SCHOLARS PROGRAM

The Arkansas Scholars program encourages academic achievement by high school students (grades 9-12). It begins with in-class presentations made to second term eighth graders by local business leaders. Through a slide presentation and discussion, the students are told what businesses look for in employees, salaries for various jobs, and the importance of doing well in school.

The students are asked to set and to meet the following four goals for grades nine through twelve:

- Make a "C" or above in all academic courses.
- Achieve a 95% or better attendance record. This means that students must achieve 95% or better attendance in each class period of the day for the entire school year. Ninety-five percent attendance means missing no more than nine days throughout the entire school year in any one-class period of the day.
- Complete the Smart Core Curriculum.
- Complete high school in eight consecutive semesters.

Students who meet the above goals will be designated as official Arkansas Scholars and a seal will be placed on their high school diploma and cords are presented for graduation.

COLLEGE COURSES (5.22)

A ninth (9th) through twelfth (12th) grade student who successfully completes a college course(s) from an institution approved by the Division of Elementary and Secondary Education (DESE) shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

As permitted by the DESE Rules Governing Grading and Course Credit, a student who takes a three (3) semester hour remedial/developmental education course, shall receive a half (1/2) credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet core subject area/unit requirements.

Participation in the concurrent high school and college credit program must be documented by a written agreement between:

The student;
The student's parent(s) or legal guardian(s) if the student is under the age of eighteen (18);
The District; and
The publicly supported community college, technical college, four-year college or university, or private institution of higher education the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received.. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received at all or in a timely manner; this may jeopardize students' eligibility for extracurricular activities or graduation.

Students will retain credit earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited, public school.

A student or a student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student shall not be responsible for tuition, fees, or materials for participation in a concurrent credit course.

GIFTED AND TALENTED (4.54,4.55)

Gifted and Talented children and youth are those of high potential or ability whose learning characteristics and educational needs require qualitatively differentiated educational experiences and/or services.

Possession of these talents and gifts, or the potential for their development, will be evidenced through an interaction of above average intellectual ability, task commitment and/or motivation, and creative ability.

CHARACTERISTICS OF G/T STUDENTS

1. Has vocabulary or knowledge in a specific area that is unusually advanced for age or grade.
2. Has knowledge about things of which other children are unaware.
3. Grasps concepts quickly, easily, without much repetition. Bored with routine tasks and may refuse to do rote homework.
4. Recognized relationships and comprehends meanings. May make jokes or puns at inappropriate times.
5. Has unusual insight into values and relationships. May perceive injustices and assertively oppose them.
6. Asks more productive questions about the causes and reasons for things. May refuse to accept authority and be non-conforming.
7. Evaluates facts, arguments, and persons critically. May be self-critical, impatient or critical of self and others, including the teacher.
8. Enthusiastically generates ideas or solutions to problems and questions may dominate others because of abilities
9. Has intense, often diverse self-directed interests. May be difficult to get involved in topics he/she is not interested in.
10. Prefers to work independently. May be highly individualistic and seem stubborn.

If you feel your child may qualify, please call 864-5081 to talk to the G/T Coordinator about testing.

GRADING (5.15)

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 elementary schools shall send progress reports during the fourth or fifth week of each grading period and issue grades for each nine-week grading period to keep parents/guardians informed of their student's progress.

A Standards-Based Report Card is used for students in Kindergarten, 1st and 2nd grade. Teachers provide specific feedback to parents regarding the standards and skills in which students excel or need more reinforcement.

Students will receive the following marks* for literacy and math standards in Kindergarten, 1st and 2nd grade using this reporting scale:

3 – Demonstrating the Standard Independently
2 – Demonstrating Grade Level Expectations with Support
1 – Not Progressing Toward Grade Level Expectation

*Not every standard is assessed every quarter. For those standards not assessed, the student will receive a N/A marking.

Grades 3 – 12 shall use an online method of communication and issue grades for each nine-week grading period to keep parents/guardians informed of their progress. Grades from the previous week will be posted by teachers by the following Tuesday, with the exception of long-term projects, interim assessments, and other tests which require additional grading time.

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 grading scale for Grades 3 - 12 in the district shall be as follows.
A =100 – 90
B = 89 – 80
C = 79 – 70
D = 69-60
F = 59 and below

In addition, elementary schools (K – 4) will use the following grades for social studies, physical education, music, and art:

K-2 will use the following for science:

S = Satisfactory (Meets all expectations on a regular basis);
N = Needs Improvement (Inconsistent in performance); or U
= Unsatisfactory (Poor performance on a regular basis).

For the purpose of determining grade point averages, the numeric value of each letter grade shall be
A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

The grade point values for accelerated learning courses and other approved courses for weighted credit, shall be one (1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points. In order to receive weighted credit, students must take the AP Exam.

The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district.

COMPUTING SEMESTER GRADES FOR ELEMENTARY AND MIDDLE SCHOOL

The nine-week averages are computed using numerical percentages.

The semester grade will be averaged using the nine weeks percentages calculated at 50% each.

COMPUTING SEMESTER GRADES FOR JUNIOR HIGH AND HIGH SCHOOL

The nine-week averages are computed using numerical percentages.

Each nine-weeks grade counts 40% of the semester grade and the exam counts the remaining 20% of the semester grade. An example would be as follows:

1st nine-weeks 85 (40%) B
2nd nine-weeks 77 (40%) C
semester exam 79 (20%) C
---
semester grade 80.6 B

The El Dorado High School Semester Exam Exemption Policy

This policy applies to all students, grades 9-12, for the Spring Semester only

a) . Nine-weeks grades of A and/or B only.
b) . No more than 5 absences for the class (school trips do not count towards absences).
c) . Principal approval.

During the Spring Semester, for students who are exempt, the semester grade will be averaged using the nine-weeks percentages calculated at 50% each.

GRADUATION REQUIREMENTS (4.45)

El Dorado High School Graduation Requirements

The number of units students must earn to be eligible for high school graduation is twenty-two (22) units, at a minimum

SUBJECTS	UNITS	
English	4	
Math	4	Algebra I and Geometry. Third and fourth math units must build on the base of algebra and geometry knowledge and skills. A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry
Science	3	DESE approved biology DESE approved physical science Third unit that is either an approved science credit or a computer science flex credit
Social Studies	3	Civics (1/2 credit), World History, U.S. History, and Economics (1/2 credit)
Personal Communications	1/2	
Physical Education	1/2	
Health and Safety	1/2	
Fine Arts	1/2	
Career Focus	6	All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations.

** All students shall earn credit in a course covering the Personal and Family Finance Standards. Currently, this requirement can be met through Economics.

** All students will be trained in quality psychomotor skill bases in cardiopulmonary resuscitation (CPR) and the use of automated external defibrillators.

**All students must earn a passing score on the Arkansas Civics Exam. Currently, this requirement is typically met while enrolled in Civics.

** Beginning with the class of 2026, all students shall earn one (1) credit in a computer science or computer science related career and technical education course.

** Beginning with the class of 2027, all students shall earn seventy-five (75) clock hours of community service that is certified by the service agency or organization where the student volunteers.

HOMEWORK POLICY (5.14)

Homework provides practice and applications of effective study and work skills, which are essential if school and independent time are to be used efficiently. Homework should be introduced in the early grades and continued throughout the student's schooling.

Homework assignments should fit the academic needs of each student, provide independent practice of skills previously taught, and be relevant to in-class assignments. A record of homework will be kept by each teacher.

Parents are partners in this independent work experience. They should be fully informed at all times as to the nature and type of homework required.

- In Kindergarten (K) and Grades One (1) and Two (2), homework assignments should not exceed thirty minutes per day total.
- In Grades Three (3) and Four (4), homework should not exceed one hour per day total.
- In Grades Five (5) and Six (6), homework should not exceed 90 minutes per day total.
- In Grades Seven (7) through Twelve (12), homework may be required by the teacher not to exceed 45 minutes for any one academic subject. Teachers will coordinate their programs so that the total daily assignments do not exceed 2 ½ hours per day total. Less than the maximum is recommended for a normal cumulative daily assignment.

MAKE UP WORK (4.8)

A student will have the opportunity to make-up any work missed due to an absence as long as such work can be completed within a period of time not to exceed the number of days the student was absent from school. It is the student's responsibility to make arrangements with the teacher for make-up work. A student can be expected to take a test on the day he/she returns to school if the test was announced prior to the absence.

Long term projects are due on the announced due date regardless of absence. Students, who miss the deadline for a long term project due to an excused absence of 3 or more consecutive days, may submit the project the day he/she returns to school; for each day after, the project grade will be lowered 1 letter grade.

SCHOOL REPORTING TO PARENTS (3.30,5.15)

Teachers will have contact with parents at least once a semester through a Parent-Teacher conference, telephone call, and/or home visit. The teacher will document this contact. All conferences should be scheduled to best accommodate participants. More frequent communication is required with the parents(s), legal guardian(s), or care-giving adult(s) of students who are performing below grade level.

ATTENDANCE INFORMATION

MANDATORY ATTENDANCE (4.3)

All children who reside in the El Dorado Public Schools attendance zone, and those who have come by School Choice, who are five (5) through seventeen (17) years on or before August 1 of that year are required to be in school that school year with the exception of five-year old children for whom kindergarten has been waived by the parent, guardian, or person having custody or its equivalent; or students who are enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

Any person eighteen (18) years of age or older may establish a domicile separate and apart from the student's parents or guardians for school attendance purposes.

The minimum age for enrollment in public school kindergarten shall be five (5) on or before August 1 of the school year of enrollment. Provided any student who has been enrolled in a state accredited or approved kindergarten program in another state for a period of not less than sixty (60) days who will become five (5) during the school year which he is enrolled in kindergarten, and whose parents or guardians establish domicile in a public school district in the State of Arkansas may be enrolled in kindergarten upon written request of the student's parents or guardians.

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 of age whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes (Ark Code Ann. 6-18-208b).

