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The purpose of the Lead Hill Student Handbook is to provide students and parents with a user-friendly version of our school policies. Topics are listed alphabetically. If you would like a hardcopy of the Lead Hill Student Handbook, please contact our school at 870-436-5677. We would be glad to provide you with a copy. Our Lead Hill Student Handbook, as well as all policies can be viewed, downloaded, and printed from www.leadhillschools.net.

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Lead Hill School District 2025-2026 - Alternate (Hour) Calendar

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July	
4	Independence day
School Days are 385 minutes. The 2025-26 school year will exceed the 1,068 hour minimum with a total of 1069.25 hours.	
31	New Teacher Training

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August	
1, 8	Flex Days
4 - 7, & 11	Required Professional Development
7:55am-3:25pm	
13	First Day of School

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September	
1	Labor Day - No School
5	Out at 1:00 for PLC Meetings
18	Parent/Teacher Conferences - 4:00-7:00
19	Flex Day - No school for students

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October	
13	Columbus Day
24	United Nations Day
31	Halloween
3	Out at 1:00 for PLC Meetings
9	End 1st Quarter (40 days - 251.67 hrs)
14	Begin 2nd Quarter
10 and 13	Fall Break - No School

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November	
11	Veterans Day
27	Thanksgiving
2	Daylight Saving
7	Out at 1:00 for PLC Meetings
24-28	Thanksgiving Break - No School

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December	
24	Christmas Eve
25	Christmas Day
31	New Year's Eve
5	Out at 1:00 for PLC Meetings
18-19	End 2nd Qtr - Sem Tests (44 Days-275.83 hrs)
22-31	Christmas Break

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January	
1-2	Christmas Break
5	Required Teacher Inservice
6	Begin 3rd Quarter
9	Out at 1:00 for PLC Meetings
19	Martin Luther King Jr. Day - No School

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February	
2	Groundhog Day
12	Lincoln's Birthday
14	Valentines Day
6	Out at 1:00 for PLC Meetings
12	Parent Teacher Conferences - 4:00-7:00
13	Flex Day - No school for students
16	President's Day - No School

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March	
17	St. Patrick's Day
8	Daylight Saving
13	End 3rd Quarter (46 days - 290.17 hrs)
16	Begin 4th Quarter
6	Out at 1:00 for PLC Meetings
23-27	Spring Break - No School

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April	
1	April Fool's Day
22	Earth Day
10	Out at 1:00 for PLC Meetings
3	No School, Good Friday

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May	
25	Memorial Day
10	Mother's Day
16	Graduation @ 10:00am - New Gym
18 & 19	End 4th Qtr - Sem Tests (41 days - 251.58 hrs)
1	Out at 1:00 for PLC Meetings
25	Memorial Day - No School

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June	
14	Flag Day
21	Father's Day
Inclement Weather Days if needed	
Approved March 17, 2025	
President: Clayton Jenkins	

STATE MANDATED TESTING

Listed below are the dates for state mandated testing for this year. Please keep this schedule handy so you will have it when making plans, doctor appointments, etc. Remember---students perform better on the tests when they take them on scheduled days with their classmates. Also, students who do not score advanced or proficient on these tests, must participate in remediation in order to advance to the next grade level or receive specific

course credit.

Important rules that apply during testing:

We attempt to give the state and district assessments before the student's lunchtimes. To help your child do well with their test, we ask you to help us with the following:

By working together, we can make your child's test experience positive and stress-free.

1. Make sure your child gets a good night's sleep.
2. Have your child eat a healthy breakfast at school or at home.
3. Make sure your child arrives at school on time.
4. Encourage your child to take their time and do their best!
5. Students in grades 6-12 are required to ensure their Chromebooks are charged and ready for testing. Please remind them to charge their device and bring it to school.

Testing Schedule for 2025-2026

The following testing dates are subject to change and may be rescheduled due to unforeseen circumstances such as weather, technological issues, state requirements, or other.

Arkansas students in grade K-3 will participate in the ATLAS Math (K-2) & Literacy (K-3) Screener within the first 30 days of school.

Arkansas students grades K-10 and students who are in Geometry, Algebra 1, and Biology are required to take the ATLAS state assessment.

Students in Grade 11 will be required to take either the State ACT or the ACT WorkKeys test. Although one is required, students may take both tests if they wish.

Students in Grades 11 and 12 who have not taken the Civics test will be required to take this assessment.

2025-2026 LHSD Testing Calendar (Dates are subject to change)

GRADE	ASSESSMENT	SUBJECT	DATE
K-2	ATLAS Screener	Literacy/Math Screeners	August 19-21, 2025
K-2	ATLAS Interims	Literacy/Math	TBD per ADE
K-2	ATLAS Summative	Literacy/Math	April 21-24, 2026
K-2	STAR (during regular class times, teachers will be required to give make up tests as necessary)	Literacy/Math (use ATLAS Interims for MOY)	(BOY) Aug 25-29, 2025 (EOY) May 5-7, 2026
3rd	ATLAS Screener	Literacy Screener ONLY	August 19-21, 2025
3-8th	ATLAS Interims	Reading/Math	Jan 13, 2026
3-8th	ATLAS Interims	Science/Writing	Jan 15, 2026
3-8th	ATLAS Summative	(See dates)----->	April 28, 2026 (RDG) April 29, 2026 (WTG) April 30, 2026 (MAT) May 1, 2026 (SCI)
3-8th	STAR (during regular class times, teachers will be required to give make up tests as necessary)	Reading/Math (use ATLAS Interims for MOY)	(BOY) Sept 2-4, 2025 (EOY) May 5-7, 2025
Grades 9/10	ATLAS Interims	Reading/Writing	January 13, 2026
Biology, Alg 1, Geometry (Grades 9-12, if applicable)	ATLAS Interims	Math/Biology	January 15, 2026
Grades 9/10, GEO, ALG 1, BIO	ATLAS Summative	(see dates)----->	April 28, 2026 (RDG) April 29, 2026 (WTG/CIVICS) April 30, 2026 (GEO/ALG 1) May 1, 2026 (BIOLOGY)
Grades 9/10	STAR (during regular class times, teachers will be required to give make up tests as necessary)	Reading/Math (use ATLAS Interims for MOY)	(BOY) Aug 26-28, 2025 (EOY) May 5-7, 2026
Grade 11	The ACT	The ACT	March 11, 2026
Grade 11	ACT WorkKeys	ACT WorkKeys	April 1, 2026
Grade 11	Civics	Civics	April 29, 2026

Dear Parents and Guardians,

As the Principals of Lead Hill Elementary and High School, it is our pleasure to welcome you to the 2025-2026 school year.

This school year promises to offer some of the most unique and challenging days we have ever experienced but we are up for that challenge! Our teachers have spent time in preparation to make this year the most meaningful learning experience for your children. Our entire staff has made it a goal to create a clean, safe, worry-free environment. As parents and guardians you know your child best, and it is my hope that we can form a parent/school/community team that provides your child with the best opportunities possible.

The Lead Hill School District Handbook is designed to provide parents and guardians with information that you and your child will need this year.

If you have any questions or concerns, please feel free to call the office at 870-436-5677 or to send us an email at acriger@leadhillschools.net or amunday@leadhillschools.net.

Angela Criger

Angela Criger, K-6 Principal

Andy Munday

Andy Munday, 7-12 Principal

ACKNOWLEDGEMENT OF RECEIPT

The Lead Hill Student Handbook contains our district’s philosophy, procedures and abbreviated policies. The purpose of the Lead Hill Student Handbook is to provide students and parents with a user-friendly version of our school policies.

Student success is a cooperative endeavor and we can succeed only to the extent that we work together. Students are expected to know and understand the policies in the handbook and be aware of attendance, discipline and academic requirements.

Your child will receive a packet of forms on the first day of school from their homeroom/advisory teacher. Sign and send back the following forms to school by August 22, 2025. along with any other necessary paperwork sent home by school staff to your child’s homeroom teacher. ***Please note that your child will not be eligible to participate in extra-curricular activities or be allowed on a school issued device until required paperwork is signed and returned.*** The ACKNOWLEDGEMENT of RECEIPT form indicates that you have been made aware that the Lead Hill Student Handbook and Official Policies are online and that a hardcopy of the full handbook will be provided, should you request one.

If you would like a hardcopy of the official Lead Hill Student Handbook, please contact our school at 870-436-5677. We would be glad to provide you with a copy. Our Lead Hill Student Handbook and Policies can be viewed, downloaded and printed from www.leadhillschools.net.

- ACKNOWLEDGEMENT OF RECEIPT (Located in Student Policies Handbook and in Student Packet)
- STUDENT INFORMATION FORM (Student Packet)
- MCKINNEY-VENTO FORM (Student Packet)
- AGRICULTURAL/MIGRANT FORM (Student Packet)
- HOME LANGUAGE SURVEY & RESIDING FORM (Student Packet)
- SMART CORE FORM (Student Packet)
- BUS FORM (Student Packet)
- MEDIA PUBLICATIONS FORM (Student Packet)
- INTERNET/TECHNOLOGY FORM (Student Packet)
- STUDENT ACTIVITY DRUG FORM (Student Packet)
- CORPORAL PUNISHMENT (Student Packet)
 - CONSENT/REFUSAL
- STUDENT HEALTH FORM (Student Packet)
- FERPA FORM (Student Packet)
 - PHYSICAL EXAMINATION /SCREENING

Please sign and return to your child’s teacher or homeroom instructor immediately. **Your signature does not indicate your agreement with the policies—only that you have received notification and offered electronic/hardcopy access.**

LEAD HILL SCHOOLS

Student/Parent/School Compact

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly
- Come to school each day with chromebooks that are charged
- Complete and return homework assignments
- Observe regular study hours
- Follow the rules relating to student conduct/behavior

PARENT/GUARDIAN AGREEMENT

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly
- Remind my child of the necessity of discipline in the classroom, especially self-discipline
- Establish a time for homework and review the homework regularly
- Encourage that all homework assignments are done each night
- Provide a quiet, well-lit place for study time
- Encourage my child's efforts and be available for questions
- Discuss with my child what he/she has learned at school each day

TEACHER AGREEMENT

It is important that students achieve. Therefore, I shall strive to do the following:

- Provide meaningful homework assignments for students
- Provide necessary assistance to parents so that they can help with the assignments
- Encourage students and parents by providing information about student progress
- Use varied activities in the classroom to make learning enjoyable

PRINCIPAL AGREEMENT

I believe in the importance of the student, parent and school relationship. Therefore, I will strive to do the following:

- Provide an environment that allows for positive communication
- Encourage teachers to regularly communicate with students and parents on the progress of the student's achievement.

Angela Criger

K-6 Principal

Andy Munday

7-12 Principal

DISTRICT VISION

Developing leaders and learners for life

DISTRICT MISSION

To ensure the LHSD is committed to high levels of learning so that students graduate prepared for college, career training, and the workforce

SCHOOL VISION

Assist ALL learners in unlocking their potential

SCHOOL MISSION

To ensure high levels of personalized learning by providing a safe and secure environment

LEAD HILL SCHOOL DISTRICT COLLABORATIVE COMMITMENTS

(Parents, Students, Community Members, Teachers, Staff, Administrators, BOE)

WE.... *(ALL Stakeholders)*

- Will demonstrate respect for each other
- Will support personalized learning for students
- Will prepare students for current and future life
- MUST provide a safe physical and emotional environment for all stakeholders
- MUST provide a compassionate environment which fosters the development of our student's self-worth
- Will have honest collaboration, communication and transparency between all stakeholders
- There will be Fairness and Equity for all stakeholders
- MUST set and hold high expectations for all stakeholders
- Will use data to make decisions
- Will provide a quality education to ALL learners so they can achieve success with hard work and determination

ALMA MATER

Oh Lead Hill High we honor thee and want the world to know,
How hand and hand and proud we stand through all our victories.

We'll do or die for Lead Hill High, on that you can be sure,
Let others know and proudly show our spirits true and strong. Rah! Rah! Rah!

Mascot: Tigers

School Colors: Red and White

Board of Education

September Middleton– President

Andrea Smith- Vice President

Clayton Jenkins – Secretary

Cale Thompson

Jane Anne Nuessner

Tami Richey–Superintendent

trichey@leadhillschools.net

Angela Criger- K-6 Principal

acriger@leadhillschools.net

Andy Munday – 7-12 Principal/Athletic Director

amunday@leadhillschools.net

Campus Address and Phone Numbers

Lead Hill Schools

6966 Milum Rd. Lead Hill, AR 72644

870-436-0506

STUDENT HANDBOOK

This handbook has been prepared to help familiarize students and parents with the Lead Hill School District's Discipline Policy and was approved to use by the Lead Hill School Board on July 23, 2025. The content of this book has been prepared for the student and parent alike in the hope that they will read it frequently to gain full understanding of rules, procedures, and discipline for the Lead Hill School District.

Students that are new to the Lead Hill School District are especially urged to read it carefully. Much of what is found in this handbook will be common knowledge, but this is an attempt to put procedures followed by Lead Hill Schools in black and white. By this method, we hope to keep opportunities for confusion at a minimum. Good conduct is always expected of students at Lead Hill Schools.

Lead Hill School District Handbook Committee for 2025-2026

Tami Richey: Superintendent

Angela Criger: K-6 Principal

Melissa Parks: Curriculum/Federal Programs Coordinator

Jane Anne Nuessner: Parent

Amy Curtis: Teacher

Linette Ribando: Teacher

Student Council Representatives

FAMILY AND COMMUNITY ENGAGEMENT POLICY

The faculty of Lead Hill School believes that Family and Community Engagement means the full participation of parents and families in every aspect of their child's education. We believe in meaningful, two-way communication focused not only on student academic learning, but also extra-curricular activities. Our goal is to ensure that parents have an opportunity to play an integral role in their children's learning. We encourage parents or caretakers to become actively involved in their child's education.

