

2024-2025

**HIGH SCHOOL
STUDENT HANDBOOK**



Elkins School District # 10

Elkins High School

**Student Handbook
2024-2025 School Year
Board Approved:**

To the Parents and Students:

The faculty, staff, and I welcome you to a new year at Elkins High School. We are here to help students become good citizens, lifelong learners, healthy, caring, and intellectually reflective individuals. The skills, knowledge, and intellect that students acquire in school should enable them to be successful now and in the future. It is through this strong foundation that we build today that will help all our students develop into citizens prepared for the 21st century.

The purpose of this handbook is to promote understanding between the home and school. Please read it carefully. Its provisions will guide your child during his/her school career. These regulations and rules are needed for only one purpose, to guarantee your son/daughter the best opportunity for securing a good education.

Students and parents should consider the school as a place of business and work. Education, and not entertainment, though certainly school will be a genuine source of pleasure for most students, is our goal.

Regular attendance is a "must". No student can accomplish much unless he/she attends regularly. Experience also shows without a doubt that unnecessary absences are one of the greatest causes of failure.

The administration and faculty of Elkins High School sincerely solicit your full support and cooperation in providing the kind of school your sons and daughters deserve.

You are encouraged to visit our school; however, any visitor is required to check in with the office upon his/her arrival on campus.

Mission Statement

High School Mission Statement

The mission of Elkins High School is to prepare students to enter the workforce or pursue post-secondary education by utilizing varied resources, including technology, to enhance learners' experiences and to strengthen learners' academic and social foundations through challenging real-world experiences.

Elkins School District # 10

Telephone Numbers

Administration Office	643-2172
Primary Office	643-3380
Elementary Office	643-3382
High School Office	643-3381
High School Counselor	643-3322
Middle School Office	643-2552
Bus Garage	643-2628

**Elkins Public Schools
School Calendar
2024-2025**

First Day of School	August 14
Labor Day #	September 2
Teacher PLC #	September 20
End of 1 st Quarter	October 14
Parent/Teacher Conferences	October 22 & 24
Teacher PLC #	October 25
Thanksgiving Break #	November 25-29
Fall Semester Exams	December 18-19
End of 2 nd Quarter	December 19
Teacher PLC	December 20
Christmas Break/New Year's Break #	December 23 –January 3
Teacher Professional Development #	January 6
First Day of 2 nd Semester	January 7
Martin Luther King Day #	January 20
Teacher PLC #	February 14
President's Day #	February 17
Parent/Teacher Conferences	February 18 & 20
End of 3 rd Quarter	March 13
Teacher PLC	March 14
Spring Break #	March 24-28
Teacher Professional Development #	March 31
Good Friday #	April 18
Teacher Professional Development #	May 2
High School Graduation	May 16
Spring Semester Exams.....	May 22-23*
Last day of school	May 23*
Memorial Day #	May 26
Teacher Professional Development #	May 27

*If NO snow days are taken (tentative)

denotes school not in session

Five Inclement Weather Days are included in the calendar. In case of excessive inclement weather, please schedule vacations after June 6th. The Superintendent and School Board shall have the authority to amend this calendar in the event of excessive days missed.

Preface

The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives all persons certain rights. The United States Supreme Court has declared that students do not shed these constitutional rights by walking through the school door. Students are protected by the Constitution, and that responsibility for protection applies to boards of education as it does to other individuals and agencies. The state legislature gives school boards rule-making authority regarding student behavior, but such authority is balanced by the Constitution and the courts.

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

Inquiries on non-discrimination may be directed to the superintendent, who may be reached at (479) 643-2172.

Students Have the Right To:

1. Pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.
2. Participation in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs of activities is on a competitive basis, each student has the right to compete on an equal basis.
3. Express views or protests symbolically, so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
4. Participate in patriotic exercises or refrain from participating.
5. Be secure in their persons, papers, and effects against unreasonable searches and seizures; have privacy in regard to their personal possessions unless there is reasonable suspicion that the student is concealing materials prohibited by the law.
6. Determine their own dress, except where such dress is unsafe or unclean, or is so distracting as to clearly interfere with the learning and teaching process.

Students Have the Responsibility to:

1. Attend classes daily, be on time for all classes, and obey school rules.
2. Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and members of the school staff and respect the dignity and worth of other individuals.
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. Develop tolerance of the viewpoints and opinions of others: recognize the right of other individuals to form different points of view and to dissent in an orderly and respectful manner.
5. Respect the rights, property, and privacy of other students and school personnel; carry only those materials that are acceptable under the law and which are not hazardous to any person or property; and accept the consequences for the articles stored in their lockers.
6. Observe the basic standards of cleanliness, modesty, and grooming, and wear clothing that contributes to their own health and safety, as well as that of others.

Absences

Attendance of less than fifty percent (50%) of class constitutes an absence.

Students who are absent from school are expected to present to the office a written note from his/her parent explaining the cause of the absence.

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

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

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

Excused Absences

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of **six (6)** such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in school sponsored activities, 4-H, or other sanctioned activities accepted by the principal;
8. Participation in the election poll workers program for high school students.
9. Absences are granted to allow a student to visit his/her parent or legal guardian who is a member of the military and has been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.
12. Absences due to conditions related to pregnancy or parenting, including without limitation:
 - Labor, delivery, and recovery;
 - Prenatal and postnatal medical appointments and other medically necessary, pregnancy-related absences;

- The illness or medical appointment of a child belonging to a parent who is enrolled at a District school;
- A legal appointment related to pregnancy or parenting, including without limitation:
 - Adoption;
 - Custody; and
 - Visitation;
- A reasonable amount of time to accommodate a lactating student's need to express breast milk or to breastfeed the student's child on the District's campus; and
- At least ten (10) school days of absences for both a parenting mother and a parenting father after the birth of a child.

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

Up to one (1) time during each scheduled election, a student shall not be considered absent from school for the time the student accompanies the student's parent when the parent is exercising the parent's right to vote in a scheduled election.

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

- a) Bring a written statement to the principal or designee upon the student's return to school from the student's parent, legal guardian, or treating physician stating the reason for the student's absence; or
- b) If the student is attending the District's courses digitally, upload a written statement from the student's parent, legal guardian, or treating physician stating the reason for the student's absence through the District's digital course management platform for review by the principal or designee.
- c) Provide documentation as proof of a student's participation in an activity or program scheduled and approved by the 4-H program that is provided by a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program.

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

Excessive absences (more than 12 days) may, however, be the basis for the denial of course credit, promotion, or graduation.

Unexcused Absences

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

When a student has **three (3)** unexcused absences, his/her parents, legal guardian, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone, by

regular mail with a return address, or by notification sent with the student required to be returned with a parent or guardian signature.

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

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

Days missed due to out-of-school suspension shall be unexcused absences but do not count toward the allowable number of unexcused absences.

Acceleration

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

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school Gifted and Talented Program Coordinator. The district/school Gifted and Talented Program Coordinator shall convene the Acceleration Placement Committee and communicate with the individuals necessary for the Acceleration Placement Committee to make an informed decision, which shall include the student's parents or guardians.

While the needs of the student should dictate when acceleration decisions are considered, the Board believes the optimal time for referrals is in the spring, which gives adequate time for working through the determination process and for preparing those concerned for a smooth transition to the acceleration beginning in the following school year.

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

The parents/guardians of any student whose request for acceleration has been denied may appeal the decision in writing to the District's GT Coordinator. The District's GT Coordinator and the Acceleration

Placement Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the Committee will either request additional new testing be conducted to help the Committee make its determination, or it will uphold the initial decision. The Committee's decision may not be further appealed.

Alternative Learning Environments

The district shall have an alternative learning environment (ALE), which shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems.

The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. The team should consist of at least a school counselor, the ALE director or principal, a parent or legal guardian, and a regular classroom teacher.

Announcements

Announcements will be made available daily. All students are responsible for knowing the information in the daily announcements.

Athletic and Extra-Curricular Requirements

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

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

A student must attend school all day or have an approved excused absence from the principal in order to participate in extra-curricular or interscholastic activities that same day or night. This includes attendance at approved institutes of higher learning. The school discipline policies handbook will govern school attendance.

If a player leaves a team by mutual agreement of player and coach, then that player may join any other off-season program in progress. If an athlete quits a sport, he/she will not be allowed to enter another sport or off-season program until the sport he/she quit has been completed. The decision to allow a student to join the next program will be at the discretion of both coaches involved. Special situations that may occur will have to be approved by the coaching staff and administration.

In addition, all students riding the bus to interscholastic activities are responsible to the coaches/sponsors and the driver of the bus, and all must ride the bus back to school unless the parent personally sees or talks to the coach/sponsor and requests that the student rides home with them.

A student and the parent or legal guardian of the student shall sign and return an acknowledgment 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.

Athletic & Extra-Curricular Academic Requirements: Junior High

A student promoted from the sixth to the seventh grade automatically meets the requirements. A student promoted from the seventh to the eighth grade automatically meets the requirements for the first semester. The second semester eighth-grade student meets the requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

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

The second semester ninth-grade student meets the requirements for junior high if he/she has successfully passed (4) academic courses the previous semester, which count toward his/her high school graduation requirements.

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

Athletic & Extra-Curricular Academic Requirements: Senior High

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

1. Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester.

Athletic & Extra-Curricular Academic Requirements: Students with an Individual Education Program (IEP)

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

Athletic & Extra-Curricular Academic Requirements: Homeless Students

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

Athletic & Extra-Curricular Requirements: Home-Schooled

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 non-academic course in the District's school where the student is intending to participate in an interscholastic activity that coincides with the interscholastic activity in which the homeschooled student participates and shall be required to be at school only when participation in the interscholastic activity requires other students who participate in the interscholastic activity to be at school.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (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.

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

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

A student and the parent or legal guardian of the student shall sign and return an acknowledgment 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 tryout criteria and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

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

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

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

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

A student who withdrew from an AAA member school who participated in an interscholastic activity that is a varsity sport at the student's resident district during the previous three hundred sixty-five (365) days shall not be eligible to immediately participate in an interscholastic activity that is a varsity sport in the District. The

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

School Choice Transfers

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

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

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

Attendance Requirements for Students in Grades 9 – 12

Students in grades nine through twelve (9-11) are required to schedule and attend at least 360 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward this weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine hours of the weekly required time of attendance.

Students in the twelfth grade must be enrolled in a minimum of four academic classes.

Books

Library and textbooks are furnished without charge for each student's use. They are to be used and not abused. If a book is lost, worn excessively, or damaged beyond reasonable use, parents or guardians will be charged the full price to replace the book. All books must be turned in at the end of the school year or at the time of withdrawal from school. Grades will be withheld until all charges are paid.

Students choosing to take college courses or online courses may be required to purchase textbooks as required by the course.

Building Regulations

All doors of the school building will be open at 7:30 a.m. Students should be encouraged not to come to school before this time. Special cases will be handled through the office.

Students are expected to pass between classes orderly and quietly. There should be no running or horseplay. Students are required to be in the classroom, ready to work when the second bell rings and/or class begins. In addition, students are to remain in designated areas during lunch.

BYOD – Bring Your Own Device

Availability of Access: Access to the Elkins School District wireless network, whether with school provided or personal devices, is filtered in compliance with the Children’s Internet Protection Act (CIPA).

Access to the district's wireless network, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with the Computer Use Agreement and the Acceptable Use Policy. Use must:

- Comply with the district’s Acceptable Use Policy and the Computer Network Use Agreement
- Impose no tangible cost to the district
- Not unduly burden the district's computer or network resources
- Have no adverse effect on an employee's job performance or on a student's academic performance
- Not cause a substantial disruption to the educational environment

And as long as the device:

- Has an updated web browser
- Current antivirus software
- Supported, up to date operating system

Access to the district’s electronic communications system is a privilege, not a right. No student will be granted ESDCN access until a computer-use agreement, signed by both the student and the parent or legal guardian, is on file. The use of the wireless network also allows Technology Department staff to conduct investigations regarding inappropriate Internet use at any time, by an administrator or teacher request.

Violations of law may result in criminal prosecution as well as disciplinary action by the district.

Guidelines for use:

- Use of personal devices during the school day is at the discretion of teachers and staff
- Students must use devices as directed by their teacher
- The primary purpose of the use of personal devices at school is educational
- The use of personal devices falls under the Elkins School District Acceptable Use Policy found in the student handbook
- Students may not use any device to record, transmit, or post photos or videos of a person without their knowledge and consent.
- Images, video, and audio files recorded at school may not be transmitted or posted at any time without the expressed permission of a district faculty member.
- The student is responsible for keeping his or her device in their possession or securing it at all times.
- To protect the security of national, statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan, this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

Software:

- School owned software cannot be installed on personal devices.
- Personal devices must have up to date antivirus software installed
- Personal devices must have a supported, up to date operating system

Printing: Printing from personal devices is not allowed. Users can use a school owned computer if printing is necessary for educational purposes.

School Liability: Students bring their devices to use at Elkins School District at their own risk. The protection and upkeep of their devices is their responsibility.

Elkins School District is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

Chromebook Care and Use

All K-6th grade students are assigned a Chromebook for use at school during the school day. 7-12th grade students will check out a Chromebook and charger for use at school and at home for the school year. Chromebooks **MUST** be charged and brought to school daily, along with your charger.

Receiving and Returning Your Chromebook

Chromebooks will be distributed each fall prior to or during the first week of school. All parents and students must sign the Student Electronic Device and Internet Use Agreement prior to receiving the Chromebook, and students in grades 7-12 are required to pay a \$20 mobile device fee annually. **(The mobile device fee does not cover the cost of a lost or damaged charger).** Students in 9th grade will receive a new Chromebook and keep that same device each year until graduation. 7th-grade students will use the same device in 7th and 8th grade. In addition to the Chromebook, 7-12th grade students will also be issued a charger. Chromebooks for students in K-6th grade are stored in their classrooms.

Students are responsible for taking care of these items once issued to them. It is expected that all items will be returned in a reasonable and usable condition at the end of each year or upon withdrawal from ESD.

If your Chromebook or power adapter has been damaged or defaced, you will be charged for the damage at the end of the year during check-in, when repairs are made, or when withdrawing from ESD.