ENTRANCE REQUIREMENTS (4.2)

To enroll in a school in the District, the child must be a resident of the District as defined in District policy or be accepted as a transfer student, and submit the required paperwork.

Students may enter kindergarten if the student will attain the age of five (5) on or before August 1 of the school year of enrollment.

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

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

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

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

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 department of education.
2. The parent, 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; 15
   b. A statement by the local registrar or a county recorder certifying the child's date of birth;
   c. An attested baptismal certificate;
   d. A passport;
   e. An affidavit of the date and place of birth by the child's parent or guardian;
   f. A United States military identification; or
   g. A previous school records.
3. The parent, 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.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

ATTENDANCE RECORDS (3.39)

Each teacher will make a report to the office on a pupil's attendance. All absences and tardies should be noted. Permanent attendance records are kept in the office. Since these records are compiled from the teacher's daily reports, the responsibility of the teacher is great.

An absentee list will be compiled each day at the secondary schools. If the parent/guardian has called the school and the reason for the absence has been determined, the attendance personnel will note excused for that student, who may report to class without checking in at the attendance office. Other students absent the previous day must report to the attendance office to get a permit admitting them to their classes.

ATTENDANCE REQUIREMENTS (4.7)

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 adults. 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 the student's parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization wavier 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; or
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.
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.

Parents have the right to appeal a student's absences to the building principal before the student reaches the maximum of 6 days per semester. When a student has 3 absences, the student's parents, guardians, or persons in loco parentis shall be notified that the student has missed half of the allowable days for the semester.

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. Regular attendance of all students enrolled in public schools is required. The El Dorado School District attendance policy has established ten (10) days as the limit of excessive absences in a semester.

a. Students with 10 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.

b. When a student has 5 unexcused absences, his/her parent, guardian, or person 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. 18
c. Whenever a student exceeds 7 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.
d. At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.
e. Students who attend in-school suspension shall not be counted absent for those days.
f. Days missed due to out-of-school suspension or expulsion shall be unexcused absences.
g. The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.
h. Any circumstances not covered above, which the district determines are excused.

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

TARDIES (4.9)

Students are expected to be at school on time. If they are habitually tardy, disciplinary procedures will result. This may result in a warning to suspension, refer to school procedures.

DISCIPLINE INFORMATION (4.17)

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

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

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

- A felony or an act that would be considered a felony if committed by an adult;
- An assault or battery;
- Drug law violations; or 19
- Sexual misconduct of a serious nature.

Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights. The District shall incorporate the District's implementation of positive behavioral supports in accordance with Policy 4.60 in the application of student discipline.

The District's personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, and may recommend changes in the policies to the El Dorado 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.

STATEMENT OF MINIMUM AND MAXIMUM PENALTIES

Violation of any of the regulations may result in disciplinary action being taken against the student or students involved. In the case of minor infractions, a teacher may hold a conference with the student, assign detention hall, refer the student to the principal, etc. If the principal reasonably feels that the misconduct involved warrants such punishment, he/she may assign study detail, detention hall, in-school suspension, or suspend a student after the student has been given an opportunity to explain the charges made against him/her. The Board of Education may suspend or expel a student for gross or repeated misconduct.

IN-SCHOOL DISCIPLINE

Each teacher should handle his/her own discipline problems if possible. The district provides teachers in-service training directly related to good discipline. Each staff member shall participate in these as needed. If a student is disrupting the class, the teacher may send him/her to the principal's office. In this event, the teacher shall send a written message to the principal outlining the reasons for the student's removal from class, or

report these reasons to the principal at the end of that class period, or some other designated time. The principal will determine the disciplinary procedure that fits the problem.

a. Study Detail and Detention Hall Students should report promptly to study detail or detention hall whenever they are assigned. These will meet in a designated classroom on campus. Failure to serve assignments at study detail or detention hall will result in more severe penalties, including possible suspension. 20

b. Saturday School
Students assigned to Saturday School shall meet regularly as designated. Saturday School will be held from 8:00 a.m. to 12:00 noon. Students will be dismissed from Saturday School according to the length of their assignment. They are not to be dismissed before they have served the full assignment for that day. Students reporting to Saturday School after 8:00 a.m. or without study materials will be sent home. If a student is sent home because of disciplinary problems or fails to serve Saturday School they may be assigned more severe penalties, including possible suspension.

ALTERNATIVE CLASSROOM (AC)

Who will be assigned:

Junior high and high school students who have committed infractions that the building administrator has determined merit this level of punishment.

When assigned, students will:

a. Be provided an AC classroom on BJHS and EHS campuses.
b. Take textbooks, paper, pencil, and other assigned work.
c. Serve the assigned AC time before he/she is allowed to return to the regular scheduled classes.

In the event a student's conduct results in his/her dismissal from the classroom the building administrator may choose to suspend the student or readmit after a conference with the student. This conference should include the parent or guardian if possible.

IN-SCHOOL SUSPENSION (ISS)

In- School Suspension (ISS) may be used instead of suspension when deemed appropriate by administration. Students, K-12, can be assigned to ISS located at the Retta Brown campus, 505 Dixie Drive, for the number of days assigned or to keep their child at home for the number of days assigned. During the days assigned to ISS the student will be required to complete online assignments. Completion of assignments will determine the student's attendance.

If the guardian chooses for their child to attend ISS, there may be bus transportation available to and from school, depending on the situation and location of the home. The hours of Access Academy are 8:00am-1:00pm. Students must be dropped off on time and picked up on time each day.

SUSPENSION (4.30)

Any time a suspension is imposed, the principal must first explain the charges and the evidence against the student and give the student an opportunity to explain his/her conduct. If at all possible, this should be done prior to the student's removal from school. However, if the principal reasonably feels that the student's continued presence in school will substantially disrupt the academic atmosphere or endanger fellow students, teachers, school officials, or school property, the student may be immediately removed. The student shall be

given an opportunity to explain his/her conduct to the principal within three school days after the removal. The parent/guardian will be notified when his/her student is suspended.
Only the principal or the assistant principal has the authority to impose a suspension. If the principal intends to suspend the student for more than three (3) days the parent will be notified by phone or mail of the option for a conference. The conference shall provide for:

a. Statements in support of the charges against the student. These may be oral or written, and may include statements made by persons not actually present at the conference.
b. Statements by the student and others in his/her defense. This conference shall be conducted by the principal.

Suspended students will be allowed to make up work missed during their suspension period if the student takes the initiative to make up the work.

EXPULSION (4.31)

The recommendation that a student be expelled shall be made by the principal in writing to the Superintendent of Schools and shall include a written statement of the precise charges against the student. If the Superintendent concurs in this recommendation, he/she shall then schedule a hearing before the School Board and shall send to the student and to his/her parent or guardian copies of the principal's recommendation, a statement of the charges, and notice of the time, place, and purpose of the hearing.

An expulsion hearing shall proceed as follows:

a. The student may be represented by an attorney or lay counsel and may present witnesses, statements, and any other evidence on his/her own behalf.
b. The Superintendent of Schools, or his/her designee, may present witnesses, statements, and any other evidence on the school's behalf. The student may observe or examine all evidence offered against him/her.
c. A parent or legal guardian of the student must be notified of the hearing and should be urged to attend it.
d. A student's attorney shall be present only for consultation and advice and shall not actually question any witness unless:
   (1) There is material contradiction between two witnesses' statements or
   (2) The interest of justice and fairness requires it.
e. The student or his/her representative may make a record of the proceedings.
f. After all the evidence is presented by both sides in the hearing, the School Board shall make its decision. A decision to expel the student must be based on substantial evidence. The student and his/her parent or guardian must be notified of the Board's decision within 24 hours after it is reached.

DISCIPLINE FOR CHILDREN WITH DISABILITIES (4.49)

a. Students with disabilities 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.
b. The Individualized Education Plan (IEP) Team for students with disabilities should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
c. If a pattern of inappropriate behavior is established, a meeting of the student's IEP team will be held to develop a behavior plan.

STUDENT CONDUCT INFORMATION (4.17, 4.18)

Each teacher is encouraged to manage his/her own discipline problems when possible. When a student continually chooses to disregard the rules and district policies of conduct he/she will be subject to disciplinary action as defined in this handbook.

The school district reserves the right to punish behavior that is subversive to good order and discipline in the schools even though such behavior is not specified in the following written rules. The minimum will be verbal reprimand and the maximum will be expulsion recommendation. Punishment may be greater or less in severity depending upon the individual situation. Students who are serving suspension or assigned to an Alternative Learning Environment may not attend any district activity without prior approval from Administration.

All principals of the El Dorado School District shall report incidents that may constitute felonies to local law enforcement agencies for investigation and to the El Dorado School Board for adjudication. A principal shall make such a report when he/she has direct knowledge or has received information leading to a reasonable belief that a student has committed a felony on school property, a felony while under school supervision or a violent criminal act against a teacher, principal, employee, or student.

CATEGORY 1 INFRACTIONS

The following infractions are Category 1 Infractions. These infractions are handled at the school level by the building principals or his/her designees through the use of Warnings, Detention Halls (Study Detail), AC, Parent/Teacher Conference, or Saturday School. The minimum will be verbal reprimand and the maximum will be expulsion recommendation.

1. Chewing gum or eating/ drinking without the teacher's permission
2. Cutting in line in the cafeteria
3. Lack of materials
4. Tardy to class
5. Running, pushing or rough horseplay anywhere on campus
6. Refusal to do assigned work
7. Inappropriate language
8. Misbehavior in class or during class change
9. Misuse of bathroom pass/Misuse of hall pass. Hall passes are used anytime a student leaves the classroom during a class period.
10. Littering
11. Misbehaving during a fire/tornado drill and emergency drills

CATEGORY 2 INFRACTIONS

The following infractions are Category 2 Infractions. These infractions are considered more serious violations. Infractions of these rules will result in disciplinary action, including but not limited to, suspension or expulsion, Saturday School, Parent/Teacher Conference, AC, Restitution, Required Community Service, and/or notification of law enforcement officials. The minimum will be student conference and the maximum will be expulsion recommendation.

