

Des Arc Elementary School Student Handbook 2026-2027



Dr. Marc Sherrell
Superintendent

Stacy Childers
Elementary Principal

BJ Paschal
High School Principal

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DES ARC ELEMENTARY SCHOOL

Key Contacts & Points of Communication

Electronic Mail Communications:

Email contact all staff members, teachers, and administration:
lastnamefirstinitial@desarcschools.org

District Central Office:

Office of Superintendent, Dr. Marc Sherrell	870-256-4164
Fax	870-256-3701

Elementary Office:

Elementary School Principal, Stacy Childers	870-256-4128
Fax	870-256-4499

Transportation Office

870-256-4166

*Parents should **not** routinely phone the school with messages about how their child should get home that day. This is distracting to the work of the office, school personnel, and disruptive to classroom instruction. Please limit these messages to emergencies only. Transportation arrangements should be made with your child before sending him/her to school.*

District Web Site & Social Media Contacts

www.desarc.wmsc.k12.ar.us

<https://www.facebook.com/Des-Arc-Elementary-526439457433838/>

BOARD OF EDUCATION

Brent Calhoun.....President
TJ English.....Vice President
Drew Widner.....Secretary
Billy Hinson.....Member
Charlie Brown.....Member
Jordan Smith.....Member
John Guess.....Member

Statement of Assurance

In keeping with guidelines of Title VI, Section 601, Civil Rights Act of 1964, Title IX, Section 901, Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, The Arkansas Department of Education, Vocational and Technical Division, assures that no person in the United States, shall on the basis of race, color, national origin, sex or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial assistance. The State Department of Education, Vocational and Technical Education Division, Affirmative Action Officer for complaints and grievances under Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973 is Ms. Dianne Farquhar, Personnel Administrator, Room 302D, West Education Building, State Capitol Mall, Little Rock, Arkansas 72201, (501)371-2498

No student in the Des Arc 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:

Equity Assistance Coordinator – Dr. Marc Sherrell 600 Main Street, Des Arc, AR 72040 (870)256-4164
Title VI Coordinator – Dr. Marc Sherrell 600 Main Street, Des Arc, AR 72040 (870)256-4164
Title IX Coordinator - Dr. Marc Sherrell 600 Main Street, Des Arc, AR 72040 (870)256-4164
504 Coordinator – Stacy Childers 2100 Hickory Street, Des Arc, AR 72040 (870)256-4128

DES ARC SCHOOL ALMA MATER

Alma Mater, wise and glorious, child of light and bride of truth;

Over fate and foe victorious, dowered with eternal youth.

Crowned with love of son and daughter,

Thou shalt conquer as of yore.

Dear Old Des Arc Alma Mater, God preserve thee evermore!

EAGLE FIGHT SONG

Fight 'em, Eagles, Fight 'em, Eagles: Go right through that line;

Throw the ball right down the field, boys;

A touchdown sure is fine!

RAH! RAH! RAH!

Hit 'em high, boys; Hit 'em low, boys; win a perfect game;

Fight fellows, Fight! Fight! Fight! We'll win this game!

SCHOOL COLORS

Green and White

SCHOOL MASCOT

Eagle

MISSION STATEMENT

"Soaring for Success" at Des Arc Elementary School

The mission of Des Arc Elementary School is for staff, parents, and students to work together as students learn the skills necessary to become competent citizens. The school's role in the mission includes providing educational opportunities that promote academic achievement and social, physical and emotional development.

If this mission is accomplished, our students will:

1. Develop positive attitudes toward self and others that will foster independence from peer pressure.
2. Become aware of the rights and responsibilities of being a good citizen.
3. Develop self-discipline, self-reliance, and assume responsibilities of learning & acquire the necessary skills in math, language arts, science, social studies & the arts.
4. Communicate effectively through reading, writing, listening and speaking.
5. Develop the ability to apply acquired knowledge and to think rationally.

Student Visitors

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

The **INFORMATION FORMS** that are sent home each year are probably the single most important items that you as a parent must take time to complete thoroughly. When emergencies occur, precious moments are lost when appropriate and adequate information is not available. **If any telephone numbers or addresses change throughout the year, please notify the school immediately.**

TELEPHONE POLICY

Students will not be called from class to the telephone. The school secretary will take a message from a parent or guardian to be delivered at the end of the day. Parents should not routinely phone the school with messages and directions about how their child should get home that day. This is very distracting to the work of the office and the school personnel. Please arrange transportation with your child before sending him/her to school.



DAES Teaching Assignments 2026-2027

Kindergarten

Abbie Huffstickler
Callie Moore

1st grade

Jade Fleming
Mallorie Johnson
Brooke Prislovsky

2nd grade

Julia Hasley
Kendra Willeford
Kylee Elam

3rd Grade

Ashton Holloway - math
Erin Herbert- literacy
Brooke Bray- science/social studies

4th Grade

Leigh Garth - math
Rachel Davenport - literacy
Rebecca Bell - science/social studies

5th Grade

Jamie Bell - literacy/social studies
Caroline Brown - math/science

6th Grade

Courtney Skarda - literacy
Mallari Ray - math
Dena Knight - science/social studies

Activities

Francine Dickson - P.E.
Lori DeVore - Art
Kalyn Tenison - Library
Libby McMillen - Music (K-6)/ Tools for Learning (4-6)
Kimberly Smith - GT (K-3 enrichment)

Specials

Kathie Saul - Resource
Robin Freeman - Resource (Self Contained)
Bridget Crouch - Speech
DeAnna Williams - Speech
Abbie Geisler - OT
Sydney Beckwith - PT
Rachel Ladner - Counseling Services
Francine Dickson - ½ day Barton Reading/Spelling
Kalyn Tenison - ½ day ELL
Libby McMillen - ½ day literacy interventionist
Kimberly Smith - GT (4th-6th)

Paraprofessionals

Kelly Williams - Barton Reading/Spelling
Bailey DeVore - Kindergarten
Kristen Wrigley - 1st grade
Tiffany Gehring - 2nd grade
Tabetha Baxter - resource
Bryce Lightsey - resource (self contained)

Cafeteria

Baylee Andrews
MaryAnn Hood
Erica Ramey
Eryn Walker

Maintenance/Janitor

Radius Baker
Luther Anderson
Michelle Mulherin
Cade Smith

OFFICE

Stacy Childers - principal
Juan Day - dean of students
Brynn Kieffer - master teacher
Rebecca Anderson - secretary
Justin Hollis - school resource officer
Patsy Bice - nurse

SCHOOL DAY HOURS

The school day starts at 7:30 a.m. when students are unloaded from the buses.

Students MAY NOT ARRIVE AT SCHOOL ANY EARLIER than 7:30 a.m.

Classes begin at **8:00 am** sharp and end with the dismissal bell at 3:15 pm.

Students should know when they leave home each morning what they are to do at 3:15. Students who arrive at school between 8:01-8:29am are tardy and their parents must sign them in the office.

Tardiness: School begins with the bell at 8:00 a.m. Legitimate excuses for tardiness shall be determined by the Principal. After being tardy 10 times the principal will file a FAMILY IN NEED OF SERVICES (FINS) petition with juvenile court. Families referred to juvenile court may be required to attend open court monthly to speak to the judge. The judge may fine the family or may require family counseling as well as other options.

Students arriving 8:30 am to 11:29 am will be marked half day absence. Students checking out 11:30 am to 2:29 pm will be marked half day absence.

DROP-OFF & DISMISSAL PROCEDURES:

No one is allowed to line up in the car-rider line prior to 2:45 pm for pick-up. The car-rider line is used as a driveway during school hours. Parking in the car-rider line prior to 2:45 can disrupt the flow of school traffic.

Every teacher and aide on staff will be on duty when school is dismissed. Classroom teachers will direct their students to their bus or to the cafeteria, where other duty teachers will take them to the parking lot to be picked up by their parents. Parents picking up their child should wait for their children in one of the 3 pick-up lines in the parking lot. This is for the safety of our students.

The car rider lines will be long, so all vehicles should line up on Hickory Street as they wait to pull into the parking lot. DO NOT line up on Hamilton Street. This blocks the bus drive and interferes with the buses trying to pick-up students who ride the bus.

Students should know before they leave home in the morning how they are to get home. Parents may call with bus messages in an emergency which should be done before 2:00 pm. Students should know what they are to do after school before they come to school each morning.

You should send your child's teacher and the bus driver a note if your child is to do something different after school. The school does everything possible to safeguard your child at the end of the day (dismissal).

In the event that your child does not arrive at home as scheduled, he/she could have fallen asleep on the bus. You should call the bus supervisor at **870-256-4166**. When the bus driver discovers your child is still on the bus, he/she will return to your home or to the bus shed.

Students are to leave the school grounds immediately after school has been dismissed unless they are the children of school personnel and must wait to ride home with parents. Students shall not stay on campus or come back unless attending an adult sponsored activity. All school buildings are equipped with an alarm system which includes inside and outside cameras that are connected to the local police.

Upon entering the school property students on bicycles must dismount at the sidewalk or service road and walk the bike to the bike rack. These students are **not to arrive before 7:30 am** and will not be permitted to leave the schoolyard before the buses have left and all car riders are gone in the afternoon.

Parents who bring their children to school in the morning and pick them up in the afternoon should only use the teacher parking lot area. BUSES ONLY are allowed in the circular drive. Private vehicles SHOULD NEVER use the circle drive. Students use this area during the school day. When parents bring their children in the morning they should arrive no sooner than 7:30 am. Drop the child and leave the line so others may continue through the line. There should be no waiting in the morning because teachers are arriving and trying to park. All students should be dropped off in the unloading zone next to the car rider awning. Students who ride home with their parents are to wait behind the south rail of the parking lot. Parents who wish to pick up their child instead of letting him/her ride the bus should let the child know before he/she leaves the house that morning and pick them up in the car rider line in the school parking lot that afternoon.

Car-rider traffic enters the parking lot through the drive marked "Enter Only". Morning drop off is single file, unloading up to 3 cars at a time in the loading zone. Afternoon pick-up is 3 single file lines. You will be assigned a color to pick up each day. This assignment will be given by the end of week 2 of the school year. Teachers will load students 3 cars at a time in the loading zone. Duty teachers will help secure the safety of students and flow of traffic. DO NOT leave your vehicle unattended in the car-rider line. DO NOT park out in the parking lot or on the gravel road to pick up your child.

It is against the law to use a cell phone in a school zone when students are present. NO CELL PHONE USE DURING CAR PICK-UP AND DROP-OFF.

DES ARC PUBLIC SCHOOL LUNCH PROGRAM

If you have more than one child in school, you may send one check and specify how much should be put on each child's account. If you have children in both Elementary and High School, please send separate checks to each school as the schools lunch accounts are separate accounts.

DAES

2100 Hickory Street
Des Arc, AR 72040

DAHS

600 Main Street
Des Arc, AR 72040

HOW MUCH & HOW OFTEN SHOULD YOU SEND MONEY?

A La Carte or other food/beverage items may be purchased by either providing payment at the time of receipt or having a prepaid account with the district. Parents and students are encouraged to pay for items in advance by submitting cash or check to the DAES Office or depositing funds via online Revtrack Payment System (\$1.60 system charge per transaction.). There is a link on the district webpage under Food Service that will take you to the online payment system.