If a student's Chromebook is not returned during the end-of-year check-in or upon leaving the district, the administration will be in charge of seeing that the equipment is returned. If the administration is not successful, the matter will be turned over to local law enforcement.

Responsible Care

It is important that students take proper care of their Chromebooks and report any issues and/or damage promptly to their teacher or the Technology Department.

Care and Cleaning

Here are some TIPS for taking proper care of the Chromebook.

- Do NOT carry your Chromebook while it is open.
- Do NOT pick up your Chromebook by the screen.
- Do NOT place anything between your keyboard & screen before closing it.
- Do NOT eat or drink near your Chromebook.
- Do NOT leave your Chromebook unattended.

If the screen needs to be cleaned- use a soft damp cloth.

Warranty and Repair Procedures

Students are responsible for daily care, proper use, and security of their issued Chromebooks. If a student finds their Chromebook is not functioning properly or has physical damage, the student should immediately report it to their teacher or submit a Tech Ticket here: <https://support.elkinsdistrict.org/support/home>. If a device has been purposely damaged, the student will be responsible for the full cost of repair or replacement. For any further incidents, the student will be charged an amount equal to the cost of the repair.

First incident – Annual Basis:

- No fee for the first incident of accidental damage to the Chromebook or if the device is lost or stolen. The office should be notified immediately so the district can disable the lost or stolen device. Devices reported as stolen outside of school require an official police report to the school administration.
- The full price of repair or replacement for intentionally damaged devices. The full replacement price is approximately \$250. Parent/guardian will be notified.
- The replacement price is charged for a lost, stolen, or damaged AC adapter. A replacement power adapter will not be issued until the \$30 fee is paid.

Second and subsequent incidents on an annual basis:

- The student will be required to pay for the repair for each subsequent incident during the school year. The technology department repairs most issues in house, so the student will be charged for the cost of the replacement part.
 - Broken Screen - \$40
 - Keyboard - \$42
- The full price of repair or replacement for an intentionally damaged device. The full price is approximately \$250. Parent/guardian will be notified.
- Full price for a lost or stolen device. The office should be notified immediately so the district can disable the lost or stolen device. In case of theft, vandalism, and other criminal acts, a police report, or in case of fire, a fire report, MUST be filed by the student or parent and provided to the Elkins Technology Department.

Appropriate Use

Students will be trained on the appropriate use of the Chromebook prior to receiving the device. This training will cover but is not limited to how to use the Chromebook, physical care, and appropriate use.

Internet and Internet Filters

The Elkins School District does not have control of the information on the Internet or incoming e-mail. The district provides content filtering in compliance with the Children’s Internet Protection Act (CIPA). The ESD filtering technology is configured to prevent access to material that is obscene, illegal, pornographic, and/or that is harmful to minors, as defined by CIPA. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications. In addition to the content filter, teachers also monitor student Internet usage during school hours. Parents should be aware of their child’s Internet use when off-campus. While the Elkins School District’s intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. The Elkins School District expects students to use technology appropriately and follow all policies when using the Internet. Students found in violation of the policy will be disciplined.

The district currently uses Aristotle, in addition to the state filter, to filter and monitor student Chromebook

use. Faculty and staff have been trained to use Aristotle, and Chromebooks can be monitored at school and at home. Aristotle also monitors online messages, emails, and Internet searches. The system identifies and sends administrators notifications of students who may be at risk of suicide or possible threats, violence, or bullying.

Saving to the Cloud

Chromebooks have limited storage on the device, so students are expected to save/back up their work to their Google Drive. Google Drive accepts all file types.

Use at Home

While a Wi-Fi connection will be necessary for some functions of the Chromebooks, students can make select files available offline in order to complete work without a Wi-Fi connection. Students will be shown the offline feature and how it works. Instructions are also available on the district website.

Charging

It is the student's responsibility to bring their Chromebooks to school fully charged every day. Students should keep their chargers in their backpacks. Students could lose their right to take Chromebooks home if they cannot keep the Chromebooks charged.

Storing Your Chromebook

7th-12th grade students-

When your Chromebook is not in use, please keep it in your backpack. Do not throw your backpack; this will result in damage to the Chromebook. Do not leave your Chromebook in your vehicle either at school or at home due to the possibility of theft and/or extreme temperatures.

Digital Citizenship

When using your Chromebook at school and at home, you are expected to be a good digital citizen and to follow the guidelines in the **Acceptable Use Policy** for social use etiquette, cyberbullying, intellectual property, and copyright.

Privacy

As stated in the **Acceptable Use Policy** students should have no expectation of privacy in regards to their usage or content of their Chromebook. Students should be aware that this is regardless of where the Chromebook is used (at school or at home) or how it is connected to the network. Chromebooks are subject to inspection at any time without prior notice. Student Chromebooks will be monitored in many ways, but the use of the built-in camera will **NEVER** be one of them.

Frequently Asked Questions

Do students turn in their Chromebooks at the end of the year?

Students will turn in their Chromebooks and chargers before leaving for summer vacation. **High School and 8th Grade Students will be assigned their same Chromebook when school resumes in August.**

Can students bring their own Chromebooks?

Yes. The district has a BYOD policy located in the student handbook. In some instances, testing may require the use of a district owned device. There are extra Chromebooks available if a BYOD student needs a district device. The school district will not be responsible for those who use their own device.

What if my family does not have access to the Internet at home?

If you do not have internet access at home, many functions of the Chromebook will work offline as long as the student has followed the procedures at school to make them available. There are also several places that have free Wi-Fi, we have them listed under the Virtual Learning Tab on the Elkins School District Page. In addition, there are a limited number of hotspots available for check-out. You must have cell service available at your home in order to use the hotspot.

Can the school access the webcam on my Chromebook to see what I am doing?

No.

Can the school remotely access my Chromebook to provide technical support?

Yes. The remote assistance allows us to view your Chromebook desktop and see what you are typing and/or clicking on. It does NOT allow us to view anything through the webcam.

I need help with my Chromebook. Now what?

Chromebook issues are resolved by a restart or powerwash (factory reset) 95% of the time. Instructions for both are posted on the district website, and paper flyers are sent home with virtual students. As a result, most “technical” questions are actually questions regarding lessons or the posting of assignments/homework. Due to this, the student’s teacher is the first point of contact for problems. The teacher can walk the parent or student through the restart or power wash process or email links to the instructions. If a problem persists, the teacher will either direct the student or parent to the technology chat or ticketing system or contact the technology department themselves.

Self Help

The first step for students having issues with their Chromebook is to do an actual restart of the device. Hold the power button down for seconds till the device powers off, then press the power button again to turn the device back on. The Elkins School District has a Technology Page that has helpful information. You can also access the Virtual Page, which has information regarding free WiFi locations and how to power wash a Chromebook.

Onsite Tech Support

Students first inform the teacher that they are having issues. Grades K-6 the teacher will contact the Technology Department. Grades 7-12th can create a technology ticket/chat by clicking the Technology Ticket link in Clever.

Tech Support is available Monday – Friday from 7:30 am – 4:00 pm. Other arrangements can be made if needed.

Care of the Building

Students have a certain responsibility toward keeping the school clean. Neatness and orderliness are two qualifications of a good citizen. Concerted efforts on the part of all students can keep the building neat and clean. It is of particular importance that good housekeeping habits be used in the cafeteria. Damage to property will be repaired or replaced by the student, parent, or guardian.

Closed Campus

All schools in Elkins School District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Any violation of this policy is considered as truancy from school. Students may be given permission to leave the campus by following the proper checkout procedures in the principal's office before their departure.

No student is released from the school during school hours to anyone other than their guardian unless the office receives written permission from the guardian. Telephone messages will only be accepted in cases of illness or extreme emergencies. Only requests by written note and signature of guardian will be honored for granting permission to leave campus.

The request must be considered an absolute necessity. A student leaving campus must sign out in the office. Upon return to school, the student must sign in. NO EXCEPTIONS.

College Visit

When sophomores, juniors, or seniors choose to visit a college or university regarding possible enrollment, the principal may excuse the absence, provided the reason is verified and approved in advance of the absence. The college visit should be scheduled through the high school counselor. Students will be required to get a form from the school they attend and return it to the high school office. Sophomores may use up to 2 days for college visits, juniors may use up to 2 days, and seniors may use up to 3 days for college visits. Students must pick up a form in the office three (3) school days prior to the college visit.

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.

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 healthcare provider may be required prior to the student being readmitted to the school.

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

Computer Science Course Prerequisites and Progression

Traditional Progression

A student who has not previously received a computer science credit may elect to take an introductory level computer science course. A student who passes a computer science course level is eligible to take the next level computer science course in the same computer science course emphasis.

Alternative Progression

A student who does not have credit for any computer science course, the introductory level computer science course for the particular computer science emphasis, or the preceding level course for the computer science emphasis may be placed in a computer science course based on any combination of the following factors:

- The student's grade point average;
- Recommendation from the student's teacher(s);
- Completion of computer science internships or independent studies;
- Demonstration of previous computer science work by the student; or
- Proficiency report from a computer science proficiency evaluation tool.

Computer Science Internships

The Board of Directors believes that students who intend to begin careers immediately upon high school graduation or intend to complete post-secondary training prior to starting a career can benefit from an internship experience. The desired outcomes of the District's internship program include students advancing computer science skills, sharpening soft skills, and learning new skills while in a workplace environment. The internship program provides intense, competency-based worksite immersion in advanced computer science concepts while linking the internship participants to current resources, information, and guidance from computing professionals.¹

Students who wish to participate in the internship program shall submit an application to the school designee. In order for a student to be eligible to participate in the internship program, the student must have:

1. Received enough credits to qualify as a junior;
2. Either:
 - Have at least one (1) credit from Division of Elementary and Secondary Education (ADESE) approved computer science course; or
 - Submit computer science work product that satisfactorily demonstrates the competencies expected within the (DESE) Computer Science Standards to the school designee, and
3. At least a 2.0 GPA.

A student who completes a computer science internship shall receive credit for the internship as a Computer Science Flex Credit or Career Focus Credit based on the amount of documented on-the-job work hours as follows:

1. Half (1/2) credit for completing sixty (60) on-the-job work hours; or
2. One (1) credit for completing one hundred twenty (120) on-the-job work hours.

Concurrent Credit

Concurrent Credit will be accepted but may be assigned as an elective credit. A student who enrolls in and successfully completes a course or courses offered by an institution of higher education shall be entitled to receive appropriate academic credit in both the institution of higher education and the public school in which such student is enrolled.

A student eligible to receive free or reduced-price meals shall not be responsible for any of the costs for the student's first six (6) concurrent credit hours so long as the concurrent credit courses are taught on the District grounds and by a teacher employed by the District. Any and all costs of concurrent credit courses beyond the six (6) hours permitted that are not taught on the District's campus or are not taught by a teacher employed by the District are the responsibility of the student. Students who are not eligible to receive free or reduced-price meals are responsible for any and all costs associated with concurrent credit courses.

Students who drop a concurrent credit class after the drop deadline determined by the college or receive a failing grade for the course will be required to reimburse the school for the cost of the concurrent credit class.

Contacting Students While at School

Contact by Parents:

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

Contact by Non-Custodial Parents:

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order.

Contact by Law Enforcement, Social Services, or by Court Order:

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Division of Arkansas State Police may interview students without a court order for the purpose of investigating suspected child abuse.

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.

Correspondence

No more than two units of work done by correspondence may be made up, and then only from an approved school. Any such coursework shall be completed prior to graduation ceremonies.

To graduate, a student must satisfy the requirements of all local board and state laws. All requirements must be fully completed prior to graduation in order to take part in the graduation ceremonies.

Counselor

Our school counselor serves as a resource person for students, parents, teachers, and administration. The primary goal is to provide students with the assistance they need in securing maximum educational development. Our school counselor is always ready to help you with your problems. If you feel that you must talk to the counselor, you must get a pass from your teacher.

Our counselor is available to the pupils and parents for the following services:

- Individual counseling
- Group counseling
- Conferences with parents
- Testing
- Planning courses of study

Course Choice Program

District students are eligible to take courses through the Arkansas Course Choice Program (ACCP) if the student is:

- Seeking to take a course not offered by the District; or
- Attending a District school that received a school letter grade of C, D, or F.

The ACCP course catalog shall be made available to all students during student course selection.² The District shall not actively discourage, intimidate, or threaten a student during course selection to not take a course through the ACCP.

A student attending courses through the ACCP shall enroll in at least one (1) course at the District, which may be either in person or a digital course offered by the District.

A District student attending courses through the ACCP is entitled to the following services as if the student were attending courses at the District:

1. Required assessments, including without limitation:
 - a. Statewide assessments;
 - b. Advanced Placement; and
 - c. International Baccalaureate,
2. Participation in extracurricular or cocurricular activities; and
3. Special education services pursuant to the student's individualized education program.

Credits earned through the ACCP shall appear on a student's official transcript and count fully towards the student's graduation requirements.

Course Enrollment Outside of District

Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public school. Attendance in such alternative programs must be pre-approved by the administration at Elkins. Elkins School District shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the district may grant a waiver for the student for the duration of the semester in which the placement is unable to be made.

In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. For the purposes of the policy, proven financial hardships are defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. The superintendent shall have the authority to grant such a waiver on a case-by-case basis only when convinced the student meets the definition of proven financial hardship.

Credit Recovery/Summer School

Credit Recovery/Summer School enables students to recover credit in classes previously failed. Each student will work independently using online curriculum and/or teacher developed materials. The goal of the program is to assist students in obtaining all the credits they need in order to meet district and state graduation requirements.

Summer School:

Students will be given the opportunity to attend summer school for three (3) weeks in order to receive credit for any classes that were failed previously. Attendance is mandatory if a student chooses to participate in the program. Students must complete their assigned courses during the designated summer school time in order

to receive credit. Students will have the opportunity to work on their courses at home as they attend summer school. Once their courses are complete, then the student will be dismissed from summer school.

Credit Recovery Schedule:

1. Fall Term – 1st day of Fall Semester through 1st student day of Spring Semester
2. Spring Term – 1st student day of Spring Semester through the last student day of Spring Semester.

Credit Recovery will be reserved for students who are in need of courses to graduate on time. Summer School will take precedence over credit recovery.