We believe parents/guardians are full partners and when appropriate, should become involved in the decision making process. We welcome our partners to serve on advisory committees to work towards the vision and mission of Lead Hill School District. We accept the challenge of creating different opportunities to strategically allow the most parental participation.

Our parent facilitator works with staff, administration and parents to plan school activities and incorporate new ideas to improve our school. Parent Involvement surveys are given at the beginning of the year for the purpose of gathering new ideas. A program evaluation follows in the spring to allow the parent involvement facilitator to reflect and recommend changes.

TOPICS

ABSENCES (4.7) - Education is more than the grades students receive in their courses. Regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction, which results in higher student achievement. If a student has an IEP, 504 or extenuating circumstances that affect their attendance, their specific plan will take precedence over attendance policy.

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

We understand that life events happen. **Before attendance becomes an issue**, please contact the school. We will do our best to develop a plan to assist your child in being successful.

EXCUSED - Absences 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 FOUR (4) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FBLA, 4-H, or Job Skills sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

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.

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 or legal guardian 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 or legal guardian stating the reason for the student's absence through the District's digital course management platform for review by the principal or designee.

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.

UNEXCUSED – Absences that are not defined above; do not have an accompanying note from the parent, legal guardian, person having lawful control of the student, or person standing loco parentis; or have an accompanying note that is not presented within the timeline required by this policy. Students with **TEN (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 suspension, expulsion or dismissal of a student.

When the student has been absent from school or class for a total of six (6) days during a semester, the principal will send home a letter to the parent explaining attendance policies.

When a student misses a class six (6) times during a semester, parents will be notified and a conference requested. If the student has not turned in justifiable written excuses from parents or guardians (preferably doctor's or other official excuses) for all absences, the student and parents will be referred to the County Juvenile Officer for a meeting to discuss and work out solutions to the student's attendance problems.

More than ten (10) absences are considered "excessive." According to ACT 876 of 1991, parents may face civil penalties for excessive unexcused student absences.

Students who attend in-school suspension shall NOT be counted absent for those days. Days missed due to out-of-school suspension or expulsion shall be unexcused absences

ABSENTEEISM ON DAY OF ACTIVITY - No student will be allowed to participate in any school activity (i.e. athletic events, concerts, etc.) on a day when the student was absent from school. A student must be present at least one half day (**at least 4 full class periods**) on the day of activity with the exception of a written permission of a doctor, a death in the family or previous arrangements made with the principal.

ACCIDENTS - All accidents occurring on the school grounds or under the school's supervision should be reported immediately to the principal or superintendent. Everyone is asked to follow normal first aid

rules until proper supervision can arrive. The Lead Hill School District is not financially responsible for accidents that may occur on campus.

ADMISSION TO SCHOOL (4.2) - Prior to a child's admission to the Lead Hill Public Schools

1. The Parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary Education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age.
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. Passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.

ALTERNATIVE SCHOOL (5.26) - The District shall provide an eligible alternative-learning environment (ALE) for each eligible ALE student enrolled in a District school. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, and social, or academic problems. Placement of a student in ALE shall not be punitive in nature.

ANNOUNCEMENTS - Daily interruptions caused by announcements shall be limited. Information for students will be posted on LHSD Facebook page, Lead Hill School website- www.leadhillschools.net, and push notifications through the Lead Hill School app. Messages and announcements applicable to individual students or teachers should be handled whenever possible during non-instructional time and in the least disruptive manner possible.

ARRIVAL at SCHOOL - Building doors for elementary students will be open at 7:30 a.m. For safety reasons, students will load and unload in the back of Building B. Car riders will load and unload at the back of Building B by Cafeteria. Car riders do not need to arrive until 7:40 a.m. unless they plan to eat in the cafeteria and should not arrive before 7:30 a.m. Students are required to remain in their designated areas prior to 7:55 am. All students are to be seated and ready for class work when the last bell sounds. Teachers will be on campus at 7:30 and in their rooms unless on duty. Duty begins at 7:30.

ASSEMBLIES - School assemblies shall be consistent with the academic goals and objectives of the district and shall be planned and announced as much in advance as is practical or possible. All assemblies must be approved by the principal.

ATHLETIC & OTHER EVENTS- During athletic events, or other types of events on our campus, Lead Hill students are to remain inside the building until the event is over. If they must leave, they will not be allowed to return, and they must leave the campus. Students will not be permitted to loiter outside the buildings.

ATTENDANCE REQUIREMENTS (4.3) - Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides as defined by policy (RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions:

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

BREAKFAST/LUNCHES - The school cafeteria is operated for the benefit of the students. In order to provide students with well-balanced, nutritious meals, all requirements for a fortifying breakfast and a Grade A lunch are met. Students will remain on campus in designated areas during lunch period.

BULLYING (4.43) - Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

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

****Please refer to STUDENT POLICIES HANDBOOK for the FULL DESCRIPTION of BULLYING.**

CELL PHONES/ELECTRONIC DEVICES (4.29 & 4.47) – Students K-12 are not permitted to have out or use cell phones/electronic devices throughout the day. Students K-6 are not allowed to have personal devices from 7:30 AM to 3:25 PM. 7-12 students can use cell phones before 7:55 and after 3:25. Cell phones and smart watches connected to their phones must be placed in the provided container upon walking into the first hour class. Students will be given five minutes at the end of the day to go to their first hour teacher and retrieve their device. Students who know they will be leaving before 3:25 PM on any given day will be expected to turn their phone and/or smart watch connected to their phone into the office to be held until they leave for the day (Checking out of school). Students who arrive late to school will check into the office and leave their device in the office container until they leave for the day. Athletics, activities, and school sponsored events will have an opportunity to retrieve their device before departure to their event from their first hour class. Peripherals such as earbuds and headphones may be kept in your bag or pocket but are not allowed out during class unless specifically permitted by the teacher for classroom use. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending. The student and/or the student’s parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. 7-12 students not following the expectations of the devices being left with their first hour teacher or in the office will be considered insubordinate. Confiscated phones/devices may be picked up at the principal’s office by the parent or guardian. **Note: The confiscation of cell phones/devices will result in the student’s loss of privacy.**

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP, 504, or individual health plan. Any student violating this provision shall be subject to this policy's disciplinary provisions. The prohibition in this policy does not extend to the electronic device the District provides the student for the students’ use during assessment administration to the extent the student is using the District provided device to complete the assessment. As used in this policy, “electronic devices” means anything that can be used to transmit or capture images, sound, or data such as cell phones, bluetooth devices. This is not an all-inclusive list, just a few examples.

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

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

A student may use a personal electronic device during the school day if:

- The personal electronic device is required by the student’s individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons
- The use of the personal electronic device is during an emergency as defined by this policy

- The student is enrolled in an endorsed concurrent enrollment course at an institution of higher education, and the use of the personal electronic device is necessary in order to utilize two-factor authentication to access course work and resources for the endorsed concurrent enrollment course. The use of the personal electronic device shall be limited to the time necessary to complete the two-factor authentication process.
- The use of the personal electronic device is during a special event during the school day.

CHECKING STUDENTS OUT OF SCHOOL - In order to provide a safe and secured environment, only individuals listed on the student's checkout sheet will be allowed to checkout your child from school. These individuals must be at least 18 years of age and produce a valid driver's license or photo ID. A registered offender cannot pick up any student. If your child drives to school, or needs to check out personally, they must have a signed note or personal call to the office from you, stating they have permission to check out. Please make sure that a number is on the note, as you will be called to verify permission. Any student who checks out will not be allowed to return to school on the same day unless they have a doctor's note or a note depicting attendance at a legal proceeding (i.e. court, driver's test, etc.) or **prior** principal permission.

CLASS ELECTIONS

1. Class elections will be completed on or before the THIRD week of the new school year.
2. Class officers must have a "C" average for any office other than vice-president or president. These offices must have a "B".
3. The grades will be computed according to GPA.

CLASS AND ORGANIZATION MEETINGS (4.12)- Class and organizational meetings, when held during the school day, will be held during Tiger Time and will be limited to once a month, unless otherwise designated by the principal. Any student wishing to join a school club or organization should contact the sponsor of that organization or club, to determine if he/she is eligible to join, as stated by the (clubs or organizations) Board approved procedures for membership or State eligibility requirements. ^[L]_{SEP}

CLOSED CAMPUS (4.10) & DELIVERIES— Lead Hill School District operates a closed campus. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given prior permission to leave the campus by the school principal. **Permission to leave school grounds for emergency purposes must be granted prior to departure by the principal or designee.** Leaving without permission will be considered truancy. Students must sign out in the office upon their departure. If returning to campus, the student must sign back in at the office.

DELIVERIES (4.58) - ONLY the LEGAL GUARDIAN of a student can deliver food to their child and **MUST sign into the office.** No giving food to students who are not your child. No restaurant or food service provider may deliver to a student.

Balloons and/or glass containers will NOT be accepted for delivery and will not be allowed to be transported in a school vehicle. Flowers will not be delivered to students before 2:00 pm.

COLLEGE DAYS – Seniors will be allowed 2 days to be used for college visitation. Juniors will be allowed 1 day for a college visitation. Proof of college visitation must be submitted to the office when the student returns.

COMMUNICABLE DISEASES AND PARASITES (4.34) - Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian.

Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. Students must be fever free without medication for 24hrs before they return to school. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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 immediately pick their child up or make arrangements to have their child picked up. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student must be accompanied by their parent/guardian and may be readmitted only after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

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

CONCURRENT CREDIT (5.22) - A ninth through twelfth 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.

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.

CONTACT BY PARENTS (4.15) - Parents wishing to speak to their children during the school day shall register first with the office. *Instruction time is highly important therefore; we ask that parents refrain from requesting their child be removed from class unless it is an absolute emergency.*

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

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and noncustodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or noncustodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal.¹ Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

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

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

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

notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

CONTACT BY PROFESSIONAL LICENSURE STANDARDS BOARD INVESTIGATORS - Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

COPYRIGHT COMPLIANCE INSTRUCTION (5.8) – It is illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine. (Fair use doctrine is located in the Lead Hill Student Policies Handbook.) ***When in doubt if it can be copied, ask the librarian or superintendent.***

COURSE REQUIREMENTS – Courses should not be taken a second time in an effort to simply improve a student's GPA. However, if the counselor and principal determine that a course should be retaken for any reason, the semester grades from both the first and second taking of the course will be counted in determining the student's GPA.

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

CREDIT RECOVERY - Students failing a required course may make up that credit by repeating the course. Students may do so through: accredited correspondence, by attending summer school or extended day classes or enrollment in digital courses.

DANCES - School dances are not to exceed three (3) hours or must end by 11:00 p.m., whichever is first. Dances are school- sponsored events and subject to the established rules and policies. Individuals, other than Lead Hill High School students, may be permitted to attend provided they have been invited by a Lead Hill High School student and have prior approval from the campus high school principal. Age limit of 20 to attend dances or Prom.

DIGITAL LEARNING CLASSES (5.11)- Lead Hill School District will provide a variety of high school and concurrent credit courses through in-house digital courses, asynchronous classes, and Virtual Arkansas. Virtual Arkansas policies are available at www.virtualarkansas.org. Courses selected are subject to approval of the building principal.

DISPLAYS OF AFFECTION (4.18) – It is the school’s intended purpose to encourage healthy social development. Students will refrain from consistent bodily contact on a personal basis (for example: hand holding, walking arm in arm, etc...).

DISTRIBUTION of MATERIALS (4.14) - A student or group of students can distribute ten (10) or fewer copies of “non-school materials,” as long as it does not disrupt the educational environment. If more than ten (10) copies are to be distributed, school officials must review the “non-school materials” at least three (3) days before distribution. If the material is “obscene, libelous, pervasively indecent, or advertise unlawful products or services” they will be barred. Materials may also be barred if there is reason to believe distribution would cause “substantial orderly operation” of the school or educational environment. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

DRESS CODE (4.25)– Students should practice good personal hygiene. Clothing should be neat and clean. Since the major purpose of school is to provide an atmosphere conducive to learning, any mode of dress, which attracts an unusual amount of attention and disrupts the educational process, is unacceptable.

1. School boards may impose dress code rules in the interest of decency, cleanliness, safety or health.
2. Title IX legislation (1972) prohibits different hair length and facial hair regulations for both male and female students.
3. School officials may require certain types of clothing to be worn in special extracurricular activities.
4. School boards may impose rules on dress and grooming when such dress and grooming will substantially disrupt the educational process or interfere with rights or opportunities of others to learn or teach.
5. The Lead Hill School Board has formulated the following guidelines for on campus dress:
 - a. No hats, caps, bandanas may be worn inside the school buildings (unless approved for special events). No sunglasses may be worn inside the school building without written notice from a doctor or principal approval.
 - b. No strapless tops, tank tops, tube tops, crop tops, or muscle shirts may be worn.
 - c. No see-through clothing for males or females.
 - d. Revealing blouses or dresses, mesh or see-through shirts and revealing necklines will not be allowed. Blouses and shirts must be long enough and worn in such a way as to not expose skin at the midriff.
 - e. Shorts, skirts, dresses must be no shorter than a dollar bill’s length from the middle of the kneecap to the hem of the article of clothing.
 - f. Tights/Leggings/Form fitted pants cannot be worn as pants. If tights/leggings/form-fitted pants, or yoga pants are worn, they MUST BE worn with a shirt/dress/skirt that follows the code in ‘e’ (Lengthwise)
 - g. Clothing with holes above the limit for shorts is not allowed.
 - h. Any garment, tattoo, or jewelry with language or pictures exhibiting slogans or suggestive remarks referring to or advertising the use of alcohol, tobacco, or illegal substances, gangs, profanity, violence, obscenity, or immorality will not be allowed.
 - i. “Sagging pants” and any clothing where undergarments show is not allowed.