1. Cutting class
2. Deliberate destruction of an individual's property
3. Willful destruction of school property
4. Failure to remain in the office when directed to do so
5. Profanity
6. Cooperation with School Personnel – Students must obey the reasonable instructions of school district personnel.
7. Insubordination (disregard of directions or command, resistance to authority, disrespect of authority, disorderly conduct, etc.)
8. Misconduct at Senior activities
9. Cheating/Plagiarism/Academic Dishonesty (May result in no credit for that assignment)
10. 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. **Failure to obey the rules and regulations will result in disciplinary action applicable under the regular school program and/or loss of eligibility to attend school-sponsored, off-campus events.** El Dorado School District students are encouraged to attend extra-curricular activities. **All students below 7th grade must be accompanied by an adult to attend. Students not picked up within 20 minutes after an activity ends will not be allowed to attend the next activity, e.g. football or basketball games.**
11. Leaving school without signing out. Students are expected to remain on campus from the time of their arrival until the final bell.
12. Loitering by suspended students on any school campus.
13. Loitering on another school campus or on the outer perimeter of campus during school day.
14. Public display of affection/hands off policy.
15. Truancy. "Skip Days" are considered truancy. A student is considered "truant" if he/she is absent without the prior knowledge of parents and school authorities.
16. Licensed drivers may operate a motor vehicle on campus if the following rules are observed.
    - A student has provided a valid driver's license and proof of valid insurance to the office
    - Students have paid for and obtained a parking pass from the office
    - Vehicles on school district property are subject to search
    - Vehicles must be parked in designated areas.
    - Loitering in the parking lots is not allowed.
    - Fast or reckless driving is not allowed.
    - Students should not park in visitor parking, teacher parking, or designated fire lanes or any other areas not designed for vehicle parking
    - Students may not return to their vehicles or the parking lot area during school hours without an office issued pass.

    Parking lot violations (to include: disorderly conduct, improper parking, loud noises, hazardous operation of vehicle, sitting in car before/after school or lunch, etc….) may result in loss of driving privileges, citation by SRO or further disciplinary actions
17. Forgery
18. Dishonesty
19. Dress guideline violation. The dress guidelines focus on the following items (Act 835 of 2011): Dress Code applies to school issued extracurricular uniforms (Cheer, Volleyball, Basketball, Band…) during the school day. Clothing is not to be so tight that it is revealing and/or inappropriate for the school environment.

Students will be required to remedy the dress code violation along with the punishment assigned for that violation.

a. Headgear
    1. During school hours no caps, bandanas or other headgear are to be worn on any El Dorado School District campus. An exception is made for authorized school athletic caps or hats worn in the proper setting. Hats must be properly worn with bill facing forward.
    2. No bandanas or durags are to be worn at any school event or on any school campus.
    3. Toboggans and/or hoods may be worn outside when the temperature is below 40 degrees Fahrenheit.
    4. Habitual incidents of wearing a hood may result in the loss of privileges to wear a hooded shirt or jacket.
    5. No combs or hair picks are allowed to be worn.

b. Shirts and Tops
    1. No bare midsections; no open-sided halter, strapless, or tank tops.
    2. No see-through clothing
    3. No suggestive or obscene pictures/slogans nor any drug, alcohol, tobacco, or gang related logos.
    4. Tank tops, muscle shirts, camisoles or any spaghetti straps may only be worn underneath an appropriate pullover or buttoned up shirt/blouse.
    5. Under wear/under garments are not to be visible at any time.
    6. No revealing or low-cut tops.

c. Pants and Shorts
    1. No sagging pants or shorts.
    2. Appropriate shorts length is mid-thigh or longer.
    3. Pants or shorts with holes may not have holes higher than mid-thigh. If holes are higher than mid-thigh, skin must be covered
    4. Leggings or biker shorts must have a shirt that is at mid-thigh length or longer

d. Skirts and Dresses

    1. Appropriate skirt and dress length is mid-thigh or longer.
    2. No leggings may be worn with skirts shorter than the required length.

e. Shoes
    1. House slippers are not allowed. Proper shoes/sandals must be worn.

f. Other
    1. No long, bulky chains, i.e. wallet chains, or bulky necklaces shall be worn.
    2. No sleepwear, including but not limited to onesies, slippers, lingerie.
    3. Blankets are not allowed to be carried and/or used while at school.
    4. All clothing shall be worn as it is designed.
    5. Any other items of attire deemed inappropriate, unsafe, and/or disruptive to the educational process will not be allowed.

CATEGORY 3 INFRACTIONS

The following infractions are Category 3 Infractions. These infractions are considered more serious violations. Infractions of these rules will result in disciplinary action, including but not limited to, suspension, expulsion, restitution, and or notification of law enforcement officials. The minimum will be student conference and the maximum will be expulsion recommendation

1. Arson
   - Suspension and/or possible board action.
2. Damage or Destruction of Property – A student shall not cause or attempt to cause damage to the property of another or steal or attempt to steal the property of another. This includes property of the school.
3. False alarm concerning a fire, bomb threat, and other emergencies without lawful purpose, which includes comments, drawings, writings. Communicating a false alarm is a Class D felony (Act 567 of 2001).
   - This will result in Notification of authorities, suspension, and possible Board action.
4. Bullying
5. Possession/Use of tobacco products, e-cigarettes, related products, lighters, Juls, Vapes,etc. If a student is found in possession of a vape, that student will be subject to random searches for the remainder of the school term.

First Offense

- 3 day suspension from school–BJH does 4 days of AC, a project and ripple for first offense

Second Offense

- 5 day suspension from school–BJH does 8-10 at Retta, along with a citation from SRO

Third Offense

- 7 day suspension from school and/or alternative placement, along with a citation from SRO

6. Misconduct on a bus; school bus transportation is a privilege.
7. Physical abuse and/or verbal abuse against school personnel (Act 1520 of 1999).
8. 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.
9. Indecent exposure
10. Possession of fireworks. A student shall not possess, handle, or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks. Students shall not possess any type of explosive material.
11. Abuse of technology shall result in disciplinary action depending on the severity of the infraction.
12. Theft
13. Sexual harassment
14. Sexual Misconduct
15. Possession of weapons or dangerous instruments. A student shall not knowingly possess or transmit any object that can reasonably be considered a weapon in any school building, or on school property, or at any school sponsored activity.
    - Up to five days suspension – if a student is found to possess a **legal** knife (blade no longer than 3 ½ inches) and no **intent to use** it as a weapon is established.
    - Up to nine days suspension – if a student is found to possess an **illegal** knife (blade longer than 3 ½ inches) and **no intent to use** it as a weapon is established.
    - School Board – if a student is found to possess any object used as a weapon, he/she may be referred to the school board for possible expulsion.
    - If a student is found to possess any firearm, he/she may be expelled from school for a period of not less than one (1) year; provided, however, that the superintendent shall have discretion to modify such

expulsion requirements for a student on a case-by-case basis. The parents, guardians or other persons in loco parentis of a student expelled for possessing a firearm must meet with the superintendent before the student can return to school. The purpose of this conference will be for the parent to sign a statement acknowledging that they have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The statement shall be signed by the parents prior to re-admitting a student to school after the expulsion period has ended. This expulsion will be reported to the Arkansas Department of Education and noted on the student's permanent school record.

16. Inciting to riot or fight 26
17. Gang-related activities
18. Criminal Acts – The commission of or participation in criminal acts in school buildings, on school property, or at school-sponsored activities by students is prohibited by school regulation. Disciplinary action may be taken by school authorities against students involved in criminal acts regardless of whether or not criminal charges result.
19. Requirements to Identify Self – All persons must upon request identify themselves to school authorities in the school building, on school grounds, or at school-sponsored events.
20. Fighting or Assault or Physical Abuse – A student shall not cause physical injury or behave in such a way as could reasonably cause physical injury, to include threats or abuse, to any person in any school building or on school property, or at any school sponsored activity. The school principal must report any incident or threat to the superintendent. The superintendent must immediately notify the local school board and law enforcement.

First Offense:

- 5 to 9 day suspension and/or alternative placement, suspended student may not be on school property during suspension
- Possible arrest and/or citation from S.R.O.
- Student and parent/legal guardian must attend Conflict Resolution with school staff member.
- Student may lose the right to attend/ participate in all extracurricular activities.
- Parent/legal guardian and student conference with Administration

Second Offense:

- 7 to 9 day Suspension and/or alternative placement, suspended student may not be on school property during suspension
- Possible arrest and or citation from S.R.O
- Student may no longer participate in any school district event outside of regular school hours, unless prior approval from administration.
- Parent/legal guardian and student conference with superintendent before returning to school Third Offense:
- 9 day suspension, suspended student may not be on school property during suspension
- Possible board hearing

****If a staff member is struck during an altercation, additional consequence(s) will be given and a meeting with superintendent is required. Consequences could include suspension up to expulsion.**

****Engaging in an altercation after prior warning or refusal to comply with school personnel/ SRO before, during, or after an altercation will result in additional punishment. Consequences could include suspension up to expulsion.**

Any time two or more students harass or direct physical abuse toward another student or school personnel, those students may be referred to the Superintendent of Schools for a recommendation to the School Board.

DRUGS AND ALCOHOL (4.24)

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 El Dorado School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy.

This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any 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, any controlled substance, or drug paraphenalia.

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.

If a student is believed to be under the influence of drugs, alcohol, intoxicants, or other substances which improperly affect his/her behavior the student's guardian will be asked to come to school for a conference and to take the student home.

If after investigation it is determined that a student was under the influence the penalty assigned would be a meeting with the superintendent to determine consequences that could include at a minimum, suspension and maximum, board hearing with a possible recommendation for expulsion.