Prices:

Reduced meals: Breakfast .30 cents Lunch .40 cents

Full price meals: Breakfast \$2.00 Lunch \$2.75 Extra Milk .50 cents

Adult Visitor Breakfast: \$3.00 Adult Visitor Lunch: \$4.00

	<i>Reduced Price</i>	<i>Full Price</i>
Weekly Breakfast & Lunch	\$3.50	\$23.75
Weekly Lunch Only	\$2.00	\$13.75
Monthly Breakfast & Lunch	\$14.00	\$95.00
Monthly Lunch Only	\$8.00	\$55.00
Semester Breakfast & Lunch	\$62.30	\$427.50
Semester Lunch Only	\$36.00	\$247.50
Yearly Breakfast & Lunch	\$124.60	\$855.00
Yearly Lunch Only	\$71.20	\$495.00

Students are to pay on their account in the mornings by putting their money in a sealed envelope with their FIRST & LAST NAME & TEACHER'S NAME on it & turn in to the first period teacher during roll call. This ensures that the money is applied to the correct student. Refunds are only given to students leaving the district and graduating seniors. All other balances are rolled over to the next school year.

Free and reduced price lunches are available. **Parents must fill out free lunch application forms each year in order to determine eligibility for this program. If household income changes, a new application will need to be completed.**

Parents will be notified by email or letter when their child's account balance becomes low. A phone call will be made or a note will be sent to parents when balance goes into the negative. Students will also receive a notice with specific amount owed.

Des Arc Elementary School has a breakfast program. Breakfast will be served from 7:30 to 7:55 am. Students who eat breakfast at school should arrive at school no later than 7:50.

If you prefer that your child bring his/her lunch, keep in mind that we do not allow glass containers or any peanut products. Students need to bring their lunch with them to school so that we don't have interruptions during our workday with deliveries. Students do not have use of a microwave or refrigerator at school.

MEAL MODIFICATIONS The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a medical statement completed by a State licensed healthcare professional, which includes:²

Physicians, including those licensed by:

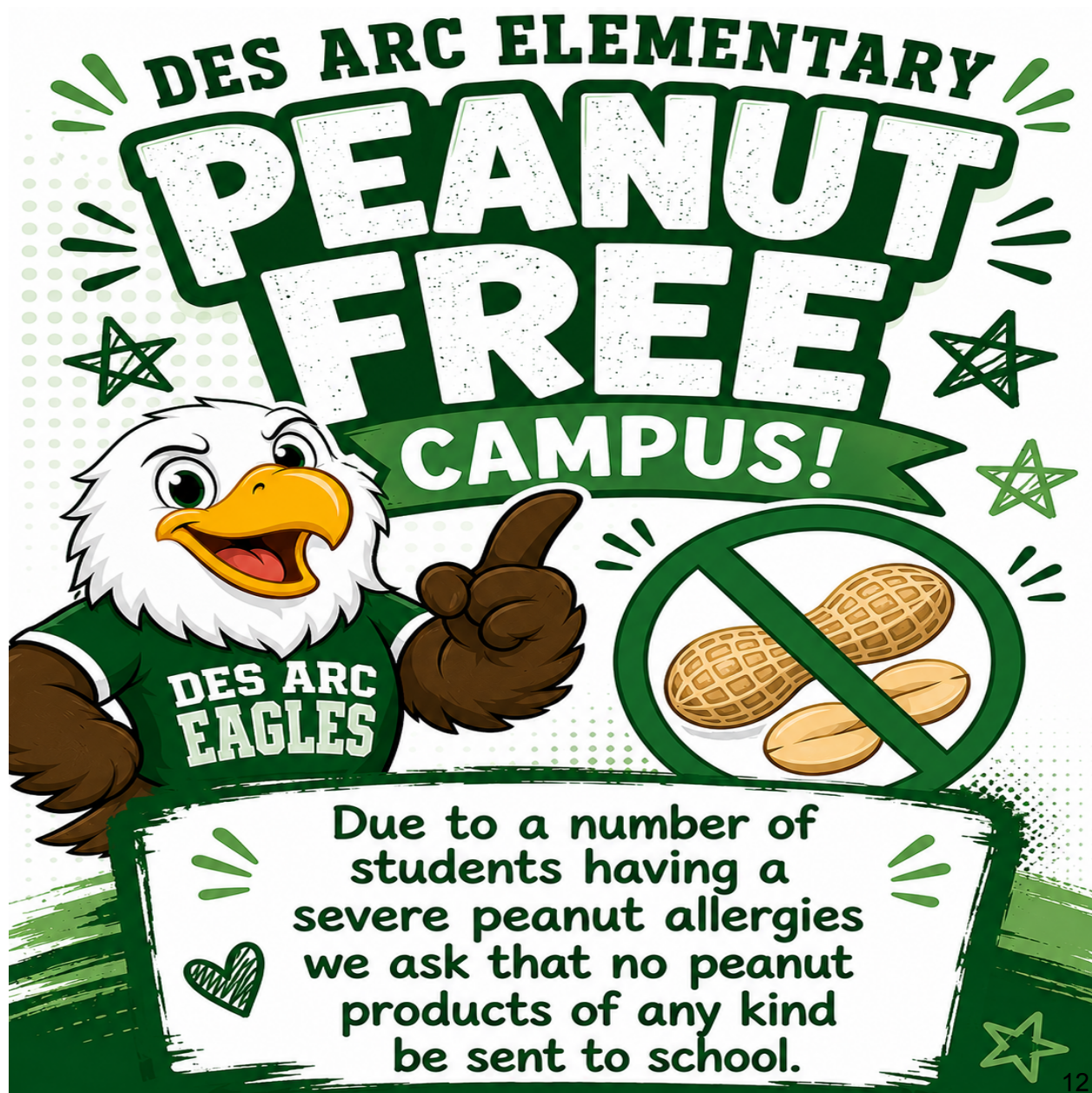
- The Arkansas State Medical Board;
- The Arkansas State Board of Chiropractic Examiners (Chiropractors);
- The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative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

The medical statement should include:

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

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Director of Child Nutrition shall request additional information so that a proper and safe meal can be provided. When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product. Parents may file a grievance regarding the request for accommodations with the District's 504 Coordinator, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

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



Des Arc Elementary Supply Lists 2026-2027



DES ARC ELEMENTARY

KINDERGARTEN THROUGH 3RD GRADE

SUPPLY LIST

 \$40.00 SUPPLY FEE

 BACKPACK (NO WHEELS)

 HEADPHONES (NO EARBUDS)



SOAR
LIKE AN
Eagle!



DES ARC ELEMENTARY

4TH GRADE

SUPPLY LIST

 ONE 2 INCH 3-RING BINDER

 THREE RING BINDER PENCIL POUCH

 FIVE TAB DIVIDERS FOR BINDER

 TWO PACKS OF WIDE RULE NOTEBOOK PAPER

 ONE PACKAGE OF 12 PACK COLORED PENCILS

 36 PENCILS

 CAP ERASERS

 PACK OF HIGHLIGHTERS

 PACK OF 4 BLACK EXPO MARKERS

 TWO COMPOSITION NOTEBOOKS

 HEADPHONES (NO BLUETOOTH)

 ONE CLOROX WIPES

 ONE BOX OF KLEENEX

 ONE 8 OZ GERM-X BOTTLE



SOAR
LIKE AN
Eagle!



DES ARC ELEMENTARY

5TH GRADE

SUPPLY LIST

 TWO 2 INCH 3-RING BINDERS

 TWO PACKS OF 8 TAB DIVIDERS

 TWO PACKS OF NOTEBOOK PAPER

 ONE COMPOSITION NOTEBOOK

 36 PENCILS

 ERASERS

 HIGHLIGHTERS

 PENCIL POUCH

 CLOROX WIPES

 HEADPHONES (NO BLUETOOTH)

 KLEENEX



SOAR
LIKE AN
Eagle!



DES ARC ELEMENTARY

6TH GRADE

SUPPLY LIST

 1 3" 3 RING BINDER

 8 TAB DIVIDERS

 2 COMPOSITION NOTEBOOKS

 PENCILS

 EXPO MARKERS

 2 PKG OF LOOSE LEAF WIDE RULED PAPER

 HEADPHONES (NO BLUETOOTH)

 HIGHLIGHTERS



SOAR
LIKE AN
Eagle!

ALL FEES/SUPPLIES DUE NO LATER THAN AUGUST 14, 2026

BACKPACKS

Parents need to check book bags every evening for assignments sent home, graded papers, notes from the teacher, calendars, and the principal's school bulletins. Parents should again check book bags in the morning to be sure homework assignments, money, and/or signed papers are there to be returned to school. Parents and teachers of 4th, 5th, and 6th graders are requested to closely supervise the weight of the content of the bag. Unnecessary items brought to school may result in the bag being too heavy for comfortable transportation from one room to another. In purchasing book bags, please consider the size and the weight of the bag. It should be one that will be easily carried. They may not block the bus aisle for safety purposes. Book bags should be of a size that they will not block passageways inside the building or classroom aisles. **No rolling back packs will be allowed without special permission for health reasons.** Occasional backpack searches may be conducted at school in search of lost homework assignments. The teacher and/or principal may make the final decision as to whether the book bag is of appropriate size. Luggage size bags do not constitute appropriate book bag size.

PROGRAMS AND PROJECTS

Occasionally throughout the year special programs, projects, contests, fundraisers, and pictures require money to be sent to the school. Poster boards are available in the school book store for 50 cents each. These are used for contests such as the Rice Poster and Conservation contests as well as in school projects. Field trips, special on-campus days such as Field Day, and other special occasions may also require your child to have some extra spending money. We ask you to please note this information as sent home on weekly bulletins and/or newsletters or weekly plans sent from classroom teachers and provide your child with the money needed so he/she may be a part of a great educational opportunity within our school.

REPORTING TO PARENTS

A parent and student bulletin from the office will be sent home monthly or as needed. These are prepared by the Principal. Parents should remind their children to present these bulletins when issued. Bulletins are also posted on the Des Arc Elementary Facebook page as well as the Elementary Announcements page on the DAPS website. Each teacher in grades K-6 will set up a communication system with parents. This system will communicate homework, graded assignments, behavior, and important messages. Grade K-2 use the Class DoJo app while grades 3-6 use the REMIND app. Parents will receive information on getting the app on their phone with login information from their child's teacher at the beginning of each year.

In the event that a parent needs to speak with the teacher or Principal, they may schedule an appointment by calling 870-256-4128.

Miscellaneous Reports to Parents

Computerized Report Cards will be issued four times a year.

Progress Reports will be sent midway through each nine-week term in grades K-6. Parent signatures may be required on Progress Reports.

Parent-Teacher Conferences are scheduled twice a year.

*The first one is scheduled in the fall at the end of the 1st 9 weeks

*The second one is scheduled in the middle of the 3rd nine weeks.

State law requires that teachers communicate with parents each semester to discuss student progress. Parents are strongly encouraged to attend parent-teacher conferences.