- j. Chains hanging from pockets or belt loops.
- k. Tops, pants, and shoes designed to serve as or look like sleeping clothes (unless approved for special events) are not allowed.
- l. Shoes must be worn at all times. "House shoes" will not be allowed.
- m. Torn or ripped clothing is considered inappropriate.
- n. No blankets may be carried on campus, to and from classes.
- o. Badges, buttons, or any other form of advertisement of anything illegal or inappropriate is not allowed.
- p. House Bill 1936- The School District prohibits students from wearing, while on the grounds of a public school during the regular school day and at school-sponsored activities and events, clothing that exposes underwear, buttocks, or the breast of a female.
- q. Any other clothing or accessory considered inappropriate by the principal.

This is not an all-inclusive list. Clothing and accessories deemed inappropriate will be prohibited by administration or designee. Any clothing that is disruptive to the learning environment is not allowed. Clothing and jewelry that is unsafe is not allowed. Each clothing situation will be evaluated by administration. LHS will meet the clothing guidelines that are set in state policy. It is the responsibility of teachers and administrators to see that the dress of a student shall not depict profanity, obscenities, gang associations, or is drug or alcohol related. Students should be sent to the office in this situation. Lead Hill school authorities may require certain types of clothing to be worn in special extra-curricular activities.

DRESS CODE REGARDING UNIFORMS – Lead Hill School District recognizes that certain sports require uniforms that may not feasibly adhere to the above dress code. The administrative team will work collaboratively with coaches to set specific guidelines that will meet the need of the sport while maintaining an appropriate level of modesty.

DRESS CODE FOR SCHOOL BANQUETS, HOMECOMING and PROM

- a. Dresses may have spaghetti straps or be strapless.
- b. No excessively low cuts in front (must not plunge below mid-bust) or back (may not be lower than the navel).
- c. No mid-section may be exposed; this includes side cutouts in dresses.
- d. Dress may not be shorter than nor have a slit that exceeds mid-thigh as determined by the standard "dollar bill" rule.

DRIVER'S LICENSE (4.33)– In order for a student to apply for their driver's license, they need specific documents. These documents include: A driver's form signed and sealed by the school's office administrator and a copy of their previous semester's report card. Students must have a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record. **Please allow a minimum of three days for these documents to be completed once the student requests them.**

DRUGS (4.24) – See EXTRACURRICULAR DRUG POLICY in STUDENT CONDUCT and DISCIPLINE Section

ENROLLMENT/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 (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOME SCHOOLING.

The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.

EQUAL EDUCATIONAL OPPORTUNITIES (4.11) – No student in the Lead Hill School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to the Title IX Supervisor, who may be reached at:

6966 Milum Rd.
Lead Hill, AR 72644

TitleIX@leadhillschools.net
870-436-5250

EXAMINATIONS - Examinations will be given at the discretion of the teacher. Exceptions may be made with the approval of the building principal. Enough examinations and/or exercises should be given so that a grade can be determined to demonstrate the student's ability and effort in the class.

A comprehensive semester exam must be given in all academic subjects at the end of the first semester and the end of the second semester for grades 9 – 12. Students taking AP Courses must take the AP Exam at the end of the course in order to receive weighted credit.

SEMESTER EXAMS (9th – 12th) - In order to reward students for high academic achievement and exceptional attendance, the following policy has been adopted. Any student who meets the criteria listed will be exempt from the **first and second semester** final examination. Students who are exempt may take the exam if they so desire. If a student elects to take the exam, his/her grade will not be lower than his/her grade prior to the examination.

1. Any student who has a grade of A or B with not more than (3) **three excused absences**, or

2. A referral to the office resulting in a disciplinary action, or an unexcused absence will nullify the exemption in only the class in which the offense occurs. A referral to the office has taken place when a teacher has sent a student to the office for misbehavior in his or her classroom.
3. **Suspension (ISS or OSS)** or truancy, in the semester nullifies exemption **in all classes**.
4. Attendance for students in grades 9-12 will be counted for any period that there is not a semester exam.
5. An absence of any type, **excluding those involving school activities**, will count toward the number of absences a student may accumulate.
6. Students will be notified no later than the day before the first examination if they are to be exempt.
7. Students who are exempt from exams but choose to come to school, must report to the designated area specified by the principal. Students who fail to report accordingly will be subject to disciplinary action.

Students taking semester exams must attend class the full period of their exam. Students will not be allowed to check out during a class they are taking an exam in, even if they complete the exam early.

EXCUSES – Students are to submit a note to the office from a parent or doctor stating the reason for the student's absence. A note must be submitted to the office **within five days of the absence or the absence will be marked as unexcused**. Accepting a doctor's note after the 5 day period is at the discretion of the principal.

EXTRA & CO-CURRICULAR ACTIVITIES – Extracurricular activities can help enrich the student's educational experience. At the same time, a student's participation in extracurricular activities cannot come at the expense of their classroom academic achievement. Extra/Co-Curricular activities are school sponsored programs where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. All clubs and organizations exist for the students' benefits. In addition, some clubs and activities are subject to the Arkansas Activities Association (AAA), and must meet those association's guidelines.

ELIGIBILITY for EXTRA & CO-CURRICULAR ACTIVITIES

Students participating in extracurricular activities must meet eligibility requirements as designated in the by-laws of the organization. No student will be allowed to participate in any school activity (i.e. athletic events, concerts, etc.) or to practice for such an event on a day when the student was absent from school. A student must be present at least one half day on the day of activity (4 class periods) or one half day (4 class periods) on Friday, should the event or activity occur on a Saturday, with the exception of a written permission of a doctor, death in the family, or principal approval.

REQUIREMENTS – SENIOR HIGH (4.56) - In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:

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

REQUIREMENTS – JUNIOR HIGH - A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester.

1. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.
2. The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.
3. The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her graduation requirements.
4. Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate in the fall semester of their tenth-grade year.

ELEMENTARY (4.56.1) - Absences from class to participate in extracurricular activities shall be kept to a reasonable amount per extracurricular activity (tournaments excepted). Tournaments or other similar events are included except with approval of the building principal or superintendent. All students are eligible for extracurricular activities unless specifically denied eligibility when: "In the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior."

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

STUDENTS WHO ARE HOMESCHOOLED (4.56.2) - Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines in advance. A hard copy of the schedule shall be available upon request.

Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if the superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District or the student's resident school does not offer in interscholastic activity and the Superintendent of the non-resident district agrees to allow the student to enroll in the interscholastic activity.

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

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

(4.59) ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS – The District allows private school and home school students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered in grades 7-12. The District will place a list of courses that a private school or home school student may request to attend on its website by:

1. June 1 for courses to be offered during the Fall semester, and
2. November 1 for courses to be offered during the Spring semester.

A private school or home school student who desires to attend one or more of the available academic courses shall submit a written request to attend the academic course(s) to the superintendent, or designee, no later than: a. August 1 for Fall semester courses; b. December 1 for Spring semester courses.

The Lead Hill School District does not limit the number of courses per semester that a home school or private school student may take.

The District may reject a private school or home school student's request for attendance if the District's acceptance would:

- Require the addition of staff or classrooms
- Exceed the capacity of a program, class, grade level, or school building
- Cause the District to provide educational services the District does not currently provide
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

Requests to attend an academic course will be granted in the order the requests are received. Upon the receipt of a private or home school student's request to attend academic course(s), the District will date and time stamp the request for attendance. If a private school or home school student is denied attendance based on a lack of capacity and an opening in the requested course occurs prior to the start of the course, the District will use the date and time stamp on the request for attendance to determine the private school or home school student who will be notified of an opening in the requested course.

As part of the request to attend academic courses in the District, a private school or home school student shall:

- Indicate the course(s) the private school or home school student is interested in attending;
- If the course(s) the private school or home school student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home school student intends to attend the physical course or the digital course;
- Agree to follow the District’s discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS. In addition to the documentation methods provided in Policy 4.57, a homeschool student may submit a letter to the superintendent, or designee, stating an objection to immunizations and listing the immunizations the student has received, if any.

A private school or home school student who fails to attend an academic course by the eleventh (11) day of class shall be dropped from the course.

The responsibility for transportation of any private school or home school student attending academic courses in the District shall be borne by the student or the student’s parents.

The opportunity provided to home school students under this policy is in addition to the opportunity provided in Policy 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOMESCHOOLED STUDENTS.

ARKANSAS ACTIVITIES ASSOCIATION - In addition to the foregoing rules, the district shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities.

AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities that are enrolled in school. As a matter of District policy, no student may participate in an AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

FIELD TRIPS - Any class or club field trip must be arranged through the sponsor and approved by the principal. Sponsors are responsible for making all arrangements. Upon failure to abide by the policy of orderly conduct on field trips a student may forfeit all co-curricular activities. Students under current suspension (ISS, OSS, etc.) will not be allowed to attend. Students with 3 or more referrals that result in ISS and/or OSS must have principal approval to attend.

FOSTER CHILDREN (4.52) - A foster child’s grades shall not be lowered due to absence from school that is caused by a change in the child’s school enrollment, the child’s attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment. Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

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

FUNDRAISING - All organizations and clubs **MUST** have prior approval of all money-raising activities two weeks prior to the fund raising event. All projects will be sponsored and supervised by the teacher/s in

charge of that class or organization. All money will be deposited in the school's official activity account daily. It will be transported to the district office by sponsor only and counted and receipted at the time of arrival in the office. **The Junior Class will have priority in all money making projects.**

GANGS AND GANG ACTIVITY (4.26) - Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions. The following actions are prohibited by students on school property or at school functions:

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds. A.C.A. 6-15-1005 (b) (2) and 5-74-201

GRADING (5.15) - Grades assigned to students for performance in a course shall reflect educational objectives only. The grading scale below will be used by all teachers in computing the grades of the students unless the principal makes an exception. The following scale will be used for grades 3-12th

A: 90-100	= 4 points	D: 60-69	= 1 point
B: 80-89	= 3 points	F: 59 or below	= 0 points
C: 70-79	= 2 points		

Grades K-2 will use a "standard based" monitoring and reporting system for evaluating student progress. The targeted standards for each grade level are listed on the reporting form using a numerical scale of 4, 3, 2, or 1. These numbers are defined as follows:

- 4- Meets standards with independence
- 3-Meets Proficiency
- 2-Developing Proficiency
- 1-Below Proficiency

The grade point values for Advanced Placement (AP), International Baccalaureate (IB), college courses and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points. Students that do not take the exam at the end of the advanced placement class will not receive weighted credit for the course. Weighted credit will also NOT be awarded if the AP course teacher has not completed the needed summer training/hours within the last 5 years.

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

For purposes of ranking Valedictorian, Salutatorian and Honor Graduates at Lead Hill Schools, in effort to support our students in their academic endeavors as they pursue credit through our concurrent credit program, the same scale as (AP) will be used. (Concurrent credits must be aligned to AP exams to be eligible for weighting.) This GPA will not be reported to the Arkansas Department of Education, nor will it be placed on the student's transcript. It will be utilized solely for ranking of Honor positions.

Students who participate in concurrent credit courses must submit proof of their final or current course grade at least five (5) days prior to the Lead Hill Cording Ceremony.

GRADUATION REQUIREMENTS (4.45 & 4.45.1)– A minimum of 24 units is required for graduation in either the Smart Core or Core curriculum. Specific units are set by the Arkansas Department of Education and may be found in the Lead Hill Student Policies- Section 4, as well as disseminated to high school students by their advisory teacher. All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Digital Learning Courses

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

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education (ADE), the district requires additional - 2 units to graduate for a total of 24 units. The additional required units shall include: **Community Service, Computer Science, Con-Current and/or Advanced Placement**. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Personal and Family Finance

In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall receive credit in a course covering the Personal and Family Finance Standards.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half ($\frac{1}{2}$) unit

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

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

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

- Algebra II; and
- The fourth unit may be either:
 - A math unit approved by DESE beyond Algebra II; or
 - A computer science flex credit may be taken in the place of a fourth math credit.

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

- One unit of Biology; and either:
Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):
- Physical Science;
- Chemistry;
- Physics or
One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics- one-half ($\frac{1}{2}$) unit
- World History- one unit
- American History- one unit
- Other social studies- one half ($\frac{1}{2}$) unit

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

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

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

Economics – one half ($\frac{1}{2}$) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁸

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

CAREER FOCUS: - Six (6) units

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

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

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

CORE: Sixteen (16) units

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

Oral Communications: one-half ($\frac{1}{2}$) unit

Mathematics: four (4) units

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

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

Science: three (3) units

- At least one (1) unit of biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics, one-half ($\frac{1}{2}$) unit
- World History, one (1) unit
- American History, one (1) unit
- Other social studies- one half ($\frac{1}{2}$) unit

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

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

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

A. EARLY GRADUATION (4.54) - Any student who is enrolled in Lead Hill High School and has earned the number of credits required by the school district for graduation, shall be eligible to graduate without regard to grade level the student is enrolled in at the time such credits are earned. An Early Graduate will not be eligible for Valedictorian or Salutatorian.

