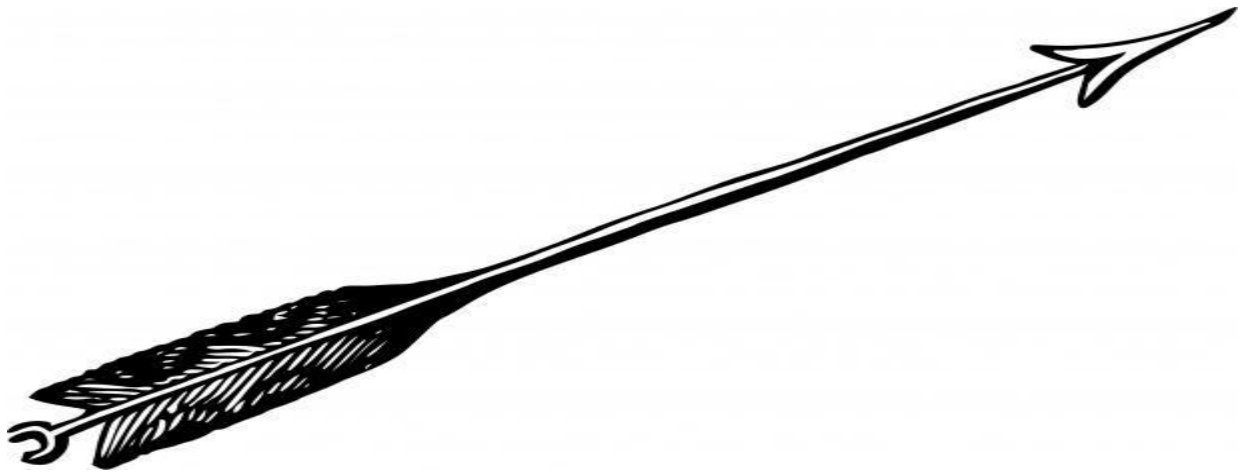




Student and Family Handbook

2026-2027



DISTRICT VISION STATEMENT

It is the aim of Pottsville School District in partnership with the core values and hopes of our community to create a learning environment that will produce lifelong learners, productive citizens, and successful contributing members of a global society.

SCHOOL BOARD OF EDUCATION

Jeff Akin, Clint Hull, David Potts, Tracy Taylor, and Mike Webster

SCHOOL OFFICES

District

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Please use this checklist as a guide to make sure all applicable signed forms are turned into the school office or verified during online registration..

(Your child's school nurse will provide the appropriate medication forms as needed.)

X = REQUIRED

Office Use	Page #	Name of Form	PHS	PJHS	PUE	PES
	(Back of this checklist)	Acknowledgement of Receipt of Handbook and policies / Statement of Responsibility	X	X	X	X
	1-2	Student Internet Use Agreement	X	X	X	X
	3	Parent Involvement – Parent/Student Compact	X	X	X	X
	9-10	Thrillshare Form and ADE/DESE Media Release Form	X	X	X	X
	4	Consent Form A – Drug Policy	Required in High School and Jr. High ONLY if a student desires to participate in extra-curricular activities and/or to park on campus.		N/A	N/A
	5	Request for Chemical Rescreen	Required in High School and Jr. High ONLY in conjunction with chemical screening programs and positive test results.		N/A	N/A
	6	Notification of Violation of Chemical Screen Testing Policy (1st Positive Test)				
	7	Notification of Violation of Chemical Screen Testing Policy (2nd Positive)				
	8	Notification of Violation of Chemical Screen Testing Policy (Third Positive)				
	11	Parent/Student Objection to Publication of Directory Information	Required in all buildings ONLY if a parent/student has an objection to publication of directory information.			

**Parent-Student
Acknowledgement of Receipt of Student Handbook
Statement of Responsibility
REQUIRED FORM FOR HIGH SCHOOL, JR. HIGH, UPPER ELEMENTARY AND ELEMENTARY**

The statement below must be signed and returned to the principal's office within one week after the student receives it. State law requires documentation of the receipt of student discipline and student conduct policies by all parents and students.

We have received the Pottsville Handbook for student conduct and discipline policies and although we may not agree with all regulations we understand that the student must adhere to them while he/she is at school or in attendance at school sponsored activities. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification.

Student Signature (please print)_____ Grade_____

Parent/Guardian Name (please print)_____ Parent/Guardian Signature_____

Date_____

Student Handbook

It shall be the policy of the Pottsville School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language. The school laws of the state of Arkansas supersede all regulations of this handbook.