If for some reason you need to speak to your child's teacher throughout the year, you may schedule a conference through the office for the teachers' planning period. Please call the school to schedule an appointment at 870-256- 4128 or send a note to school. **The school discourages classroom interruptions during the day. Email and messaging teachers through DoJo or REMIND is the best form of contact with classroom teachers.** The teacher will send you a response during lunch or planning period.

STUDENT CONDUCT & DISCIPLINE

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 ensure that all persons are treated equally and with dignity in respect to their rights and responsibilities.

STUDENTS

Students have the responsibility to pursue their education in the Des Arc School District in a manner that shows respect for other students, staff members, parents, and other citizens. Students should be aware that they have a responsibility to cooperate with and assist the school staff in the orderly and efficient control of the schools by abiding by rules and regulations established by the board of education and implemented by teachers and school administrators. Each student is responsible for his/her own conduct at all times.

PARENTS OR GUARDIANS

The term "Parent" shall include every parent, guardian, or person in parental relation having control or charge of any student in attendance in the schools of this district. Parents or guardians are responsible for exercising the required controls and following school expectations so that their children's behavior at school will be

conducive to their own progress and not disruptive to the school's educational program. They are responsible for alerting school personnel when they have reason to believe that their children are experiencing difficulties at school or at home. This, by soliciting the help of the school on their child's behalf, behavior standards may be maintained.

TEACHERS/DEAN OF STUDENTS/STAFF

All teachers/staff are responsible for the supervision of the behavior of all the students in the school. This includes not only the students who are regularly assigned to the teacher, but all other students with whom the teacher comes in contact. Each teacher/staff member is expected to maintain the kind of atmosphere and decorum which will promote the learning process, and to utilize sound techniques which seem appropriate. These techniques include conferences with students and parents or referral to the counselor or other support services personnel. When the teacher/staff member is unable to assist the student in maintaining proper control of his/her behavior, the student is to be referred to the appropriate administrator in the school.

PRINCIPALS

The principal of the school is expected to give to all students at the beginning of the school year and to each new student upon registration the rules and regulations currently in effect for the school. In developing rules and regulations, the principal involves representatives of the teaching staff. The principal is responsible for conducting continued in-service education for all personnel on a regular basis and to interpret and implement established policies. The principal is authorized to suspend and to recommend the expulsion of students. The principal is expected to inform the parents, verbally or in writing, when their child's behavior is in serious conflict with the established laws, rules, and procedures.

"It is unlawful during regular school hours and in a place where a public school employee is required to be in the course of his or her duties for any person to address a public school employee using language that in its common acceptance is calculated to: A) Cause a breach of the peace; B) Materially and substantially interfere with the operation of the school; or C) Arouse the person to whom it is addressed to anger to the extent likely to cause imminent retaliation. A person who violates this section shall be guilty of a violation and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500). Each school district shall report to the Department of Education any prosecutions within the school districts under this section." A.C.A. 6-17-106

“Any persons who shall, by any boisterous or other conduct, disturb or annoy any public or private school in this state or any person not a student who after being notified to keep off the school grounds during school hours by the board of directors, the superintendent, or principal in charge of any such school shall continue to trespass on or go upon school grounds, whether at recess or during the sessions of the school, shall be guilty of a violation and upon conviction shall be fined in any sum not exceeding one hundred dollars (\$100.00), payable into the general school fund of the county.” A.C.A. 6-21-606

STUDENT DISCIPLINE POLICY

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 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.

DAES EXPECTATIONS

The expectations and procedures, along with the classroom behavior rights and responsibilities as set by the classroom teacher, will be reviewed with students and sent home to parents.

Minor infractions will be handled by the classroom teacher and/or dean of students.

Minor infraction consequences are as follows:

- A. Redirect Student/Reteach Appropriate Behavior
- B. Verbal Warning

- C. Use of “Menu of Classroom Corrections” as designated by the classroom teacher
- D. Parent Contact through Dojo or Remind
- E. Parent Notification, Dean Notice, and/or Office Referral

Major infractions will result in an immediate office referral to the Principal. (See Infractions to Avoid).

Severe infractions will result in emergency assistance for de-escalation, parent notification and office referral.

INFRACTIONS TO AVOID

The activities discussed below are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school, and/or notification of law enforcement officials.

It is the parents’ or legal guardian’s responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the following infractions.

1. Physical Contact/Abuse or Assault

A student shall not attempt to cause injury or physical harm to another person, school staff or student. Examples include, but are not limited to, intentionally bumping another student, horseplay, poking, pushing, shoving, tripping, pinching, physical intimidation, hitting, punching, spitting, scratching, and/or biting.

Consequences of fighting or assault:

1st Offense: Notification to law enforcement, corporal punishment, ISS or OSS

2nd Offense: Notification to law enforcement, OSS with parent conference

3rd Offense: Notification to law enforcement, recommendation for expulsion.

***In Arkansas, **Act 565** (the Teacher and Student Protection Act of 2025) protects educators by mandating the immediate removal of students who exhibit violent or abusive behavior.*

2. Property Damage/Misuse

A student shall not cause or attempt to cause damage to property, including school property. The Des Arc School District will attempt to recover damages from the student destroying property. Examples include, but are not limited to, defacing classroom supplies/equipment, vandalism, use of combustibles, arson/attempt of arson.

Consequences for destruction of property:

Possible notification of law enforcement and/or reimbursement of monetary value

Minimum: Conference with parents or legal guardians

Maximum: Recommendation for expulsion

Rule 3. Disrespect/Defiance

A student shall comply with reasonable directions by any school staff member. Students are expected to show proper respect to teachers, students, visitors, and all with whom they come into contact. Examples include, but are not limited to, refusing to work, arguing/talking back, cheating/lying, leaving assigned area, entering an unassigned area, stealing/theft of personal items, inappropriate gestures, leaving campus, hiding from staff.

Consequences for violating this rule:

Minimum: Warning, visit with dean of students or principal

Medium: Detention, Corporal Punishment

Maximum: ISS, OSS, Recommendation for expulsion

Rule 4. Disruption

A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected. Examples include, but are not limited to, making noises with intent to disrupt learning, constant talking out/blurting, throwing objects, out of seat after acknowledgement.

Consequences for violating this rule:

Minimum: Warning, visit with dean of students or principal

Medium: Detention, Corporal Punishment

Maximum: ISS, OSS, Recommendation for expulsion

Rule 5. Stealing/Theft of Property

Students shall not take/steal or be in possession of property worth \$500 or more that belongs to another student or staff member without that person's permission.

Parent/Guardian must make restitution (A.C.A. 5-36-103; 5-36-106)

Students shall not take/steal or be in possession of property worth \$500 or more that belongs to the school without permission. *Parent/Guardian must make restitution (A.C.A. 5-36-103; 5-36-106)*

Legal Consequences -Because stealing is illegal, school administrators may choose to involve local law enforcement or the School Resource Officer (SRO).

Arrest or Citations: Students may receive a court citation or be taken into police custody, especially for high-value items (e.g., electronics, cash).

Rule 6. Technology Violations

Possession and use of school-issued electronic devices that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

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

- Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
- Permitting any audible sound to come from the device when not being used for reason #1 above;
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
- Using the device to take photographs;
- Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.
- Using the device for any non-school related purpose without permission.

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

Computer Use Policy depending on the severity of the incident will be as follows:

Minimum: Warning, visit with dean of students or principal, confiscation of device

Medium: Detention, Corporal Punishment, confiscation of device

Maximum: ISS, OSS, confiscation of device, Recommendation for expulsion

Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

Rule 7. Inappropriate Language

A student shall not use abusive, vulgar, or irreverent language on school campus. A student shall not harass or make verbal threats to other students or to staff members. Examples include, but are not limited to, name calling, teasing, swearing, intimidation, screaming, harassment.

Consequences for violating this rule:

Minimum: Warning, visit with dean of students or principal

Medium: Detention, Corporal Punishment

Maximum: ISS, OSS, Recommendation for expulsion

Bullying

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

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

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

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

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

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

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

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, or cyberbully, another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

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

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
 - a. Report to a parent, legal guardian, person having lawful control of a student,

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

Consequence for bullying found as credible, depending on severity and unless otherwise stated:

Minimum: Conference with principal, parent contact and possible 1 day minimus of ISS or corporal punishment

Maximum: OSS, Recommendation for expulsion

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

STUDENT SEXUAL HARASSMENT

Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

To prevent sexual harassment, the District shall provide age-appropriate informational materials and training to students, parents/legal guardians/other responsible adults, and school staff members as needed.

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

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

WEAPONS AND DANGEROUS INSTRUMENTS

No student, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while: In a school building; On or about school property; At any school sponsored activity or event; On route to or from school or any school sponsored activity; or Off the school grounds at any school bus stop. **Note: Principals reserve the right to ban any item deemed unsafe or disruptive to the learning climate of the school.**

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

Recommendation for expulsion for a period of one (1) year. *The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.*

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

Consequences for possession of a weapon, excluding a firearm:

Minimum: Corporal punishment, ISS or OSS

Maximum: recommendation for expulsion

Alcoholic Beverages, Tobacco, Drugs and Inhalants

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

Consequences for possession/use of tobacco or vaping products:

Minimum: 5 days of ISS and police report

Maximum: Recommendation for expulsion and police report

Consequences for possession/use of narcotics, drug paraphernalia or beverages containing alcohol:

Minimum: 5 days of OSS and police contact

Maximum: Recommendation for expulsion

Personal Items

Personal items including, toys, games, electronic devices, etc., are not to be brought to school. Students are responsible for their own materials, supplies, personal items, items assigned to them, or any other items brought to and from school. Des Arc Elementary is not responsible for lost or stolen personal items that are restricted during normal school hours. It is our practice not to sacrifice large blocks of classroom time to do investigative work in order to recover lost or stolen personal items. Please remember to mark articles of clothing, such as coats, jackets, sweaters, gloves, etc. with permanent identification. You should also mark other items brought from home such as lunch boxes, notebooks, folders and backpacks.

Lost items are turned in to the LOST & FOUND bin in the hallway on the east side of the cafeteria. As soon as a student has discovered that he/she has a lost, stolen, or damaged item, he/she is to immediately notify a school staff member.

Cell phones, smart watches, and other personal electronic devices are **not permitted at school** and may not be used at any time before and during and after the school day. **In Arkansas, the "Bell to Bell, No Cell Act" (SB142) mandates a phone-free learning environment in all public schools, beginning with the 2025-2026 school year. This means students must keep personal electronic devices, like cell phones and smartwatches, turned off and put away from the first bell to the last bell of the school day.** Cell phones that **MUST** be sent to school, with prior approval from the principal, shall be turned in to the student's teacher at the beginning of the school day and may be retrieved at the end of the school day.

A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS

Personal items will be confiscated and a parent will be contacted. The item may be picked up at the end of the day by student

Consequences for violating this rule:

Minimum: Warning, conference with dean of students or principal, parent contact

Medium: Detention(s), Corporal Punishment

Maximum: ISS or OSS

DRESS CODE

Students are expected to dress in a manner which is conducive to good mental effort and concentration in the classroom, and is considered to be in good taste by community standards. **The following guidelines outline appropriate dress at Des Arc Public Schools:**

- All students shall wear shoes.
- Boys shall wear pants or shorts and shirt
- Sleeveless shirts, dresses, or blouses are allowed but have at least a two-inch wide shoulder strap and cannot expose any part of the midriff, back or bra straps. Low cut, cleavage revealing shirts are not allowed.
- Pants, shorts, dresses and skirts will be no more than four (4) inches above the knee. A good rule of thumb is: If the shorts or skirt do not hang below the

fingertips while standing with arms at the sides, then the item does not meet the dress code.