B. GRADUATION FOR FOREIGN EXCHANGE STUDENTS - Lead Hill High School welcomes the opportunity to host foreign exchange students. Foreign exchange students may be eligible to participate in the graduation ceremony if they meet the requirements of graduation. Though they may be issued a diploma, their GPA will not be compiled, nor will they be included in class rank.

GRIEVANCES AND COMPLAINTS PROCEDURE/PARENTAL INFORMATION - The right of all students, including but not limited to those rights guaranteed by the Constitution of the United States and the State of Arkansas an applicable federal, state, and local statutes are and shall be recognized without regard to race, religion, sex, creed, ability to pay, or national origin. Students may present complaints to teachers or administrative officials. Teachers and administrators shall make themselves available to hear those complaints.

- A. Any student who feels that conditions of the school and/or decisions made by staff members and are not in his/her best interest is, at her request, to be afforded a meeting with the principal or his designee. The principal's decision is binding, unless overruled.
- B. If the student is not satisfied that the complaint has been resolved satisfactorily, the student or her parent(s) may schedule a meeting involving parent(s), student, and principal. A letter summarizing and setting forth the results of this meeting and all subsequent meetings at levels C through E (following) shall be provided to the parent(s) by the appropriate school authority.
- C. If the parent(s) or the student is not satisfied that the complaint has been resolved at level B (above), a meeting with the superintendent may be requested in writing immediately. The request must state the reasons for dissatisfaction. The superintendent shall be afforded five working days to resolve the complaint after the conclusion of said meeting.
- D. Any complaint not resolved after level C shall be reported to the School Board immediately.
- E. A complaint not resolved by the superintendent within five working days may be submitted to the School Board for review and final disposition with as little delay as possible.

HEALTH CARE PLANS - Individualized health care intervention shall be determined through a process of referral and identification culminating in the development of an Individualized Health Care Plan (IHCP) to be implemented under the supervision of a Health Care Coordinator. After the referral and identification, the coordinator will access and develop assessment and health care information. A committee composed of educational and health care providers, and parents, utilizing the most current information available, will develop the Individualized Health Care Plan (IHCP). An identified Health Care Coordinator shall supervise the implementation of the IHCP. The IHCP for identified, eligible disabled students under the Individuals with Disabilities Education Act (IDEA) or Section 504 of Rehabilitation Act should be incorporated within the respective Individual Education Plan (I.E.P.) or accommodation plan for these students.

These students include those:

- Who may require administration and/or special procedures during the school day.
- Who may use a particular health care device that compensates of the loss of a vital body function
- Who may have a chronic medical condition that is currently stable but may require routine or emergency health care procedures, and
- Who may require the provision of substantial, special, or frequent health care to avert death or further disability.

HOMELESS Act 1255 of 2005 (4.40) - Requires schools to "immediately" enroll foster children whether or not they can produce "required clothing or required records". Lead Hill School District will afford the same services and educational opportunities to the homeless students or as are afforded to the non-homeless student. The superintendent/principal/designee shall appoint an appropriate staff person to be the local educational liaison for the homeless student and whose responsibilities shall include coordinating with the state educational liaison for homeless children to ensure that the homeless student is not stigmatized

or segregated on the basis of his/her status as homeless and such other duties as prescribed by law and policy.

HOME SCHOOLING (4.6) - Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to homeschool. Notice shall be given:

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

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

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

The notice shall include:

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

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

HONOR GRADUATES - Lead Hill High School's Honor Graduates will be those students having an overall G.P.A. of **3.50** or above and have fulfilled the Smart Core graduation requirements.

Every student who has fulfilled the Smart Core requirements with a cumulative grade point average above 4.00 will be ranked number 1 and will be named valedictorian. Otherwise, the valedictorian will be the student with the highest grade point average who has fulfilled the Smart Core requirements. If

no student has fulfilled the Smart Core requirements, the graduate with the highest grade point average will be valedictorian. The salutatorian will be the student ranked next, behind the valedictorian.

In case of an exact tie in class rank for either valedictorian or salutatorian, all students with the tied rank will be awarded the honor. For purposes of determining honor positions, rank in class and grade point average are calculated for seven semesters (9-12).

To be eligible for the honor of valedictorian or salutatorian of Lead Hill High School's graduating class, a student must have attended an accredited public or private high school for eight semesters (freshman, sophomore, junior, and senior years) and have been in attendance at Lead Hill School their entire Junior and Senior year.

A student must be a member of the Lead Hill High School's Junior and Senior class (4 semesters) and have transferred at least 16 academic credits from an accredited public, private, or parochial school to qualify as valedictorian or salutatorian.

Students who participate in concurrent credit courses must submit proof of their final or current course grade at least five days prior to the Lead Hill Cording Ceremony. GPA for purposes of determining Valedictorian and Salutatorian will be based on the grade the student is required to submit.

Honor graduates will be entitled to wear an honor stole or cord during graduation ceremonies and be recognized in the program.

Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student not be so identified.

HONOR ROLL -

K-6: Honor roll for Elementary students is calculated each quarter. In order to be on the honor roll for 5th and 6th grade, students may not have a grade for the quarter lower than 90% for the All A Honor Roll and no lower than 80% for the A & B Honor Roll. K-4 Honor Roll equivalent for progress based performance consists of 3's & 4's. .

7-12: Honor roll for High School students is calculated each quarter. In order to be on the honor roll students may not have a grade for the quarter lower than 90% for the All A Honor Roll and no lower than 80% for the A & B Honor Roll.

ILLNESS/INJURY (4.36) - If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

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

treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

IMMUNIZATION REQUIREMENTS (4.57)- It shall be the policy of the Board of Education that all students shall meet the immunization requirements established by the State Board of Education. Exclusion from school could result if immunizations are not complete.

INSTRUCTION TIME - Personal business should be taken care of before school, between classes, at lunch or after school. Requests for permission to leave class during the day should be made only if absolutely necessary. **Students will not be called out of class to receive deliveries or messages.** Deliveries or messages will be given to students during their passing times or lunch period. In the event of an EMERGENCY, please contact the school counselor or administration to address your child's needs.

LASER POINTER (4.28) - Students shall not possess a hand held laser pointer while in school; on or about property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school sponsored activity; off the school grounds at any school bus stop or any school sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the district.

LEGAL NAME - Students must use his/her legal birth names for all official school documents. Name changes will only be accepted upon receipt of a court order.

LIBRARY – Students in grades K-2 may check out one (1) item at a time. Students in grades 3-12 may check out up to two (2) items at a time. The loan period for a new book will be one week without a renewal option. The loan period for other books in the library collection may be checked out for two weeks with the option to renew one time. Renewal cannot occur if another student places a "hold" on that particular book.

Overdue reports will be printed monthly and students will be given a note if they have overdue items. Students may not check out other books if they have overdue items. There are no fines for overdue materials, but students are reminded that these materials are shared by the entire Lead Hill Community and should be promptly returned for others to use. Library users are expected to pay for lost or damaged library items. The price will be determined by the current replacement cost for the same item. (e.g. A hardcover book will be replaced with another hardcover.)

LOCKER ASSIGNMENTS

1. Lockers will be assigned no later than one week prior to school starting.
2. Lockers must be locked with a school issued lock.
3. Locker preference will be by class, with seniors first.
4. There will be **NO** sharing of lockers.

LOST & FOUND - Lost and found will be located on the stage in the cafeteria. Any items not claimed after TWO WEEKS of being placed in the office will be donated to charity.

MAKE-UP WORK (4.8) - It is the responsibility of the student or parent to find out what work has been missed when a student is absent from class and make arrangements with the teacher to make-up the missed assignment/s.

While Out-Of-School suspensions are unexcused absences, students will be permitted to make-up any work assigned or due during their suspension for full credit. Parents must make arrangements with the office to have work sent home. All work is due the day the student returns from their suspension. This includes nine weeks tests and semester exams.

Work missed while a student is expelled from school may be made up for credit in core classes (English, science, math and history) through Virtual Arkansas or in a digital format that is currently offered at Lead Hill Schools. Students shall receive a zero for missed assignments. Participation in Virtual Arkansas or digital classes DOES NOT entitle the student to be on any school property.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57-IMMUNIZATIONS.

MATERIALS SELECTION (5.5 & 5.7)- Materials selected for Lead Hill Schools shall meet high standards of quality, be appropriate for the age and emotional development of the students, and shall have aesthetic or social value. They will be chosen for their strengths rather than rejected for their weaknesses. Materials selected concerning controversial issues will be aimed toward offering a balanced collection representative of various views.

When selecting materials, the librarian will consult professionally prepared selection aids and other appropriate sources. We feel that students should have the “Right to Read” and will exercise great care in the selection of books designated as “required” or even those we label as “recommended”. While we accept responsibility for recommending to our students only those materials of the highest quality, we do not deny them the freedom to read books, which brings them to the reality of today’s youth.

Any resident of the school district may raise objection to instructional materials available as part of the educational program on the basis of appropriateness. Any resident raising objection shall fill out a Request for Reconsideration Form. It shall be signed by the complainant and filed with the appropriate school principal.

MEDICATION (4.35/F2-4) - Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

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

quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student, the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

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

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

Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse)¹ shall be allowed to attend school.

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

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

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

1. Self-administer either a rescue inhaler or auto-injectable epinephrine;
2. Perform his/her own blood glucose checks;
3. Administer insulin through the insulin delivery system the student uses;
4. Treat the student's own hypoglycemia and hyperglycemia; or
5. Possess on his or her person:

- a. A rescue inhaler or auto-injectable epinephrine; or
- b. the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

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

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

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

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

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

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

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

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

Emergency Administration of Epinephrine

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

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

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

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

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been 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 school employees designated by the school nurse as a care provider who have been trained and 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 school employee designated by the school nurse as a care provider who has been trained and 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 or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an injectable emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other 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.

MEGAN'S LAW (6.10) - Lead Hill School District shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals and give them information concerning registered sex offenders. The decision regarding which school principals to notify rests solely with law enforcement officials who use a rating system to determine those needing to be notified according to the offender's threat level to the community.

PARENTAL INVOLVEMENT PLAN (6.11 & 6.12)- Lead Hill School District has a parent involvement plan. A copy of this plan is located on the School District website at leadhillschools.net. Parents may contact the school office for further information regarding this plan, including the name of our parent/guardian facilitator.

PERIOD OF SILENCE (5.10) - A public school in this state shall observe a one (1) minute period of silence at the beginning of school each day. During the period of silence, a student may, without interfering with or distracting another student: (1) Reflect, (2) Pray, or (3) Engage in a silent activity.

PERMANENT RECORDS (4.38) - Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance¹. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

PHYSICAL EXAMINATIONS OR SCREENINGS (4.41) - The district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve his/her full potential. The rights provided to parents under this policy transfer to the student when he/she turns 18 years old. Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

PLEDGE OF ALLEGIANCE (4.46) - The Pledge of Allegiance shall be recited:

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

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

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

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

PROMOTION/ RETENTION (4.55) - A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

At least once each semester, the parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis, and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

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

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria:

KINDERGARTEN RETENTION: Kindergarten students may be retained based upon whether the student has attained 80% mastery of skills as shown on the report card. Students are required to attend 178 days or the equivalent of 178 days. They are allowed 10 unexcused absences. Excessive absences will be considered in retention conferences.

1ST-6TH GRADE RETENTION: Formation of committee- Input from any teacher that has worked with the child, including counselor, principal and the last year teacher(s). The last year teacher(s) can tell documented grades from the previous year (from transcript record), revealing whether the student was weak then, and at the same time, telling if grades were consistent in both last year and current year. (If

grades were weak and low in previous year, what was the justification for not retaining, or if grades were higher the previous year, what happened to make that child unsuccessful this year).

7th-8th GRADE RETENTION: A student meets the promotion requirement for grades 7 and 8 if he/she has successfully passed at least 5 of 8 semester grades of the core curriculum courses.

HIGH SCHOOL GRADES 9-12: For a student to be considered as progressing on time, they must have the following On-Time Credits:

- Freshman completed ≥ 5.5 credits
- Sophomore completed ≥ 11 credits
- Junior completed ≥ 16.5 credits

Class standing is determined at the start of the school year. For purposes of prom attendance, exceptions may apply depending on extenuating circumstances, where a student has attended two full years and will be classified as a senior at the the end of their third year.

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

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

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

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

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

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

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

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

1. The student's SSP will be updated in order to assist the student with college and career readiness

- skills, course selection in high school, and improved academic achievement; and
2. Provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

1. By no later than the end of the school year for a student in grade eight (8) or below enrolls in the District during the school year; or
2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

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

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

SCHEDULE CHANGES

1. Students have 5 school days in the beginning of each semester to change their schedules.
2. Students must have written approval of parent, teacher, and principal to drop classes after the deadline.
3. Exceptions may be made by the counselor and/or principal if drop or add is needed after the deadline. Exceptions must have the approval of the teacher and parent.

SCHOOL CANCELLATION: In the event that school will not be in session, an announcement will be made on the school's social media site, local radio and television stations.

SCHOOL MEAL MODIFICATIONS (4.50) - The Lead Hill School District only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a medical statement completed by a State licensed healthcare professional.

SEARCH, SEIZURE, INTERROGATIONS (4.32) - The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search

and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

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

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

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

SEXUAL HARASSMENT (4.27)- Lead Hill High School is committed to having an academic environment that treats all students with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

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

SMART CORE CURRICULUM (4.45) - All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form*¹ will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

SPECIAL EDUCATION (4.49) – In accordance with the individuals With Disabilities Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes, the district shall provide a free appropriate public education and necessary related services to all children with disabilities who reside:

- Within the district boundaries; or

- Outside of the District boundaries but are enrolled in the District.