In order to recover credit, students must:

1. Adhere to the classroom policies of the Credit Recovery/Summer School instructor.
2. Actively work towards completion of assigned course(s) during assigned term – Students must complete at least one semester course during the assigned Credit Recovery term, or credit will not be given for the course, and a traditional course will be scheduled the next time the traditional course is offered;
3. Achieve 70% or higher on all assigned coursework.

Students will be allowed to recover up to a cumulative total of three (3) full credits or six (6) semesters of credit recovery courses in 9th-12th grades. Any student needing to recover more than a cumulative total of three (3) credits will be referred to the ALE program for placement. If placement into ALE is not determined, the student will then be scheduled into traditional corresponding courses to make up the failed credit.

At the end of the semester, the student's credit recovery grade will be averaged with the "F" from the previously failed course in order to receive a final grade. The final grade will then be placed on the student's transcript in place of the previous "F".

If a student fails both semesters of a course then they will be required to retake that course instead completing in credit recovery/summer school.

Detention Program

Detention will be held from 3:30 – 4:00 on Tuesday, Wednesday, and Thursday unless otherwise specified.

The procedures in detention are as follows:

1. The student will bring school materials to work on. Failure to do so will result in dismissal from detention and an assignment of an additional day plus the day originally assigned.
2. There will be no communication of any kind between the students.
3. Students must be in their assigned seats in the detention room four minutes after the bell rings. Unexcused tardiness to detention will result in dismissal from the detention room and an assignment of an additional day plus the day originally assigned.
4. Any student absent on a detention day will make it up on the first day he/she returns to school.
5. Four detentions may result in being assigned to ISS.

Repeated referrals may result in more severe disciplinary consequences. Students are urged to keep their detention referrals to a minimum.

Dress Code

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

Students are prohibited from wearing, while on the school grounds during the school day and at school sponsored events, clothing that exposes underwear, buttocks, or the breast. This prohibition does not apply, however, to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

A student shall not be disciplined or discriminated against based upon the student's natural, protective, or cultural hairstyle. A student's natural, protective, or cultural hairstyle includes without limitation afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.

Clothing will be considered to be inappropriate for school if students do not observe the following guidelines: Students are to wear clothing, which reflect non-provocative styling and is appropriate in a co-educational classroom.

Shirts, Tops, or Dresses Must:

- No muscle shirts, cut out shirts, or tank tops. All shirts must come to the edge of the shoulder or cover the shoulder.
- Have no revealing front or back neckline.
- Be long enough to cover the lower back and/or midriff.
- Be of a solid material free of holes or cutouts.
- Not be of any see through material or transparent material.
- Not have any insignia, writing, or design that concerns tobacco, alcohol, drugs, profanities, obscenities, suggestive wording, or gang symbols.
- No pajama tops

Lower Garments Must:

- Be free of holes or cutouts six inches above the top of the knee.
- Not be of any see-through, transparent, or suggestive material.
- Pants should be the correct size and fit appropriately at the waist. (No excessive bagginess.)
- No pajama bottoms.

Leggings:

- Leggings may be worn if the top garment has a hemline that at least reaches the knuckles of the student's hands when arms are outstretched to the student's side.
- Leggings may also be worn if covered by skirts, shorts, or pants with a hemline that is no higher than six (6) inches above the top of the knee in the front, back, and side.

Shorts:

- Must be either 6 inches above the knee or close to the student's fingertips when arms are placed at their side.
- No spandex shorts.

Skirts & Dresses:

- Have a hemline that is no higher than six inches above the top of the knee in the front, back, and side.

- Not have a slit higher than six inches above the top of the knee in the front, back, and side.

Headwear:

- Bandanas are not to be worn on campus during school hours.
- No sunglasses may be worn in the building without written notice from a doctor.
- Caps or hats may be worn if they do not interfere with the instructional process and do not have insignia, writing, or design that concerns tobacco, alcohol, drugs, profanities, obscenities, suggestive wording, or gang symbols. Caps or hats may not be worn during any type of testing.
- Hoods are not to be worn in the building.

Accessories:

- No large chains, dog collars, or stud bracelets.
- No jewelry that contains insignia, writing, or design that concerns tobacco, alcohol, drugs, profanities, obscenities, suggestive wording, or gang symbols.

Shoes:

- Shoes must be worn at all times unless instructed by the teacher to remove shoes.
- No shoes with wheels.
- No house shoes.

Exceptions to the dress code may be granted by the principal.

Consequences:

1. Warning and/or Detention and change clothes.
In addition, students wearing inappropriate clothing will be asked to put on a jacket or to change clothes. Students may not check out to change clothes. Students may contact their parents/guardians to bring clothes to them, find appropriate clothing from others, or use clothing from the school's clothing closet. Those wearing shirts with inappropriate slogans or pictures will be asked to turn those shirts inside out. All caps or hats with inappropriate slogans or pictures will be left in the office. The first time a cap/hat is taken from a student, the cap/hat may be picked up at the end of the day. All additional cap/hat offenses will result in the loss of the hat/cap for the remainder of the school year.
2. Warning and/or Detention, and a parent must bring a change of clothes.

Dropping Classes

All class changes need to be cleared through the counselor's office. Students will not be able to drop a course after the 1st week of the current semester. Dropping an Advanced Placement (AP) course will require written notification or a parent conference before the course may be dropped.

Early Graduation

Early Graduation is an opportunity for qualifying seniors to finish their senior year of high school by the end of the first semester of that year.

REQUIREMENTS:

- A student must be able to meet all Elkins High School's graduation requirements by the end of their first semester of senior year.
- Approved Online and College Dual Credit courses will count towards required Elkins High School credits, but **these options may not fulfill NCAA eligibility requirements.**
- A student meeting the district's graduation requirements will receive an Elkins High School diploma in May along with the rest of the graduation class.

- Students interested in graduating by the end of the first semester of their senior year must meet with the high school counselor by **March 1 of their junior year** to complete the application for early graduation.
- Applications for early graduation will be approved by the High School Principal on a case by case basis.

NOTE: It is the student’s responsibility to check with their college of interest about its policies related to enrollment and financial aid for early graduating students.

Elkins School District Computer Network (ESDCN)

Acceptable use: The Elkins School District (ESD) 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. Use of district computers is for educational and/or instructional purposes only. 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. No student will be granted ESDCN access until and unless a computer-use agreement, signed by (paper or e-signature) both the student and the parent or legal guardian, 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.

CIPA: The Children’s Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children’s access to obscene or harmful content over the Internet. To the extent practical, steps will be taken to promote the safety and security of users of the ESDCN when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. In an effort to help protect student welfare when they navigate the Internet, ESD will provide age-appropriate training for students who use ESD Internet facilities. The training provided will be designed to promote ESD’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Internet Use Agreement;
- b. Student safety with regard to:
 - a. Safety on the Internet
 - b. Appropriate behavior while online, on social networking sites, and in chat rooms; and
 - c. Cyberbullying awareness and response.
- c. Compliance with the Erate requirements of CIPA.

Privileges: The student’s use of ESDCN is a privilege conditioned on the student’s abiding to this agreement. Each student who receives an account will take part in a discussion with an ESD faculty member pertaining to the proper use of the network. Any user who violates the ESD Electronic Device and Internet Use Agreement will be subject to loss of privileges and/or possible consequences as designated in the Agreement.

Network Etiquette (Netiquette): You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following: Be polite, use appropriate language, do not reveal your (or others) full name, personal address, or phone number, use the network in a manner that does not disrupt the use of the network by others, assume that all communications and information accessible via the network are private property, note that electronic mail (email) is **not** private.

Warranties: The Elkins School District makes no warranties of any kind, whether express or implied, for the service it is providing. ESD will not be responsible for any damage you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the ESDCN is at your own risk. The ESD specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.

Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel that you can identify a security problem on the ESDCN, you must notify a system administrator either in person or by email. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to log in to the system as any other user may result in the cancellation of user privileges.

Vandalism: Vandalism is defined as any malicious attempt to harm or destroy data of another user, the ESDCN, APSCN or eSchool. This includes, but is not limited to, the uploading or creation of computer viruses. Any attempt to disable or bypass network security measures may result in criminal charges being filed. Violators may also be held accountable for any expenses incurred for repair and/or replacement of network hardware, computers, or services.

Privacy: Students are advised that they enjoy no expectation of privacy in any aspect of their computer use and that monitoring of student computer use is continuous. (i.e. Email, voice, and video transmissions, Internet access)

Google Workspace for Education

Elkins School District uses Google Workspace for Education, a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more. An account is created and maintained for each student. Elkins students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

Elk Hour

High School students will attend a Learning Lab class during the school day. Elk Hour activities will include remediation for those students who have not scored at a Proficient level on state mandated testing, and preparation for state mandated tests.

Emergency Drills

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

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

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency or the emergency communication with law enforcement methods. Students shall be included in the drills to the extent practicable.

Entrance Age

It is the policy of the Elkins School Board, in accordance with state statutes, that all children who are ages five (5) through seventeen (17) on or by August 1st are required to be in school that school year with the exception of five-year-old children for whom kindergarten has been waived by the parent, guardian, or

person having custody or charge; students who have received a high school diploma or its equivalent; or students who are enrolled in a postsecondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education. In addition, the public schools of any school district in this state shall be open and free through completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) year whose parents or legal guardians are domiciled in 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 domicile separate and apart from his or her parents or guardians for school attendance purposes.

Entrance Requirements

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.

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

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

Uniformed Services Member's Children

An eligible child, as defined in this policy, shall:

1. Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;

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

Following the receipt of advanced notice of the enrollment of an eligible student from a military family, the District shall treat the notice as a provisional enrollment and provide the student with materials regarding:

- a. Academic courses;
- b. Electives;
- c. Sports; and
- d. Other relevant information regarding the public school.

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

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

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

International Exchange Students

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

"International exchange student" means a student who is placed with a host family by an international student exchange visitor placement organization under the International Student Exchange Visitor.

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

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

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

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

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

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

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

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.

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

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation. The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board

also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, or student if age eighteen (18) or older requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

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

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. 2 The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

Extra-Curricular Classes

Students may be assigned to no more than one (1) non-credit class period for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester, whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes is defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

Field Trips

School-sponsored field trips are a part of the school program. Parental release forms are required for participation. No class will be permitted to take a school-sponsored trip without prior approval of the principal.

Flowers/Balloons

Elkins High School will accept delivery of flowers, corsages, and balloons for individual students. These deliveries will be kept in the office until an appropriate time for dispersal at which time the student will be called to the office to receive them.

Foreign Exchange Residency

Foreign exchange students who live with persons residing in the Elkins School District may attend Elkins High School. The following restrictions pertain to these students:

1. Elkins High School will accept no more than a total of four (4) foreign exchange students at any one time.
2. A foreign exchange student may attend Elkins High School no more or no less than one (1) academic year.
3. The student will receive credit for the courses that he/she completes, but he/she is not eligible to graduate from Elkins High School.
4. Exchange students will enter Elkins High School as juniors, not seniors, so that they may be placed in American History and American Literature.
5. The following are required before an exchange student will be evaluated for acceptance at Elkins High School:
 - a. A satisfactory biography, including a student profile, high school transcript, and a language evaluation
 - b. Proof of good (not adequate) command of English language by the student
 - d. Proof of host parent's residence eligibility in school district

Free and Reduced Meals

In order to receive free or reduced meals, each student will need an approved application on file. Applications for free and reduced meals are available in the High School principal's office.

Grading System

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given.

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.

The following grading scale is to be used for all courses except advanced placement courses:

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

Each letter grade shall be given a numeric value for the purpose of determining a grade point average.

- A** = 4 points
- B** = 3 points
- C** = 2 points
- D** = 1 point
- F** = 0 points

Grading System: Advanced Placement

Students in grades seven through twelve (7-12) who take advanced placement (AP) courses; International Baccalaureate (IB) courses; honors or concurrent credit college courses; or other courses approved for weighted credit by the Division of Elementary and Secondary Education (DESE) or the Division of Career and Technical Education (DCTE) shall be graded according to the following schedule:

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

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

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

Weighted credit will be based upon the teacher being certified and AP and/or IB trained and the student taking the appropriate test.

Students who do not take the Spring Advanced Placement test given by the College Board will not receive the weighted credit for the course.

For career and technical education courses taken after July 1, 2023, career and technical courses that are eligible for weighted credit are those career and technical education courses that are approved by DCTE to exceed the curriculum standards for a non-weighted class and lead to an approved industry-recognized certification. A student shall receive weighted credit for each approved career and technical education course upon the student:

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

A student who transfer into the district will be given weighted credit for the AP courses; IB courses; honors or concurrent credit college courses; and other courses approved by DESE and DCTE for weighted credit that were taken for weighted credit at his/her the student's previous school(s) according to the preceding scale.

Graduation: Ceremony

Students will not be allowed to participate in the graduation ceremonies without the required credits completed. **Graduation requirements also include payment of all money owed to the school by 3:00 p.m. on graduation day or return of all school property.** Students are required to wear their graduation gowns and caps in order to participate in the graduation ceremonies. Caps and gowns are not to have any writing or adornments on them. You will not be allowed to participate in the graduation ceremony if you do not follow the rules of the dress code.

Graduation: Credit Requirements for the Class of 2025 and 2026

The minimum number of credits required for advancement to the next grade level is as follows:

From 9 th - 10 th grade	6 total credits required
From 10 th - 11 th grade	12 total credits required
From 11 th - 12 th grade	18 total credits required
From 12 th – graduation	25 total credits required

A total of 25 credits are required to graduate from Elkins High School. The specific minimum graduation requirements are as follows:

English	4 units
Math	4 units
Science	4 units
Social Studies	3 units
Oral Communications	½ unit
Health	½ unit
Physical Education	½ unit
Fine Arts	½ unit
Electives	<u>8 units</u>
(to include 6 Career Focus)	25 Total Units

English courses must be taken and passed in sequence (English I, II, III, and IV). Students will not be allowed to take more than one grade level of English per year unless repeating a failed course.

Math courses must be taken and passed in sequence, (Algebra I, Geometry, Algebra II, and an upper level math). Students will not be allowed to take more than one grade level of math per year unless repeating a failed course or on an accelerated track to take an advanced math course their senior year.