- The top of all pants, shorts, or skirts must be no lower than the top of the hip bone.
- Leggings should be worn with a shirt that falls below the hips

Clothing and accessories not allowed include the following:

- Students will not be allowed to wear muscle shirts or “wife-beater” undershirts
- Body piercing, other than earrings, that would be visible on either sex
- Caps, hats, toboggans, sweatbands, etc. are not to be worn inside the buildings
- Skirts, shorts, and dresses that have slits exceeding the “four inches above the knees” standard
- Any shirt that cannot be tucked in at the waist and stay tucked in while in a sitting or stretching position
- Sagging and/or excessively loose clothing
- Warm-up pants with snaps all the way down the side
- Clothing that displays obscenities, political innuendos, promotes violence, has sexual implication/content or has reference to alcoholic beverages, tobacco, or illegal substances
- Bandannas
- Pants with holes above the knee in inappropriate places
- Chains (i.e. wallet chains)
- “See-through” blouses or shirts unless worn over another acceptable shirt
- Shirts, blouses, or dresses that are low in the front
- Extreme styles - hair or clothing - that may be disruptive

This list is not exhaustive. Since styles, fashions and fads change, the administration may make decisions regarding other modes of dress, not stated in the preceding list, that are considered inappropriate. Students should address dress code questions to the Principal before wearing an item that might be in violation of this policy. Teachers will monitor students for dress code violations throughout the school day. Students who do not comply with these guidelines will be held out of class, unexcused, until properly attired.

PARENTAL INVOLVEMENT

Philosophy: Des Arc Elementary School recognizes the family as the fundamental influence in a child’s life, and his/her education is a responsibility shared by school staff and family throughout his/her school years. It is essential for families and school personnel to communicate and collaborate in their efforts to support student achievement. Through support for parenting skills, volunteering, and integration of

parents into student learning, Des Arc Elementary School facilitates a positive, family role in providing for student achievement and success. The following are some parental involvement activities available at Des Arc Elementary: *(Any non-employee who comes into the building should sign in at the office and wear a visitor badge. All substitutes and volunteers will file paperwork for a background check and \$10 fee through Central Registry, P. O. Box 1437, Little Rock, AR 72203).* All substitutes are hired through SubTeach.

Ways to be involved:

1. Parents may conference with any teacher after making an appointment to meet during the teachers planning time.
2. We welcome volunteers to mentor certain children or help teachers individually.
3. Back to School Night will be held each August so that parents and students can meet their teachers and get back to school paperwork.
4. Parent conferences are scheduled after the first 9 weeks of school and during the 5th week of the 3rd quarter.
5. Parents are encouraged to help with games in the classrooms, cake-walk, or serving the meal during FAMILY FUN NIGHT!
6. Our parent committee, PALS (Partners Active in Learning Situations), meet on a regular basis. Parents are encouraged to be a part of this committee.
7. A Parent Center is set up in the library containing books on parenting available for checkout, parenting and family activity magazines, informational pamphlets, and local activity announcements.

GRADING

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

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

Grades K-6 will continue to use the grading scale for the District which is as follows:

A = 100-90 - Advanced

B =89-80 - Proficient

C =79-70

D =69-60

F =59 and below

HOMEWORK (INDEPENDENT) STUDY SKILLS POLICY

1. Definition:

a. Homework (Independent Study Skills) is an assignment completed outside formal instruction time. Homework may be completed at school, at the end of the class period after instruction has been completed, and/or taken home to be completed independently.

2. Philosophy:

- a. Homework should be included as an integral part of the instructional Program and as a means by which students are provided extended time to master learning concepts and objectives and sharpen independent study skills.
- b. Homework should be a positive experience that is appropriate and meaningful.
 - I. Homework should:
 - a. Promote the development of students' independent study skills and work to be done outside the classroom which will reinforce and strengthen academic skills.
 - b. Broaden the educational experiences of students.
 - c. Relate those experiences to the real life of the community

3. Elementary School Procedures:

- a. Homework should provide immediate feedback to the teacher on areas of weakness in the students' understanding of concepts and/or acquisition of skills.
- b. Teachers should give homework only in the amount they are willing to check, grade or review.

- c. Homework assignments will emphasize the application of concepts and skills previously introduced and provide an opportunity for students to practice their independent study skills.
- d. Generally, homework will not be assigned over weekends or holidays.
- e. The amount, length and type of homework at the elementary level may vary according to individual needs, but the minimum amount should average:

Kindergarten....5-10 Minutes

Grade 1.....10-15 Minutes

Grades 2-3.....15-30 Minutes

Grades 4-6.....30-45 Minutes

This time may include Accelerated Reader - (Library books)

Missing homework assignments may result in reduction in student's grades and/or disciplinary actions. Teachers will send home a homework policy at the beginning of the year with procedures and consequences. Modifications to homework for students with a 504 plan or an IEP will be used based on the 504 plan or IEP designed for that individual student.

PERSONAL ILLNESS

In order to provide our students with a healthy environment in which to learn, these guidelines should be followed:

1. If a child complains before school, take his/her temperature and keep the child home if the temperature exceeds 100.3 degrees. Do not give them fever reducing meds and send them to school.
2. If a child complains with stomach disorders such as nausea, vomiting or diarrhea, he/she should not be sent to school. Stomach viruses are contagious.
3. If a child has a rash of unknown origin or has a suspected condition he/she should not be sent to school.
4. IF A STUDENT IS SENT HOME FROM SCHOOL WITH FEVER or any CONTAGIOUS ILLNESS HE/SHE SHOULD NOT RETURN TO SCHOOL THE NEXT DAY. A CHILD SHOULD BE FREE FROM FEVER (Without fever reducing meds)/CONTAGIOUS INFECTION FOR TWENTY-FOUR (24) HOURS BEFORE RETURNING TO SCHOOL.

Many times children become ill at school and it is necessary for the school to notify parents. The following criteria will be used as a guide before notifying parents.

1. Fever of 100.3 degrees or higher.
2. Vomiting and or diarrhea
3. Symptoms of contagious conjunctivitis or pink eye (the student may return to school after being on medication for twenty-four (24) hours.
4. Symptoms of contagious disease.
5. Serious injuries (deemed such by the teacher, Principal, or school nurse)
6. Symptoms of head lice.
7. Symptoms that the teacher, Principal, or school nurse deems as a possible health risk to the student and or to the other students in school.

MAKEUP WORK

Parents that call requesting make up work may pick it up in the office no earlier than 2:30.

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence under the following rules.¹

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

Work may not be made up for credit for unexcused absences, part of a signed agreement as permitted by policy 4.7—ABSENCES.⁵ Out-of-school suspensions are unexcused absences.⁶ Work missed while a student is suspended from school will sent home with them to be completed and returned on their first day back from suspension and will receive partial credit for the assignments.⁷ 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.

ATTENDANCE POLICY

Act 1069 of 1985 states in Section 4: "The Board of Directors of each school district in this state shall adopt student attendance policies. Each school district shall, as a part of its six year educational plan, develop strategies for promoting maximum student attendance, including, but not limited to, the use of alternative classrooms and in school suspensions in lieu of suspension from school. A student attendance policy may include excessive unexcused absences as a mandatory basis for denial of promotion or graduation." The Des Arc School District supports the philosophy that the instructional program is the vital part of a formal education. It further believes that it is necessary for students to be in attendance a number of days for instructional purposes during each school year. A student is expected to attend school at all times when school is in session. Student participation in any extra-curricular school sponsored activity after school hours shall be in attendance on the day of the activity. However, exceptions can be made when extenuating circumstances are involved. Absences from school are acceptable only when a child is ill, when a family emergency exists, when the student is on official school business, and in rare instances, when the child is released from school for educational or hardship activities. A family emergency exists when there is a death, serious illness, or an extenuating circumstance in the immediate family of the student. If make-up work is allowed, the student will be responsible for contacting each teacher concerning any work missed during an absence the first day he/she returns to class. The teacher will determine the work to be made up. ALL work is to be made up in a reasonable length of time or a zero will be given with the exceptions of suspension and truancy. The students will be required to maintain a level of attendance which will enable them to discharge their responsibility as learners and the school to meet its obligation to the students.

Absences

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence. Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

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

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

2. Death or serious illness in their immediate family;²
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and 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 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.³
12. Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.⁴

Unexcused Absences are those not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. **Students with 8 unexcused absences** in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, **the student may be denied promotion or graduation.** Excessive absences shall not be a reason for expulsion or dismissal of a student.

In the event of school closing due to weather, make up days have been included in the 26/27 School Calendar. Family vacations, hunting trips, etc. are considered unexcused absences. Students are required to ask their teachers for the work they will miss while gone prior to leaving. The makeup work is due on the day they return to school. If the work is not turned in completed on the day of their return, the student will receive a zero for the assignments.

When a student has 6 unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified⁶. Notification shall be by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 8 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the

student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.⁷

Students who attend in-school suspension shall not be counted absent for those days.⁸
Days missed due to out-of-school suspension or expulsion shall be unexcused absences.⁸

AWARDS

Honor's Assembly will be held at the end of the fourth quarter for grades K-6. Subject awards for reading, mathematics, spelling, science, social studies, and language arts will be awarded for each homeroom based on highest yearly percentage. Citizenship award will be given per classroom based on conduct. Perfect attendance awards will be given for zero absences or tardies. Outstanding attendance will be given with less than 2 absences and/or 3 tardies for the year. Each homeroom teacher will award Accelerated Reading Award based on highest reading points. Library, art, and music will award 1 student per grade level with above and beyond achievement in their particular activity. AR Awards will be given at the end of each quarter.

HONOR ROLL & ATTENDANCE FOR GRADES K-6

Honor Roll Awards and attendance awards will be given at the end of **EACH** quarter. Honor Roll students in grades K-6 will be awarded All A's or A-B Honor Roll based on quarter reports. All A's is defined as having a grade of A or higher in each subject on each quarter report card. A-B Honor Roll is defined as having a grade of B or higher in each subject on each quarter report card.

STUDENT ASSESSMENT

Current Law and State Board of Education regulations require the administration of criterion-referenced tests and norm-referenced tests. K-3 will be administered an ATLAS (Arkansas Teaching, Learning, and Assessment System) Literacy Screener within the first 30 days of school. K-2 will also be administered a Math Screener within the first 30 days of school. **K-2 will have two ATLAS interim assessments as well as a spring Summative Assessment.** Grades 3-6 will be assessed using ATLAS. A fall interim, winter interim and a Spring Summative will be administered to grades 3-6.

STUDENT PROMOTION AND RETENTION

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents 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 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.¹ 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.

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.