4.29F—STUDENT INTERNET USE AGREEMENT
REQUIRED FORM FOR HIGH SCHOOL, JR. HIGH, UPPER ELEMENTARY AND ELEMENTARY

Student's Name (Please Print): _____ Grade Level: _____

School: _____ Date: _____

The Pottsville 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 technology device:

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned technology 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 and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. **[Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]**
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
using the Internet for other than educational purposes; gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law; using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations; making unauthorized copies of computer software; accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member; using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others; posting anonymous messages on the system; using encryption software; wasteful use of limited resources provided by the school including paper; causing congestion of the network through lengthy downloads of files; vandalizing data of another user; obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks; gaining or attempting to gain unauthorized access to resources or files;
identifying oneself with another person's name or password or using an account or password of another user without proper authorization; invading the privacy of individuals; divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number. Using the network for financial or commercial gain without district permission; theft or vandalism of data, equipment, or intellectual property; attempting to gain access or gaining access to student records, grades, or files; introducing a virus to, or otherwise improperly tampering with the system; degrading or disrupting equipment or system performance; creating a web page or associating a web page with the school or school district without proper authorization; providing access to the District's Internet Access to unauthorized individuals; failing to obey school or classroom Internet use rules; or 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.
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.
6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.
7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matters which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.
8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature (please print): _____

Parent/Legal Guardian Name (please print): _____

Date: _____

Parent/Legal Guardian Signature _____ Date: _____

**POTTSVILLE SCHOOL DISTRICT FAMILY AND COMMUNITY ENGAGEMENT
REQUIRED FORM FOR HIGH SCHOOL, JR. HIGH, UPPER ELEMENTARY AND ELEMENTARY**

2026-2027 Title I, Part A – Parent/Family Student Compact (K-5)

**(See additional information about the District Parent/Family Engagement Plan on pp.
12-15 of handbook and Individual School Plans on building website)**

Family and community engagement plays a vital role in the success of every student's education. Studies continuously support that parent and guardian involvement in their children's education at home improves student achievement and that parent involvement at school results in higher long-term student achievement. In compliance with the State of Arkansas Act 603 of 2003 and the Secondary Education Act, Pottsville Schools (K-12) have implemented Parent and Family Engagement Plans to provide a coordinated effort to address student needs. Pottsville Elementary School and Pottsville Upper Elementary, and the parents/families of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the families, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

Student Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Give my parents or adults responsible for my welfare all notices and information received by me from my school every day. ▪ Communicate regularly with my parents, my family and teachers about school experiences so that they can help me to be successful in school. ▪ Limit my TV watching, video game playing, and internet usage.
- Read at least 30 minutes every day outside of school time.
- Do my homework every day and ask for help when I need to.
- Respect the school, classmates, staff and families.

Family/Parent Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Monitoring my child's attendance.
- Making sure homework is completed.
- Monitor my child's television viewing, video game playing, and internet usage.
- Read to my child or encourage my child to read every day.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Participate, as appropriate, in decisions about my child's education.
- Attend parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Volunteering in my child's school.
- Promoting positive use of my child's extracurricular time.
- Respect the school, staff, students, and families.

School Pledge:

Pottsville K-12 Staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - Provide a safe and supportive learning environment.
 - Teach classes with an interesting and challenging curriculum that promotes student achievement.
 - Motivate students to learn.
 - Set high expectations and help every child be a successful learner.
- Communicate frequently and hold parent-family-teacher conferences (at least annually) during which this compact will be discussed as it relates to the individual child's achievement. Conferences will be held on **September 17, 2026, and February 11, 2027.**
- Provide parents with frequent reports on their children's progress. Specifically, the school will send home with the student 5 weeks progress reports on **November 17, 2026; and April 9, 2027.**
- In addition to the scheduled parent/family teacher conferences, parents/families are encouraged to contact the school to schedule conferences with teachers any time they consider there is a need.
- Provide opportunities for parents/families to volunteer and participate in their child's classroom, and to observe classroom activities. ▪ Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making with parents and school colleagues to make our school accessible and welcoming for families. ▪ Respect the school, students, staff and families.

Acknowledged Receipt:

Student (please print): _____ Date: _____ Teacher: _____ Date: _____

Parent/Guardian Name (please print): _____ Date: _____ Principal: _____ Date: _____

Parent/Guardian Signature: _____

**CONSENT FORM A
DRUG POLICY
(OPTIONAL Grades 7 - 12)
REQUIRED FORM FOR HIGH SCHOOL AND JR. HIGH STUDENTS ONLY IF STUDENT DESIRES TO PARTICIPATE IN EXTRACURRICULAR
ACTIVITIES AND/OR PARK ON CAMPUS**

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Pottsville School District and the sponsors for the activities in which I participate.