The fourth science course required for graduation may include an ADE approved science or computer science course, a career and tech science based course, or a career and tech STEM course.

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.

A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Division of Elementary and Secondary Education (DESE), the District requires an additional 3 units to graduate for a total of 25 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. Career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

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

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

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

Graduation: Credit Requirements for the class of 2027 and thereafter

The minimum number of credits required for advancement to the next grade level is as follows:

From 9 th - 10 th grade	6 total credits required
From 10 th - 11 th grade	12 total credits required
From 11 th - 12 th grade	18 total credits required
From 12 th – graduation	25 total credits required

A total of 25 credits are required to graduate from Elkins High School. The specific minimum graduation requirements are as follows:

English	4 units
Math	4 units
Science	4 units
Social Studies	3 units
Oral Communications	½ unit
Health	½ unit
Physical Education	½ unit
Fine Arts	½ unit
Electives	<u>8 units</u>
(to include 6 Career Focus)	25 Total Units

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

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

Personal and Family Finance

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

Computer Science

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

Community Service

Each student must receive seventy-five (75) clock hours of community service that is certified by the service agency or organization where the student volunteers.

The community service must be in programs or activities, either in Arkansas or outside of Arkansas, that meet the requirements established by the State Board and the District Board of Directors and include preparation, action, and reflection components. Except as provided by this policy, a student must receive at least the following documented clock hours of community service each year:

- Fifteen (15) hours for students in grade nine (9);
- Twenty (20) hours for students in grade ten (10);

- Twenty (20) hours for students in grade eleven (11); and
- Twenty (20) hours for students in grade twelve (12).

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

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

Graduation: Dress Code

Boys-Dress shirt (with a collar), dress pants, or black jeans with dress shoes or dress boots.

Girls-Dress, dress pants, or black jeans with dress shoes or dress boots.

Prohibited: Blue jeans, shorts, t-shirts, tennis shoes, or flip-flops.

Graduation: Transcripts

Final transcripts will be available two weeks following the last day of the fourth quarter, according to the school calendar.

Graduation: Honors Graduate Criteria for Graduating Classes 2025, 2026, and 2027.

In order to qualify for valedictorian, salutatorian, or honor graduate of a public high school or to qualify for membership in the National Honor Society or its equivalent, students must successfully complete the minimum core of courses recommended by the State Board of Higher Education and the State Board of Education, pursuant to Arkansas Code 6-61-217; or they must complete the requirement for technical preparation program established by the State Board of Education.

Graduation: Honors Graduate Criteria

The minimum core of courses include the following:

English-Four units with emphasis on writing skills (not to include courses in oral communication).

Natural Science-Two units, with laboratories, chosen from two of the following: biology, chemistry, anatomy, Concurrent biology, or AP Environmental Science.

Mathematics-Three units, including Algebra I, Algebra II, and Geometry.

Social Studies-Three units, including one unit of American History, one unit of World History, and at least one unit of Civics and Economics. (Not to include courses in practical arts).

AP Course – at least one AP Course or College course must be passed in order to achieve Honors. An additional AP or College course must be passed to achieve High Honors.

A student must meet the requirements listed above, the Elkins High School local requirements, and the grade points listed below in order to graduate with recognition.

Honors: 3.25-3.74 GPA

High Honors: 3.75-4.00 GPA

Valedictorian: A GPA 4.00 or above (or the graduate with the highest GPA) and meet high honors criteria.

Salutatorian: Highest GPA below a 4.0 and meet high honors criteria.

Scholar Athlete: Must have a 3.25 GPA or above and complete one sport senior year.

To receive an Arkansas State Seal, a graduate's GPA must be at least 2.75.

Graduation: Honors Graduate Criteria for Graduating Classes of 2028 and above.

In order to qualify for valedictorian, salutatorian, or honor graduate of a public high school or to qualify for membership in the National Honor Society or its equivalent, students must successfully complete the minimum core of courses recommended by the State Board of Higher Education and the State Board of Education, pursuant to Arkansas Code 6-61-217; or they must complete the requirement for technical preparation program established by the State Board of Education.

Graduation: Honors Graduate Criteria

The minimum core of courses include the following:

English-Four units with emphasis on writing skills (not to include courses in oral communication).

Natural Science-Two units, with laboratories, chosen from two of the following: biology, chemistry, anatomy, Concurrent biology, Physics, or AP Environmental Science.

Mathematics-Three units, including Algebra I, Algebra II, and Geometry.

Social Studies-Three units, including one unit of American History, one unit of World History, and at least one unit of Civics and Economics. (Not to include courses in practical arts).

AP Course – at least two AP Courses or College courses must be passed in order to achieve Honors. For High Honors, students must pass four AP or College courses.

A student must meet the requirements listed above, the Elkins High School local requirements, and the grade points listed below in order to graduate with recognition.

Honors: 3.50-3.74 GPA

High Honors: 3.75-4.00 GPA

Valedictorian: A GPA 4.00 or above (or the graduate with the highest GPA) and meet high honors criteria.

Salutatorian: Highest GPA below a 4.0 and meet high honors criteria.

Scholar Athlete: Must have a 3.50 GPA or above and complete one sport senior year.

To receive an Arkansas State Seal a graduate's GPA must be at least 2.75.

Graduation: Smart Core Curriculum Requirements

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

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships, and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum, providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.

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

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

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

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

Graduation: Valedictorian

The Valedictorian will be the person or persons with the highest grade point average of their class in grades nine through twelve. All students with grade point averages of 4.00 and above who have met the high honors criteria will be automatically designated as Valedictorians.

Guest Attendees of high school dances and prom

- Students bringing a guest to a high school activity who is not a current student on that specific campus must have prior approval.
- Guest application forms are available in the office or from activity sponsor.
- Guest application forms are due a week before the scheduled event for approval and verification purposes.
- Guests are required to furnish identification prior to entrance to events (driver's license and/or school ID).
- Guests must be in high school or under the age of 20.

Health

Students are to be immunized in accordance with the Arkansas Department of Health immunization schedule (i.e., poliomyelitis, diphtheria, tetanus, pertussis, red measles (rubella), and German measles).

As recommended by the Arkansas State Health Department, wild or domestic animals are not to be brought on school grounds unless approved by the principal.

Due to outbreaks of hepatitis, no home-baked goods are to be brought to the classroom for parties or gatherings.

To help decrease the spread of infections in our school - please do not send your child to school if he/she has diarrhea, is vomiting, or has a temperature of 100 or greater. Your child should not return to school until

he/she has been fever free for 24 hours without the use of medication. If your child comes to school under these circumstances, the school nurse will contact you, and your child will be sent home.

Health Nurse

The school health nurse will provide routine medical care to students at Elkins School. He/she will also provide emergency care for students injured at school. If an accident indicates the need for medical care, a parent will be contacted and asked to take the child to the family physician. In extreme emergencies, the school principal or a school employee will call 911 and have the child transported to the nearest emergency room or clinic. A qualified staff member will provide first aid care, if necessary, in the absence of the school nurse.

Home and Private School Student Academic Course Attendance

The District allows private school and home schooled students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered by the District. The District will place a list of courses that a private school or home schooled student may request to attend on its website by:

- a. June 1 for courses to be offered during the Fall semester; and
- b. November 1 for courses to be offered during the Spring semester.

A private school or home schooled student who desires to attend one or more of the available academic courses shall submit a written request to attend the academic course(s) to the superintendent, or designee, no later than:

- a. August 1 for Fall semester courses; or
- b. December 1 for spring semester courses.

The superintendent, or designee, is authorized to waive the application deadline on a case by case basis.

The District permits a private school or home schooled student to attend a maximum of six (6) courses per semester.

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

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Costs the District more for the student to attend the academic course than the District receives for the student's attendance;
- Cause the District to provide educational services the District does not currently provide at a financial burden to the District; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

A private school or home schooled student who fails to attend an academic course by the eleventh (11) day of class or who is absent without excuse for eleven (11) consecutive days during the semester shall be dropped from the course; however, a private school or home schooled student shall not be considered truant for unexcused absences from the course(s) the student is attending at the District.

Private school or home schooled students shall receive a final grade and transcript for each academic course the student completes.

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

Homework and Independent Study Skills

The Elkins School District recognizes that homework is an integral part of the learning process. This homework policy promotes the development of students' independent study skills and work to be done outside the classroom that will reinforce and strengthen academic skills, broaden the educational experiences of students, and relate those experiences to the real life of the community. Each source of study requires a varied amount of time to be determined by the individual teacher.

Homeless Students

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

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

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

A. Are:

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

A. 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;

B. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

C. Are migratory children who are living in circumstances described in clauses (a) through (c).

Home School Requirements

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

1. At the beginning of each school year, but no later than August 15;
2. Five (5) school 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.

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.

Immunizations

General Requirements

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

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

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

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

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

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

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

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

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

Temporary Admittance

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

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

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

Exclusion From School

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

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

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

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

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

ISS (In-School Suspension)

The student who receives in-school suspension will report to the ISS classroom no later than the first period tardy bell. An ISS supervisor will be in charge of all detained students for the duration of their assignment to ISS.

The ISS system is viewed as an effort to allow students that are in violation of certain rules the opportunity to keep up with their assignments and schoolwork. Any student not using this time for work or giving the supervisor any disciplinary problems will automatically be suspended from school for a specified time.

The first ISS assignment will be for a minimum of two or three days, each additional assignment will increase at the discretion of the principal.

ISS is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting.

Students that receive three detentions during a quarter (nine weeks) will be assigned ISS.

ISS Procedures

1. The student must be in the assigned seat with his/her books and other materials necessary by the time the first period tardy bell rings.
2. The student will immediately begin filling out the ISS information sheet, student plan for success, student daily plan, and one copy of the ISS rules. Completion of these forms is required before daily lessons are begun. All daily class assignments to include homework must be completed and turned in each day of the assignment.
3. The student will attend all days assigned to the ISS classroom.
4. Any day missed will be made up at the rate of two days for each day missed.
5. The student will complete all class assignments daily. Credit will be given for these assignments except when additional days of ISS have been assigned by the supervisor.
6. The student will remain quiet unless granted permission to speak by the supervisor.

7. The student will work the entire time assigned. If all class assignments are completed, the student will complete on-line curriculum, copy excerpts from encyclopedias, dictionaries, or textbooks as assigned by the supervisor or will read from approved material. Students may be required to redo assignments at the discretion of the supervisor.
8. The student will remain in the assigned seat unless directed to move by the supervisor. He/she will demonstrate correct posture when seated.
9. The student will show proper respect for and to all persons in the ISS room.
10. The student will give proper care to the facilities and materials (including personal items) while in the ISS room.
11. The student will follow any and all directions of the supervisor without delay.
12. The student must adhere to all school rules, regulations, and policies during the term of his/her assignment to ISS.
13. The student will be allowed breaks (one morning and one after lunch) to use the lavatory. Time and duration of breaks are at the discretion of the supervisor. (Never more than three minutes)
14. Lunch will be eaten at a designated time, whether brought by the student or purchased in the lunchroom.
15. The student will be released at the end of the day by the supervisor, not the bell system.
16. Students assigned to ISS may not participate in any extracurricular school sponsored activity until the end of the last day served. (Excluding any day school is not in session.)
17. A student may not be assigned to ISS more than three times a semester. After the third assignment, the student will be suspended from school as a minimum.
18. Failure to abide by the above rules may result in extra days added to the term of assignment to ISS or suspension from school with all days remaining on assignment to be completed upon return. The return days served will be counted as additional ISS days.
19. Students who are assigned to ISS forfeit their exemption from semester test.

Inclement Weather (Snow days/School Cancellations)

The automated school messaging system, local radio and television stations will make announcements regarding the closing of school for inclement weather. School may occasionally close early if bad weather develops during the day. Days that are missed due to weather are added to the school calendar.

We ask that you NOT call the school numbers to inquire about closings or cancellations, as this ties up the school phone lines in the event an emergency call should need to be placed. Please be considerate of school personnel and not contact them at their home number to inquire about school closings/cancellations.

Inclement Weather Stations

We ask that you listen to the following stations listed below for closings or cancellations:

KFSM - Channel 5

KNWA – Channel 24/51

KEZA 107.9

KHOG - Channel 29

KIX – 103.9

Junior/Senior Prom

Each year juniors may entertain the seniors with a prom to be held near the end of the school year. The arrangements are to be made by the class sponsors and members of the class with prior approval of the principal. Only members of the junior class, senior class, their dates, the school board and their spouses, the faculty and their spouses, and the parents may be invited. Guests for the proms must be approved in the principal's office prior to the event.

Dress Code: Men must wear suits, tuxedos, or dress jeans and a sports coat. The coat may be removed at the dance if wearing a collared shirt. Women must wear formal wear, but it can not be excessively low cut in the front/back. Formals can be two-piece but should not expose the midriff.

Lice Policy

Students found to have head lice or nits will be referred to the school nurse.

First Occurrence Procedure:

- Parents are notified to pick up the student from school.
- Parents are instructed in treatment options and given treatment handout.
- Parents treat the child.
- Parent returns child to school and waits until the child is checked for effective treatment.
- Parents are responsible to follow instructions to correctly treat house contents.

Second Occurrence Procedure (within any three month period):

- School nurse and parent complete resource checklist.
- If resources are lacking parents are given resources from task force to ensure proper treatment of child and home.

Third Occurrence Procedure (within any three month period):

Same as above with addition of:

- Nurse observes parent-treating child.
- Washington County Health Department is notified.

Fourth Occurrence Procedure (within any three month period):

Same as above with addition of:

- School nurse files FINS petition.

Task force is made of local police, school nurse, Health Department, DCFS, school administration, and community partnership.

Loitering

It is not acceptable for any person to loiter on or near public or private school grounds. Visitors must check in through the office and have permission from the principal's office to be on the grounds or inside the building.

Lost and Found

If you lose something, you should inquire about it in the office. If you find an article, you should take it to the office. Articles not claimed at the end of each semester will be donated to the Salvation Army.

Lunch

Students are to enter and leave the lunchroom in an orderly manner. Students are to keep their places in line and not cut in ahead of other students. After eating, students are to carry their trays to the proper place and dispose of uneaten food. Milk cartons, napkins, etc., are also to be disposed of in the proper container. Please help to keep the lunchroom neat and clean, as it is essential to a pleasant dining atmosphere.