If a student is found in possession, sells, or attempts to sell, or provides any type of drug, alcohol, intoxicant, or other substances which may improperly affect his/her behavior, to other students or school personnel the penalty assigned would be a meeting with the superintendent and a board hearing with a possible recommendation for expulsion.

PERSONAL ELECTRONIC DEVICE (4.47)

"Personal electronic devices" means cellular telephone, paging device, beeper, mobile telephone that offers advanced computing and internet accessibility, digital media players, portable game consoles, tablet, notebook, or laptop computer, digital camera, digital video or audio recorder, smart watch, and/or any device that can connect and transmit data through bluetooth technology.
In compliance with state law, students (K-12) may not possess a personal electronic device on a school bus. It must be turned off and in a backpack.

Students in grades kindergarten (k) through four (4) will not be allowed to possess or use a personal electronic device during regular school hours.

Students in grades five (5) through twelve (12) at Washington Middle School, Barton Junior High School, and El Dorado High School may possess a personal electronic device during the school day under the following guidelines:

- Personal electronic device must be **turned off** during the school day.
- Personal electronic device must be **stored out of sight** in a backpack.
- Personal electronic device may not be kept on the student's person either in a pocket, shoe, jacket, undergarment, or purse.
- Personal electronic device may not be used in any way during the school day including but not limited to calling or receiving calls, texting, visiting or posting on social media sites, playing games, taking or watching still photos or videos, and listening to music.
- Once school is over and the student is outside the school building in the car rider area or in the bus area, the student may use the personal electronic device to text or call a parent or a ride. The personal electronic device may not be used for any other purpose at this time. The personal electronic device may NOT be used before school on school property.
- The school is NOT responsible for stolen or lost personal electronic device. Stolen or lost personal electronic device will not be investigated by school officials.
- According to state law, NO personal electronic device will be allowed on campus during any state mandated testing.

<u>The following penalties are for grades 5-12</u>

Penalties for misuse of personal electronic device during school include but are not limited to the following:

- First Offense: Personal electronic device will be confiscated till the end of the school day and can be picked up by the student from the administrator in possession. The phone will not be allowed at school for five (5) school days and the student will serve 1 day of AC. If the student has a personal electronic device at school any of the five (5) days not allowed, then the student will serve three (3) additional days of AC along with the punishment for a Second Offense.
- Second Offense: Personal electronic device will be confiscated till the end of the school day and will have to be picked up by a guardian. The phone will not be allowed at school for ten (10) school days and the student will serve 1 day of suspension. If the student has a personal electronic device at school any of

the ten (10) days not allowed, then the student will serve three (3) days of AC along with the punishment for a Third Offense.

- Third Offense: Personal electronic device will be confiscated till the end of the school day and will have to be picked up by a guardian. The phone will not be allowed at school for fifteen (15) school days and the student will serve 2 days of suspension. If the student has a personal electronic device at school any of the fifteen (15) days not allowed, then the student will serve three (3) days of AC along with the punishment for a Fourth Offense.
- Fourth Offense: Personal electronic device will be confiscated till the end of the school day and will have to be picked up by a guardian. The personal electronic device will not be allowed at school for the remainder of the school term and the student will be assigned five (5) days of In-School Suspension (ISS) at Retta Brown. If the student has a personal electronic device after the time in ISS the student could be assigned additional ISS or may be required to meet with the Superintendent. 29
- Any offense after the fourth offense will result in a minimum of time assigned to ISS, up to a maximum of expulsion.
- Refusal to relinquish a personal electronic device to a school authority will result in an automatic five (5) day assignment to ISS at Retta Brown, along with the appropriate offense from above. The personal electronic device will not be allowed at school for the remainder of the school term. Failure to comply with this policy could also result in additional consequences.
- Use of a personal electronic device at school in order to harass or bully a student or staff member will result in a nine (9) day suspension and the student will not be allowed to have a personal electronic device at school for the remainder of the school term.

The device will only be returned to an adult on the emergency card.

GENERAL INFORMATION

ASBESTOS

In 1986, the Federal Government passed a law called the Asbestos Hazard Emergency Response Act (AHERA for short) to address specifically the health problems posed by the presence of Asbestos Products in many school buildings.

We have had our facilities inspected; all samples analyzed and have developed an asbestos management plan for all our facilities.

The asbestos management plan includes: This annual notification letter, education and training of our employees, a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos-containing materials.

One of the requirements of the AHERA rule is open submission of the District Management Plan to the Governor, and at least once each school year the local education agency shall notify in writing parents, teachers, and employee organization of the availability of the Management Plan.

The District responds to this requirement by sending written notification to the P.T.A. President of each school and the president of the C.T.A. and a copy of the yearly notification is posted on all bulletin boards permanently throughout the District and updated each year.

A copy of the District's Inspection and Management Plan for each school is on file in each of our school administration offices as well as the Central Administration Office. The Inspection and Management Plan was submitted for approval to the State Department of Education in September of 1988 and was approved.

We are currently implementing the Asbestos Management Plan. We are intent on not only complying with, but exceeding federal, state and local regulations in this area. We plan to take whatever steps are necessary to insure that your children and our employees have a healthy, safe environment in which to learn and work. All our district maintenance employees that are full time have completed or are in line to complete a sixteen hour asbestos maintenance course approved by the E.P.A. Also each year Justin Small-Asbestos Program Manager takes an eight hour recertification course to maintain his certification as an AHERA Inspector and Management plan writer.

The AHERA Act requires not only six month surveillance reports but that at least every three years you are required to perform a three year re-inspection. Should you have any questions, please call Justin Small who is our Asbestos Program Manager at (870) 864-5005

BULLYING (4.43)

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

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

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
6. Demeaning humor relating to a student's actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,

9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings, 31
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: “Slut”, “You are so gay.”, “Fag”, “Queer”).

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

- 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; and

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

- Necessary cessation of instruction or educational activities;

- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or 32
- 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 (5th) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the aledged 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; 33

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.

CAFETERIA PAYMENTS(4.51)

Parents may use MyPayments*Plus* https://www.mypaymentsplus.com/ to add money to their child's cafeteria account and to view the purchase history.

CONTACT BY PARENTS (4.15)

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

CONTACT BY NON-CUSTODIAL PARENTS (4.15)

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

DUTY OF STAFF (3.27, 6.14, 8.21)

Every teacher shall seek to provide a safe and well-managed classroom for all students. Student discipline is the responsibility of teachers and is directed by school district policy.

Classified school employees shall have, as a minimum, the responsibility to appropriately assist and support teachers in these efforts.

Volunteers are used extensively throughout the entire El Dorado School District. Volunteers assist in offices, libraries, classrooms and at street crosswalks. The responsibility and the authority of these volunteers are extended to them by the individual they are assisting. Any volunteer assigned full responsibility for a program by the El Dorado School Board has the same authority as a teacher or administrator supervising students.

EXTRACURRICULAR AND NON-INSTRUCTIONAL ACTIVITIES (4.56)

Extracurricular and non-instructional activities are important in the total education of a student. These activities range from club meetings, special assemblies to athletics. The El Dorado School District recognizes that in order to have an appropriate instructional program that interruptions for extracurricular and non-instructional activities must be held to a minimum.

In order to ensure minimum interruptions all administrators and teachers in the school district shall organize and plan for a six-hour instructional day. All interruptions into the instructional time will be evaluated and only occur as deemed necessary.

FAMILY EDUCATION RIGHTS AND PRIVACY (F.E.R.P.A.)

The Family Education Rights & Privacy Act of 1974 (FERPA) limits the information about a student's academic record which may be disclosed without the student's written permission to "directory information." Directory information is defined as:

- Student's Name
- Address
- Telephone Number
- Date and place of birth
- Classification
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Honors and awards received
- Most recent educational institutions attended by the student
- E-mail address
- Photographs

Each parent, legal guardian, or eligible student has the right to refuse to permit the release of any or all of the above information. If the parent, legal guardian, or eligible student wishes to restrict the release of the directory information, he/she must inform the Principal's Office in writing within thirty (30) calendar days of receipt of this notice. An eligible student is one who has reached the age of 18 or is attending any school beyond the high school level. Parents and legal guardians of students may have access to student records as provided by the Family Educational Rights and Privacy Act of 1974 (FERPA). This act allows for the inspection of the content of records and for the right of a parent or guardian 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. Requests to view such records must be made in writing to the principal responsible for the maintenance of the records. Requests shall be complied with as soon as administratively possible within forty-five (45) days of the request. The request should include a specification of the exact information sought. A small charge may be made to cover photo-copying costs. For additional information regarding FERPA, you may call Alan Wilbourn at 479-444-3000, ext. 654 or contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. S.W.
Washington, D.C. 20202-4605

For a more detailed description of FERPA, please refer to the El Dorado School District Personnel Policies, Section 4.13.

FREEDOM OF SPEECH AND ASSEMBLY (4.12)

Students have the right to express verbally their opinions, so long as such expression does not substantially interfere with the rights of other students or teachers or with the educational process. Accordingly, the use of obscene, violent, or insulting language towards any person in his/her presence or hearing is prohibited, whether it is addressed to a specific person or to the public generally. This includes threatening to fight, or challenging to fight, any teacher or student, and any other language which would normally anger the person to whom it is spoken. Students have the right to assemble peacefully. However, any type of boycott, walkout, or other demonstration which would materially interfere with the school activities or with the rights of teachers or other students or threaten school property is prohibited.

FREEDOM TO PUBLISH (4.14)

Students have the right to express their opinions in writing. The distribution of handwritten, duplicated, or printed material on school premises must be with the prior consent of the principal and may not interfere with or disrupt the educational process. A student who desires to distribute written material on school premises must present such material to the principal in the form in which it is to be distributed at least 48 hours prior to planned distribution with a written statement setting forth the purpose of distribution. The principal shall within 24 hours thereafter either accept or reject said material for distribution in writing, and if he/she rejects it, shall state the reasons for such rejection.