I authorize the Pottsville School District to conduct a test for drugs and/or alcohol use on a urine specimen, which I provide. I also authorize the release of information concerning the results of such a test to the Pottsville School District and my parents and/or guardians.

This shall be deemed consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

Student Name (Print): _____

Student Signature: _____

Date: _____ Grade: _____

Parent or Guardian Name: (Print) _____

Parent or Guardian Signature: _____

Date Received in Principal's Office: _____

Please Note

No student will be allowed to participate in any school activity (any activity outside the regular curriculum) or to park on school district property until this consent form has been signed by both student and custodial parent/legal guardian and returned to the principal.

REQUEST FOR CHEMICAL RESCREEN

**REQUIRED FORM FOR HIGH SCHOOL AND JR. HIGH STUDENTS ONLY IF IN CONJUNCTION WITH CHEMICAL SCREENING PROGRAM
AND POSITIVE TESTS RESULTS**

I, _____, request to have a chemical rescreen

(Student's Name)

in order to regain eligibility for extracurricular activities. I understand that a positive retest will be considered my _____ positive screen (2nd, 3rd) and the consequences that will result from another positive screening. I understand this request must be administered by the district's chemical screening company and at the district's expense.

A rescreen test may be given thirty-one days after the first positive test. A rescreen test may be given after one calendar year for a second positive test.

Student Parent/Legal Guardian

School Official Date Request Received

Date of Rescreen

NOTIFICATION OF VIOLATION OF CHEMICAL SCREEN

TESTING POLICY

(First Positive Test)

**REQUIRED FORM FOR HIGH SCHOOL AND JR. HIGH STUDENTS ONLY IF IN CONJUNCTION WITH CHEMICAL SCREENING PROGRAM
AND POSITIVE TESTS RESULTS**

I, _____, am the custodial parent/legal guardian of _____, a student in the Pottsville School District. I have been notified by officials of Pottsville Schools that _____ (student's name) has tested positive during the chemical test administered under the provisions set by the Pottsville School District. On day thirty-one, the student will be allowed to be retested (at the expense of the district) under the guidelines set forth in the Chemical Screen Test Policy. I, the custodial parent/legal guardian, understand that if the test results are found to be negative, the so named student will again become eligible for the competitions, presentations and activities relating to Pottsville School. If the test results are positive, the so named student will be suspended from competition, presentations, and activities relating to Pottsville School, including holding a parking permit, for one calendar year. In addition to the suspension, the student will be immediately recommended for professional counseling and rehabilitation at the expense of the parent.

Custodial Parent/Legal Guardian: _____ School Official: _____

Custodial Parent/Legal Guardian: _____ Student: _____

Date Date of Rescreen: _____

NOTIFICATION OF VIOLATION OF CHEMICAL SCREEN TESTING POLICY

(Second Positive Test)

**REQUIRED FORM FOR HIGH SCHOOL AND JR. HIGH STUDENTS ONLY IF IN CONJUNCTION WITH CHEMICAL SCREENING PROGRAM
AND POSITIVE TESTS RESULTS**

I am the custodial parent/legal guardian of _____, a student in the Pottsville School District.

I have been notified by officials of Pottsville Schools that _____ has tested positive for the second
(Students Name)
time during the chemical test administered under the provisions set by the Pottsville School District.

The student is hereby recommended for counseling. If any charge is incurred, it will be the responsibility of the parents. A referral/resource list will be made available to the student and parent/legal guardian.

The student will not be allowed to participate in or attend extracurricular activities or hold a parking permit for one calendar year. To regain eligibility for participation in activities, the student must have a negative Chemical Screening Test. This must be administered by the district's chemical screening company and at the district's expense.

Custodial Parent/Legal guardian School Official

Custodial Parent/Legal Guardian Student

Date of Rescreen

(Third Positive Test)
**REQUIRED FORM FOR HIGH SCHOOL AND JR. HIGH STUDENTS ONLY IF IN CONJUNCTION WITH CHEMICAL SCREENING PROGRAM
AND POSITIVE TESTS RESULTS**

I am the custodial parent/legal guardian of _____, a student in the Pottsville School District.

I have been notified by officials of Pottsville School that _____

(Student's Name)

has tested positive for the third time during the chemical test administered under the provision set by the Pottsville School District. The student is hereby recommended for counseling. If any charge is incurred, it will be the responsibility of the parents. A referral/resource list will be made available to the student and parent/legal guardian. The student is hereby permanently suspended from participating in or attending any activity program or holding a parking permit for the remainder of his/her enrollment with the school.