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

Elkins School District participates in a School Breakfast Program, as well as a National School Lunch Program for all students: paid, reduced or free. In an effort to communicate our district meal charge process, the policy is included in this handbook. In an effort to communicate our eligibility requirements for reduced and free breakfasts and lunches, we are including reduced and free application forms in students' back to school packets. As well we will post both on our website and have reduced and free applications on an online site to provide you with multiple methods to access this information.

For a student who pays full or reduced prices for the cost of a meal and who have insufficient funds in their account or having no money in hand to purchase a meal will be served an alternative meal. The school will notify parents and guardians of charges by deploying automated school messaging phone calls (unless the parent has opted out of receiving messaging phone calls). The high school will send letters once a month to parents of students when the student's account reflects a (negative) -\$15.00 balance. All principals will make contact with parents and guardians to notify of meal charges.

The Elkins School District takes great care in providing quality and nutritional meals. We encourage all students to eat in the cafeteria. Applications for free and reduced meals are available when school opens each fall.

Make-Up Work

Students who miss school due to an excused absence shall be allowed to make up the work they missed if accompanied by a parent note during their absence under the following rules.

1. No make-up work will be provided after the 6th absence unless special arrangements have been made with the building administrator.
2. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Teachers are responsible for providing the missed assignments when asked by a returning student.
5. Make-up tests are to be rescheduled at the discretion of the teacher but must be aligned with the schedule of the missed work to be made up.
6. Students shall have two class days to make up their work for each class day they are absent.
7. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
8. Students are responsible for turning in their make-up work without the teacher having to ask for it.
9. Students who are absent on the day their make-up work is due must turn in their work the day they return to that class for which the work is due.
10. Assignments with pre-assigned due dates are due on or prior to the due date. If the student is absent on the due date, the assignment is due the first day the student returns to class.

Example: If a student is absent on Monday, the make-up work will be due on the second day the class meets after the absence, which will be Friday of the same week. (Absent Monday, 1st class in attendance is Wednesday, second class in attendance is Friday, and make-up work is due.) If a student misses Thursday, the make-up work will be due on the following Tuesday. (Absent Thursday, 1st class in attendance is Friday, second class in attendance is Tuesday, and make-up work is due.)

Work may not be made up for credit for unexcused absences unless the unexcused absences are approved by the building administrator.

Any coursework completed by the foster child prior to a school enrollment change shall be accepted as academic credit as long as the child has satisfactorily completed the appropriate academic placement assessment.

In addition to the make-up work process above, at the conclusion of a pregnancy-related or parenting-related period of absence, a student may choose from various options to make up missed work, including, without limitation:

- a) Retaking a semester at the District school where the student is enrolled;
- b) Participating in an online course credit recovery program;
- c) Being granted six (6) weeks to continue at the same pace and finish the semester at a later date, provided that the student may:
 - Complete the student's coursework within the current school year; or
 - Attend previously scheduled summer school classes made available by the District Where the student is enrolled; and
- d) Receiving home-based instruction services.

Make-Up Work for School Activities

If a student is not in school due to a school related activity the student is still responsible for all work and exams upon the day the student returns to class, unless prior arrangements are made with the teacher.

Medications Dispensed at School

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

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

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

Nonprescription medications may be given to students upon the decision of the principal, the nurse, or their designee(s). Such medications must be in the original container, clearly labeled and accompanied by a written

authorization form signed by the parents or legal guardians that include the student's name, the name of the medication, the dosage, and instructions for the administration of the medication (including times).

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.

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

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

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

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

Self-Administration of Medication

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

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

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

- a) The written authorization of the student's parent, legal guardian, or person standing in loco parentis;
and
- b) A written order from the student's treating physician stating that the student:
 - a) Is capable of completing the proper method of self-administration of the stress dose medication;;
and

- b) Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

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

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

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

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

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of a student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian's written authorization shall not be required to assist the student in the application of sunscreen.

Due to the significant number of students using medicine and the broad range of medicines prescribed, it is becoming ever more likely that an incorrect dosage may occur at school. For this reason, parents are urged to schedule the administration of all medicine at home.

Each school nurse keeps a minimal amount of OTC medications, such as Tylenol, which can be administered to a student upon obtaining verbal permission from a parent or guardian if a student doesn't have an OTC form on file.

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.

Seizure Disorder Medications

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

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

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

Out-of-School 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 Elkins School Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed.

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.

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

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

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.

- The student shall be given written notice or advise orally of the charges against him/her;

- 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;
- If the principal finds the student guilty of the misconduct, he/she may be suspended.

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

Generally, notice and conference should precede the student's removal from school unless the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school. The notice and conference should then follow as soon as possible.

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

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

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

During the period of their suspension, students serving OSS are not permitted on campus and shall not attend any school-sponsored activities, including on-campus and off-campus events during the imposed suspension, except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program.

During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities, including on-campus and off-campus events during the imposed suspension nor shall the student participate in any school-sponsored activities.

Any student suspended during a semester will forfeit their semester exam exemption eligibility.

Recognizing that there are limits to the number of times conduct of an undesirable nature can be tolerated, any student who has been suspended from school three times in any given school year may be recommended to the Elkins School Board for expulsion at the time of the third suspension.

Suspensions initiated by the principal or his/her designee may be appealed to the superintendent but not to the board.

Suspensions initiated by the Superintendent may be appealed to the Elkins School board.

Parent–Teacher Communication

The Elkins School District recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent-teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child’s progress with his/her teachers.

Teachers are required to communicate during the school year with the parent(s) or legal guardians(s) of each of their students to discuss their academic progress. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent-teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s)/legal guardians(s) for each conference.

If a student is to be retained at any grade level, notice of and the reasons for retention shall be communicated promptly in a personal conference.

Parental Involvement

Elkins High School shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State’s academic standards.

Elkins High School promotes and supports Parental Involvement with the following:

- A high school Parental Involvement Committee
- Family Kits provided for each family annually
- Two Parent-Teacher Conferences per school year
- Parent Center in the library with parenting resources
- A staff member who serves as Parent Involvement Facilitator
- Two “Parents Make the Difference” meetings per school year
- Open House for parents
- Opportunities for parents to serve as volunteers
- Information provided on the district website: <http://elkinsdistrict.org>

Personal Student-Owned Devices and Laser Pointers

Student devices are defined as, but not limited to, portable handheld tablets, phones, laptops, and any existing and emerging mobile communication systems, portable Internet devices, handheld entertainment systems, or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc. Students will not be permitted to use these items in the classrooms during instructional time unless directed by the teacher.

Laser pointers will not be permitted on campus without approval of the principal's office. Students will not be permitted to use these items in the classrooms during class time or during the lunch period. These items will be confiscated, and a detention may be issued.

Student-owned devices will be permitted or prohibited at the teacher’s discretion.

Process for Resolving Parental Concerns

Although Elkins School District strives to maintain an excellent schooling process for district students, sometimes situations arise where parents may have concerns with schooling issues. Problematic situations may be defined as a misunderstanding concerning laws, regulations, policies, and/or practices implemented by school faculty and staff or any parental concern involving student-student, student-parent, student-school, parent-school, school-community, or other school-related relationships between persons or groups.

Recognizing that the parent-teacher relationship is the best source of communication concerning resolving misunderstandings, the Elkins School District suggest that when problems arise, parents should first contact their child's teacher(s) to assist solving problems and concerns.

If circumstances arise that create the need for additional interaction, parents should contact the building principal or his/her designee to assist in developing a solution. Elkins School District faculty, staff, and administration will work to resolve concerns through collaboration and maintaining consistency with federal law, federal case law, state laws, state rules and regulations, local school board policy, and administrative rules/policies/practices.

Progress Reports

After approximately the 5th week of each grading cycle (9 weeks), progress reports are issued to all students.

Promotion and Retention

The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older.

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

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferrable 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.

- a) Semester grades
- b) Scores on state-mandated assessments
- c) Attendance

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

- a. The building principal or designee;
- b. The student's teacher(s);

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

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

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

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

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

By the end of grade eight (8) each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

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

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

The math intervention plan may include the following:

1. Provision of each student with access to high-dosage, targeted math tutoring in the subsequent school year, which shall include three (3) or more tutoring sessions a week in a one-on-one or small-group setting;
2. Assignment to:
 - If the District has a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years, a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years; or
 - If the District is unable to find a teacher with a value-added model score in the top quartile statewide in math for the previous three (3) years, a teacher:
 - With a highly-effective rating in the Teacher Excellence and Support System, when possible; or
 - Deemed to be a high-performing teacher as defined by a Master Professional Educator designation; and

3. Provision of each student with extended time on math instruction during or after school.
4. All parents, legal guardians, or persons standing in loco parentis shall receive written notification of their student's math intervention plan and progress on the student's math intervention plan throughout the school year.

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

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

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

- The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- Provide a basis for counseling concerning postsecondary preparatory programs.

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

An SSP shall be created:

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

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

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

Publications, Video, Website Consent, and Release

Publications, videos, and website material have become an integral part of education to engage our students in college and career readiness programs. Student names, pictures, art, written work, voice or verbal

statements, or images (video or still) may appear in the school publicly, district publications, videos, or on the district/school website. Elkins School District agrees these items and/or articles shall only be used for public relations, public information, school or district promotion, publicity, and/or instruction. If a student wishes to not participate in school publications, please have the parent/guardian or student (if student is over eighteen (18) notify the building principal in writing, which will exclude the student from the school yearbook, school newspapers, school website, athletic videos, or any other school related publication or promotion.

Release of Student Information

Elkins High School will not release the phone numbers, addresses, or social security numbers of its students except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parents of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission.

In addition to releasing personal information to school officials without permission, the District may disclose personal information 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)).

Directory information will be made available unless the school receives written notification from the student's parent or student if over the age of 18 written notification is considered a specific grant of permission. The district is required to continue to honor written notification for any student no longer in attendance at the district.

A student's name and photograph will be displayed on the district or school's web page(s) unless the school receives written notification from the student's parent or student if over the age of 18.

If a student wishes to not participate in school publications the parent/guardian must notify the building principal in writing which will exclude the student from the school yearbook, school newspapers, school website, athletic videos, or any other school related publication or promotion. The written notification must be filed with the building principal's office no later than ten (10) school days after the beginning of the school year or the date the student is enrolled for school.

Residence Requirements – Military Relocation

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.

School Choice

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

Except for students who are transferring under Uniformed Service Member Dependent School Choice no earlier than January 1 of each year, the Superintendent will consider all properly submitted applications for School Choice. By 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.

School Insurance

All students are covered under a limited accidental insurance policy. However, this is a secondary insurance policy that pays only after the primary insurance policy has paid. Claims on the school policy are strictly limited. All students participating in athletics should have primary accident insurance with a company selected by their parents. The Elkins School Board reserves the right to require accident insurance on all students that participate in athletics.

Search and Seizure

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

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

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

- **Search of Lockers:** Lockers are assigned to students with the understanding that school authorities have equal access to the lockers at all times and that the lockers are subject to search in the event of theft or reasonable belief that a controlled substance or other contraband is present in the locker.
- **Automobile Searches:** Any automobile that is parked on school property is subject to a warrantless search if there is a reason to believe that the automobile contains a controlled substance or other contraband.
- **Personal Searches:** Personal searches are discouraged; however, in the event, there is a reason to believe that a student has stolen property, contraband, or has a dangerous weapon on his/her person, a personal search by a faculty member will be conducted.

Semester Test Exemption

Semester tests will be given to students in grades 7-12 at the end of the first and second semesters. A special schedule will be set up for those tests. Students will be exempt from taking semester tests if they have no more than three absences from any period, or a total of three (3) full days of absences, and do not have a semester grade lower than a "B (80%)" in any subject; and have clearance of all fines and fees (lost/damaged textbooks, library books, lunch charges, etc.) Exemptions will be on a per-class basis. If exempt students are on campus during the time tests are being administered, they will be required to take the test. However, an exempt student choosing to take the exam will not be penalized if their grade is lowered.

Only those students involved in school related functions would be allowed to take semester exams early. All other students whose parents are requesting their child to take exams early will take their exams when the faculty returns to school for the following school year. Students may receive a schedule for these late exams from the office. These students will receive an incomplete on their report card until the exam is made up at the scheduled time. If the exam is not taken at the scheduled time, the student will receive a zero on the semester exam, and their grade will be computed at this time. Non-exempt students whose parents fail to make prior arrangements through the office will receive a zero for every semester exam they fail to take.

Exempt AP students must take the fall semester exam for that class. In addition, exempt AP students must take the spring semester exam if they are not taking the national AP exam. AP students must take the national AP exam to receive weighted credit. Students that do not take the AP exam on the national testing day will be required to pay the makeup testing fee unless the absence is for school business.

Senior Lunch

A senior may qualify for the privilege of leaving campus for lunch one day each month with the stipulations as listed below:

1. Student may leave the second Friday of each month. (If any other activities interfere, then it will be moved to the next Friday.)
2. Senior lunch will last from Elk hour to 5th period. Students should sign out with the office and sign back in with the office.
3. Students may not be tardy getting back from lunch.
4. The 1st tardy results in a detention.
5. The 2nd tardy results in not being allowed to leave again for lunch.
6. Students must have 15 credits.
7. Students cannot leave the Elkins area. (Students who leave the Elkins area will lose their privilege of leaving for lunch.)
8. Students must have a signed form from the parent/guardian to leave. One form on file will be sufficient for the whole year.

9. Student must have a 2.0 GPA.

Sportsmanship Code

Good sportsmanship reflects the quality of the Elkins student body, the school program, and the community as a whole. Therefore, all participants and spectators are asked to adhere to the Elkins Public Schools Sportsmanship Code:

- Accept all decisions of officials without questions.
- Do unto others as we would have others do unto us.
- Should not hiss or boo.
- Never utter abusive remarks from the sidelines.
- Applaud opponents who make good plays.
- Seek to win by fair and lawful means, according to the rules.
- Try to win without boasting and lose without excuses.
- Ask every player and fan to live up to this code.