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

STUDENT DRIVERS/ VEHICLES (4.33) - A student, who has filed in the principal's office a form showing the make of the car, presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Students are required to have a parking permit. Evidence of liability insurance is necessary to park on school property. **Only students with a valid license may park their vehicle on campus.**

Students operating motor vehicles that do not require a license must produce the required permit in order to park on campus.

Vehicles driven to school shall be parked in the back parking area designated for student parking. Students driving vehicles to school are to park them upon their arrival and stay out of and away from the vehicles until school is out. Parking on school property is a privilege, which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

Extreme caution should be used while driving on the campus. Speed limit may not exceed 15 mph. Cars are not to be moved during the day without permission. Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless **escorted by a school employee** or given permission to do so by a school administrator.

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

STUDENT PUBLICATIONS (4.14)- All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

STUDENTS RECORDS (4.13)/ DIRECTORY INFORMATION (4.13F)- 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 from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests.

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.

The right to opt out of the disclosure of directory information under **Family Educational Rights and Privacy Acts** (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.⁶

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

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

TARDIES (4.9): Whether at school or work, it is important for students to learn to be on time. Constantly being late or tardy is a bad habit, is inconsiderate of others, and is a waste of valuable time. It is important for students to be on time to get the maximum benefit from their classes and for teachers to be able to conduct classes effectively and efficiently. It is understandable that students will occasionally be tardy, but persistent tardiness will result in disciplinary action. Tardies are accrued by semester.

Any student who is late in arriving at school must sign in to the office before being admitted to their classroom.

TECHNOLOGY - Lead Hill is connected to the Internet. The Internet is often referred to as an "information superhighway" and, as such, is a marvelous research tool. The Lead Hill School District makes computers and/or computer Internet access available to students, to give access to digital curriculum, to permit students to perform research and to allow students to learn how to use computer technology.

Use of district computers is for educational and/or instructional purposes only. Internet filtering software is designed to prevent users from accessing material that is harmful to minors. No student will be granted

Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file.

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

TECHNOLOGY -NETWORK USE AGREEMENT

Failure to abide by the rules and guidelines of this policy will result in immediate loss of access to the Network for periods up to and including the remainder of the school year. Students who use the Network or associated technology to violate other school policies will be subject to discipline per the Lead Hill School Student Policies Handbook in addition to loss of Network access.

1. The Network is to be used for educational purposes only.
2. No illegal activity is permitted
3. Proper courtesy will be observed at all times.
4. Users will keep their passwords private. A user who allows unauthorized access to his or her account will be warned after the first offense. The account will be closed on the second offense. Each user is responsible for the security of his or her account and should make frequent password changes and remember to log off the Network at the end of each session to prevent unauthorized access.
5. Lead Hill School District and its employees assume no liability regarding information accessed via the internet. It is the responsibility of each user to make wise choices as to what information is viewed or retrieved.
6. No program or other files will be installed on a school computer without permission of the teacher responsible for that computer and the System Administrator. This includes files downloaded via the Network and those on magnetic or optical media. This provision is our first line of defense against copyright violations and the introduction of computer viruses into our systems.
7. No financial commitments of any kind (subscription fees, agreements to purchase goods Or services, etc.) will be made via the Network.
8. Users will not attempt to access, copy, or destroy the programs, files, or accounts of other users on the system without prior authorization.
9. Users will not access internet chat rooms without permission of the responsible teacher and then only for educational purposes.
10. Any use of "hacking" software to gain access to another user's account or to circumvent system security or access controls will result in immediate removal of that user's account and disciplinary action against the user.
11. Users will not attempt to modify system facilities (hardware or software) in any way. suggestions for improvement of the Network are welcomed. However, any modifications

to the network must be approved in advance by the Network Administrator. This provision is intended to avoid unintended consequences or interruptions of service caused by unauthorized modifications.

These rules do not cover every situation that may arise but they do provide a framework for appropriate use of the Network. Improper use that does not fall specifically within one of the above categories will be judged on a case-by-case basis and the pertinent usage guidelines modified if necessary.

By signing the Technology Agreement Form of the Lead Hill School Computer Network, students and parents/guardians understand and agree to abide by the rules and guidelines of this policy.

TECHNOLOGY -DISTRICT OWNED DEVICES

The Lead Hill School District is committed to moving students forward in a 21st century learning environment. As part of this plan, the Lead Hill School District will make available Chromebooks to every student to aid in classroom learning. It is important that you read the District's Acceptable Use Policies and ask questions if you need help in understanding them. It is your responsibility to follow the rules for appropriate use. Inappropriate system use will result in loss of the privilege of using this educational tool.

Hotspots are checked out on an "as-needed" basis. Hotspots can be requested for a student's household by the student, a parent/guardian, or principal. There is a limited number of hotspots available.

Students using District-Owned Chromebooks, Hotspots, or any other District-Owned Technology at school must abide by the guidelines and accept the terms of use.

The Chromebook and its accessories are, and at all times remain, the property of the Lead Hill School District, and are loaned to the student for in school, classroom educational purposes only for the academic school year.

The student will be responsible for any damage to the iPad/Chromebook and/or its accessories, which include, but are not limited to: Chromebook bags, chargers, etc.

DAMAGE TO DISTRICT OWNED TECHNOLOGY

A Chromebook, charger, and case will be provided to each student at the beginning of the school year. Students grades K-5 will access their devices in the classroom. Students 6-12 will be responsible for taking their device home daily for homework and to charge it overnight to prepare for the next school day. Although the device is at home with the student, the district's filtering, technology, and network agreements are still in place.

Students are given instruction on how to take care of their devices and chargers, including, but not limited to: how to carry the device properly, maintenance, and proper usage.

If any district owned device is damaged, a report and the device must be given to Ms. Curtis, K-12 LMIS immediately. Ms. Curtis will assess the damage and give a report to the student's principal for determination of intentional or accidental damage. Please see the "Discipline" section for possible consequences.

Cost of damages is as follows:

HOTSPOT: \$100

CHROMEBOOK: \$200

CHROMEBOOK MONITOR REPLACEMENT: \$50

CHROMEBOOK CHARGER REPLACEMENT: \$15

CHROMEBOOK BAG REPLACEMENT: \$20

TECHNOLOGY - INTERNET
Technology Appropriate Use Guidelines
And Purpose of Appropriate Use Guidelines

District owned technology is to be used to enhance learning and teaching as well as improve the operation of the district. Technology, as referred to in these guidelines, is any electronic device that is used by students or staff.

The Lead Hill electronic communications network and Google Apps, are to be used to support and enhance learning and teaching that prepares students for success. Providing access to the Lead Hill network and a Google Apps Account is an investment in the future of our students and supports our District Mission Statement:

We at Lead Hill believe that each student can achieve academic success, be a responsible citizen, have a positive attitude toward others and that WE CAN AND WILL MAKE A DIFFERENCE!

The Lead Hill School District believes that electronic communication is a tool for lifelong learning, and that access to our network and Google Apps is a resource that promotes educational and organizational excellence. We believe the responsible use of the internet and 21st Century equipment will propel today's schools into the information age. These tools and resources will allow students to significantly expand their knowledge by accessing information resources as well as analyzing, synthesizing, and publishing information.

Students are expected to use the Lead Hill Network and Google Apps in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Lead Hill School District. The use of our network and Google Apps is a privilege, not a right, which may be revoked at any time for inappropriate behavior. Users assume responsibility for understanding relevant board policy and these guidelines as a condition of using our network and Google Apps. Use of our network and Google Apps, that is inconsistent with policy and guidelines may result in loss of access as well as other disciplinary or legal action.

The purpose of this document is to provide guidance to students in the use of technology in order to maximize the derived benefits, provide safety in the use of technology, and insure the security of confidential information.

Related Laws and Board Policies

Federal Laws:

CIPA - The Children's Internet Protection Act is a federal law enacted by Congress in December 2000 to address concerns about access to offensive content over the Internet on school and library computers.

- What CIPA requires: Schools and libraries subject to CIPA may not receive the discounts offered by the E-Rate program unless they certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, on computers (including mobile devices) that access the Internet by minors.
- Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors; and Schools and libraries subject to CIPA are required to adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them.
- An authorized person may disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purposes.
- CIPA does not require the tracking of Internet use by minors or adults.

FERPA – Family Educational Rights and Privacy Act - A Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records and specifies how districts should handle requests for student information.

HIPAA – Health Insurance Portability and Accountability Act of 1996 – A federal law to establish national standards for electronic health care transactions and national identifiers for providers, health plans, and employers. It also addressed the security and privacy of health data.

Definitions:

- **Lead Hill Network** - Lead Hill School District's electronic communications network connects all school sites together with Internet access.
- **Lead Hill Gmail** - Student and staff email accounts provided by the district through Google Apps for Education.
- **Filtering** - A process to deny access to certain websites or resources as defined in the filter.
- **Internet** - A worldwide network that connects smaller networks together.
- **Social Networking** - Websites that provide means of personal communications between participants (i.e. Facebook, Instagram, "X", also known as Twitter, TikTok)
- **iPortal (Canvas, Edmentum,)** - An open source management system available to teachers, staff, and students.
- **Wiki** - "A website that allows the easy collaborative creation and editing of any number of interlinked web pages via a web browser using a simplified markup language or a WYSIWYG text editor." - [Wikipedia definition](#)
- **Blog** - Blend of the terms web and log. It is considered a type of website. Blogs are usually

maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video.

Student Safety and Privacy Guidelines

General Guidelines

The Lead Hill School District has an obligation to protect student safety and to balance this with the need for open communications when using the Internet. There are documented instances of students being inappropriately identified via the Internet and thereby becoming subjected to unhealthy situations or unwelcome communications.

The purposes of these guidelines are:

- To inform school staff of the possible dangers of allowing students to publish identifying information on the Internet;
- To recognize that there are potential advantages of allowing students to publish identifying information on the Internet; and
- To provide to schools a recommended set of guidelines governing how student-identifying Information should be allowed in publishing on the internet.
- Students will not be permitted to send or receive email correspondence from outside Lead Hill School District's domain (@leadhillschools.net)

Staff and student users of the Lead Hill Network and Google Apps must be aware that information accessed, created, sent, received, or stored on the network is not private. It is subject to review by network system administrators, lawyers, and others who may investigate complaints regarding inappropriate or illegal material.

ALL K-12 Students

It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore, students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the web for students whose parents have returned the form asking that such information not be released.

Student Internet Publishing Guidelines

- Only first names should be used in published student work.
- Pictures that are a part of student publishing should not include identifying information.
- Under no circumstances should a student's home address or phone number be included.
- If replies to published student work are appropriate, the sponsoring teacher's address should be the email address displayed, not the student's.
- In special circumstances with parent-signed release, identifying information can be added.
- No social sites are to be accessed using District provided student email accounts.

Additional High School Guidelines

Interactive Online Forms and Applications

There are circumstances where it may be appropriate for older students (Grades 9-12) to provide identifying information along with work published on the Internet. Lead Hill recognizes that high school student publications on the Internet may allow more identifying information where it is considered

appropriate by the student, parent, and the supervising staff member. One example might be college entrance or employment opportunities that would be enhanced by viewing a student's work on the Internet. To make this determination the submitting high school student and the supervising staff member must carefully weigh the potential for risk against the perceived advantage of providing this identifying information. Students are required to seek guidance and approval from parents and school staff before providing identifying information. It is imperative that the site the students are communicating personal information to is a secure site -- https.

Online Safety Resources

The websites below provide safety information for adults and children.

<http://www.safekids.com/>- General Resource Site

<http://www.getnetwise.org/>- Internet Education Foundation

<http://www.wiredsafety.org/>- Wired Safety

<http://www.missingkids.com/>- National Center for Missing and Exploited Children

Use of District-Owned Technology Devices

General Guidelines

The purpose of district-owned technology resources is to enhance the educational experience of students and to increase the operational efficiency and teaching of staff. Practices that attempt to achieve this purpose in a safe, legal manner are acceptable while practices that do not attempt to achieve this purpose are unsafe or detrimental and are considered not acceptable.

Teachers, specialists, and other supervising adults will teach and discuss the appropriate use of Lead Hill network, Google Apps, technical resources, and the Internet with their students, monitor their use, and intervene if the resource is not being used appropriately. The District will provide training resources for staff and students to use in their buildings.

Internet users are encouraged to find resources, such as email, blogs, wikis, and websites, that meet their individual needs and take advantage of the network's many useful functions. There are many applications that can be used in an educationally beneficial manner as well as applications that can be used in an inappropriate, illegal, or unacceptable manner. Therefore, the District has established an adaptive baseline of filtered websites across all K-12 schools. Although the District has deployed an Internet filtering system and students are supervised when they use the Internet, this does not guarantee that students will not access inappropriate materials or sites that parents consider objectionable. District guidelines for accessing the Internet prohibit access to material that is inappropriate in the school environment. Students should report inappropriate access to material to a teacher, other staff person, or their parents. Parents are encouraged to discuss responsible use of the Internet with their children at home and how this responsibility extends to using the Internet appropriately at school.

Unacceptable Use of Lead Hill Network and Equipment

The Lead Hill Student Handbook governs student discipline.

The unacceptable uses of the Lead Hill Network and Google Apps may result in suspension or revocation of network privileges. Unacceptable use is defined to include, but not be limited to, the following:

- Using technology on campus for Discrimination, Harassment, Intimidation, Bullying, and Retaliation (Cyber bullying), or any provision in the district Student Handbook.