If the student is dissatisfied with the rejection, he/she shall have the right to appeal to the Superintendent by presenting to the Superintendent a copy of the proposed materials together with a copy of the written statement of the principal rejecting it. The Superintendent shall within 48 hours either approve or reject such material for distribution. If the student is dissatisfied with the decision of the superintendent, he/she may present the proposed material to the School Board for their review at the next regular meeting.

Any libelous or obscene matter in student publications is prohibited.

INTERNET SAFETY AND ACCEPTABLE USE (4.29)

In making decisions regarding student access to the Internet, the El Dorado School District considers its own stated educational mission goals and objectives. Electronic information research skills are fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the School District's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the El Dorado School District. Access is a privilege, not a right. Access entails responsibility.

The following uses of school-provided Internet access are not permitted:

a. to access, upload, download, or distribute pornographic, obscene or sexually explicit material;
b. to transmit obscene, abusive, sexually explicit or threatening language;
c. to violate any local, state or federal statute;
d. to vandalize, damage or disable the property of another individual or organization;
e. to access another individual's materials, information or files without permission;
f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission; and,
g. no encryption of files is to be allowed.

Any violation of District policy shall result in a loss of temporary or permanent access to the Internet for the offending student. Additional disciplinary action may be determined by the school principal in keeping with existing District administrative procedures.

The El Dorado School District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; not for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

NOTICE OF NON-DISCRIMINATON (4.11)

El Dorado School District No. 15 does not discriminate on the basis of race, color, national origin, sex, or handicap in admission, access to, treatment, or employment in its programs and activities.

Section 504 Notice

Section 504 is an Act, which prohibits discrimination against individuals with a disability in any program receiving Federal Financial Assistance. Under Section 504, a disabled person is any person who:

- has a physical or mental impairment which substantially limits one or more major life activities;
- has a record of such an impairment; or is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the El Dorado School District recognizes a responsibility to avoid discrimination in policies and practices in the El Dorado School System. The school district has specific responsibilities under the Act, which includes the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If there are questions, please feel free to contact Jeff Alphin, Section 504 Coordinator by writing him at 505 Dixie Drive, El Dorado, AR 71730, or by telephone number 870-864-5081. Melissa Powell is the Title IX Coordinator, and she may be contacted at 870-864-5006.

PARENTS' REQUIREMENTS FOR PROVIDING FOOD AND BEVERAGES IN PUBLIC SCHOOLS (4.29)

New state law requires every school district to have a Wellness Policy. Part of that policy's responsibility is:

- To notify parents of their right to send food of their choosing to school with their children.
- Any food that is provided by a parent for a school activity or celebration must be commercially made and pre-approved by the school principal.
- According to the Child Nutrition Act, outside food cannot be brought and distributed for a child's birthday.

PARENTAL CONCERNS (6.7)

It is the goal of the El Dorado School District to be responsive to the community and to continuously improve the educational programs which are offered here. The District welcomes constructive criticism when it is offered with the intent of improving the quality of educational programming.

The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement the policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Parents with concerns regarding personnel, curriculum, discipline, coaching ro the day-to-day management of the schools need to address those concerns according to the following sequence:

1. Teacher, coach, or other staff member where the concern is directed
2. Transportation Director or Athletic Director (if applicable)
3. Principal or Assistant Principal
4. Assistant Superintendent

5. Superintendent

Solutions to parental concerns are most easily resolved when communicated at the level where the concern originated. Most issues can be resolved when everyone works cooperatively and with open minds.
Each school in our district has an open door policy for parental involvement. We welcome suggestions and/or comments to help us improve.

PARENT, FAMILY AND COMMUNITY ENGAGEMENT (6.11, 6.12)

El Dorado School District administrators, staff, and teachers encourage all parents to be active participants in their child's/children's education through a wide variety of opportunities to support and share in school and district activities. The district and each school have a Parent and Family Engagement Coordinator who plans and promotes parent and family engagement and contributions in all aspects of the educational process. We invite parents and family to take part in surveys and serve on committees; to volunteer in the classroom; to join in Doughnuts for Dad, PTA/PTO meetings, WATCHDOGS, and other groups; and to regularly attend Parent/Teacher Conferences. District and school activities are posted on the Internet at our websites and on Facebook. As Jane Hull stated, "At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents."

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION (4.13)

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

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

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

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

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

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

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

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting

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

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

“Directory information” includes, but is not limited to, a student’s name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user,

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

The form for objecting to making directory information available is made available to parents at the start of school 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 at

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

SEARCH AND SEIZURE (4.32)

In the assignment of school property (locker, desk, etc.) to students, the school retains ownership of the property and the right to inspect or reclaim it. Accordingly, general searches of school property may be conducted at any time. Illegal items such as drugs or weapons, and any other articles reasonably determined to be a threat to the safety or security of other students, teachers, or school property may be seized by school authorities. School personnel will conduct periodic locker checks in order to secure the safety of all students.

All students referred to the principal for harassment or physical abuse will be checked for weapons by a metal detector. At times the school district may elect to use a metal detector at the entrance of all schools or school activities.

Students of El Dorado Public Schools should be aware that school district officials have access to a registered drug dog. The dog is a gentle dog which has been trained to locate alcohol, marijuana, and other illegal drugs. Periodic, unannounced visits to the school and school activities will be made by the dog and handler in an effort to prevent possession and use of alcohol and drugs on the campuses. Students are responsible for the contents of their lockers and automobiles. Should contraband be located, the responsible student will be subject to district policies and local, state, and federal laws.

Campus parking lots are part of school property and student parking provides for search of those vehicles by school personnel, if reasonable suspicion exists that school policy or a local, state, or federal law has been violated.

A search of a student's person will be limited to a situation in which the administration has reasonable suspicion that the search would produce evidence indicating that the student has violated the law or school rules. An adult witness should be present when a personal search is conducted.

SEXUAL HARASSMENT (4.27)

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

It shall be a violation of this policy (4.27 - STUDENT SEX DISCRIMINATION AND SEXUAL HARASSMENT) for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

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

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

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

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

SCHOOL SAFETY CRISIS INTERVENTION PLANS (4.37)

Each school has formulated crisis intervention plans for the following situations: fire, tornado, earthquake, evacuation of the school campus, death, suicide, and intruder(s) on the school campus. These plans are on file in the office of each school and are available for review upon request.

EMERGENCY DRILLS

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall be conducted no 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.

SCHOOL ORGANIZATIONS

School fraternities and secret societies are banned in Arkansas Public Schools.

SOCIAL MEDIA

Parents, students, and community members can connect with school and district events through the following social media outlets:

Facebook: El Dorado School District

X: ElWldcats

Instagram: esdwildcats

YouTube: El Dorado School District

Web Page: http://www.eldoradopublicschools.org/

TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND TOBACCO RELATED PRODUCTS (4.23)

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any property owned or leased by a District school, including school buses 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-pips, or under any other name or descriptor.
Advertising of tobacco products is prohibited on any school property, at school functions, and in all publications.

STUDENT TRANSPORTATION REGULATIONS (4.19)

The purpose of the Transportation Department of the El Dorado Schools is to provide the safest, most efficient transportation possible for those students who are to be transported between their homes and schools. This process is the responsibility of the entire community and requires the cooperation of all students, parents, school personnel, citizens who drive on the streets in the presence of the school buses.
Bus routes are established to transport students who live two miles or more from the school they attend.
Bus stops are designed for the safety of the students and to comply with the State regulations but not on a house-to-house basis.

Buses are to be used only to transport students to and from school sponsored events.
Anyone who is not employed by the school district or sponsors of school activities will not be permitted to ride a bus, except in an emergency.

Students are allowed on the bus without a bus slip the first five days of school. The first five days of school the bus driver will give the student a bus slip to bring home. The parent or legal guardian will need to fill out the slip and have the student return it to the bus driver no later than the morning of the sixth school day. After the fifth day of school a student will not be allowed on the bus without a bus slip. Students may only have one bus stop.
If a student does not ride the bus the first five days of school a parent or legal guardian will need to go to the to the student's school beginning the sixth day of school to get a bus slip. Bus slips are not done at the schools until the sixth school day.
Bus routes are posted on the district web site. If a parent has questions about their student's bus route, they may call the transportation office the week before school starts to check on the route number. 870-864-5006 option #1.
Any request for an exception to a transportation regulation is to be made to: Director of Transportation, 200 West Oak, El Dorado, AR 71730. THIS REQUEST SHOULD BE WRITTEN.
Students and parents are asked to read these regulations carefully. They must be followed if we are to provide safe, effective transportation for the students of the district.
The school district encourages any person who observes an incident jeopardizing the safety of the students on a school bus to report the incident to the school officials. It is most helpful when a person can identify the bus by its number when making such report. Any recommendations that will assist the school in its operation are also encouraged. The telephone number of the transportation department of the El Dorado School District is 864-5006 option #1.
Suspension, loss of bus riding privileges, or other disciplinary sanctions may be imposed when students violate the regulations.

MEETING THE BUS:

1. Be at the bus stop at the scheduled time. Stand back about ten (10) feet from the bus stop and wait until the door is open before loading.
2. If you miss the bus, do not attempt to (1) ride another bus, (2) walk to or from school, or (3) hitchhike.
3. Respect the property rights of others while waiting for the bus. Don't litter or make unnecessary noise. Don't gather under carports or porches, or on lawns without permission.

ENTERING AND LEAVING THE BUS:

1. While loading and/or unloading, enter or leave the bus orderly and quickly as directed by the driver.
2. If you must cross the road or highway to enter the bus, try always to be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and cross ten (10) feet in front of the bus in clear view of the bus driver.
3. Pupils who must cross the road after leaving the bus in the afternoon must go to a point of the shoulder of the road ten (10) feet in front of the bus.
4. If you drop any object (book, paper, pencil) while leaving the bus, do not attempt to retrieve the object until the bus has left the scene and the road is clear of vehicles.
5. Do not enter or leave the school bus by the back door except in the case of an emergency or unless directed to do so by the driver.