Under Arkansas law (established by the 2023 LEARNS Act), third-graders must meet state reading standards to advance to the fourth grade. **Students who score at the lowest level (Level 1) on the ATLAS English Language Arts test must be held back, unless they receive a "good-cause exemption" or pass an alternative reading assessment**

SPECIAL ACTIVITIES

STUDENT BIRTHDAYS AND CELEBRATIONS Birthdays are special events for all students. The school recognizes student birthdays each day during morning announcements, and students are given a pencil. Parents wishing to bring in cupcakes or other snacks will need to coordinate with the teacher **ahead of time**. Birthday treats cannot be brought to the cafeteria and cannot be served before or during lunchtime guidelines. They can be handed out after 1:30, during recess, or snack time in the classroom, as arranged by the teacher.

Each classroom will limit the number of parties to 2 classroom celebrations per year, **Christmas and Valentine's Day**. The Principal will determine the dates and times of the events. Parties with snacks must take place after lunch. Teachers will coordinate with parents with specifics. **All food items must be store bought per federal guidelines.**

EXTRACURRICULAR ACTIVITIES – ELEMENTARY

All PeeWee sports (football, cheer, basketball, and baseball/softball) are managed by the City of Des Arc Parks and Recreation. Any questions/issues concerning these programs need to be addressed with the Parks and Recreation Committee and not the school.

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities. “Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition. “Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis. “Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school. **Extracurricular Eligibility**-The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity¹ All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy. A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.³ Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances.⁴ Students falling under the provisions of this paragraph shall be permitted to attend

curriculum related field trips occurring during the school day.⁵ A student who enrolls in the district and meets the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing. A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. § 6-15-503. Interscholastic activity means an activity between schools subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club. Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.¹ Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone² as permitted by this policy. Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if the superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District.. Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of his or her enrollment in a home school. To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education. A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course³ in the District's school where the student is intending to participate in an interscholastic activity. The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students. A

student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity. A home-schooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;⁴
- permission slips, waivers, physical exams; and
- participation or activity fees.

A home-schooled student who is not a resident of the District may begin participating in interscholastic activities:

- a. Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
- b. One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7th) grade if the student were enrolled in public school.

A home-schooled student who is not a resident of the District and is prohibited under this policy from participating in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity. Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported. A 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.

FIELD TRIPS will be taken to enhance student learning and personal experiences.

- Parents are notified, by note, of the time, place, and cost of the field trip.
- Permission slips will be sent home and these slips must be signed and returned to the school, or the student will not be allowed to go.
- Local field trips are to the museum, courthouse, jail, post office, and other places within the city.
- Parents who wish to attend the trip will be required to provide their own transportation.
- **Only designated grade level students are to attend the field trip.**
- Students are expected to ride the bus to and from the field trip.
- **STUDENTS MAY LOSE THE PRIVILEGE OF ATTENDING THE FIELD TRIP FOR MISBEHAVIOR.**

DAES FUN DAY: Each year, during the spring, grades K-6 participate in an Elementary Fun Day. Students take part in games and blow up water slides and equipment. Events are correlated to the AAU Physical Fitness Program to the greatest extent possible.

CLOSED CAMPUS POLICY

Des Arc Elementary School has a Closed Campus Policy. Once a student arrives on campus, he/she may not leave the campus without checking out through the principal's office. If a student must leave the school grounds during the school day, the parent/guardian must personally sign the student out in the office. *The elementary administrators shall have the authority to use discretion in unusual situations and emergencies.* Parents are encouraged not to check out students except for emergency situations. **Students will not be allowed to leave with other students.** Any person not currently enrolled in the Des Arc Public Schools or employed by the school district must sign in and obtain permission from the principal's office before visiting any student or teacher on campus during school hours. Anyone violating this policy may be reported to the proper authorities and are subject to be prosecuted under Act 75 of 1971.

SCHOOL INSURANCE

Student insurance is available at a nominal cost and is optional. When a student insured under the plan is injured, he/she will be given a claim form from the office. This form must be completed by parents, presented to the doctor or hospital, and returned to the Principal's Office. The school has a very basic on-campus policy. It will pay only a part of the medical bills after the parents' insurance. **DO NOT BRING MEDICAL BILLS TO THE SCHOOL.**

EMERGENCY DRILLS

Fire drills are held once a month. When the emergency alarm sounds, students should:

1. Leave (taking nothing along) in a quiet and orderly manner.
2. Students should go to a designated spot for roll check.
3. Students should re-enter the building only when their teacher directs them to re-enter.

Violent weather and tornado drills will be announced on the intercom or by a series of short rings on the school bell. Students should:

1. Move quietly and quickly into designated classrooms.
2. Student movement should be kept to a minimum.
3. When inside shelter is not available or there is not enough time to find shelter, lie flat in the nearest depression such as a ditch or ravine.
4. Students should remain as quiet as possible.
5. Evacuate portable buildings.
6. Tornado drills are held in September, October, January, and February.

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than three (3) times per year with at least one each in the

months of September, January, and February. Students who ride school buses,¹ shall also participate in emergency evacuation drills at least twice each school year. The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. The training will include a lockdown exercise. Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.⁴ Drills may be conducted during the instructional day or during non-instructional time periods. Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, or other emergency. Students shall be included in the drills to the extent practicable.⁴

CLOSING OF SCHOOL- In case of bad weather or other emergency, the school may be forced to close. A phone message service & school Facebook posting will be used to notify all students and school personnel of school closings. **Be sure that your contact phone numbers are up to date. Please notify the school of any address or phone number changes that occur during the school year.** In the event we need to close school during the day, please have a plan with your child on where they should go in the event we get out early due to weather. School openings **WILL NOT** be announced.

SPECIAL PROGRAMS

COUNSELING The counselor's role is to help children appreciate themselves and respect others. The counselor teaches guidance classes in addition to working with students individually or in small groups concerning the following:

1. Developing positive concept of self and others
2. Improving understanding of self and others
3. Improving problem-solving and decision-making skills
4. Expanding social skills including cooperation, sharing, and responding to conflict appropriately.
5. Handling divorce, death, or birth of a new sibling.
6. Career orientation.

GIFTED & TALENTED IDENTIFICATION PROCEDURE The identification process of the Gifted and Talented students in Des Arc Schools is as follows: After referrals are collected, notices are sent to the parents of all referred students, requesting permission for testing and collection of data. Data from the following sources is then collected and recorded: Statewide assessment, Otis Lennon, SAGES, or CogAt, Creative Thinking, Teacher Inventory, Grade Point Average, Standardized Test Scores, Star Reading Scores, Accelerated Reading Information, Other. After all tests have been administered and all other types of information have been gathered, students are then given identification numbers and all data is recorded on the Profile Sheet, along with comments from teacher inventories or other pertinent information. The students' name is not known by the committee. The identification committee composed of professional educational personnel and chaired by the G/T coordinator, meets to evaluate case

studies for placement throughout the year. Students are selected for the program on the basis of individual needs as well as qualifications on selected assessment measures. Des Arc School District will maintain district-wide due process procedures of which parents are aware in order to ensure each student's civil rights and to provide guidance for the referral. It is further understood that no student will be removed from the G/T program once identified until the student's parents (or guardian) have been consulted.

SPECIAL EDUCATION

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, as required under the Individuals With Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the state and federal statutes governing special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504. The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding students with disabilities.¹ Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents. Section 504 status applies to students with disabilities. The students may be considered disabled if he/she has a physical or mental impairment which substantially limits one or more major life activities. Examples of such disabilities are temporary disabling conditions such as an accident or injury requiring the student's extended absence from school, communicable diseases, attention deficit disorder, chronic asthma or severe allergies, physical disabilities, and diabetes. Upon evaluation and recommendation, reasonable modifications in the student's instructional program and services are provided.

TITLE 1 PROGRAM

The Title 1 Program in our school is a federally funded program. All students are now a part of the program since we are a school-wide Title 1 School. Students receive assistance in language arts, phonics, spelling, and math.

THE NURSE'S OFFICE

The School Nurse is on duty full time with a lunch break from 12:30 to 1:00 pm. Body Mass Index will be checked in K, 2nd, 4th, 6th, 8th & 10th Grades. **Parents may refuse tests in writing to the School Nurse.**

PHYSICAL EXAMINATIONS OR SCREENINGS

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

STUDENT MEDICATIONS

A. Administering Medication at School- Prior to the administration of any medication including any dietary supplement or other perceived health remedy not regulated by 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, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s). Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet. Students with an individualized health plan (IHP) may be given OTC medications to the extent giving such medications are included in the student's IHP.

Option One: The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).¹ For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be

brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.²

Option Two: 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 sentence¹ 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.² 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.³ The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

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

- Self-administer either a rescue inhaler or auto-injectable epinephrine;
- Perform his/her own blood glucose checks;
- Administer insulin through the insulin delivery system the student uses;
- Treat the student's own hypoglycemia and hyperglycemia; or
- 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.

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

Emergency Administration of Epinephrine: The school nurse or other school employees designated by the school nurse as a care provider who have been trained¹ and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations. The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction. Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it. The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained¹ and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction. The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.²

COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant *Staphylococcus aureus*), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.3 F when taken orally).¹ A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school. To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any bloodborne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat). In accordance with 4.57—IMMUNIZATIONS, the District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health. The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment. Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

HEAD LICE-Head lice affect more people than all other childhood diseases with the exception of the common cold. When children come in close contact with each other, it is easy to pass head lice along. Shared hats, clothing, brushes, pillows, and other personal articles are perfect vehicles to transfer head lice from one person to another. It is important to act immediately to prevent their spread. Head lice infestation is NOT an indication of uncleanliness.

The major symptom of head lice infestation is itching. Head lice are blood-sucking insects that live on the scalp and hairs of humans only. The school nurse periodically checks students for head lice infestation. If head lice are discovered on a student, the parents will be notified and the student will be sent home for treatment.

When the student returns to school, he/she must first check with the school nurse or with office personnel for assurance that treatment is underway. Parents may be asked to present **THE BOX OF THE TREATMENT TO SCHOOL UPON RETURN. If the student is found to be free of nits, he/she will be admitted back to class.**

Inspection will be made of siblings and classmates. Suggestions for diagnosis, treatment, and control in the home may be obtained from the school nurse. Repeated cases of family head lice will be referred to the Department of Human Services for assistance.

RING WORM

Ringworm is actually a fungal infection of the skin. This fungus causes slightly raised, reddish rings that start out as itchy, rough, red spots that gradually enlarge to become ring-like as the center clears. Sometimes there is only one 'ring', but it can spread rapidly to other areas of the skin. When only one or two lesions are present, they can usually be cured with an over-the-counter anti-fungal medication. The medication must be religiously applied twice or a full three weeks. A prescription oral medication is required to clear a widespread infection. Ringworm is highly contagious and is easily spread. Students with ringworm are allowed to stay in school providing the area is treated and remains covered to help prevent spread.

PINK EYE/CONJUNCTIVITIS

Pink eye or conjunctivitis refers to a redness or irritation of the eyelids and the membranes covering the whites of the eyes. Pink eye is common in childhood and can be classified as either infectious or non-infectious. Symptoms include eye pain, swelling, redness, and a moderate to large amount of eye discharge, usually yellow or greenish in color. The discharge commonly accumulates after the child sleeps. Bacterial pink eye responds to repeated warm wash cloths applied to the eyes and antibiotic eye drops or ointment prescribed by a doctor. Students with pink eye symptoms are not allowed to remain at school, but may return upon the doctor's recommendation.