- Transmission of any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secrets.
- The use of profanity, obscenity, or other language that may be offensive to another user.
- Any form of vandalism, including but not limited to: damaging hardware, computer systems, or networks, and/or disrupting the operation of the network.
- Copying and/or downloading commercial software or other material e.g. music, in violation of federal copyright laws.
- Use of the network for financial gain, commercial activity, or illegal activity, e.g. hacking.
- Use of the network for political activity.
- Use of the network to access pornographic or obscene material.
- Creating and/or placing a computer virus on the network.
- Accessing another person's individual account. Passwords should never be shared with another person and should be changed frequently. Passwords should not be common words or names that can be found in a dictionary.
- Posting information or images that could be a form of harassment or could promote a negative culture in the school environment by causing a student or staff member to feel uncomfortable or unsafe at school
- Activity with a malicious intent to disrupt the network
- Installation of unapproved equipment e.g. wireless access points, routers, switches, network cabling not provided or approved by the Computing and Information Services Department; unapproved or unlicensed software; or changing of district settings is prohibited. The potential for “hackers” into our network is breached by any of these activities.
- Bypassing of District specified filtered Internet websites on computers used by students.

Use of Personal Technology Devices at School

Acceptable Use of Personal Technology

Personal devices, such as tablets, digital cameras, and laptops may be used for instructional purposes in the classroom at the discretion of the teacher. The same personal devices may be used outside of the classroom at the discretion of the school. However, use of Lead Hill network resources, such as email, chat, wikis, blogs, and Internet websites must be done in a responsible and respectful manner. (Lead Hill Student Handbook)

Unacceptable Use of Personal Devices

Students are encouraged to use district equipment whenever possible. Unacceptable use of personal technology devices by students may result in suspension or revocation of personal device privileges. These included, but are not limited to:

- Use of a personal device that violates any of the unacceptable uses for district-owned technology listed above.
- Use of a personal device to gain or give an advantage in a testing situation.
- Downloading and installing district licensed software on personal devices unless specifically allowed by the licensing agreement.

Network Communication Guidelines

General Guidelines and Netiquette (Commonly Accepted Practices)

Users of email, chat, blogs, wikis, and other network services should understand that everything that they

post is public for all to see. Email messages are not private. Once it is posted it can never truly be removed from the Internet. District technical staff have access to all mail in order to maintain the system. All email is archived for a period of time, and is subject to public records requests. All FERPA, HIPA, CIPA, and COPPA protections would still apply to email before being disclosed. Users should be aware of the common netiquette that users expect from one another:

- When sending email, make your “subject” as descriptive as possible.
- Check your email frequently and handle it appropriately after reading it, i.e. file, delete.
- Be very careful who your message is addressed to and how you reply. Do not “Reply All” unless you really want everyone on the original message to see your reply.
- Use BCC (Blind Carbon Copy) instead of CC when sending to a large number of email addresses, such as parents, and include sending to yourself. In doing so, the recipients will not see the emails of all others that are being copied nor will the need to scroll through a long list of email addresses on a small mobile/handheld device.
- Both incoming and outgoing email is filtered for spam and is blocked or quarantined based on the source and content of the email. Not all spam will be caught by any filtering system.
- Do not post the personal addresses or phone numbers of students.
- Proofread and edit messages before they are sent, but be tolerant of errors in messages from others.
- Be careful when using sarcasm and humor: without face-to-face communications, a joke may not be taken the way it was intended.
- All communication should be respectful and professional.
- Protect the privacy of other people.
- Messages written in ALL CAPITALS are difficult to read and are the network equivalent of shouting.

Student Lead Hill Gmail Accounts

- General Overview
Lead Hill students Grades 3-12, are issued a Lead Hill Gmail account. All Lead Hill Gmail users are expected to use commonly accepted practices.
- Students 3rd-12th Grade have their Lead Hill Gmail accounts created upon registration, but will be suspended until the Lead Hill School Acceptable Use Policy has been signed by a parent/guardian.
- Elementary students K-2nd Grade may have their district email account activated with written consent from their parents/guardian if a teacher intends to use the resource in their classroom.
- Email accounts remain activated on a yearly basis through passive consent until the student is no longer a Lead Hill student.
- Students who graduate or transfer from our district will have two weeks to transfer all information and documents from the School Gmail account to a personal gmail account. Notification is not required to be sent to the student before cancellation of their gmail account.

Student Access to Third-Party "Under 13" Website Services (Google Apps for Education)

General Overview

- All Lead Hill students under 13 years of age must have a “Google Apps for Education” consent form signed by a parent/guardian and their teacher. The goal is to allow students to use this very valuable tool while following the Google recommendations and staying compliant with COPPA.

- Once students have returned consent forms, Google Apps will remain accessible for the current school year.
 - Google Apps consent forms must be renewed at the beginning of each school year, as long as the student is under 13 years of age.
- A. Schools using Google Apps Education Edition, assume the responsibility for complying with the Child Online Privacy Protection Act (COPPA) and the information that students submit. When offering these online services to children under 13, schools must be cognizant that COPPA is a regulation that requires parental consents for the online collection of information about users younger than 13. Per the Google Apps Education Edition Agreement, any school administering Google Apps Education Edition acknowledges and agrees that it is solely responsible for compliance with COPPA, including, but not limited to, obtaining parental consent concerning collection of students' personal information used in connection with the provisioning and use of the Services by the Customer and End Users. In the Lead Hill School District, parental notification and consent will take place in the form of a permission slip granting use of Google Apps for students under the age of 13. This form must be signed on a yearly basis and held on file in the school office.

Copyright & Plagiarism

General Guidelines

Adherence to federal copyright law is required in both print and electronic environments. Lead Hill guidelines only permit copying materials specifically allowed by copyright law, fair use guidelines, license agreements, creative commons, [1] or proprietor's permission. Additional copyright and fair use information can be found at:

[U.S. Copyright Office Fair Use](#)

[Stanford Copyright Fair Use](#)

[UMUC Copyright and Fair Use in the Classroom, on the Internet, and the World Wide Web](#)

Acceptable

- Use of copyrighted material with author permission
- Use of copyrighted material that meets the fair use criteria
- Use of copyrighted material that meets the common creative criteria
- **Unacceptable**
- Using network resources to commit plagiarism
- Unauthorized use, copying, or forwarding of copyrighted material
- Unauthorized installation, use, storage, or distribution of copyrighted software

TEXTBOOKS - Textbooks are furnished in all grades. No fees are charged, but some special materials may need to be purchased if a student participates in Concurrent Credit. Students must pay for lost or damaged books.

TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND 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 real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

With the exception of recognized tobacco cessation products, this policy's prohibition includes any

tobacco or nicotine delivery system or product. **Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pips, "juice," vapes, or under any other name or descriptor.**

TRANSFERS (4.4) - The Lead Hill School District shall review and accept or reject requests for transfers, both into and out of the district, on a case-by-case basis.

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

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

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

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

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

TRUANCY (4.18) - A student shall not be absent from school without parent and/or school authorities' prior knowledge and consent. After arrival on campus, a student absent from his/her assigned learning station without permission from school authorities shall be considered as truant.

USE OF SCHOOL BUILDINGS - All classes, clubs, or organizations using school buildings when classes are not in session must be pre-approved through **the LHSD office and teacher sponsored.**

VIDEO SURVEILLANCE (4.48) - The Lead Hill School 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 capable of tracking the physical location of district equipment, students, and/or parents.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectations 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 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 policies 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.

VISITORS (4.16) - ALL VISITORS MUST REGISTER AT THE OFFICE - The purpose of school is for learning. Students are not permitted to bring visitors to school. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal.

A teacher's primary responsibility is to the students. When a teacher is called out of class, instructional time is lost. If you have business with a teacher that will take more than a moment, please arrange for a conference with the teacher. For quick, short discussions, the best time to contact a teacher is from 7:30-7:50 a.m.

To insure the safety of students, all high school and elementary school visitors are required to report to the MAIN OFFICE located in Building C, through the double glass door on the opposite end of the Superintendent's Office (parking in the lot directly in front of Building A) **AT NO TIME ARE PARENTS/GUARDIANS OR VISITORS TO GO TO A CLASSROOM WITHOUT CHECKING IN FIRST.** All visitors are REQUIRED to have a visitor badge that MUST be visibly worn. Visitors may be asked to present identification. All visitors will be required to call in advance of their visit.

No visitor whose presence or action interferes with or disrupts the operation of the school, its students, or school activities may enter or remain in any school building or in a vehicle, or on any school ground, roadway, or sidewalk.

Refusal of persons to leave, after being requested to do so by the principal or his/her designee, is the basis for legal action.

WAIVERS/FEES – In order to assist students with financial fees such as ACT registration, concurrent credit fees, club/organization registration, (etc.) a waiver may be issued. In the event that the student fails to show for the exam or participate in the event, the student will be responsible for reimbursing the school for the incurred fee.

WEAPONS AND DANGEROUS INSTRUMENTS (4.22) - No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are exceptions.

A weapon is defined as any firearm, knife, rifle, pellet gun, razor, ice pick, dirk, box cutter, nunchucks, pepper spray, mace, or other noxious spray, explosive, taser or other instrument that uses electrical current to cause neuromuscular incapacitation, or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

Pocket Knife Policy

Students 7-12 are allowed to carry a folding pocket knife (no fixed blade) with no more than a 3" blade. However, students are not to have pocket knives out unless under the direct supervision of an employee of the school district. Also, the knife may not be the kind that clips to the pocket and may not be shown on the outside of clothing at all. Students K-6 are NOT allowed to carry a pocket knife at school.

Offenses

1st- Verbal Warning- knife confiscated and parent/guardian contacted to pick up

2nd- In School Suspension- knife confiscated, parent/guardian contacted to pick up and student loses privilege to carry a knife.

3rd- Out of School Suspension- knife confiscated, parent/guardian contacted to pick up student and knife.

If a student shows harmful intent, the knife will be confiscated and the student will receive out of school suspension with the possibility of expulsion.

If a student has a knife other than what has been stated as allowable, the student may receive out of school suspension with the possibility of expulsion.

STUDENT CONDUCT and DISCIPLINE

STUDENT DISCIPLINE (4.17) - The Lead Hill Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including

expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

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

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

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

STUDENT CONDUCT CODE - Freedom is a constitutional right, but it does not mean the absence of reasonable rules and regulations; which serve to guide the actions of individuals. Along with freedom comes the responsibility to act in such a manner as to ensure that all participants may enjoy the same freedom. To obtain the greatest possible benefit to the students, teachers, administrators, parents, Board of Education, and the entire community, it is essential that all work together to insure that all persons are treated equally and with dignity in respect to their rights and responsibilities. Students have the responsibility to pursue their education at Lead Hill Elementary and High School in a manner that shows respect for other students, faculty members, parents and other citizens.

No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this Code to list certain offenses which, if committed by a student, may result in the imposition of a specific penalty. The administration has discretion on a case by case basis.

Students will be bound by the Code of Conduct whenever they are on any school district property, or engaged in any school function, regardless of the time or reason(s) for their presence. Any direct or personal act or behavior which is prohibited under the Code of Conduct is also prohibited when performed by use of computers, the internet, cell phones, telephones, or other communication media when the communication originates or ends on District property or at any school function or may in the judgment of district officials disrupt or interfere with the educational process; or pose a threat to the safety of any person lawfully on district property or at a school function.

All students are expected to conduct themselves at all times in a manner that will contribute to the best interests of the school system and not infringe on the rights of others. The following activities are considered improper and will subject the student to disciplinary action, including, but not limited to, suspension or expulsion from school. A violation of the rule will occur whether the conduct took place on the school grounds at any time, off the school grounds at a school activity, or traveling to and from school.

PROHIBITED CONDUCT (4.18) - Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include but are not limited to the following:

1. Disrespect for a school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination; (lying, failing to give their name when asked)
2. Disruptive behavior that interferes with orderly school operations; (clowning around, mock fighting, mimicking, name calling, profanity, etc.)
3. Willfully and intentionally assaulting or threatening to assault or physically/verbally abusing, extorting any student or school employee; *A student will not be subject to disciplinary action when it is determined that the student was acting in self-defense (unwilling participant) or trying to break off the confrontation prior to fighting.
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school. (This includes e-cigarettes/vapor)
6. Willfully or intentionally damaging, destroying, or stealing school property; (including littering on school campus or in the building, including the parking lot)
7. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing or prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug
8. Sharing, diverting, transferring, applying to others (such as needles or lancets), or any way misusing medication or any medical supplies in their possession
9. Inappropriate public displays of affection
10. Cheating, copying, or claiming another person's work to be his/her own (plagiarizing)
11. Gambling
12. Inappropriate student dress
13. Use of vulgar, profane, or obscene language or gestures
14. Truancy; defined as unexcused absences, including but not limited to the following:
 - a. Being on campus and not being in the assigned class
 - b. Leaving school without following the sign-out procedure or returning to school without following the check-in procedure
 - c. Leaving class with permission but not reporting to the assigned destination
 - d. Skipping an assigned class period
15. Excessive tardiness
16. Engaging in behavior designated to taunt, degrade, or ridicule another person on the basis of Race, ethnicity, national origin, sex or disability
17. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representation, whether electronically, on a data storage device, or in hard copy form;
18. Hazing, or contributing to the hazing of another student
19. Gangs or gang related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited
20. Sexual harassment
21. Bullying
22. Operating a vehicle on school grounds while using a wireless communication device;
23. Reckless or unsafe operation of an automobile, truck, motorcycle, or other vehicle on school property or traveling to or from school.