RIDING THE BUS:

1. While riding the bus, students are under the supervision of the driver at all times. The driver has the authority to temporarily suspend a student from riding the bus. 44
2. Students are expected to conduct themselves in a manner that will not distract the driver or disturb other riders on the bus (which includes keeping your hands to yourself; attending to your own matters; leaving other pupils alone, and being reasonably quiet).
3. Knives, sharp objects, firearms, or pets are not allowed on the bus. Keep pens, pencils, and other school materials inside books or notebooks not your hand.
4. Students are not to deface the bus or any school property. Do not litter the floor of the bus. Do not eat or drink on the bus. Keep the aisle of the bus clear.
5. You are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Pupils must stay seated until the driver directs unloading. Pupils are not to put their hands, arms, head or bodies out of the window. Do not yell at anyone outside of the bus.
6. Students are to sit facing the front, with their back up against the back of the bus seat and their feet directly in front of them. Do not get up from your seat and move about while the bus is moving.
7. Do not ask the driver to let you off any place except at your regular bus stop.
8. Ride only the bus to which you are assigned. Visitors are not allowed to ride buses unless permission is first obtained from the school officials.
9. Smoking on the bus is prohibited by Arkansas state law.
10. It is against the law to threaten, curse or abuse a school bus driver.
11. Students are not to play radios, tape players, or band instruments, or use cell phones while on the bus. These items should be turned off and in a purse, backpack or instrument case.

EMERGENCY EVACUATION PROCEDURES

In an emergency, students should remain calm and quiet and listen for instructions from the bus driver. If the driver is unable to conduct emergency measures, the students should follow the procedures listed below in leaving the bus.

If the exit is through the front door, students sitting in the front seat, to the left of the aisle, will move out first followed by those in the right front seat and proceeding in this manner until all seats are emptied.

If the exit is through the rear emergency door, those students sitting next to the aisle shall leave first, beginning with those students in the rear of the bus.

If a rapid exit is necessary and it is possible to exit from both doors, students in the rear half of the bus should move out the back door and those in the front half should move out the front.

In the event of an accident resulting in injury, persons injured should, if possible, be moved only under competent medical supervision.

If the bus should be overturned – students should evacuate through windows or through either door. Upon leaving the bus in an emergency exit, students are to move immediately off the road to a safe distance from the traffic. They should not cross the road unless instructed to by the driver.

In the event of a tornado, or other natural disaster, students should follow the instructions of the bus driver regarding emergency procedures.

VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING (4.48)

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio

surveillance cameras, audio recording devices, 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.

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, audio recording devices, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

INCLEMENT WEATHER NOTIFICATION

In case of inclement weather, school closing information can be found on the district's website and social media, and by listening to local television and radio stations.

MEDICAL INFORMATION (4.35)

ACCIDENTS, INJURIES, AND FIRST AID

When a student becomes ill or is injured, school personnel will give first aid, notify parents if needed, and seek medical care if needed. When a student has a known allergy and requires medication for an emergency situation (allergy to wasp or bee sting or other allergic reactions), written directions for the use of medication will be required from the physician or parent at the beginning of the school year.

It is recommended that a student with a temperature of 100º F or higher not attend school until he/she has been fever free for 24 hours (without the use of fever reducing medications). Any student who develops a temperature of 100º F or higher during the school day will be sent home. The student should not return until fever free for 24 hours without the use of fever reducing medications such as: Advil, Tylenol, Motrin, etc.

ADMINISTERING MEDICATIONS TO STUDENTS

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

Unless authorized to self-administer, or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, 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, it's 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 bought to school shall be stored in a double locked cabinet.

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

The only Schedule II mediations that shall be allowed to be brought to the school are 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).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. This includes hydrocodone and cough syrup with codeine.

SELF-ADMINISTRATION OF MEDICATION

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

1) Self-administer either a:
   - Rescue inhaler; or
   - Auto-injectable epinephrine;
2) Perform 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 student's person:
   a) A rescue inhaler or auto-injectable epinephrine; or
   b) Auto-injectable epinephrine or nasal spray epinephrine; or
   c) 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:
   a. Is capable of completing the proper method of self-administration of the stress dose medication; and
   b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

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

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

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

A student is prohibited from sharing, transferring, or in any way diverting 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, 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 the parent or guardian.

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 school employee(s) certified to administer epinephrine to administer either an 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 and 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 school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

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

Emergency Administration of Emergency Adrenal Insufficiency Medication

The school nurse or other 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 injectible emergency dose medication in emergency situations.

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

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

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.

COMMUNICABLE DISEASES AND PARASITES (4.34)

Students with communicable disease 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: Varicella (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 F when taken orally and without the use of fever reducing medication). A student who has been sent home by the school nurse will be subsequently readmitted when the student is no longer a transmission risk. If there is a question as to whether or not a transmission risk continues to exist, readmittance will be at the discretion of the school nurse. 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 possible spread of communicable diseases, school personnel shall use standard precautions when dealing with the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

In accordance with 4.57 – Immunizations, the District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. 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.

El Dorado Public Schools provides a flu clinic every school year in partnership with the Union County Health Department. Check with your school for the dates.

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 from school. 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 screening results shall be conducted in a manner that respects the privacy and confidentiality of each student.

HEALTH SCREENINGS

The following screenings will be done by or under the direction of El Dorado School Nurses in accordance with Arkansas Law or Mandates:

- Vision and hearing screenings for all new students and for students in grades K,1,2,4,6, and 8; Special Education referrals; Special Education re-evaluations, and any student referred by teachers or parents.
- Body Mass Index - State Law ACA 20-7-135 mandates schools provide parents with an annual Body Mass Index (BMI) percentage by age as a part of a school health report. This report will be provided for students beginning in kindergarten and then in even number grades through 10th grade. Parents may request a paper copy by contacting their student's school nurse.
- Scoliosis screenings will be done for 6th grade girls and 8th grade boys and girls.

Parents may refuse the vision and scoliosis screenings for their students if documentation from their child's physician stating their child has been screened within the past six (6) months is given to the school nurse.

CHILDREN WITH SPECIAL HEALTH CARE NEEDS

These are guidelines unless pertaining to specific law requirements. Therefore, the school district reserves the right to provide more, less, or other procedures (not contrary to law) as it deems reasonably appropriate for a particular student or situation, to ensure quality services delivered for "children with special health care needs." This term being also inclusive of all students within the general student population, regardless of their academic placement, or whether receiving Special Education Services or not. 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 as noted below, both should have an Individualized Health Care Plan (IHP) to be in place.

These guidelines are set forth to enable participation in the educational process for those students who require individualized health care interventions. Included within this population are students who may:

- Require administration of medication and/or special procedures on a continuing need during the school day.
- Use a particular health care device that compensates for the loss of a vital body function.

- Have a chronic medical condition that is currently stable but may require routine or emergency health care procedures.
- Require the provision of substantial, special, or frequent health care to avert death or further disability.

Definitions

"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. There is no foreseeable end to this condition (Brodsky & Wilson, 1989). A medical protocol should be in place to ensure a person's safety.

"Technology dependent" describes a condition in which a student requires a medical device, such as mechanical ventilation or respirator, tracheotomy tube, oxygen to compensate for the loss of a vital body function.

Various Federal and State mandates provide the basis for meeting specific educational opportunities in children with special health care needs and to define the services that must be provided.

The *Individuals with Disabilities Education Improvement Act of 2004(IDEA)* define "school health services" as services performed by a nurse or other qualified person and "medical services" as services performed by a physician.

In Arkansas the term "other health impaired" and/or "Special health care needs" are 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 following are those employees within the school district who may make referrals on those students may require special health or educational services in the school setting:

- Any certified / classified employee may make referrals.
- The student health care coordinator will be the principal.

Additionally, the building principal and/or nurse shall be responsible for establishing a team of direct care providers that include all school personnel responsible for the "hands on" direct care of the student during the school day. These personnel may include, but are not limited to:

Teachers (including subs)	Paraprofessionals
School Nurses	Therapist(s)
Bus Drivers	Food Service Personnel

The student's parent(s) or legal guardian(s) are to attend the meeting as well in order to provide the team with vital historical information that will help the team develop the most appropriate interventions and comprehensive plan to meet the student's individual needs.

Every child who has a continuing health care need requiring nursing care, intervention, or supervision during the school day should have an Individual Health Care Plan (IHP) written by the team. The health care needs of the student may be incorporated within the student's Individualized Education Plan (IEP), if they also receive special educational services.

The IHP must include the following:

- Needs of a student
- Actual and Potential problems
- Interventions
- Parameters for evaluation
- Emergency Care and/or Transportation Plans
- Changes in health care status

PLANNING:

A planning meeting should be scheduled which includes, at a minimum, the health care professional(s), school designee, and the parents/guardian. The planning meeting initiates the process in determining the safety and appropriateness of required health care services during school activities. While at the same time providing an opportunity for the family and the school personnel to meet, become acquainted, and determine what interventions would best assist the student in meeting those needs. During the planning meeting, the parents/guardian must:

(1) Provide the school with pertinent information regarding their child's health care problems.
(2) Identify the primary health care providers who have information related to their child.
(3) Sign confidential information release forms.
(4) Give permission to assess their child for appropriate health care needs/services while at school.

The school designee at the meeting will:

- Explain the process that will be followed
- Identify members of an assessment team
- Explain the assessment process.

The desired outcomes at completion of a successful meeting include:

- Realistic and measurable goals have been developed
- Goals have been written in behavioral terms, when indicated, so they may be incorporated in the IEP if needed.
- Goals have been prioritized
- Nursing interventions have been selected

Such a meeting should be held for all students with special health care needs, regardless of their need for special education services.

ASSESSMENT:

Adequate assessment is essential to providing appropriate health care services. The El Dorado School District is not responsible for conducting all health-related assessments. The parent/guardian should notify the school immediately if there is a change or cancellation of any procedure / medications listed / stated in the IHP.