Custodial Parent / Legal Guardian

School Official

Custodial Parent / Legal Guardian

Student

Date: _____

THRILLSHARE CONTACT and ADE/DESE PERMISSION FORM
REQUIRED FORM FOR HIGH SCHOOL, JUNIOR HIGH, UPPER ELEMENTARY, AND ELEMENTARY

Pottsville School uses Thrillshare to notify parents and students of events, school closings, and emergencies via phone, SMS, and email. Thrillshare uses automatic dialing equipment. You will see the school building number or Central Office number as the caller ID.

You can OPT out of this messaging system by contacting the school office

_____ OPT OUT

Student's Signature (please print): _____

Parent/Legal Guardian Name (please print): _____

Date: _____

Parent/Legal Guardian Media Recording Release for Students

I, _____, Parent/Legal Guardian of _____ (student's name), hereby grant permission to the Arkansas Department of Education (ADE or DESE) to use the above-named student's photo, video, and likeness for promotional purposes by the ADE/DESE in all manners, including, but not limited to: news releases, photographs, video, audio, website, and other electronic or printed published media. I agree that these images and/or voice recordings may be used for a variety of purposes without further notifying me. I understand the ADE shall not use any of the student's personally identifying information, except for the student's first name, the school that he/she attends, and the student's grade, without first obtaining my express permission. The ADE/DESE has my permission for this use until I submit written revocation of my permission to the ADE/DESE Communications Office at Four Capital Mall, Room 404-A, Little Rock, AR 72201, ADE.Communications@Arkansas.gov, or you may call 501-682-2155. I understand the ADE/DESE does not have control over a third party who retrieves my student's information published by the ADE/DESE and uses it without my permission. I agree to hold the ADE/DESE harmless for such misuse of my student's information.

Parent/Legal Guardian Name (please print)

Parent/Legal Guardian Signature

Date

4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

COMPLETE THIS FORM FOR HIGH SCHOOL, JR. HIGH, UPPER ELEMENTARY AND ELEMENTARY ONLY IF PARENT/STUDENT HAS AN OBJECTION

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Pottsville School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

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

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

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

Deny disclosure to military recruiters _____

Deny disclosure to Institutions of postsecondary education _____

Deny disclosure to Potential employers _____

Deny disclosure to all public and school sources _____

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

Deny disclosure to all public sources _____

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

Name of student (Printed)

Name of Parent or (student, if eighteen-18- or older)

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

Date Adopted: June 16, 2011

Last Revised: June 20, 2024

Pottsville School District's Family and Community Engagement Plan

The Pottsville School District has developed jointly with parents/families a parent/family engagement implementation plan designed to encourage our parents/families to form strong partnerships with our schools and our schools to reach out to form strong relationships with our parents/families. We seek additional involvement of parents/families in support of every phase of their children's education. Each Title I Part A school will also be monitored to ensure that they have a current Family and Community Engagement Plan, and it is disseminated to parents/families and the community. Thus, our plan includes the following components and will be made available to our community and to parents/families by posting it to our district website, placing an ad in the local newspaper, and by making copies available at parent and community events. Principals of each school will make sure copies of this policy are made available at the annual school open house events in the fall. In addition, the Pottsville K-12 Student Handbook that is distributed to every student at the beginning of the school year will also include the District Family and Community Engagement Plan (along with a parent/guardian acknowledgement receipt of handbook).

STATUTORY REQUIREMENTS

The Pottsville School District agrees to implement the following statutory requirements. Responsible District Staff: Tara Thompson, Shannon Davis, Steven Minniear, Shane Thurman, Josh Falls, Melissa Cox, Shanna Bly, and Kristen Ham.

- The school district will put into operation programs, activities and procedures for the involvement of parents/families in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents/families of participating children.
- Consistent with section 1118, the Pottsville School District will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of section 1118(b) of the ESEA/ESSA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA/ESSA.
- The Pottsville School District will incorporate this district wide parent/family engagement into its LEA plan developed under section 1112 of the ESEA/ESSA.
- In carrying out the Title I, Part A parent/family engagement requirements, to the extent practicable, the Pottsville School District and its schools will provide full opportunities for the participation of parents/families with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA/ESSA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents/families understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA/ESSA, is not satisfactory to the parents/families of participating children, the Pottsville School District will submit any parent/family comments with the plan when the school district submits the plan to the State Department of Education.
- The Pottsville School District will involve the parents/families of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent/family engagement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The Pottsville School District will be governed by the following statutory definition of parent and family engagement and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Family and Community Engagement means the participation of parents/families/community in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- that parents/families play an integral role in assisting their child's learning;
- that parents/families are encouraged to be actively involved in their child's education at school;
- that parents/families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- the carrying out of other activities, such as those described in section 1118 of the ESEA or ESSA.
- the Pottsville School District will inform parents/families and parent/family organizations of the ADE/DESE Parent/Family Resource website: <http://www.arkansased.org/im-looking-for/parents>.