Student Drug Testing

It is the philosophy of the Elkins School Board and Athletic Department that all athletes should be encouraged and supported in their efforts to develop and maintain a chemical-free lifestyle. The Board and the Athletic Department recognize the use of illegal drugs as a potential health problem for some students, resulting in negative effects on the behavior, the physical well-being, the learning, and the total development of the athlete as well as those interacting with the athlete.

The purpose of the Chemical Screen Test of the Elkins School District is:

1. Emphasize concerns for the health of students in areas of safety during participation in activities and the longer-term physical and emotional effects of chemical use on their health.
2. Work with parents to assist in keeping their children free of illegal drugs.
3. Promote a sense of order and discipline among students.
4. Confirm and support existing state law, which prohibits the use of such illegal chemicals.
5. Establish standards of conduct for those students who are leaders and role models among their peers.
6. Assist students who desire to resist peer pressure that directs them toward the use of illegal drugs.
7. Assist students who are in need of assistance or evaluation regarding their use of illegal drugs.

Requirements for participation in Athletics/Marching Band/ALE

1. All athletes, marching band members, and ALE students in grades 7 – 12.
2. ALE students, student athletes, and their parents must agree that the students will be subjected to a random drug test in order to become eligible to participate in any athletic and/or support group.

Procedures for Testing

1. Each student must have a signed parental/guardian consent form as a requirement for participation in any athletic/support group activity.
2. Ten to thirty students will be randomly selected by a process conducted by an outside contracted company, either monthly or bi-monthly. The district retains the option of changing testing companies as needed based upon service.
3. Exception: A coach/sponsor/principal for reasonable suspicion, can request a single test.
4. If the contracted lab questions any sample because of its contents, the student will be immediately retested at his/her expense.

5. Students are given a one-hour time limit from when they are called to complete the drug test. If not completed, then the test will result in a failed test. A failed test will follow school procedures.

Process

1. Random sampling of urine is taken and tested by the contracted company.
2. The Exception collection of urine shall be taken by the school nurse and tested by the contracted company.

Affected Groups to be Tested- Grades 7 -12

- Football
- Basketball
- Volleyball
- ALE
- Baseball
- Softball
- Bowling
- Band
- Golf
- Track
- Cheerleaders
- Cross Country

Consequences for Positive Test

1. Results will be sent to the school administration. The athletic director will share the results with the appropriate coaches/sponsors. The parent and student will be notified of a positive test by the athletic director.
2. The coach/sponsor, and/or athletic director will communicate with the parents and counsel with the student.
3. The student will be on probation for twenty days. Continued participation in any sport during the twenty days probation period is dependent upon a doctor's written authorization (at student expense) that said that student is physically able to participate. After twenty days, the student will test again at his/her own expense, and a written copy of the results will be given to the school's athletic director. If the test is negative, probation will be lifted. If the test is positive or the student refuses to take the test, the student will not be allowed to continue in interscholastic activities for the remainder of that school year with no additional testing being done. To regain eligibility for interscholastic activities for the next year a student must have a negative chemical screening test. This test shall be administered by the school at the student's expense.
4. Positive test results shall not be provided to police or other law enforcement agencies.
5. The student is allowed to submit an additional medical review with a positive result.

Exception

Steroids or similar chemicals that could take more than twenty days to leave the student's system. In this case, a doctor's written opinion is requested and is at the student's expense.

Substance Abuse Screen

1. Amphetamines
2. Methaqualone
3. THC (Marijuana)
4. Benzodiazepines
5. PCP
6. Opiates
7. Barbiturates
8. Cocaine

Student Media

While the District recognizes a student's right of expression under the First Amendment of the Constitution of the United States, school-sponsored media does not provide an open public forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District's administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may be accepted for media 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. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator, to be ungrammatical: poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is otherwise inconsistent with the shared values of a civilized social order; or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited media includes those that:
 - a. Are obscene as to minors;
 - b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
 - c. Constitute an unwarranted invasion of privacy as defined by state law;
 - d. Suggest or urge the commission of unlawful acts on the school premises;
 - e. Suggest or urge the violation of lawful school regulations;
 - f. Attacks ethnic, religious, or racial groups; or
 - g. Harass, threaten, or intimidate a student.

Student Media on School Web Pages

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

1. Not contain any non-educational advertisements;
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13, including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of eighteen (18);
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

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

A student or group of students who distribute ten (10) or fewer copies of the same non-school-sponsored literature, publications, or 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 of students wishing to distribute more than ten (10) copies of non-school-sponsored materials **shall** have school authorities review their non-school-sponsored materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school-sponsored materials prior to their distribution and will bar from distribution those non-school-sponsored materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school-sponsored 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-sponsored materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

Students shall be responsible for the removal of excess literature that is left at the distribution point for more than 10 days

Student Name, Title, or Pronoun

Unless a District employee has the written permission of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student or the student if the student is an emancipated minor or over eighteen (18) years of age, a District employee shall not address a student with a:

1. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
2. Pronoun or title that is inconsistent with the student's biological sex.

A student shall not be subject to discipline for declining to address a person using a:

- a. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
- b. Pronoun or title that is inconsistent with the person's biological sex.

Student Organizations/Equal Access

Student Organizations are approved annually by the campus administration. Students interested in forming an organization must find a faculty advisor who will complete and submit the organization's proposed purpose and constitution to the administration. Club and organization proposals are due the administration by October 1 annually. Approval is based on student interest, availability of an advisor, duplication of clubs, feasibility for equipment or space, safety, etc. Each organization establishes guidelines for membership and participation as based upon the organization's constitution and board policy.

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

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

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary. The meeting must have a district employee present during all meeting times or events and be pre-approved by the building administrator.

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

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

Student Parking

- To obtain a parking permit, students must present a valid Arkansas driver's license, Arkansas car tag number, make and model of vehicle, and \$5.00 for the school year. Motorcycles and scooters are \$3.00 per year.
- Parking tags will be distributed to students at the start of the school year. Seniors will be assigned parking spots in front of the high school.
- Student drivers must read and complete the parking application and regulations form found in the high school office.
- Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by an administrator or office staff.
- Driving and parking privileges on school campuses may be revoked due to any unsafe behavior.

Student Religious Expression

The Elkins School District Board of Directors does not allow the discrimination against a student based on a student's voluntary religious expression, if any. At the same time, the District shall provide a process to eliminate any actual or perceived sponsorship or attribution to the District of a student's public, voluntary expression of a religious viewpoint, if any.

Student assignments include, but are not limited to:

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

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

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

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

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

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

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

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

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

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

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

There shall be a disclaimer that a student speaker's speech does not reflect the endorsement, sponsorship, position, or expression of the District. The disclaimer shall be provided at all forums where students speak

and at all graduation ceremonies. The disclaimer shall be provided orally or in writing as most appropriately fits the format of the forum.

Students wanting to participate in a student forum must submit a written request to the building principal five (5) days before the forum.

Student Transfers

Transfer applications received by the District shall be placed on the Board's next meeting agenda.¹ At least five (5) days before the meeting where the transfer application appears on the agenda, the superintendent shall notify the Board regarding:

- All transfer applications received since the last meeting; and
- The superintendent's recommendation concerning each transfer application.

Each transfer application shall be considered individually and receive a separate vote by the Board. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to a student who submits a transfer application shall be given at least five (5) minutes to present the student's case for a transfer to the Board.

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

If the superintendent intends to recommend the Board deny the transfer application, the superintendent shall provide a written explanation of the reasons for the recommendation to the Board and the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student.

The parent, legal guardian, person having lawful control of a student, or person standing in loco parentis to the student who submitted a transfer application that was rejected may appeal the decision of the Board to the State Board of Education.

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

Any student transferring from a school that is not accredited by the Division of Elementary and Secondary Education (DESE) 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.

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

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

Students Owing Money to School

All fines must be paid before a student's grades will be posted on their transcript. Fines not paid during the current school year will be carried over to the next school year. All money owed to the school must be paid by 3:00 p.m. on graduation day.

Student Use of Multiple Occupancy Room

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

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

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

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

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

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

Telephone (office phone)

The office telephone is a business phone and will not be used by students except for illness. Please inform your child before they leave home if they are to go to a different place after school and where they are to go when school is dismissed early.

Except in emergencies, students or teachers will not be called out of the classroom to answer telephone calls. Phone calls will only be taken from parents/guardians for students.

Textbooks and Equipment

- Be sure your name is written in the book.

- Take proper care of books and laptops at all times.
- Do not mark in the book and report all damages to the teacher immediately.
- Students are responsible for the textbooks once they have been assigned to them and will be responsible for them. If a textbook is lost, damaged, or stolen, the replacement cost of the textbook will be charged.
- Students will not be issued a new textbook until the lost/damaged/stolen textbook has been paid for.

Transportation

The Elkins School District shall provide the best transportation program possible for the greatest number of students and maintains that this transportation should be regarded a privilege and not a right. Only those students residing in the school district or those who have transferred into the district and a bus that goes through or by their bus stop are eligible for bus transportation.

All students will be assigned a seat on the bus in which to sit, beginning with Primary students in the first rows, followed by Elementary, Middle School and High School in that order. The first row of the bus may be used to assign seats to students requiring close supervision from any school.

The driver of a school bus is charged with the responsibility of maintaining order on the bus and also has the authority to temporarily suspend a student from riding the bus in case of misconduct.

Any student who needs to ride a different bus other than their own for any specific reason or a student that does not ride a bus regularly must have a written note signed by his/her guardian and appropriate school official before he/she will be allowed to ride a bus other than their regular bus. Students will not be let off the bus at any place other than their regular stop without a note.

All students will be expected to follow all transportation rules and guidelines while riding. Any infraction of the rules or guidelines will be reported to the appropriate building principal. Then, parents will be notified when their child misbehaves by a "Bus Conduct Form". A student who becomes a serious discipline problem on the bus will have his/her bus privileges suspended. In such cases, the parents of the students involved shall become responsible for seeing that their children get to and from school.

General Rules for Riding the School Bus

- Be at your bus stop five minutes prior to your estimated pickup time and stand a safe distance from the road.
- The school bus is an extension of the classroom, and all classroom rules of conduct apply.
- Do not play on the roadways while waiting for the bus.
- Wait until the bus stops and the driver signals it is safe to approach or cross in front of the bus.
- Always cross the road in front of the bus where the driver can see you. Never cross the road behind the bus.
- Wait until the bus leaves the area before you cross the road to check the mail.
- If you miss the bus, do not hitchhike to school.
- Enter and leave the bus quickly and orderly.

While riding the bus:

1. All students are to follow the directions of the bus driver at all times.
2. Respect your driver. Act 814 of 1997 makes it unlawful for any person or persons to threaten, curse, or use abusive language to a school bus driver in the presence of students in this state.
3. Respect the rights of other riders – No bullying or sexual harassment will be allowed.

4. Find your assigned seat and remain seated and facing forward at all times.
5. Keep bus aisle and rear door clear of books, bags, feet, legs, etc. at all times.
6. Speak softly, no loud or distracting noises are allowed.
7. No food, drinks, candy, gum or suckers will be out or consumed on the bus.
8. Do not hang hands, arms, or head out the windows or doors at any time.
9. Do not throw objects or spit on other students in the bus or out the windows of the bus.
10. Do not tamper with emergency windows, doors, and other safety equipment on the bus.
11. No vandalism to school or personal property is allowed. Act 36 of 1987 makes the parents of a minor child responsible for reimbursing the school for any damages caused by the minor child up to \$5000.00.
12. No weapons such as knives, guns, razor blades or any type of ammunitions will be allowed on the bus.
13. No drugs, alcohol, or tobacco products will be allowed on the bus.
14. No matches, lighters, or other flammable materials will be allowed on the bus.
15. Students may not bring on the bus: balloons, glass, live/dead animals, water guns, rubber bands, or any homemade shooting devices, or any object too large to hold in their lap or put under the seat.
16. Skateboards and laser lights will not be allowed on the bus and will be confiscated.
17. Cell phones, Pagers, iPods, or any other electronic devices will not be allowed on the bus.

Video Surveillance: Bus

The Elkins School District may utilize video surveillance to monitor student behavior on buses. Please refer to Elkins School District policy concerning "Video Surveillance."

Video Surveillance: Campus

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

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

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

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

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to

review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

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

Visitors

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 and receive authorization from the building principal or the principal's designee before the individual may enter the school proper. The board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students.

Wellness Committee

To enhance the district's efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed.

Goals

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the District will adhere to the DESE Rules Governing Nutrition and Physical Activity Standards and Body Mass Index for Age Assessment Protocols. To promote nutrition, physical activity, and other school based activities that will improve student wellness, the District, working with the SNPAAC, has established the following goals:

1. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
2. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
3. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
4. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
5. Not use food or beverages as rewards for academic, classroom, or sports performances;
6. Establish class schedules and bus routes that do not directly or indirectly restrict meal access;
7. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
8. Abide by the current allowable food and beverage portion standards;
9. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's (USDA) Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;⁷
10. Restrict access to competitive foods as required by law and Rule;
11. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of competitive foods.
12. Provide professional development to all district staff on the topics of nutrition and/or physical activity.
13. Utilize the School Health Index available from the CDC to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students.

Discipline Policy
Student Behavior Penalties for Infraction of Student Discipline Policies

Discipline Policy (Pages 69-86)

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. **Disciplinary consequences may range from a minimum of a conference to a maximum of expulsion.** The following activities are considered improper conduct and will subject the student to disciplinary action.

Listed below each rule is a set of disciplinary actions to be taken. Under normal circumstances, this list will be adhered to in the order shown. However, the gravity and severity of the rule infraction may cause the initial punishment to be implemented at some point other than the beginning of the list of consequences as determined by the school official. (Privileges may be revoked entirely.) Law enforcement must be consulted when a serious crime has been alleged. A copy of Arkansas Code 6-17-113 is available for public inspection in the school office during school hours.

Infraction of the following will result in the following due process:

Alcohol and Drugs

No student in the Elkins 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 school campus for any reason and returns to campus, is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to:

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

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

Consequences:

The superintendent will make a recommendation to the board based on the information gathered. The Elkins School District board of education will determine the necessary consequences concerning further disciplinary actions including, but not limited to suspension and or expulsion.

Drug Paraphernalia

Possession of any drug paraphernalia is prohibited on the school campus, school property, or any school activity, whether on or off campus.