The assessment portion of the IHP is an ongoing process that begins in the Planning stage when the health care professional receives information that includes but is not limited to:

- Onset of disease/condition
- Treatment (past, current, and anticipated)
- Other illnesses/allergies
- List of health care providers and contact information
- Emergency information
- Health care procedures and equipment
- Adaptation for bus transportation and other non-classroom activities

This information will be evaluated and re-assessed when the student's health condition, procedures, medication, etc…, change.

PLACEMENT:

While the School will make every reasonable effort to make health care assessments, it is the primary responsibility of the parent/guardian to provide a written assessment to the District. For students with disabilities receiving special education and related services under the IDEA, each public agency shall ensure that:

a) The educational placement of each child with a disability.
   1) Is determined at least annually,
   2) Is based on his/her IEP and
   3) Is determined by the type of disability and which school building is best equipped to meet the needs of the student
b) The various alternative placements shall be available to the extent necessary to implement the IEP for each child with a disability.
c) Unless the IEP of a child requires some other arrangement, the child is educated in the school that he/she would attend if nondisabled.
d) In selecting the least restrictive environment, consideration is given to any potential harmful effect on the child or on the quality of services that he /she needs. (34 code of Federal Regulations, Section 300.552)
e) A continuum of alternative placements is available to meet the needs of children with disability for special education and related services. The continuum includes instruction in regular classes, special classes, home instruction, and instruction in hospitals and institutions, and provisions are made for supplementary services (such as resource room or itinerant instruction) to be provided in conjunction with regular class placement.

TRAINING:

The school district will use only qualified, trained personnel to provide health care procedures and services. The school district shall ensure that the personnel performing health care services are appropriately trained, credentialed and/or licensed prior to administering health care services. The school district shall address ongoing skills and educational training, for the nurse(s). This training will ensure the nurse's ability to perform specific procedures required as stated in the student's health care plan and to oversee appropriate staff development. Training also respects and includes knowledge of diverse cultured beliefs and practices

Training in health care procedures and services includes general training, student specific training, and training for student involvement in self-care. By using this method results include:

1. Safe and effective care for the student
2. Competence and confidence on the part of the care provider or school
3. Family confidence in the provision of services

"General training" is designed for people who have contact with a student with special health care needs, but who may not be directly responsible for providing the necessary health care.

"Student-specific training" is needed even if the school personnel provided similar care to other students in the past.

"Self-care or student training" can provide the student with a greater freedom in school, the community and promotes the goal of independent living in their adult life.

Schools will utilize in-service days for providing training and updates on special health care services. Staff will be provided with opportunities to attend conferences and workshops sponsored by other organizations (i.e., physical therapy, speech-language pathology, etc.)

The parents and the student should be integrally involved in the training program, as parents should provide insights with regard to individualized aspects of their child's care.
Individuals associated with the school who should receive general information training include, but are not limited to:

Teachers	Custodians	Administrators
School Food Personnel	Support Personnel	Bus Drivers
Medical Personnel	Aides/Paraprofessionals	Itinerate personnel
School Board Members	Substitute Teachers	Counselors
Librarians	Volunteers	Community Members Families Students

Training of "direct care providers" must be conducted by qualified personnel (physician, nurse, etc.)

"Qualified Personnel" is defined as those individuals who are trained in the specific skill to be taught, and where reasonably appropriate, hold the required credentials (Certification, registration or license).

Direct care provider training may include information about:

a. Student - specific health procedures (i. e., special feeding restrictions and practices, dietary needs, catheterization, updraft therapy, medication distribution, suctioning, emergency airway maintenance etc.)

b. Equipment necessary to perform specific procedures (i.e., oxygen tanks, suction machines, ambu bags) and instruction in its function, uses, and safety considerations for each operator.
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c. Collecting, reporting and documenting data (i. e., vital signs, height, weight, etc.) as stipulated in the Arkansas Nurse Practice Act, as amended.

d. Instruction on the appropriate documentation of the skilled procedures as the continuity of the student's health care is dependent upon this required documentation.

A review of the adequacy of training and retraining should be addressed:

1. On a regular basis.
2. Whenever there is a change in the student's medical status and the IHP is revised.
3. If an emergency situation occurred.
4. When new direct care providers are employed.
5. When the student's educational placement changes.

MONITORING:

For most students with special health care needs, the educational placement will be in the general education program. The IEP/IHP committee will monitor all services at the school. The steps to ensure the effectiveness of training and implementation of the IEP/IHP should include:

1. Providing direct care as appropriate, or supervise student's health care provider(s).
2. Update assessment of the student's health status annually.
3. Update and evaluate student's IHP @ least annually and as needed, ie: due to change in medical status, medication or procedures, etc….
4. Document, review, and update skills training.

CONFIDENTIALITY OF STUDENT RECORDS:

Confidentiality, being a legal and ethical issue, will always be observed following the guidelines set forth in the American Health Insurance Portability and Accountability Act of 1996, (HIPPA) and The Family Educational Rights and Privacy Act (FERPA). HIPPA provides that all medical information remain confidential and only pertinent information is shared only on a 'need to know' basis by those personnel that are "direct care" or "hands on" health care providers for a specific student. In the same way FERPA protects the privacy of the student's educational records as well as any personal identifiable information. Therefore, records pertaining to special needs students, as well as the general student population will be shared with third parties only when requested in writing by the parent or a legally appointed guardian.

COMMUNICATION:

Parents are an important source of information about their child's medical condition and are responsible for providing information between health and educational systems. Communication among parents, health care providers, the educational system, and support services is critical to the success of the student within the school program. It is the responsibility of the parent/guardian to see that this communication is effective.

MEDICATION DISTRIBUTION

Prior to the administration of any medication to any student under the age of 18 years, a written request from both the lawful custodian and a person who is licensed to practice medicine or dentistry is required. Medication Consent Forms may be obtained from the school nurse. The EL DORADO SCHOOL DISTRICT is not responsible for any reaction caused by medications which are properly administered.

ADMINISTRATIVE IMPLEMENTAL PROCEDURES:

1. This policy covers both prescribed and over-the-counter medications. Prescriptions are those written by a person licensed to practice medicine or dentistry in the state of Arkansas or other competent Jurisdiction.
2. Unnecessary medication administration at school is strongly discouraged. The dosage intervals of many medications can be adjusted so the times for taking the medication will not occur during school hours. When possible, interval adjustments should be considered ***before*** requesting medication be administered at school.
3. Non-prescription medications will NOT be given for more than ONE week without a written doctor's order. Failure to provide a doctor's order will result in the student not being given the non-prescription medications at school.
4. School personnel will not give medications in the school setting unless the administration has been delegated by a licensed registered nurse. The licensed registered nurse is responsible for:
   a. Reviewing medication request.
   b. Assessing the pupil's health status and nursing care needs.
   c. Formulating a medication administration plan.
   d. Determining the appropriateness of the delegation of the task to be assigned.
   e. When parent/guardian written request is not in the file, reasonable efforts to contact the parent/guardian should be made and documented.
5. All medications must be administered in the school designated area. The student must swallow the oral medication in the presence of the adult administering the medication. Inhalers (*****) must be used in the presence of an adult. ***** Even those students who have been authorized to self-administer medications should do so in the presence of an adult, unless in a life threatening instance – Ie: Status Asthmaticus, or severe allergic reaction
6. When necessary to administer prescription medication during school hours, written request will be submitted to the pupil's school signed and dated by the parent/guardian and licensed physician containing the following.
   a. Name and birth date of the pupil to receive the medication.
   b. Diagnosis/reason for medication.
   c. Name of medication to be given.
   d. Dosage/amount to be given
   e. Times to be given.
   f. Expected duration of treatment.

ADDITIONALLY, LAWFUL CUSTODIAN SIGNATURES MUST:

a. Certify that at least one dose of the prescribed medication has previously been given and no adverse reactions were experienced.
b. Authorize school health services personnel to exchange information with the attending physician and personnel from the dispensing pharmacy.
c. Medication request must be updated at the beginning of each school year, or as otherwise requested by the school nurse.

7. In collaboration with the administrator, the nurse will identify school staff members necessary to implement the administration plan. When appropriate the principal designates school personnel to assist with the plan.

   a. The nurse will train and document competencies of the designated staff members, and will provide written documentation plans and forms. The nurse is responsible for supervision of the medication plan.
   b. School personnel will not be responsible for administering injectable medications except by a physician's order in emergency situations.
   c. Individuals involved in the plan will acknowledge their role by affixing their signature and the date.

8. Medication will be supplied by the parent or legal guardian to the school in the original container, correctly labeled with the following information:

   a. Student's Name
   b. Prescription number
   c. Name and strength of medication
   d. Dosage and directions for administration
   e. Date prescription was filled
   f. Prescribing physician or dentist name.
   g. Expiration date when applicable
   h. Medication storage directions when appropriate.
      1) It is the lawful custodian's responsibility to assure that the medication and dosage in the containers are the same as described by the affixed label.
      2) It is the responsibility of the lawful custodian to provide and maintain an appropriate supply of medication at school.
      3) It is the responsibility of the parent/guardian to transport the medication to and from school and make sure that it is given to the school persons designated to administer the medication.
      4) Any change in medication dosages or administration schedules, require new written physician and parent/guardian requests and new or newly labeled medication containers.

9. <u>Long term medications</u> - During the school year the termination of a medication plan by the parent/guardian, prescribing physician, or school must be by written notice. Otherwise, the medication plan will automatically be terminated when the student changes attendance centers or at the close of the school year, whichever occurs first. A new medication request must be provided at the beginning of each school year.