24. Possession and/or use of fireworks, stink bombs, or an incendiary device
25. Falsely reporting a fire or setting off a fire alarm
26. Indecent exposure/act
27. Chronic, persistent or habitual misbehavior
28. Breaking, entering of any school building or facility
29. Unauthorized use of/ or attempt to gain or assist in unauthorized access to software/programs/ data used by the School District
30. Violations of the Student Computer/Network Use Agreement
31. Computer trespass- Any person who intentionally and without authorization alters, deletes, Damages, destroys, or disrupts any computer, computer system, computer network, computer program, or data. (§ 5-41-104, Computer trespass)
32. Threatening another student by means of verbal or written communication (Any student making a threat to do imminent harm to themselves or others will be suspended immediately and will remain suspended until the end of the suspension and/or completion of an "At Risk Assessment") and
33. Theft of another individual's personal property

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

CONDUCT TO AND FROM SCHOOL (4.19) - Students are subject to the same Code of Conduct while traveling to and from school and to and from a school activity to the same extent as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

SCHOOL BUS PASSENGER SAFETY AND CONDUCT (4.19)- Please review these rules for conduct with your child and be sure he/she understands them. Buses are full, and the drivers have little time to watch children. They were hired to drive. The school bus is an extension of the school. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. It is a valuable and expensive item of equipment and proper attitudes must be developed for its use and care.

All students in our school system who ride a bus are subject to regulation until they get off at school or the bus stop near their home. Any misbehavior which distracts the driver is a very serious hazard to the safe operations of the bus and jeopardizes the safety of all passengers. In the event that misconduct occurs, authorized personnel shall implement procedures as outlined by the superintendent. If misconduct is of serious enough nature to warrant withdrawing the privilege of riding the bus from the individual. Federal regulations require that each child is to have an assigned seat and that all students must remain seated while the bus is in motion.

Parents should impress on students the correct procedure in establishing a safe route to the bus stop. Develop proper attitudes and understanding of the right-of-way of motorists. Point out how unsafe acts can lead to accidents. Bus service is a privilege, not a right, which may be revoked. Students who are eligible to ride may ride as long as they control themselves and abide by the rules.

Students must ride their assigned bus. Those needing to ride another bus or get off the bus at a point other than normal for any reason, must bring a note with parent permission to their building principal. The office will then issue a 'bus note' which the student will present to the driver of the bus they are to ride that day. Each student will board and leave the bus only at regular stops. All parents will need to mark the appropriate spot on the registration form for bus transportation and make arrangements for

pick up with the transportation supervisor.

STUDENTS RIDING SCHOOL BUSES

- Students are subject to all school discipline policies any time they are transported by school bus. This includes transportation to and from school and while on any school-sponsored trip.
- Students are expected to be at the bus stop, at the scheduled time, waiting about ten feet from the bus stop until the door is opened. Students should not play on the highway or road. If a student misses the bus, he/she should call the school and his/her parents.
- While loading or unloading, students should enter or leave the bus quickly, and in an orderly manner.
- **While riding the bus, students are under the supervision of the driver and must obey the driver at all times.**
- **Students are expected to conduct themselves in a manner that will not distract the attention of their driver or disturb other riders on the bus.**
- Weapons, including knives, and living animals are prohibited.
- Students are not to tamper with any of the bus safety devices. Pupils must remain seated and quiet while the bus is in motion. Pupils are not to put their hands, arms, heads, or bodies out of the window.
- Students are not to deface or litter the bus. The aisle must remain clear.
- A student may not exit the bus any place except at his regular stop without prior approval from the office. This applies to all students. (K-12)
- If a student must cross the road or highway to enter the bus, she should wait until the bus has come to a complete stop and the driver has signaled for her to cross in front of the bus, unless the driver directs differently.
- A student who must cross the road after leaving the bus in the afternoon should do so ten feet in front of the bus, crossing the road only after the driver has signaled to do so.
- A student cannot ride any bus except his own. Visitors are not allowed except in case of an emergency or by permission of the principal.
- Individual bus drivers may expect students to follow additional rules.
- Smoking or use of tobacco products in any form in or on any property owned or leased by a public school district, including school buses is prohibited by Act 1520 or 1999 A.C.A. 6-21-609. **Act 1099 prohibits the use of E-Cigarettes on Public School Property.**
- Any time a student is not to ride his/her regular bus, a note **MUST** be sent from the parent to the principal and bus driver telling which bus the student is to ride. This is to protect the student.
- No balloons or glass containers on buses

AUTHORITY FOR STUDENT DISCIPLINE- Teachers, principals, administrators, security officers and classified employees have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct pupils and maintain order.

STUDENT DISCIPLINE REGULATIONS

- I. This regulation is intended to ensure a degree of uniformity in disciplinary actions.
- II. Teachers and administrators shall respond to inappropriate behavior by students with disabilities based on the student's IEP.
- III. Teachers and administrators shall follow this regulation after determining that a student has

committed an infraction.

- IV. Teachers and administrators shall determine how many infractions of the listed type of improper activity have been committed by a student before taking the appropriate disciplinary actions.
- V. If a parent appeals any out-of-school suspension or expulsion; the student shall be assigned to in-school suspension or an alternative learning environment; pending appeal, a student shall not be allowed to attend extracurricular activities.
- VI. The minimum penalty for student misconduct will be a verbal warning and the maximum penalty will be expulsion by the Board and/or legal action dependent upon the severity and frequency of the misconduct.
- VII. The improper student behavior shall be defined as follows: **(This list is not intended to be a comprehensive list. Principals/Dean reserve the right to administer appropriate discipline.)**

****The building principal/dean reserves the right to administer discipline based upon the minimum and maximum procedures based upon the severity of the infraction.**

DISCIPLINE- School personnel are responsible for dealing with students fairly and honestly and for treating all students with courtesy and respect. The professional staff is encouraged to reward good behavior and to maintain a positive approach in helping students develop acceptable patterns of behavior.

DISCIPLINE PROCEDURES - Corrective measures of a punitive nature are sometimes necessary; In order to effectively implement the above policy, the following acceptable corrective measures include the following adopted Minimum and Maximum procedures and range of consequences are as follows:

- 1– Reprimand/teacher conference
- 2– Lunch Detention/recess modification
- 3 – Corporal Punishment
- 4 – In-School Suspension
- 5 – Out of School Suspension (1-5 days)
- 6 – Out of School Suspension (6-9 days)
- 7 – Out of School Suspension (10 days) and recommended for expulsion

Guidelines for detention: When a student receives detention, that student's privilege of free time during the lunch break may be withdrawn, and the student will be assigned to a supervised detention area. A student who is tardy, talks, or disrupts in any manner in the detention room, will have his/her detention doubled or assigned ISS.

- 1. **Parent-school conferences:** This type of cooperative action is highly encouraged, especially when a student appears to be developing a potentially serious behavioral problem. When public or private property has been stolen or damaged, the school will work through parents to recover reasonable compensation for damages to that property.
- 2. **Referral to other school personnel** (counselor, social worker, nurse, etc.)
- 3. **Referral to out-of-school personnel** (physician, psychologist, drug or alcohol treatment centers,

law enforcement personnel, etc.).

4. In-School Suspension (ISS) (4.30).

5. Out of School Suspension (OSS) (4.30).

Any suspension must confirm to the following guidelines:

- The student shall receive an explanation of the intended suspension and shall be given reasonable opportunity to present evidence that might argue against suspension.
- The student's parents or legal guardians should be notified immediately of any suspension and should indicate how the student is to leave school.
- Building administrators can suspend students from school for a period not to exceed ten (10) days, subject to appeal to the superintendent.
- Act 1059 prohibits the Out-of-school suspension of a kindergarten through fifth (5th) grade student unless certain circumstances are met.
- At each step in the appeal process, the suspension may be affirmed, revoked, or otherwise modified by the person or group hearing the appeal. Such disposition of an appeal does not in any way prohibit a student or a student's parent or guardian from pursuing the appeal to the next level.
- Procedural due process, as defined by statutes and court decisions, will be followed at all stages of the suspension process. If a student under suspension transfers to another school, information regarding the suspension will be sent to that school.
- Any student assigned OSS cannot be on any Lead Hill School property during the course of OSS. When OSS has been completed the student must be accompanied back to school by a parent or guardian.

Corporal Punishment (4.39) -The Lead Hill School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment.

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

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

6. Expulsion (4.31) - The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct.

Act 1059 prohibits the Out-of-school suspension of a kindergarten through fifth (5th) grade student unless certain circumstances are met.

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

where the Board of Education will consider and dispose of the recommendation.

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

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

- 7. Other forms of discipline determined to be appropriate by the Professional Staff:** The following general guidelines should be applied to any disciplinary methods adopted by the professional staff, as well as to those methods listed above.
- a) All methods of discipline should refrain from being a serious inconvenience to students other than the student(s) involved. Mass punishment is to be avoided.
 - b) Within the limits of practicality, all methods of discipline should be directed toward the student who has committed an offense.
 - c) All methods of discipline should refrain from promoting an attitude unfavorable to academic or other schoolwork.
 - d) Methods of discipline that would tend to publicly embarrass the student(s) are not allowed. Disciplinary actions, as outlined above, will not be entered on a student's permanent record, and will not be divulged to unauthorized personnel, except as provided under "Suspension" and "Extended Suspension" above. Students with disabilities, as defined in state standards, which engage in inappropriate behavior are subject to normal disciplinary rules and procedures provided the student's right to a free appropriate public education is not abridged. The following provisions apply.
 - e) For students whose disabilities have behavioral aspects, preventive measures such as behavioral management plans, should be considered and can be facilitated through the individualized education program (IEP) or the individualized accommodation plan (IAP) and placement processes required by IDEA and Section 504. While there is no requirement that such measures be specified in a student's IEP/IAP, the IEP or Section 504 Committee for a student with identified disabilities could determine that it would be appropriate to address the use of specific behavioral management and/or discipline procedures in individual situations involving that student and include them in the IEP/IAP.
 - f) Where in-school discipline or short-term suspension ten (10) school days or less is involved, a school may remove a student with disabilities for a disciplinary infraction without it being considered a change of placement, and IDEA'S or Section 504 parent-notification provisions would not apply. Also, there is no requirement for a prior determination of whether the student's misconduct was a manifestation of the student's disability. During periods of short-term exclusion, schools are not required to provide any educational services to the student. A series of short-term suspensions in the same school year could constitute a change in placement. The IEP/Section 504 team must make the determination. It must also determine whether the misconduct was a manifestation of the student's disability. Factors such as the length of each suspension, the total amount of time that the student is excluded from school, and the proximity of the suspensions to each other should be considered in determining whether the student has been excluded from school to such an extent that there has been a change in

placement. This determination must be made on a case-by-case basis.

- g) For a student with disabilities, a suspension or other disciplinary removal for more than ten (10) consecutive school days may not be considered without the school district first determining whether the student's misconduct was a manifestation of the student's disability or due to an inappropriate placement. This determination must be made by a group of persons knowledgeable about the student (such as his/her IEP/IAP Committee), and may not be made unilaterally by one individual.
1. If the student's misconduct was not a manifestation of his/her disability or an inappropriate placement, the school district may expel or suspend the student from school for more than ten (10), subject to conditions set forth in the procedural safeguards of IDEA and Section 504.
 2. If the student's misconduct was, a manifestation of his/her disability or an inappropriate placement, the student may not be expelled or suspended from school for more than ten (10) school days for misconduct. However, other procedures may be used to address the student's misconduct. A change in placement, if determined appropriate, could be implemented subject to applicable procedural safeguards. The school district would also have the option of suspending the student from school for ten (10) days or less, or seeking a court order at any time to remove the student from school or to change the student's replacement if it believes that maintaining the student in the current placement is substantially likely to result in injury to the student or to others. In addition to showing that the student is substantially likely to cause injury, the school district must show that it has made reasonable efforts to accommodate the student's disabilities so as to minimize the likelihood that the student will injure him or herself or others.
 3. The student who is suspended/excluded for more than ten (10) days should be offered a free appropriate public education for the duration of the exclusion.
 4. A student with a disability who brings a weapon to school, possesses illegal drugs at school, or causes serious bodily injury to another at school may be removed from school for ten (10) days or less, and placed in an interim alternative education setting for up to 45 school days.
 5. A student that has been removed two (2) times from a class by a teacher in any nine (9) week grading period or its equivalent as determined by the Department of Education, the principal, or his/her designee may not return the student to the teacher's class unless a conference is held for the purpose of determining the causes of the problem and possible solutions, with the following individuals present:
 - I. The principal and or his/her designee
 - II. The assistant principal
 - III. The teacher
 - IV. The school counselor
 - V. The parents, guardians, or persons in loco parentis; and
 - VI. The student if appropriate; The failure of the parents, guardians, or

persons in loco parentis to attend the conference provided for in this subsection shall not prevent the conference from being held nor prevent any action from being taken as a result of the conference.

DRUG POLICY - The Lead Hill School District recognizes that drug abuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes and the total development of each individual. The Lead Hill board of Education is determined to heal students by providing another option for them to say “No”. Drug abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

DEFINITIONS:

DRUGS - Any substance considered illegal by Arkansas Statutes or which is controlled by the Food & Drug Administration unless prescribed by a licensed physician.