Consequences:

1. Confiscation/contact of parent/guardian and ISS / notification of proper authorities.
2. Three to ten-day suspension from school.

Bombs Threats

No student shall issue or communicate a bomb threat.

Consequences:

1. Parent contact, three to ten day suspension from school, and notification of proper authorities
2. Recommendation to expel and notification of proper authorities

Bullying, Cyber-Bullying, or Hazing

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

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

Definitions:

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

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that 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;
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” means any form of communication by electronic act that is sent with the purpose to:

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

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

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

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

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

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

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

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

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.

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

Consequences:

1. Warning and/or detention
2. Parent contact and/or detention and/or ISS
3. Three to ten day suspension from school
4. Recommendation to expel

Calls to 911/ False Fire Alarms

No student shall call 911, pull a fire alarm unless there is an immediate medical, or fire emergency.

Consequences:

1. Parent contact, ISS for two to ten days
2. Three to ten day suspension from school

Cell Phones and Electronic Communication Devices

As used in this policy, “electronic devices” means anything any electronic device that can be used to transmit or capture images, sound, or data, which includes, without limitation, a:

- Cellular telephone;
- Paging device;
- Beeper;
- Mobile telephone that offers advanced computing and internet accessibility;
- Digital media player;
- Portable game console;
- Tablet, notebook, or laptop computer;
- Digital camera; and
- Digital video or audio recorder.

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

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

A parent shall obtain approval from the student’s building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device’s recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student’s parent shall agree in writing to the requirement for the device’s recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device’s recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

The student and/or the student’s parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices may have them confiscated. Confiscated devices may be picked up at the school’s administration office by the student’s parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

No student shall use any wireless communication device for the purpose of browsing the Internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle which is in motion and on school property. **Violation may result in disciplinary action up to and including suspension.**

Cell phones may be used before school, during lunch, between classes, and after school. Cell phones must be turned off and out of sight the remainder of the school day, unless permission is given by the teacher for classroom activities. All other electronic communication devices should be turned off and out of sight upon arriving at school and until school dismisses. "Electronic devices" means anything that can be used to transmit or capture images, sound, or data.

Consequences:

1. Detention and documented parent contact by the school employee, as well as the cell phone being placed on the teacher's desk and not utilized until the end of the class period.
2. Documented parent contact, ISS, and confiscation of phone. Parent/guardian must pick up the phone during school hours upon completion of ISS.

Cheating

Cheating on homework, class work, and tests will not be tolerated if each student is to be evaluated and graded according to his/her own abilities and efforts. Engaging in academic dishonesty includes intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores. Also, any student who allows another student to look on or copy his/her work shall be deemed to be cheating. Any student who has in his/her possession a "cheat sheet", looks on or copies another student's work, uses any unauthorized device to acquire correct responses, talks after being told not to, or otherwise gains an unfair advantage over other students shall be deemed to be cheating.

Consequences:

1. The first time a student is caught, he/she will receive a zero for that paper, project, assignment, or test, a disciplinary referral, the parent/guardian will be notified, and any reasonable punishment prescribed by the teacher or principal will be enforced.
2. **High School:** The second time a student is caught cheating during the school year, he/she will receive an "F" grade in that class for that grading period, and the parent will be notified.
3. The third offense will result in receiving an "F" grade in that class for the grading period and ISS.
4. A fourth offense may result in suspension from school for three to ten days.

Computer Network Use Agreement

The use of the Elkins Computer Network is a privilege, not a right. The smooth operation of the network relies upon the proper conduct of the users, who must adhere to strict guidelines. These guidelines are provided so that all users are aware of the responsibilities they are about to acquire. Please read the Elkins School District Computer Network Policy. We strictly follow this policy, and it is important that you know the procedures and expectations.

Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation. Example: A student sends a threatening email to another student. This student would be disciplined for misusing technology as well as threatening another student. Please note the gravity and severity of the rule infraction may cause the initial discipline to be implemented at some point other than the beginning of the list of consequences as determined by the school officials.

Misuse of the Elkins School District Computer Network, (ESDCN) includes, but is not limited to, the following:

1. Threatening or Harassing Messages

No student is permitted to express an intention to inflict evil, injury, or damage (see discipline policy rule # 1). Students should not intentionally harass in any way using network resources, including the usage of abusive or profane language.

2. Sexual Oriented Material

A student shall not deliberately obtain, create, or transfer any sexually oriented material. Only one accidental incident will be accepted for the school year.

3. Chain Letters

No student shall send a letter to several persons requesting that each send copies of the letter to a number of persons.

4. Downloading Information/Software Installations

No student shall transfer data from or to the Elkins School District Computer Network from the Internet or any other source without faculty or administrative permission. (i.e. screen savers, music, etc.) Software will be installed by the technology department for license compliance and network compatibility.

5. Chat rooms/Social Networks (Facebook, MySpace, Twitter, etc)

No student shall access or participate in social networking without permission from the supervising teacher or administrator.

6. Network/Online Games

Online games are strictly prohibited. These types of games congest the network and waste valuable resources, and may degrade the overall performance of the network. Generally, the only games that will be accessible will be educational.

7. Email

All 8th – 12th grade students will be given a school email account. Other students will be given a school email account as requested by faculty for Business Education classes, scholarship applications, etc. Students are not permitted to use Internet email accounts, (Hotmail, Yahoo mail, AOL mail, etc.). Inappropriate messages will not be tolerated. Email may not be printed unless used for a class assignment and has been approved by an instructor. A student's email account may be suspended upon a teacher or administrator's request.

8. Printing

Do not print personal information (i.e. email, web pages, documents, etc.).

9. Password / Username

Allowing another student to use your log-on identification or using another person's log-on identification is prohibited. Each student is responsible for the confidentiality of their password. Consequences of infractions of rules for students who do not have ESDCN accounts.

10. Online Shopping

Personal Internet buying or selling is not allowed; including E-Bay or other shopping applications.

11. Subscriptions

Personal subscriptions are not permitted (i.e. 'Joke of the Day', newsletters, etc.) An instructor must approve educational subscriptions.

12. Streaming Media

Do not connect with any type of streaming media unless authorized by an instructor (i.e. YouTube, Sonicnet, Pandora, etc.) Streaming media (radio, music, weather, video, etc.) congest the network and degrade the overall performance of the Internet connection.

13. Instant Messenger Software

Do not install any type of messenger software (i.e. AOL Instant Messenger)

14. Bypassing Internet Filter

Attempting to defeat or bypass the Internet filtering software (8e6 Technologies) is strictly prohibited. (i.e. circumventor websites, software, etc.)

16. Files/ Directories/Records

Intentionally changing, deleting, accessing or altering any file or directory other than your own is prohibited (i.e. unauthorized access-“hacking”) Attempting to access school or student records is an invasion of privacy and is strictly prohibited.

17. Security

Any attempt to introduce a virus, bypass, or disable the Elkins School District Computer Network security or using encryption software is prohibited. Using technology to perform, obtain, or send information which could be used in any illegal activity is prohibited. (i.e. guns, weapons, bombs, explosives, fireworks, etc.) The Elkins School District will cooperate fully with appropriate law enforcement agencies.

18. Copyrighted Material

Copying licensed software from the district or network equipment is theft and may result in criminal charges being filed. Using the Internet for any illegal copyright or intellectual property law violations is prohibited.

Consequences:

First Offense: Detention

Second Offense: ISS

Third Offense: 3-10 day suspension from school

Courting/Public Display of Affection

The public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectations of the school staff will lead to disciplinary action. Once a student arrives on campus any behavior of this nature beyond holding hands will not be considered acceptable in grades K-12.

Consequences:

1. Warning and/or Detention
2. Detention and documented parent/guardian contact
3. ISS and/or detention.

Destruction/ Damage/Vandalism of School and Student Property

No student shall cause or attempt to cause willful or malicious destructions or defacement of school property. If a student should accidentally damage property, they should report the damage to a teacher or the principal immediately.

Consequences:

1. Restitution by the student or parent/guardians of the student(s), and ISS, or any reasonable punishment prescribed by the teacher or principal.
2. Intentional damage or destruction of a serious nature will result in automatic suspension from school for 3 to 10 days.
3. Damage or destruction of a serious or extensive nature will result in recommended expulsion and notification of the proper authorities for prosecution plus restitution.

Discipline: "Persons with Disabilities"

The Elkins School Board recognizes that there are some students who have observable and/or diagnosed discipline conditions that require special considerations. All such students that are part of the special education program will be subjected to discipline according to the Individuals with Disabilities Act and the individual education plan of the student.

All other disabled students with a discipline problem will be disciplined on an individual basis.

Disorderly Conduct

A student shall not engage in behavior which produces situations in which instruction or activities of other students is adversely affected in the classroom, hallway, or other areas.

Consequences:

1. Warning and/or detention.
2. Parent contact and/ or ISS
3. Three to ten day suspension from school

E-Cigarettes and Similar Devices

According to Arkansas Code § 6-21-609, a student shall not possess or use e-cigarettes and similar devices on school property, including buses and school events. A person who violates this law commits a violation punishable by a fine of not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100.00).

This policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pips, or under any other name or descriptor.

Consequences:

1st Violation-

- Contact parent/guardian
- ISS for four days
- Complete tobacco cessation program

2nd Violation-

- Contact parent/guardian for face to face meeting
- Three-day suspension from school
- 5-day suspension from extra-curricular activities and driving or parking a vehicle on school property
- Refer the student to the School-Based Health Center on campus or the local health department for access to support, programs, and services regarding cessation.

3rd Violation-

Five-day suspension from school and 10-day suspension from extracurricular activities and driving or parking a vehicle on school property.

4th Violation-

Ten days suspension from school and 10-day suspension from extracurricular activities and driving or parking a vehicle on school property.

5th Violation-

Recommendation to expel.

Emergency Door Locks

No student shall use the emergency door lock unless there is an immediate emergency.

Consequences:

1. Detention
2. Parent contact, ISS for two to ten days
3. Three to ten day suspension from school

Expulsion

The following infraction of school rules may result in, but not be limited to, a school suspension with recommendation to expel.

1. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.
2. Any student, after being suspended on three occasions during the same school year for reasons stated in the discipline policy may be recommended for expulsion.
3. The principal reserves the right to suspend or recommend expelling students whose behavior is subversive to good order and discipline in the school.
4. The superintendent reserves the right to suspend or recommend to expel students whose behavior is subversive to good order and discipline in the school, even though such behavior was not specified in the aforementioned rules.

The Elkins School Board of Education has the authority to expel (remove) a student from school for a period of more than ten school days or permanently if an offense committed by the student is serious enough to warrant such action. Such expulsion may result from a single act that is so severe that merely suspending the student would not be appropriate, or it might result from a series of events (suspensions) which exceed the number for times serious refractory conduct can be tolerated. Permanent expulsion shall be appropriate only for those actions in which serious bodily harm to another person occurs or reasonably have been expected to occur.

An expulsion may occur after the principal has recommended in writing, to the superintendent, a student be expelled. Said recommendation shall include a statement of the charge(s) against the student. If the superintendent concurs with the recommendation, he shall schedule a hearing before the Elkins Board of Education. He shall also inform the student's parent/guardian of the date, place, and time of the hearing and shall inform them of their rights as provided by law. The board hearing relative to the expulsion shall fully comply with applicable due process criteria. The superintendent shall notify, in writing, the parent/guardian of the action taken by the board in their absence.

Failure to complete assigned work

Assignments/projects are considered part of the educational program of the district. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development.

If a student refuses to participate or work on assigned classwork during the class period.

Consequences:

1. Warning
2. Detention
3. Parent contact and/or ISS

Fighting

Fighting among students is unacceptable behavior. Students will not fight while at school, on school buses, or at any school-sponsored event, regardless of where or when that event takes place. All students involved shall be disciplined fairly and equally, as determined by the teachers and/or principal.

Consequences:

1. If it is determined that the fight is of a serious nature, the student(s) at fault will automatically be suspended for a minimum of three school days. If the fight is not of a flagrant nature, the student(s) at fault will be punished accordingly and the parent notified.
2. If a student is involved in a fight more than once during a school year, he/she will be suspended for a minimum of three days.
3. If it is determined that the safety of other persons on campus is in jeopardy, the offending student may be recommended for expulsion.
4. If a student injures another student(s), the proper authorities will be notified for possible prosecution.

Firearms, Weapons, and Dangerous Instruments

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

“Possession” means having a weapon on the student’s body or in an area under the student’s control.

“Weapon” means any:

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

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

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

If a student discovers, prior to any questioning or search by any school personnel, that he/she has accidentally brought a weapon, other than a firearm, to school, including a weapon other than a firearm that is in a vehicle on school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

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

Consequences:

1. Confiscation, reprimand, and/or disciplinary report with proper punishment for minor first offenses, and /or ISS.
2. Confiscation, ISS, and/or three to ten day suspension
3. Confiscation, automatic three to ten day suspension from school.
4. Confiscation, recommendation to expel, and referral to the proper authorities for possible prosecution.

Act 567:

This act requires that students who bring firearms or other weapons upon a school campus shall be expelled for not less than one year. However, the superintendent shall have the discretion to modify expulsion requirements for a student on a case-by-case basis. Act 130 can be the exception.

Food/Drink in School

Food, candy, chewing gum, drinks, or other products that might be classified as foodstuff is prohibited or permitted by teacher discretion. The building principal will previously sanction exceptions to this policy. No glass containers are allowed at school.

Consequences:

1. Warning
2. Detention

Hazing

Students who are convicted of participation in hazing or the failure to report hazing shall be expelled. Act 1264 of 2015 created the automatic expulsion of a student for being convicted of hazing.

Indecent Exposure or Lewd Sexual Acts

A student shall not deliberately commit any act of indecent exposure or lewd sexual acts while at school, on school property, or at any school-sponsored event anywhere.

Consequences:

1. Three to ten day suspension from school
2. Instances of a sufficiently serious nature will result in recommended expulsion and/or notification of the proper authorities for prosecution.

Insubordination or Disrespect for Authority

All students shall comply respectfully with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendents, school bus drivers, and other authorized school personnel. Students will be considered insubordinate when they refuse to obey any rule or regulation of the school or school district or the reasonable instructions of school district personnel. Common courtesy and respect is expected in all situations and interactions. All students must comply.