ACCIDENTS & ILLNESS AT SCHOOL

All serious accidents on school premises will be reported to the nurse. An accident report will be completed by the person in charge. First aid treatment will be given if deemed necessary. We will attempt to notify parents by phone. If necessary, a family doctor or ambulance will be called. The school assumes no financial obligation for treatment or ambulance charges. When students become ill at school, their parents are notified and requested to come get the child. If parents cannot be reached, we will try to reach one of the emergency contact numbers listed on the registration form. In cases where no one can be reached to come get the child, provisions will be made as best as is possible for the comfort of the child.

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

The Des Arc School District's policies and procedures concerning the detection and reporting of suspected child abuse and neglect was established according to the provisions of Act 1208, Act 587, Act 450, and Act 451 of 1991. Any School District employee, volunteer, and other individuals performing services under the sanction and direction of the School District who "has reasonable cause to suspect that a child has been subjected to abuse, sexual abuse, or neglect or observes the child being subjected to conditions or circumstances that would reasonably result in "abuse" shall report the suspicion to proper school personnel, or the Child Abuse Hotline at 1-800-482-5964 and the local law enforcement agency. All employees, volunteers, or agents shall cooperate with and assist investigative agencies for the protection of children in suspected abuse cases. Further, they shall provide or assist in providing support services for the child protective services, courts and mental health professionals.

BUS DISCIPLINE

Conduct To and From School-Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules. The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian. Buses shall be routed to provide the best service for the greatest number of students. Bus routes will be planned to provide the most economical operation of buses. Safety takes precedence over convenience in selecting bus stops. School buses are not required to stop at every door. After you have read these rules and regulations, you are urged to go over them with your child.

GOOD CONDUCT IS ESSENTIAL FOR A SAFE BUS RIDE!

1. The driver of the school bus is responsible for the safety of students riding the bus.
2. He or she has the same responsibility as a teacher in controlling discipline.
3. The first duty of the passenger is to obey the driver's directions promptly.

4. Students will be assigned seats. They are to sit in their designated seats and remain seated forward while the bus is in motion, with the aisles clear. They may be reassigned.
5. Be at the bus stop at the scheduled time. Stand back 10 feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play in the highway.
6. Students are to be ready to get on the bus when it stops. Do not expect the driver to wait for you to come out of the house. If students are home alone, parents should give directions on what to do.
7. While loading or unloading, enter or leave the bus orderly and quickly.
8. Students must get off at their regular bus stop unless a written statement from the child's parent/guardian, which has been previously approved and signed by the principal, or teacher, is given to the driver indicating a different bus stop.
9. Students who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus. Students should cross the road only after the bus driver has signaled them to do so. Students should quickly cross the road before the bus leaves. (The bus driver shall not leave the stop until everyone has crossed the road, unless a student or students refuse to cross, at which time the driver may continue the route after waiting a reasonable length of time when it is determined the student or students will not cross. (A written conduct report shall be given to the principals the following day.)
10. No food or drink or chewing gum will be allowed on the bus.
11. Balloons and playing cards are not allowed on the bus.
12. No obscene words, gestures or gang signs.
13. Students are not to tamper with any safety devices such as door latches, first-aid kits, fire extinguishers, emergency flares, etc.
14. Students are not to put their hands, arms, heads, bodies, or other objects out of the window.
15. The use or possession of any form of tobacco or any controlled substance will not be permitted on any school bus.
16. Students are not to write on the bus or damage seats. Parent/guardians are responsible for any damage inflicted to school property by their child.
17. No firearms, knives, or sharp objects of any kind are allowed on the school bus.
18. Pets or other animals will not be allowed.
19. No objects may be thrown on the bus or out of the windows.
20. Fighting, scuffling, or physical play activities will not be permitted on the bus.
21. Students are expected to take all personal belongings, books, coats, sweaters, etc. when leaving the bus.
22. Large items and band instruments are not to be in the aisle or placed by the driver. No item may occupy a space designated for another student.
23. Any student who creates a disruption on a school bus will be reported to the principal for disciplinary action. Continued misconduct or severe disruption will be grounds for losing privileges of riding the bus. The bus driver may put a student off the bus for serious rule or safety violations in a safe place (High School

Campus, Teacher or Principal, Police Department). It will be the responsibility of the parent to provide transportation for their child if he/she is removed from the bus.

24. Students who are reported to the principal will have a copy of their bus ticket sent home. Students may lose recesses or be suspended from the bus. A conference with the driver and all concerned will take place before punishment is administered.

25. A person over 18 is guilty of a Class B misdemeanor if that person enters a bus to commit a crime, disregards the orders of the bus driver or refuses to leave, causes a disruption, or recklessly engages in conduct that creates a substantial risk of creating apprehension of any person on the bus.

VIDEO SURVEILLANCE

The administration and 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 surveillance cameras, automatic identification technology, data complication devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary. Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the Student Handbook that cameras may be in use in school buildings (classrooms, hallways, cafeteria, gym, and playground), on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras. The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law. Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

PENALTIES FOR INFRACTIONS OF STUDENT DISCIPLINE POLICIES

Penalties for infractions of district student discipline policies may include conference with the dean of students or principal, warning, detention, corporal punishment, suspension, long-term suspension, emergency suspension, and expulsion. The severity of the penalty to be used will be determined while dealing with the student or students. The order of those descriptions is not intended to imply a specific order in handling discipline infractions.

1. CONFERENCE WITH PRINCIPAL

- Reasonable discipline may include requiring the student or students involved to meet with the principal, or his/her designee, to determine a course of action designed to prevent the need for further disciplinary action.

2. DETENTION

- Reasonable discipline may include requiring the student or students involved to attend detention. Detention may be defined as a period of temporary detainment during which the student or students will be required to follow a prescribed set of detention regulations. The time, duration, and regulation of detention may vary from grade to grade due to the maturity and age of the student at each level.

3. CORPORAL PUNISHMENT

- Reasonable discipline may include the administration of corporal punishment to a student in the exercise of sound discretion by the principal or designee, provided that corporal punishment shall not be excessive or unduly severe. Corporal punishment will be administered to the following requirements:
 - This method may be used only after other alternatives, including, but not limited to counseling, have failed, or in unusual circumstances.
 - It will be administered in the presence of at least one Certified Employee, in addition to the person dispensing it.
 - It will not be administered in the presence of other students, nor in a spirit of malice or anger, nor will it be excessive.
 - It will be administered with a proper paddle of reasonable size.
 - Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student is being punished. If the student claims innocence, the principal or designee will permit the student to state his/her position, which shall be considered prior to corporal punishment. School officials are not required to conduct formal hearings prior to corporal punishment.
 - Refusal to take corporal punishment will result in suspension or other disciplinary measures.

Act 333 of 1995 authorizes any teacher or principal to use corporal punishment with the following provisions: it's administered only for cause, it's reasonable; it follows warnings that the misbehavior will not be tolerated, and it's administered in the presence of a school administrator or a certified teacher. The person administering the corporal punishment and the witness must sign the report, which will be filed in the office. **Refusal to take corporal punishment may result in suspension or other disciplinary measures.**

4. ALTERNATIVE SCHOOL

- Alternative School for elementary consists of in-school isolation.

5. SUSPENSION

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary

reasons for a period of time not to exceed ten (10) school days,¹ including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs:

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

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

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

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

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

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

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

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

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

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

It is the parents' or legal guardians' responsibility to provide current contact information to the district, which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:²

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

The district shall keep a log of contacts attempted and made to the parent or legal guardian. During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference.³ During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.³

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

6. LONG TERM SUSPENSION

- A suspension, not amounting to an expulsion for the remainder of the semester but being more than ten (10) days, is authorized. This long-term suspension, however, shall come only after the student has been afforded notice, opportunity for a hearing, and the same procedural rights as for expulsion.

7. EMERGENCY SUSPENSION

- Notwithstanding, the Policy concerning suspension and expulsion procedure, students may be suspended indefinitely without notice, hearing, and the other rights provided herein first given where the school is undergoing a violent upheaval or where orderly educational processes have otherwise been substantially disrupted. This would apply on in RARE instances where emergency circumstances make it unreasonable for the administration and board to consider the case under their usual time. In all such cases, notice, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date that the restoration of order permits.

8. Expulsion

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate; where the student's continued attendance at school would disrupt the orderly learning environment; or would pose an unreasonable danger to the welfare of other students or staff. Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

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

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 days¹ following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation. The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session. During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted; however, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing. Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.² The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school. The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

GROUP HEARINGS FOR SUSPENSION OR EXPULSION

When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them, if the president of the Board believes the following conditions exist:

A single hearing will not likely result in confusion, and; No student will have his/her interest substantially prejudiced by the group hearing.

- A. If during the hearing, the president finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for the student.

DISCIPLINE FOR HANDICAPPED

- A. Handicapped students who engage in misbehavior are subject to normal school

disciplinary rules and procedures so long as such treatment does not abridge the right to free, appropriate public education.

- B. The individualized education plan (IEP) team for handicapped students should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
- C. The building principal shall deal with any grievances relating to handicapped students. Any action and procedure shall be in accordance with Public Law 94-142 and Act 102 of 1973 as amended.

ATHLETIC EVENTS: Arkansas Athletic Association Handbook: Des Arc High School is responsible for the treatment of all visitors and officials attending contests conducted by this school. Students are expected to abide by all rules and regulations of DAHS at any athletic events, home or away from home. All faculty members have the authority to discipline students for misbehavior at all student-sponsored activities. **ALL ELEMENTARY STUDENTS K-6 ARE TO BE ACCOMPANIED BY AN ADULT AT HIGH SCHOOL SPORTING EVENTS. NO STUDENT IS ALLOWED TO BE DROPPED OFF AND UNATTENDED BY AN ADULT. THEY WILL NOT BE ALLOWED INTO THE EVENT.**

B. **RESTRICTIONS** Students who are suspended or in ALE (Alternative Learning Environment) may not attend social events such as dances or athletic events, at home or away from home during their time of suspension. This includes any event, practice or meeting on school property, whether school sponsored or not. Suspended students may come on campus only to the principal's office on official business and must be accompanied by their parents.

DUE PROCESS FOR STUDENTS

1. Prior to suspension, the school principal or his/her designee shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for such suspension.
2. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
3. Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) of the pupil.
4. Any parent(s) or legal guardian(s) of a pupil suspended has the right to appeal to the Superintendent of Schools.

APPEALS PROCEDURE

The Des Arc Elementary School recognizes that there are times when parents do not agree with the actions taken by school personnel regarding a student's behavior or academic work. If such a situation occurs, parents are to appeal the action at the level at which the action was taken. The levels in the system are as follows:

- A. Level I: Teacher
- B. Level II: Building Principal
- C. Level III: Superintendent of Schools
- D. Level IV: School Board

Appeals will be referred back to the appropriate level if the person at that level has not had an opportunity to hear the appeal. If parents are not satisfied with the results of the appeal, they have the right to appeal at the next level.