ACTIVITY PROGRAMS - Any Activity that meets the guidelines of the Arkansas Activities Association and/or listed:

Archery	Choir	Games	Quiz Bowl	Student Dances
Art Club	Dance	Golf	Rapid Response	Tennis
Band	Drama Club	Homecoming	Soccer	Track
Baseball	FBLA	Job Skills	Softball	Trap
Basketball	FFA	Newspaper	Student Council	Yearbook
Cheerleading	Prom			

Other clubs that may be formed and any other extracurricular activity after the adoption of this policy are still included. Any student operating or possessing a vehicle on campus is considered a participant of an extracurricular activity.

SCHOOL YEAR - From the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which event, from the first day of practice through the last day of classes in the spring.

POLICY STATEMENT - Lead Hill School District is conducting a mandatory drug-testing program for students. Its purpose is threefold:

- To provide for the health and safety of students in all Activity Programs grades 7-12.
- To undermine the effects of peer pressure by providing a legitimate reason for students to refuse the use of illegal drugs.
- To encourage students who use drugs to participate in drug treatment programs.

PROCEDURES FOR STUDENTS

General Student Drug Policy

- Any student is subject to student disciplinary action when a student is at school “under the influence” of any substance covered under this policy. School administrators can make the determination whether the student is under the influence based on observation of the student’s appearance and behavior.
- Any student driving on campus has no expectation of privacy in a vehicle present on the school campus. All vehicles present on school campuses are subject to random searches or searched upon reasonable suspicion.

EXTRA CURRICULAR DRUG POLICY

CONSENT: Each student wishing to participate in any activity program and the student’s custodial parent or guardian shall consent in writing to drug testing pursuant to District’s drug testing program. Written consent shall be in the form provided in the student policies handbook packet and located in the appendix of this handbook. No student shall be allowed to participate in any activity program absent such consent or upon “Refusing” to submit to a drug test once selected or requested.

STUDENT SELECTION: All students in activity programs and/or student drivers may be drug tested at the beginning of the school year. In addition, random testing will be conducted during the school year. Selection for random testing will be from a “pool” of all students participating in the extracurricular activity on each individual date. The superintendent shall take all responsible steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating students are in the pool, assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process by the least intrusive means possible while assuring brevity and privacy.

SAMPLE COLLECTION: Samples will be collected upon requests on the same day the student is selected for testing or if the student is absent on that day, on the day the students return to school. If a student is unable to produce a sample at any particular time, the student will be required to remain at the testing location and drink fluids until they are able to provide a sample.

TESTING AGENCY: School personnel will use a quick result, testing device if the results are positive, the results will be sent to the designated lab. The child’s parent/guardian will be contacted. The parent will have the option of transporting their child to a local clinic to have a confirmed test by urine or blood test. In order for the school to accept the results, the test must be completed within 12 hrs. from the initial screening and must be performed by a medical clinic. Home tests will not be accepted. The cost of the second positive test will be at the expense of the parents. A negative test will be at the expense of Lead Hill School.

PRESCRIPTION MEDICATION: Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification, which will be considered in determining whether a "positive" test has satisfactorily explained. The documentation will be forwarded to the testing lab with instructions for the lab to consider the student's use of such medication to assure the accuracy of the result. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests".

SCOPE OF TESTS: The drug screen tests for one or more illegal drugs. Student samples will not be screened for the presence of any substances other than an illegal drug the student will have the right to send for a list of prescribed medications other than drug intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and/or consistency to a laboratory for testing and confirmation or non-confirmation.

LIMITED ACCESS TO RESULTS: The results of the laboratory test will be reported to the superintendent or such person as the superintendent may designate in the event of the superintendent is absent.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT: Whenever a student's test result indicates the presence of illegal drugs ("positive test"), the following will occur: If the sample tests positive, a custodial parent or legal guardian, and the student's principal and head coach or sponsor will be notified.

FIRST POSITIVE RESULT: For a positive "confirmed" result, the student will be placed on probation and not be allowed to attend or participate in competitions, presentations, activities, and/drive on the campus of Lead Hill School for a period of twenty school days. A student may not practice in off-season activities. He/she cannot compete or dress out for any competition.

The student will be recommended for counseling, if any charge is incurred, it will be the responsibility of the parents.

On the twenty-first school day, the student will be allowed to be retested (at the expense of parent/guardian). If the test results are found to be negative, the student will again become eligible for competitions, presentations, and activities relating to Lead Hill School. However, the student must submit to mandatory drug screens to be done by Lead Hill School on a monthly basis at the expense of the parent/guardian. The duration of the interventions program will be determined by the agency providing the service. (A Maximum of six months.)

SECOND POSITIVE RESULT: For the second positive result in the same year or any two consecutive calendar years, the student will be suspended from participating in activities for the remainder of the school year. If this positive test is in the spring semester, the student will not be able to participate during the following semester.

THIRD POSITIVE RESULT: For the third positive result, the student will be recommended for suspension from participating in activities for the remainder of his enrollment with the school; parents have the right to a hearing before the school board. (The parent must submit the request in writing to the superintendent.)

OTHER DISCIPLINARY MEASURES: The District by accepting this policy is not precluded from utilizing other disciplinary measures set forth in the Student Handbook and this policy does not preclude the District from taking disciplinary procedures and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug related activities.

LEAD HILL SCHOOL DISTRICT DIGITAL LEARNING POLICIES

- Absences for students enrolled in digital learning courses shall be determined by the online attendance and time the student is working on the course rather than the student’s physical presence at the school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments. Students who do not maintain appropriate progress have potential re-entry to on-campus learning.
- The Lead Hill 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 highest 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 this student discipline. Students are responsible for their conduct that occurs:
 - At any time on the school grounds;
 - Off school grounds at a school-sponsored function, activity, or event; and
 - Going to and from school or a school activity.

All students learning virtually are considered to be on school grounds when participating in the virtual classroom synchronously or asynchronously and shall be held accountable for respecting and obeying all school policies as outlined in the Lead Hill School District student handbook while participating in online learning and when reporting to campus for scheduled meetings and events. Students will be expected to display appropriate behavior during virtual online sessions and when participating in online discussions.

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

Adopted on May 24, 2021
Board President: Randy Rogers

CLOSING REMARKS

This handbook is not intended to be all-inclusive. It does not and cannot contain all of the rules, regulations, and procedures that are needed for the efficient and effective function of the Lead Hill School District. New information will be disseminated, and new rules will be made, as new situations occur, or mandates are issued by the State Department of Education. It is our wish that each student at this school conduct himself/herself in a way that will be acceptable to all concerned. We are all here for one purpose and that is to see that each student receives an education that will allow them to develop to their fullest potential and to insure their mental and physical growth, which in turn will insure their future happiness.

LEAD HILL SCHOOL DISTRICT

Tami Richey, Superintendent

Angela Criger, K-6 Principal

Andy Munday, 7-12 Principal/Athletic Director

The Lead Hill Student Handbook was approved for use by the Lead Hill Board on July 23,2025.

APPENDIX (A)

A list of eligible students, who wish to be considered for homecoming, will be provided to each grade.

In order to recognize and honor student voices, each class will vote for representatives from their grade for Homecoming Court.

Each candidate selected shall be mindful that they are a representative of not only themselves but also

their peers and Lead Hill Tiger Alumni. Being selected to participate on Homecoming Court is an honor. Nominees are to be outstanding representatives of the student body and thus should not have the following disciplinary referrals (ISS or OSS) or have no more than one (1) unexcused absence or combination of 8 unexcused class periods.

In matters of tabulating votes, regardless of paper or electronic collection, there will be at least two school employees that will confirm votes. When possible, it shall be an administrator and the school counselor. At no time, shall a person confirm votes that have an immediate family member eligible to participate in Homecoming Royalty.

In order to allow more students to have the opportunity to participate in Homecoming Royalty, an individual can serve only once on Homecoming Court from their 9th - 11th grade year. Students are eligible to serve again during their senior year.

The student body (grades 7-12) will vote for the Homecoming Queen.

There will be a 1st and 2nd place runner up. These positions may be held by a Junior or a Senior and may include foreign exchange students. They will be the individuals with the 2nd and 3rd highest votes.

In order to allow participation of Foreign Exchange (FE) students, Foreign Exchange students may be eligible to be selected by the student body to serve on the Homecoming Court, however, *they may not be selected as Queen*. Should a Foreign Exchange student receive the higher number of votes, the next student (non-FE) will be moved up.

Homecoming Court will consist of:

1. Four Seniors - One of which will be crowned
2. Three Juniors
3. Three Sophomores
4. Two Freshman

The escort of the crowned royalty will be presented with a basketball, however, will hold no title. Upon completion of the ceremony, the ball will be given to the Homecoming Queen.

Homecoming Royalty will be announced at a pep rally prior to the Homecoming Pep Rally. (If possible, the pep rally will be held at least three weeks prior to the Homecoming Game.)

Once Homecoming court is determined by the student body, the Sr. High Basketball coach will draw player names from a hat. The players will be listed in order that they were drawn by their coach. The coach will then draw from a hat containing the names of royalty. Pairings will be kept secret until the following day so that both players and royalty are notified at the same time. Seniors will be selected first, then Juniors and Sophomores. It is the intent of the committee that each senior high basketball player has the opportunity to participate by escorting Homecoming Royalty.

Two kindergarten students (one male/one female) will be selected by the Senior Class to serve as ball carrier and crown bearer respectfully. They will vote from a list provided by the elementary principal.

Homecoming Court Members will have a Sr. High Basketball escort for Homecoming Pep Rally and a Sr. High Basketball escort **along with their parents, if they so choose, for the actual night of Homecoming.

Attire for Sr. High Basketball Players will be uniforms for both Pep Rally and Game Ceremony.

**Parent Escorts are asked to wear, at minimum, nice dress jeans or dress pants and a collared shirt. Suits are acceptable but not required.

The Sr. High Cheer Sponsor will be responsible for coordinating Pep Rally and Homecoming Game practice.

Crowning of the Senior Royalty will remain secret until the night of Homecoming.

Senior Royalty will be crowned by the previous year's royalty.

Pep Rally attire for Homecoming Royalty is to be professional and appropriate.

Homecoming attire for Royalty shall follow set guidelines set forth in the handbook.

Pep Rally and Homecoming event attire (Homecoming Royalty) must be approved by the principal no later than Monday before the Friday event.

**Parent is defined as a significant adult relative/guardian that has been a part of the student's life.

SPIRIT WEEK

Students and staff will be allowed and encouraged to participate in specific "dress-up" days during spirit week. Attire must be specific to the day and meet dress code as set forth in the student handbook. Students at NO TIME are allowed to fully cover their face with any type of face paint, mask or cloth.

** Spirit week is intended to build school spirit among all students. Anyone acting in a manner unbecoming a TIGER will be subject to student conduct codes. ** Please behave in the manner of the Spirit of a TIGER!!!!!!

APPENDIX (B)

FORMS

ACKNOWLEDGEMENT OF RECEIPT

The purpose of the LEAD HILL STUDENT HANDBOOK is to inform you about applicable philosophy, policies and procedures. We are sure you realize that this must be a cooperative endeavor and that we can succeed only to the extent that we cooperate with each other in this vital activity. Students are expected to know and understand the policies in the handbook and be aware of the consequences of their action regarding attendance, discipline, and academics.

The ACKNOWLEDGEMENT of RECEIPT form indicates that you have been made aware that the Lead Hill Student Handbook and all policies are online and that a hardcopy of the full handbook will be provided should you request one.

If you would like a hardcopy of the official Lead Hill Student Handbook, please contact our school at 870-436-5677. We would be glad to provide you with a copy. Our Lead Hill Student Handbook can be viewed, downloaded and printed from www.leadhillschools.net.

Please read the following information contained in the Student Handbook. Your child will receive a packet of forms on the first day of school from their homeroom/advisory teacher. Sign and send back the following forms to school by August 22, 2022, along with any other necessary paperwork sent home by school staff to your child's homeroom teacher.

Please initial any options below that are applicable for your child.

_____ I give my child listed below permission to participate in school day field trips within the state without the school requesting additional parental permission.

_____ In the event my child chooses to misbehave in such a way that he/she receives a major infraction, I choose to pick him/her up and keep him/her at home as an Out-of-School Suspension (OSS) rather than the school administering corporal punishment.

_____ Have his/her information released for military, colleges, and financial aid purposes.

Please sign and return to your child's teacher or homeroom instructor immediately. **Your signature does not indicate your agreement with the policies—only that you have received notification and offered electronic/hardcopy access.**

Student Signature

Date

Parent(s) Signature

Date

We look forward to the opportunity to work with your child and to be a partner with you to bring his/her education to life.

APPENDIX C

LEAD HILL FAMILY & COMMUNITY ENGAGEMENT POLICY

The staff, faculty, and administration of Lead Hill School District believes that we are not the only stakeholders in a child's education. We recognize that it is imperative for families and community members to be a part of the team to help children become successful. We believe in meaningful, two-way communication focused on student academic learning, discipline, and extracurricular activities. Our goal is to ensure that families and our community have opportunities to play an integral role in their child's learning. We encourage parents, grandparents, extended families, and our community to become actively involved in our student's education.

We believe the families and communities of our students are full partners, and should become involved in the decision making process when appropriate. We welcome our partners to serve on advisory committees to work towards the vision and mission of Lead Hill School District. We accept the challenge of creating different opportunities in order to allow the most participation for the parties involved.

Our Family and Community Engagement facilitators work with staff, administration, families, and our community to plan school activities and incorporate new ideas to improve our school. Family and Community Engagement surveys are given at the beginning of the year for the purpose of gathering new ideas. Family and Community Engagement Team members will meet at least twice a semester. A program evaluation follows in the spring to allow the Family and Community Engagement facilitators to reflect and recommend changes.