Consequences:

1. Warning/detention for a minor offense
2. Parent contact and/or ISS
3. Three to ten day suspension from school
4. Recommendation to expel

Leaving Campus without Permission

Once a student arrives at school, he/she may not leave campus for any reason unless the specific procedures spelled out elsewhere are followed. Also, student may not check out to "go to lunch" and then come back unless they go with their parent/guardian.

Consequences:

1. Documented parent contact and ISS

Leaving Designated Area without Permission

After arriving at school, every student has a designated area (place) to be in at all times during the school day. Students are required to be in their designated place unless they are given specific permission to be elsewhere. If permission is given, said student must have a hall pass in his/her possession.

Consequences:

1. Detention
2. Detention and/or parent contact
3. Documented parent contact and ISS

Loitering by Suspended Student(s)

Students who have been suspended/expelled from school are not allowed to return to any school sponsored events, regardless of where the event takes place, until their suspension is completed. This applies to before, during, and after school hours.

Consequences:

1. Warning to leave campus or school-related activity.
2. Student will be arrested and charged in accordance with Arkansas law.

Medication Policy: Authorized Prescriptions, Medications, and Over-the-Counter Medications

No student in the Elkins School District shall sell, distribute, or attempt to sell or distribute, receive, or use over-the-counter (OTC) medication not in accordance with the recommended dosage. No student shall have in their possession any authorized prescription medication. In addition, no student shall share, divert, transfer, or apply to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession. 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 campus for any reason and returns to campus, is en route to or from any school sponsored activity.

Consequences:

1. Parent contact, confiscation, and /or ISS
2. Three to ten-day suspension from school
3. Recommendation to expel

Physical Abuse or Assault of Another Student

A student shall not threaten, physically abuse, attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other student.

Consequences:

1. Three to ten-day suspension from school and/or notification of the proper authorities for prosecution.
2. Recommendation to expel and/or notification of the proper authorities for prosecution.

Physical Abuse or Assault of School Staff

A student shall not threaten, physically abuse, attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any employee of the Elkins School District.

Consequences:

Recommendation to expel and notification of the proper authorities for prosecution.

Profanity-Verbal or Written, Verbal Abuse, Obscene Gestures or Inappropriate Pictures

A student shall not use profane, violent, vulgar, or insulting language at any time to or in the presence of another person. A student shall not use physical gestures that connote obscene or disrespectful acts, infringe upon the rights of others, or disrupt the educational process.

Consequences:

1. Warning and/or detention
2. Documented parent contact and/or detention, and/or ISS
3. Three to ten-day suspension from school

4. Recommendation to expel

Sexual Harassment

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

“Sex-based harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee:
 - a. Conditions the provision of an aid, benefit, or service of the District on an individual’s participation in sexual conduct; or
 - b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual
2. The conduct is:
 - a. Unwelcome; and
 - b. Is subjectively and objectively offensive and so severe; or pervasive limits or denies a person the ability to participate in or benefit from the District’s education program or activity based on the totality of the circumstances; or
3. Constitutes:
 - a. Sexual assault;
 - b. Dating violence
 - c. Domestic violence; or
 - d. Stalking.

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

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

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following an investigation, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

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

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

Consequences:

1. ISS or three to ten day suspension from school
2. Three to ten day suspension from school
3. Recommendation to expel

Skateboards/Scooters/Bicycles

No skateboards are allowed on campus between the hours of 7:30 a.m. and 3:30 p.m. and during school-sponsored events.

Bicycles should not be ridden in any such manner as to interfere with or endanger pedestrians or others.

The utilization of school property, other than asphalt or curbs, will result in immediate barring from skateboarding on campus.

Consequences:

1. Warning and/or confiscation of the skateboard. The parent will have to come to school to get the skateboard.
2. Confiscation of the skateboard until the end of the school year.

Student Motor Vehicles

Upon arriving on campus, all students must exit their vehicle immediately and comply with the following regulations:

1. A student, who has presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school.
2. Vehicles driven to school shall be parked in the area designated for student parking. Parking spaces are numbered and correspond to the indicated number on the vehicle identification tag. Vehicle identification tags must be placed in a location as determined by the superintendent. During the school day, cars in the student parking lot that do not display appropriate identification may be towed at the owner's expense.
3. Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless given permission to do so by school personnel.
4. It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.
5. All students should keep away from vehicles in parking area. All vehicles are to remain parked in the parking lot in front of the new athletic gym until students have been properly dismissed from school.

6. School buses have the right of way at all times.
7. Students are not allowed to drive recklessly on or around school property.
8. Firearms are not permitted in student vehicles.
9. Students are not allowed to operate a vehicle on school grounds while using a wireless communication device.

Elkins School District assumes no liability for vehicles on school property.

Consequences:

1. Warning
2. Loss of on campus parking privileges for one week.
3. Loss of on campus parking privileges for three months.
4. Loss of on campus parking privileges for the school year.

Tardiness

All students shall be considered tardy to class if they are not in their designated area when the tardy bell rings. An excused tardy will not carry a penalty.

Consequences: (unexcused tardiness only per 9 weeks)

1. Warning
2. Warning
3. Detention
4. Detention
5. Detention, parent contact, and ISS.

Theft

A student shall not steal school property or property belonging to others while under the jurisdiction of the school.

Consequences:

1. Conference with principal, restitution, accompanied by a disciplinary report and other appropriate punishments if necessary.
2. Restitution and ISS
3. Three to ten day suspension from school
4. Recommendation to expel and possible referral to the proper authorities.

Threats

Willful verbal, written, or gestural threats to the health and safety of students and employees of Elkins School District will not be tolerated and reported to local law enforcement.

Consequences:

1. Contact of parent/guardian and ISS
2. Three to ten-day suspension from school
3. Recommendation to expel

Tobacco, Electronic Nicotine Delivery Systems, and Related Products

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

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

1st Violation-

- Contact parent/guardian
- ISS for four days
- Complete tobacco cessation program

2nd Violation-

- Contact parent/guardian for face to face meeting
- Three-day suspension from school
- 5-day suspension from extra-curricular activities and driving or parking a vehicle on school property
- Refer the student to the School-Based Health Center on campus or the local health department for access to support, programs, and services regarding cessation.

3rd Violation-

Five-day suspension from school and 10-day suspension from extracurricular activities and driving or parking a vehicle on school property.

4th Violation-

Ten days suspension from school and 10-day suspension from extracurricular activities and driving or parking a vehicle on school property.

5th Violation-

Recommendation to expel.

Transportation Disciplinary Procedure

(Discipline problems on the bus will be reported to and handled by the Principals of the appropriate buildings.)

First Offense..... Warning – Building Principal will meet with the student and notify parents of the problem by phone and/or in writing.

Second Offense..... 3-5 days – Student will be denied transportation privileges from three to five days and will meet with the Building Principal. Parents will be notified by phone or in person.

Third Offense..... Student will be denied transportation privileges for the remainder of the school semester and will meet with the Building Principal. Parents will be notified by phone or in person.

*For offenses determined severe in nature, the District has the right to surpass the First and Second Disciplinary Procedure and immediately deny a student bus privileges due to the severity of the act.

Truancy

Students who are not in their assigned location on campus and have not been granted prior approval by a school official are considered truant. Also, students who are purposefully absent from school without the knowledge of the school or the student's parents/guardians are also truant.

Consequences:

1. Documented parent contact and ISS.

Students that receive three detentions in a nine week grading period will receive ISS.

Note: Any consequences assigned to a student on the last day of the school year will be served the following school year.

Elkins High School Student Handbook Acknowledgement

Parents,

The Elkins School District, in compliance with state guidelines, assures that students and parents/guardians will be given a copy of school board disciplinary policies. These policies include prohibited conduct and the possible penalties as stated in the Elkins High School Handbook. A statement acknowledging the receipt of the Elkins School District Student Discipline Policies is required.

This signed statement will be on file at the Elkins High School. The students and parents/guardians are requested to sign and date this sheet in the appropriate spaces and return it to Elkins High School within ten (10) days. You are urged to call the school if you have any questions.

Students and parents shall acknowledge receipt of the High School discipline policy, the parental involvement plan, and the parent engagement plan summary on the school website www.elkinsdistrict.org or a requested hard copy of the by a signed statement.

As the below named, we hereby acknowledge having viewed the Elkins High School School Student Handbook and the included discipline and other policies and procedures contained.

Student Name (**Print**):

Student Grade

Student Signature:

Date:

Parent Name (**Print**):

Parent Signature

Date:

Please return this page, signed and dated within 10 days.

Student Electronic Device and Internet Use Agreement

Student's Name (Please Print) _____ Grade _____

School _____ Date _____

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

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement and the Elkins School District Acceptable use Policy. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal laws and regulations and any State laws and rules. The Student also agrees to abide by any Internet use rules instituted at the student's school or class, whether those rules are written or oral.
3. CIPA: The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. In an effort to help protect student welfare when they navigate the Internet, ESD 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.
4. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
5. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
 - a. Using the Internet for other than educational purposes;
 - b. Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. Making unauthorized copies of computer software;
 - e. Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. Posting anonymous messages on the system;
 - h. Using encryption software;
 - i. Wasteful use of limited resources provided by the school including paper;
 - j. Causing congestion of the network through lengthy downloads of files;
 - k. Vandalizing data of another user;
 - l. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - m. Gaining or attempting to gain unauthorized access to resources or files;
 - n. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;

- o. Invading the privacy of individuals;
 - p. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
 - q. Using the network for financial or commercial gain without district permission;
 - r. Theft or vandalism of data, equipment, or intellectual property;
 - s. Attempting to gain access or gaining access to student records, grades, or files;
 - t. Introducing a virus to, or otherwise improperly tampering with the system;
 - u. Degrading or disrupting equipment or system performance;
 - v. Creating a web page or associating a web page with the school or school district without proper authorization;
 - w. Providing access to the District's Internet Access to unauthorized individuals;
 - x. Failing to obey school or classroom Internet use rules;
 - y. Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.; or
 - z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.
6. **Liability for debts:** Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.
7. **No Expectation of Privacy:** The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.
8. **No Guarantees:** The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.
9. **Student Laptop/Chromebook Expectations:**
- a. Students in grades K-8th grade are assigned a Chromebook for use during the school day. High school students will check out a laptop or Chromebook for use at school and at home for the school year. Students are expected to treat their device with care and respect.
 - b. I agree to return the district laptop or Chromebook in good working condition at the end of the school year or when my child leaves Elkins School District.
10. **Parent Laptop/Chromebook Expectations:**
- a. Remember that while the school provides Internet content filtering parents should monitor laptop or Chromebook usage at home.
 - b. I will take full responsibility for any damage that occurs to the device while it is in my child's possession. Review the computer and Internet use policy with your student. Student and parents are responsible for any harmful or illegal content on the laptop or Chromebook.
 - c. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
 - d. I give my permission to allow my child to check out a laptop for the current school year.
11. **Signatures:** We, the persons who have signed below, acknowledge receipt of this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature

Date

Parent/Legal Guardian Signature

Date

Smart Core Informed Consent Form

Name of Student _____

Name of Parent/Guardian _____

School Elkins High School School Address 349 N. Center Street, Elkins, AR 72727

District Elkins School District

I have been informed of the Smart Core curriculum and the required course of study for graduation as well as the optional Core curriculum and course of study for graduation. This document indicates my choice of curriculum and course of study for graduation for the above named student.

Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

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

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

Mark the choice selected with a checkmark:

<input type="checkbox"/> I select SmartCore curriculum (22 units) English – 4 units (years) <ul style="list-style-type: none"> ● English 9th grade ● English 10th grade ● English 11th grade ● English 12th grade 	<input type="checkbox"/> I select Core curriculum (22 units) English – 4 units (years) <ul style="list-style-type: none"> ● English 9th grade ● English 10th grade ● English 11th grade ● English 12th grade
Oral Communications – ½ unit (1/2 year)	Oral Communications – ½ unit (1/2 year)
Mathematics – 4 units (years) All students must take a math course in grade 11 or 12 and complete Algebra II) <ul style="list-style-type: none"> ● Algebra I or Algebra A & B (Grades 7-8 or 8-9) ● Geometry or Geometry A & B (grades 8-9 or 9-10) ● Algebra II and ● The fourth unit may be either: <ul style="list-style-type: none"> ○ A math unit approved by ADESE beyond Algebra II ○ A computer science flex credit may be taken in the place of a fourth math credit. <p>*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</p>	Mathematics – 4 units <ul style="list-style-type: none"> ● Algebra or its equivalent* ● Geometry or its equivalent* ● 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. or ● A computer science flex credit may be taken in the place of a fourth math credit. <p>* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.</p>

as one unit each toward fulfilling the Smart Core requirement.	
Natural Science – 3 units (years) <ul style="list-style-type: none"> ● DESE approved biology; ● DESE approved physical science ● A third unit that is either: <ul style="list-style-type: none"> ● An additional science credit approved by DESE; or ● A computer science flex credit may be taken in the place of a third science credit. 	Science – 3 units chosen from <ul style="list-style-type: none"> ● DESE approved biology; ● DESE approved physical science ● A third unit that is either: <ul style="list-style-type: none"> ● An additional science credit approved by DESE; or ● A computer science flex credit may be taken in the place of a third science credit.
Social Studies – 3 units (years) <ul style="list-style-type: none"> ● Civics – ½ unit ● World History – 1 unit ● American. History – 1 unit ● Other social studies – one-half (½) Unit 	Social Studies – 3 units (years) <ul style="list-style-type: none"> ● Civics – ½ unit ● World History – 1 unit ● American History – 1 unit ● Other social studies – one-half (½) Unit
Physical Education – ½ unit	Physical Education – ½ unit
Health and Safety – ½ unit	Health and Safety – ½ unit
Economics – ½ unit (may be counted toward social Studies or Career Focus)	Economics – ½ unit (may be counted toward social Studies or Career Focus)
Fine Arts – ½ unit	Fine Arts – ½ unit
Career Focus – 6 units 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.	Career Focus – 6 units 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.
Community Service Learning – 1 unit A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.	Community Service Learning – 1 unit A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

Parent/Guardian Signature

Date

School Official Signature

Date

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