COMPLAINTS AND GRIEVANCES

Any student or parent of the Des Arc School District who has reason to believe that he or she has been mistreated unfairly and unjustly by a teacher or school employee should first discuss the matter with the offending teacher or employee. In case the student or parent and the offending party cannot arrive at a satisfactory agreement or understanding, the student or parent should register his complaint with the principal. If a satisfactory solution cannot be worked out with the principal, the student or parent may then register his/her complaint to the Superintendent.

In cases where school officials cannot remedy a grievance to the satisfaction of the student or parent, the matter may be appealed to the School Board of Education. All persons who present grievances to the Board of Education shall be assured freedom from restraint, interference, discrimination, and reprisal.

PROCEDURES FOR RESOLVING PARENTAL CONCERNS

PURPOSE: The purpose of these procedures is to ensure that parental concerns are dealt with in a timely and effective manner.

PROCEDURES: The following are the procedures to be followed when a person has a concern.

1. The parent may inform the elementary school principal in writing about the concern
2. The parent may inform the elementary school principal by phone or in person as long as the notification is documented
3. The parent shall provide the principal with the name of the parent, the name of the child, and a description of the nature of the concern
4. The parent may provide the principal with a proposed resolution to the concern to the extent known to the parent
5. The principal may respond to the parent in writing, by telephone, or in person as long as the response is documented
6. If other school personnel are involved, a meeting may be arranged by the principal. The date, time, and location of the meeting will be made by the principal and agreed upon by the parent. All involved parties will be notified and be in attendance
7. A sincere effort will be made to resolve the parent concern by the principal and other parties involved
8. If a resolution cannot be reached, the parent may request a meeting with the superintendent of the school
9. The superintendent will make a sincere effort to resolve the concern to the parent's satisfaction
10. If the parent is not satisfied, the issue may then be brought to the attention of the local school board by the parent or administration
11. A sincere effort will be made by the board to resolve the parent's concern.

GUIDELINES FOR AUTHORITY ACTIONS

The **Police and/or Juvenile Officer** may be called to the school to assist school officials with children whose parents or responsible parties have been notified to come pick up their child and refused to come or could not be reached. Parents will be given a reasonable amount of time to pick up their child or make arrangements for the child to be picked up. Sufficient time allowed will be **15 minutes in town and 60 minutes out of town**. Some children may need to be sent home in extreme situations such as emergencies, health or safety problems such as head lice or violent uncontrollable behavior which may put other students or staff at risk. If any of these problems arise during the day the school will take necessary steps to ensure the safety and wellness of the students, teachers and school. Phone numbers **must** be on file in the office where parents or responsible parties may be reached. Once the call has been placed, it is the parent's responsibility to cooperate with the school in this matter of having the child picked up as soon as possible. If the parent refuses or the child remains after the designated time allowed, then the police or juvenile officer will be notified and further actions will be taken as deemed necessary.

Acceptable Use Policy (Student)

The purpose of the Des Arc School District's technology is to support learning and enhance educational opportunities. Through a partnership with the Arkansas Public School Computer Network, students and staff have access to the Internet, a "network of networks" of computer systems all over the globe. The Internet affords users virtually unlimited access to high quality research and the capacity to collaborate with students, teachers and experts in various fields of study throughout the world. Students, teachers and support staff with the Des Arc School District accounts have access to a part or all of the following:

1. electronic mail (E-mail) communication with people all over the world,
2. information and news from a wide variety of sources and research institutions,
3. public domain and software of all types
4. discussion groups on a wide variety of topics,
5. Access to many university libraries, the Library of Congress, and more.

The District recognizes that to ensure that its substantial investment in technology is utilized to accomplish its educational goals, it is necessary that all users behave in a responsible, efficient, ethical and legal manner. The Acceptable Use Policy with the Des Arc School District is aligned with the Children's Internet Protection Act, in that the policy is to protect minors from pornography, graphic images such as pornography or graphic images that could be considered pornography or harmful to minors.

The Board, therefore, expects that all students in the Des Arc School District shall:

- § *Receive protection through the use of an Internet filter provided by DIS.
- § Use the technology only with permission of a teacher and only after all appropriate permission documents are signed by the student and the student's parent or guardian and filed at the school. **Using the Internet for research**

requires a written permission slip from a teacher, counselor, media specialist or administrator.

§ Require a letter that outlines specific procedures and regulations for individual accounts, such as for electronic mail. Students are not authorized to send or receive E-mail except through an authorized account set up by the system administrator.

§ Use technology only for legitimate educational pursuits as directed by a teacher. Use of the technology for recreational games, accessing inappropriate material such as that of a sexually explicit nature, harassment or other users, threats of violence or using the network for commercial purposes is prohibited.

§ Abide by all district, local, state, and federal regulations and laws, including but not limited to copyright laws.

§ Refrain from any activities, which might cause damage to hardware, software or data files that are not the sole property of the student.

§ Refrain from using inordinate amounts of network time or materials

§ Refrain from the use of personal software and non-school related work.

§ Refrain from transferring programs to or from this network.

§ Follow Netiquette (Network Etiquette). Students shall be polite, must not send abusive messages to anyone, must use appropriate language, must not swear or use vulgarities or any language which may be deemed inappropriate, must respect other's privacy and not reveal the personal addresses or phone numbers of anyone other than themselves.

§ Not access chat rooms unless done under the **direct supervision of a teacher and for classroom purposes.**

§ Use classroom computers only when the regular classroom teacher is present. Classroom computers are not to be used by any student when the regular classroom teacher is absent. Substitute teachers will not permit students to use the computers.

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§ Originally create all reports, research papers, term papers, etc. Students' taking another's work directly from the Internet or copying and pasting from another's work from the Internet will be viewed as an act of plagiarism.

Individual teachers will address the consequences of such actions. Consequences may include but are not limited to the following actions: grade of zero or the work will be rewritten and receive only partial credit. Students found to be in violation of the Acceptable Use Policy shall be subject to disciplinary action as outlined in the Student Handbook.

COMPUTER USE POLICY

The Des Arc School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing

material that is harmful to minors. In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen (18) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook. Student use of computers shall only be 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 handbook and/or computer use agreement.

STUDENT CONDUCT BEHAVIOR CODE

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

DAMAGE/DESTRUCTION TO SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The School District will attempt to recover damages from the student destroying school property. Parents of minor students under the age of 18 living with the parent will be liable for damages caused by said minor in an amount not to exceed \$5,000.00.

DAMAGE/DESTRUCTION TO PRIVATE/PUBLIC PROPERTY OF SCHOOL EMPLOYEES

A student shall not cause or attempt to cause damage or steal or attempt to steal private or public property while under the supervision of the school officials or while in attendance of any school-sponsored event or activity on or off the school campus. In such cases, the student shall be subject to restitution of goods or properties, suspension or expulsion by school authorities, regardless of action, and/or charges filed

against the student or students by local and/or state authorities. This applies whether or not school is in session.

DRUGS AND ALCOHOL POLICY

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools. Therefore, no student in the Des Arc School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who is on or about school property; is in attendance at school or any school sponsored activity; has left the campus for any reason and returns to the campus; is en route to or from school or any school-sponsored activity. Prohibited substances shall include, but are not limited to: alcohol, or any alcoholic beverage, inhalants that alter a student's ability to act, think, or respond; LSD or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug; PCP, amphetamines, steroids, "designer drugs", look-alike drugs, or any controlled substance. Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited. Students found under the influence or in possession of above-mentioned controlled substances or alcohol will be suspended for 10 days on the first offense. No waivers will be granted. Any student violating this policy for a second time will be suspended with a recommendation for expulsion. Any student found guilty of distributing controlled substances, alcohol, drugs, or narcotics will be suspended with a recommendation for expulsion for up to one year. The superintendent shall have discretion to modify such expulsion requirement for a student on a case-to-case basis.

STATEMENT OF POLICY

Students are to keep their hands to themselves, and treat all school personnel and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting, or threatening others with physical injury, etc. constitutes battery and/or assault, and are strictly forbidden. Profanity and rude and abusive language directed at others is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action, and may also constitute a criminal offense. By law (Act 888 of 1995 and ACT 1520 of 1999), local law enforcement must be notified whenever a felony or an act of violence may have been committed on campus or while under school supervision. Penalties for violating this policy may include, but not be limited to: detention, in-school suspension, suspension, corporal punishment, alternative school, or expulsion.

FREEDOM OF EXPRESSION AND ASSEMBLY

Students shall have the right to express themselves, reasonably, by speaking, writing, wearing, or displaying symbols of ethnic, cultural, or political values, such as buttons, badges, emblems and arm bands or through any mode of dress or grooming style or through any other medium or form of expression; except that the principal may regulate expression provided there is a factual basis for believing a specific form of expression

by a specific student will cause or is causing substantial disruption of school activities. Students shall also have the right to refrain from expressing themselves. The freedom of students to assemble in a non-disruptive time, place, and manner shall be preserved. However, the freedom of expression and assembly must comply with rules and regulations as set forth in other areas of the student discipline policies.

STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

Students Publications:

All publications that are supported financially by the school or by use of school facilities, or are reproduced 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 expressions in school sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

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

Student Publications on School Web Pages

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

- Not contain any non-educational advertisements;
- Not use student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.

- State that the views expressed are not necessarily those of the School Board or the employees of the School District

Student distribution of Non-school Literature, Publication, and Materials

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

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school materials;
3. Allow no interference with classes or school activities
4. Specify times, places, and manner where distribution may and may not occur,
5. Not inhibit a person’s right to accept or reject any literature distribution point for more than two (2) days.

The Superintendent, along with the student publication advisors, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timeline for the review of materials.

PERMANENT RECORDS

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

PRIVACY OF STUDENTS’ RECORDS/ DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students’ education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student’s records transfers to the student. A student’s parent or the student, if over the age of 18, requesting to review the student’s education records will be allowed to do so within no more than forty- five (45) days¹ of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer. The district shall receive written permission before releasing

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

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

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office. In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission:

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

The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations. When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.² For purposes of this policy, the Des

Arc School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records. If there exists a court order which directs that a parent not have access to a student or his/her records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order. A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his/her designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.³ Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements.⁴ "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance,⁵ his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user. A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18. The form for objecting to making directory information available is located in the

back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district. The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.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 Family Policy Compliance Office , U.S. Department of Education.

EQUAL EDUCATIONAL OPPORTUNITY

No student in the Des Arc 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.¹ Inquiries on non discrimination may be directed to Dr. Marc Sherrell , who may be reached at 600 Main Street, Des Arc, AR or 870-256-4164 sherrellmg@desarcschools.org. For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481. A.C.A. § 6-10-132 requires that youth patriotic societies, such as the Boy Scouts of America, be provided access to students during the school day; as a result, all districts now have a limited open forum and are required to provide the same access to groups who follow the procedure set forth in the statute to request access to students regardless of the groups viewpoint.

Compulsory Attendance Requirements

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

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1st of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.

5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-2011

CONTACTING STUDENTS

Contact by custodial parent: Parents wishing to speak to their children during the school day shall register first with the office. **Contact by non- custodial parent:** If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting 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 non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal.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.