10. Procedures for the disposal of unused, contaminated, discontinued, or out-of-date medications, according to the school guidelines include:
    a. All medications not picked up by the parent / guardian or a responsible adult, will be destroyed (10) days after notification has been sent to the parent/guardian regarding the expiration date or at the end of the school year.
    b. Unused and unclaimed medication should be disposed of by following the current Arkansas guidelines for disposal of prescriptions. 59

11. Procedures for stolen medication shall include the following actions:
    a. Notify the school administrator and follow established procedure for missing property on school grounds.
    b. Notify Police if appropriate.
    c. Notify the parent/guardian to replace the medication. The school is not responsible for the cost of replacing stolen medication.

MEDICATION ADMINISTRATION PLAN FOR RESPONDING TO ERRORS IN MEDICATION: REPORTING AND DOCUMENTATION

1. A medication error includes any failure to administer medication as prescribed for a particular student, including:
    a. Failure to administer the right medication.
    b. Failure to administer the right medication to right student.
    c. Failure to administer the right medication within appropriate time frame (unless otherwise specified, the acceptable time is 30 minutes before or after the specified time).
    d. Failure to administer the right medication in the correct dosage.
    e. Failure to administer the medication in the correct route, ie: inhaled, orally, injected, etc ….
    f. Failure to document medication given.
    g. Documenting medication as being given but was not.

2. When an error is made the appropriate school employee shall:
    a. Notify the school nurse and the principal and follow the written plan for the individual student for immediate notification of the parent/guardian (document every effort to reach the parent).
    b. The registered nurse shall notify the prescriber of the medication incident.
    c. The school employee responsible for the medication error shall document the error on the accident/incident report form.
    d. The report is signed by the registered nurse and the principal and is placed in the designated file for the purpose of review by the registered school nurse.
    e. All suspected diversion, tampering, or misuse of medications shall be reported to the appropriate supervisor.
    f. The school nurse reviews reports of medication errors and takes reasonably necessary steps to avoid/eliminate medication errors in the future.
    g.

EMERGENCY PROCEDURES

The board acknowledges its obligation to provide first aid or emergency treatment in case of sudden illness or injury to a student, but further medical attention is the responsibility of the parent or guardian.

When a student is injured, the staff will provide immediate care and attention to the injured party until relieved by an administrator, nurse or doctor. The principal and the nurse should be notified immediately of any accident. The principal shall then attempt to contact the parent or guardian so that the parent or guardian can arrange for care or treatment of the injured student.

The El Dorado School District is not qualified under law to comply with directives to physicians limiting medical treatment and will not accept such directives. This includes DNR orders.

EMERGENCY TREATMENT

If a child becomes ill or receives a serious injury, an attempt to contact the parent/guardian will be made. In the event the parent/guardian cannot be contacted, an attempt to call the emergency number listed on the student's enrollment card will be made. If still unable to reach anyone then the student may be referred for emergency medical treatment. The principal shall be responsible for making the decision. In the event the principal or nurse is not available, the staff member designated by the principal to take charge in emergency situations shall be responsible for the decision. For a life - threatening emergency (severe bleeding, shock, breathing difficulty, heart attack) call 911. The responsible person should contact the parent as quickly as possible to determine the next course of action.

When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized It is the responsibility of the parent/guardian to keep this information up to date. As previously noted, if the parent/guardian, or emergency contact cannot be made, the principal or designee, should determine the next course of action.

If illness or injury is not life threatening, the parent / guardian should be contacted to arrange transportation. If they cannot be reached, the school personnel will arrange for transportation. The El Dorado School District is not responsible for the cost of such services.

If the injury is deemed minor, the trained staff member should:

1. Administer first aid to the child as necessary.
2. Notify the principal and nurse.
3. Remain with their child until released by the principal, nurse, responsible person, or the parent/guardian.

The nurse or principal will make the decision whether the ill or injured child should return to class. If there is any doubt the parent/guardian should be consulted.

If a serious injury occurs during a physical education class or during an athletic team practice or game, emergency procedures shall be conducted in the following manner:

1. Stop playing immediately at first indication of possible injury or illness.
2. Look for obvious deformity or other deviation from the athlete's normal structure or motion.
3. Listen to the athlete's description of his complaint and how the injury occurred.
4. Act, but do *not* move the athlete until after serious injury is ruled out.

The teacher or coach should avoid being hurried into moving an athlete who has been hurt. He/she should attempt to restore life-sustaining functions (e.g. stop, repair uncontrolled bleeding, suffocation, cardiac arrest) before moving the athlete to an emergency facility. He/she should obtain medical supervision if at all possible before moving an athlete with a suspected neck or spinal injury. If no physician is available, proceed with caution according to first aid procedures. In the event the student/athlete must be taken to the doctor or hospital, they must be accompanied by school personnel. The parent/ guardian will be notified.
An accident report must be completed by the activity director, as soon as possible, from information provided by the person at the scene of the accident. The written report should included description of the circumstances of the illness or injury and procedures followed handling it at school. A copy should be included in the student's folder and a copy should be sent to the superintendent.

School staff may not accept and may not agree to comply with directives to physicians that would withhold or withdraw life-sustaining treatments for students.

TRANSPORTING MEDICALLY FRAGILE, TECHNOLOGY DEPENDENT, AND HIGHLY DISRUPTIVE STUDENTS

Section 504, Rehabilitation Act of 1973, the IDEA, and the American with Disabilities Act of 1990 outline the process for identifying students with disabilities, including those with special health care needs. Transportation is a related service under IDEA and defined to include:

- Travel to and from school and between schools
- Travel in and around school buildings, and
- Specialized equipment (such as special or adaptive buses, lifts, and ramps) if required to provide special transportation for a child with a disability.

1.RELATED SERVICES of Transportation:

a. Each local education agency (LEA) shall provide transportation as a related service if a student requires this service to access education. Transportation is provided as a related service by the El Dorado School District.
b. Transportation as a related service must be recorded on the IEP/IHP then approved and signed by the parent or guardian prior to initiating transportation services. Transportation recommendations should be agreed upon prior to offering a special service to a parent or guardian. (Information being presented to the parent should include the type of vehicle the student will ride; duration of transport; conditions, including the temperature on the vehicle and during loading and unloading (how often the lift door will be opened during cold or hot weather); type of device/occupant securement system; emergency communication system; and whether or not an attendant will be assigned).

c. The length of the vehicle ride is an LEA decision unless state regulations specify travel time restraints. The length of the ride should be addressed by an IHP/IEP committee on an individual basis if it is a concern.
d. The LEA should designate pickup and drop-off locations; special circumstances should be addressed on an individual basis at an IEP/IHP meeting and recorded on the IEP/IHP. Non-ambulatory students should be picked up at the residence of their parent or legal guardian

unless alternate arrangements can be mutually agreed upon by all parties. All alternative agreements will be documented.

e. If the LEA requests that the parent or guardian transport the student, the LEA shall reimburse the parent or guardian at the same rate per mile paid LEA employees. In instances where the parents provide transportation, each LEA should assure that licensing, insurance and vehicle inspection matters are in accordance with state and/or local school system policies.
f. The LEA will give parents and guardians procedural safeguards to protect their due process rights if disputes regarding transportation cannot be resolved. Consultations with supervisors of special education and transportation departments are appropriate for conflict resolution. Efforts to resolve conflicts should be attempted during the IEP/IHP process.

2.DISCIPLINARY PROCEDURES:

Special needs students, like all other students, are subject to disciplinary action(s). Disciplinary actions relating to transportation require an IEP/IHP committee review if transportation is provided as a related service and it is recommended that this service be interrupted for more than 5 days. If disciplinary action is recommended because a student's behavior is of danger to the driver and / or other students, any interruption in service necessitates that an IHP/IEP committee meeting be conducted within 5 school days, unless the time is mutually extended or a meeting cannot be reasonable scheduled within 5 days. If it is recommended that a student be permanently suspended from transportation services for behaviors that are of danger to the driver and/or other students, an IEP/IHP committee review is required.

The LEA may choose the method of accommodating the special student's transportation needs by:

1. Owning the transportation vehicles.
2. Contracting transportation services.
3. Renting transportation vehicles.
4. Reimbursement of private carriers.
5. Other reasonable method.

SPECIAL SAFETY CONSIDERATIONS:

A qualified member of the IEP/IHP committee shall address the use of assistive devices on transportation vehicles if procedures beyond standard operations are recommended. Assistive device provisions should be on an individual student basis. Special considerations should be noted on the IEP/IHP and approved by the committee prior to implementation.

Transporters of special needs students should have an individual emergency card for each student that is carried on the vehicle. These cards should remain on the vehicle at all times. Transporters should also be knowledgeable about specific conditions in order to prevent the over identification of what is an emergency situation. Evacuation procedures for special needs students should be well known and rehearsed. Special needs students with physical, emotional, and mental limitations should practice evacuation procedures to their maximum capacity. A written evacuation plan should be printed and available on each transportation vehicle.

TRANSPORTATION PERSONNEL:

Each LEA shall provide all transportation personnel with written procedures and policies regarding transportation of special needs students. Drivers of vehicles transporting special needs students shall receive training regarding disabling condition, disciplinary, and suspension measures. Drivers of special needs students shall be provided written guidelines about a student's procedural safeguards. Drivers shall receive supervisory assistance upon request.

Each LEA shall provide in-service training for vehicle operators and aides transporting special needs students. In-service training shall include in addition to regular training programs, instructions regarding:

1. IDEA and Section 504 Requirements.
2. Information about Disabling Conditions.
3. Disciplinary and Suspension Procedures.
4. Knowledge of Assistive Device Management.
5. Emergency procedures.
6. Evacuation procedures.
7. First aid training.

EQUAL EDUCATIONAL OPPORTUNITY

El Dorado School District #15 does not discriminate on the basis of race, color, national origin, sex, or handicap, in admission, access to, treatment or employment in its programs and activities.

Jeff Alphin has been designated as the responsible employee to coordinate grievance procedures under Section 504 of the Rehabilitation Acts of 1973, Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and American Disabilities Act of 1992, alleging any action prohibited under these Acts shall be made to Mr. Alphin by writing him at 505 Dixie Drive, El Dorado, AR 71730, or by telephone, 870-864-5081.