RESIDENCE REQUIREMENTS

“Reside” means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance. **“Resident”** means a student whose parents, legal guardians, persons having legal, lawful, control of the student under order of a court, or persons standing in loco parent is residing in the school district. **“Residential address”** means that the physical location where the student's parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis is residing. The student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, or persons standing in loco parent is only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes. The schools of the Des Arc School District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes. Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes. In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools, separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who in the district who is placed under the legal guardianship of a noncustodial parent living

outside the district by a custodial parent on active military duty may continue to attend district schools.

A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise. Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.⁴ Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

ENTRANCE REQUIREMENTS To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option. Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten. Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas. Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade. Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOME

SCHOOLING. The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.¹ Prior to the child's admission to a District school:²

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

Uniformed Services Member's Children For the purposes of this policy: "Active duty" members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211; "Uniformed services"⁴ means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services; "Veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable. "Eligible child" means the children of:

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

An eligible child as defined in this policy shall:

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

OTHER ENTRANCE REQUIREMENTS

Home school and non-accredited school transfer children entering public school will be placed in the appropriate grade after a consultation of a teacher committee, entrance exam, and/or a week of observation at which time a parent/teacher conference will be called. Parents wishing to hold their children out of school to mature more must sign a waiver with the school superintendent. The District is under an enforceable desegregation court order/court-approved desegregation plan¹ regarding the effects of past racial segregation in student assignment and has submitted the appropriate documentation to the Arkansas Department of Education (ADE).² As a result of the desegregation order/desegregation plan¹, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption.³ The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.⁴ **Definition** "sibling" means each of two

(2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

Standard School Choice

Exemption- The District is under an enforceable desegregation court order/court-approved desegregation plan¹ that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Arkansas Department of Education (ADE).² As a result of the desegregation order/desegregation plan¹, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption.³ The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.⁴ **Definition:** "Sibling" means each of two (2) or more children having a parent in common by blood, adoption, marriage, or foster care.

Transfers into the District

Capacity Determination and Public Pronouncement-The Board of Directors will adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District has a lack of capacity by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.⁵

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than March 1.⁶

Application Process The student's parent shall submit a school choice application on a form approved by ADE to this District. The transfer application must be postmarked or hand delivered on or before May 2 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. It is the District's responsibility to send a copy of the application that includes the date and time stamp to the student's resident district within ten (10) days of the District receiving the application.⁷ Applications postmarked or hand delivered on or after May 1 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already

enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp. The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than three percent (3%) of its past year's student enrollment due to Standard School Choice. As such, any District approval of a choice application prior to July 1 is provisional pending a determination that the resident district's three percent (3%) cap has not been reached. The Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

Accepted Applications-Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.⁸

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy, or who chooses to return to his/her resident district; or who enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District. A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School Choice is eligible to remain in the District until completing his/her secondary education. Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

Rejected Applications The District may reject an application for a transfer into the District under Standard School Choice due to a lack of capacity. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.⁹ An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally

approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the District. Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

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

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

Opportunity School Choice

Transfers Into or Within the District¹¹For the purposes of this section of the policy, a “lack of capacity”¹² is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the ADE Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled. Unless there is a lack of capacity¹² at the District’s school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school classified by the ADE to be in academic distress or in a district classified by ADE as in need of Level 5 Intensive Support is eligible to transfer to the school closest to the student’s legal residence that is not in academic distress or in a district classified as in need of Level 5 Intensive Support. The student’s parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment. Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application. If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void. If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection.¹³ A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District’s decision to deny the application to

the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District. A student's enrollment under Opportunity School Choice is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy. The District may, but is not obligated to provide transportation to and from the transferring district.¹⁴

Transfers out of, or within, the District¹¹ If a District school has been classified by the ADE as being in academic distress or the District has been classified by ADE as in need of Level 5 Intensive Support, the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress or in need of Level 5 Intensive Support designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school in academic distress or school district in need of Level 5 Intensive Support. Additionally, the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.¹⁵

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

The Des Arc School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings.¹ The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school.² 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 a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A

student transferring from home school will be placed in accordance with Policy 4.6—HOME SCHOOLING. 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,³ 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.

HOME SCHOOLING

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

1. At the beginning of each school year, but no later than August 15;
2. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

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

- Electronically, including without limitation by email;
- 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 if the home-school student plans to seek a driver's license during the current school year;
- g. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to home school; and
- h. A signature of the parent or legal guardian, which must be notarized if the home-schooled student plans to seek a driver's license during the school year.

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

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

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

If a home-schooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score. A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:

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

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

- a. Award of course credits earned in the home school;
- b. Placement in the proper grade level and promotion to the next grade level;
- c. Participation in any academic or extracurricular activity;
- d. Membership in school-sponsored clubs, associations, or organizations;

- e. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
- f. Scholarships.

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 7-12¹. The District will place a list of courses that a private school or home school student may request to attend on its website by:²

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:² August 1 for Fall semester courses; or December 1 for Spring semester courses.

The District may reject a private school or home school student's request for attendance if the District's acceptance would:³

- 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; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

Requests to attend an academic course will be granted in the order the requests are received. Upon the receipt of a private or home 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 home school 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 HOME SCHOOLED STUDENTS

STUDENTS WHO ARE FOSTER CHILDREN

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the Arkansas Department of Education (ADE), and individuals involved with each foster child to ensure that the foster child is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.¹ The District, working with other individuals and agencies shall, unless the presiding court rules otherwise or DHS grants a request to transfer under Foster Child School Choice, ensure that the foster child remains in his/her school of origin, even if a change in the foster child's placement results in a residency that is outside the district. In such a situation, the District will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.² Upon notification to the District's foster care liaison by a foster child's caseworker that a foster child's school enrollment is being changed to one of the District's schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.³ 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.⁴ 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.

Foster Child School Choice If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being in the best interest of the foster child, the

District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by ADE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester at another school in the District or in the District. By July 1 of the school year in which the student seeks to transfer under this section, the superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the superintendent shall state in the notification letter a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall void the school choice acceptance. If the application is rejected, the superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter. The District shall only reject a Foster Child School Choice application if:⁵ The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, rules for standards of accreditation, or other applicable rule or regulation; or approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment. A foster child whose application is rejected by the District may submit a written request within ten (10) days following the receipt of the rejection letter from the superintendent to the State Board of Education for the State Board to reconsider the transfer.

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

- Graduates from high school; or
- Transfers to another school or school district under:
 - o The Foster Child School Choice Act;
 - o Opportunity Public School Choice Act of 2004;
 - o The Public School Choice Act of 2015; or
 - o Any other law that allows a transfer.

The District shall accept credits toward graduation that were awarded by another public school district. When a foster child transfers from the foster child's school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child's transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into a written agreement for the District to provide the transportation to and from the school the foster child transferred to.

HOMELESS STUDENTS

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

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- Ensure that school personnel receive professional development and other support regarding their duties and responsibilities for homeless youths;
- Ensure that unaccompanied homeless youths:
 - Are enrolled in school;
 - Have opportunities to meet the same challenging State academic standards as other children and youths; and
 - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;

Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.¹

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute, including all appeals. It is the responsibility of the District's LEA liaison for homeless children and youth to carry out the dispute resolution process. For the purposes of this policy "school of origin" means:

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

The District shall do one of the following according to what is in the best interests of a homeless child:- Continue the child's or youth's education in the school of origin for the duration of homelessness:

- In any case in which a family becomes homeless between academic years or during an academic year; and
- For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or

Enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

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

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

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

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

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA Liaison), to and from the child's school of origin.²

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

A. Are:

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

B. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

- C. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- D. Are migratory children who are living in circumstances described in clauses (a) - (c).

In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13.³

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER

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, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (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 form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent record.¹ 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 requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms. While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year.² Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths. This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year³ to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel. Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:⁴

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or

- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.⁵ To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS.

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, the district requires an additional ___ units to graduate for a total of ___ units. The additional required units may be taken from any electives offered by the district.⁶ 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 pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services 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.⁷ 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. **Personal and Family Finance** In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall cover the Personal and Family Finance Standards by receiving credit for: ⁸

SMART CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th Oral Communications: one-half (½) unit

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

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

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

- 7) Algebra II; and

- 8) The fourth unit may be either:
- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
 - 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 Principles of Technology I & II or PIC 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

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.⁹

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.

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 I and Geometry

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

Science: three (3) units 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

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.⁹

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.

Des Arc School District 2026/2027 School Calendar

Aug 3-6	District Professional Development
Aug 6	Open House 6:00-8:00 for both campuses
Aug 11	1st Day of School
Sept. 7	Labor Day - No School
Sept. 15	High School P/T Conferences
Oct. 9	End 1st quarter - (270.1 hours)
Oct. 12	Begin 2nd Quarter
Oct. 15	Elementary P/T Conferences
Oct. 19	No School
Oct 20	Teacher Work Day (students off)
Nov. 23-27	Thanksgiving Break
Dec. 17	End 2nd Quarter - (263.9 hours)
Dec. 18	No School
Dec. 21-Jan 3rd	Christmas Break
Jan. 4	Teacher Work Day (STUDENTS OFF)
Jan. 5	Begin 3rd Quarter
Jan. 18	MLK Day - No School (Snow day 6)
Feb. 11	P/T Conferences for both campuses
Feb. 12	No School (Snow day 7)
Feb 15	Presidents Day - No School (Snow day 8)
Mar. 12	End 3rd Quarter - (289.2 hours)
Mar. 15	Begin 4th Quarter
Mar. 19	½ Day
Mar. 22-26	Spring Break
Apr. 5	Full Day Mandatory Teacher PD (students off)
May 7	High School Graduation
May 21	End 4th Quarter - (276.5 hours) (last Day of School)

1,099.7 Student Contact Hours - 174 Calendar days (includes ½ day)

Snow days 1- 5 are built in. No make-up days

Snow days 6-8 will be made up during the school year and anything beyond eight days would extend the school year.

Hours

Students DES 8:00-3:15 DHS 8:00-3:30

Teachers DES 7:40- 3:40 DHS 7:45-3:45 (8 hour work day)

Special Dates for Des Arc Elementary School

Grandparent Breakfast: K&1st-Sept.4 2nd&3rd-Sept. 11 4th-6th-Sept. 18

End of Quarter Honor Assemblies: Oct.15 @ 9:30 Jan.8 @ 1:45 March 12 @ 9:30

Arkansas Peace Week: Sept 20-27

Fire Prevention Week: Oct. 4-10

World Day of Bully Prevention: Oct.5 (wear blue)

HOCO week: Oct. 19-23

Red Ribbon Week: Oct. 26-30

FUN Day: Friday, May 14

Kg/6th Graduation: Tuesday, May 18 Kg-8:30 and 6th-1:00

1st-5th EOY Awards: Wednesday, May 19 1st/2nd-8:30 and 3rd-5th-9:30



DES ARC ELEMENTARY EAGLE PRIDE

2026-2027 TESTING DATES

 *ATLAS K-3rd Math/Literacy Screener	 SEPTEMBER 1st-4th
 ATLAS Interim I 3rd-6th	 SEPTEMBER 28th- OCTOBER 2nd
 ATLAS Interim I K-2nd	 OCTOBER 26th-28th
 ATLAS Interim II K-6th	 FEBRUARY 1st-5th
 ATLAS Summative K-6th	 APRIL 26th-30th

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