IMPLEMENTATION

The district will provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family engagement. Tara Thompson will be responsible for making sure that ongoing site visits are conducted throughout the school year at each school to observe parent and family engagement practices.

- The Pottsville School District has taken the following actions to involve parents/families in the joint development of its district wide parent/family engagement plan under section 1112 of the ESEA or ESSA: communicating and requesting parent/family input in the district parent and family engagement plan and ensuring parents of children receiving Title I, Part A services are involved in the review/revision/development process. The Family/Community Engagement Committee members are as follows:
 - Tara Thompson, Instructional Supervisor / Federal Programs Director / Family and Community Engagement Chair / Military Liaison
 - Steven Minniear, Principal Upper Elementary / Joy Weindel, Assistant Principal Pottsville Upper Elementary
 - Shannon Davis, Principal Pottsville Elementary / Joy Weindel, Assistant Principal Pottsville Elementary
 - Shanna Bly, Principal Pottsville Junior High / Josh Falls, Assistant Principal Pottsville Junior High and Military Liaison
 - Melissa Cox, Curriculum Specialist
 - Shane Thurman, Superintendent
 - Kristen Ham, Principal Pottsville High School and Family and Community Engagement Chair / Bryan Hardaway, Assistant Principal Pottsville High School
 - Christie Harper, Military Liaison
 - Kelly Duvall, Anna Grant, Laura Francis- Parents
 - Mike Webster, Board Member
 - Mikah Short, Teacher Pottsville Upper Elementary and Family and Community Engagement Chair
 - Lane Smith, Counselor Pottsville Elementary / Family and Community Engagement Chair / Military Liaison
 - Taba Thurman, Counselor Pottsville Jr. High / Family and Community Engagement Chair
 - Paige May, Counselor Pottsville Upper Elementary / Military Liaison
 - Eli Sullivan, Band Director Pottsville High School / Military Liaison
- The Pottsville School District will take the following actions to involve parents/families in the process of school review and improvement under section 1116 of the ESEA or ESSA: encourage the participation of parents/families in parent/family groups like the PTO; require schools to seek parent/family input into school improvement activities in order to meet the educational needs of students; require schools to provide parents/families with current information regarding school policies and practices through the student handbook; and provide parents/families with current information regarding school performance data and solicit parent input and feedback. Mikah Short, Lane Smith, Taba Thurman, Kristen Ham and Tara Thompson along with building principals will be responsible for recruiting parents/families to serve on the school improvement SLIP committees.
- The Pottsville School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent/family engagement activities to improve student academic achievement and school performance: district personnel will continue to work with the school principals and staff to provide necessary assistance in planning and implementing parent/family involvement activities; the district will provide meaningful professional development opportunities for teachers and administrators designed to enhance understanding of effective parent and family engagement strategies with emphasis on the importance of effective communication, value and utility of contributions of parents/families; provide training at least annually for volunteers who assist in an instructional program for parents/families; and provide necessary support for each building's school parent and family engagement plans. Responsible District Staff: Tara Thompson, Shannon Davis, Steven Minniear, Josh Falls, Shane Thurman, Shanna Bly, Kristen Ham, Bryan Hardaway, Melissa Cox, Joy Weindel, Kristen Ham, Taba Thurman, Mikah Short, and Lane Smith.
- The Pottsville School District will coordinate and integrate parent/family engagement strategies with parent/family engagement strategies from other parent and family engagement programs such as Head Start, HIPPPY or other state operated pre-school programs. Responsible District Staff: Shannon Davis and Lane Smith.
- The Pottsville School District with Tara Thompson as facilitator will take the following actions to conduct, with the involvement of parents/families an annual spring evaluation in March 2027 (tentative) of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents/families in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use findings of the evaluation about its parent/family engagement policy and activities to design strategies for more effective parental/family engagement, and to revise, if necessary (and with the involvement of parents/families) its parents/family engagement policies and updating the Title I Program as needed. A survey tool or questionnaire will be used to assist in the evaluation process. This tool will be made available to parents/families, staff, and the community. Principals at each school will collect surveys and tabulate the results. School results as well as district wide results will be communicated to parents/families, staff and community along with the

opportunity for feedback. Tara Thompson is responsible for making sure the evaluation findings are included in recommendations and suggestions to the schools for revision of school parent and family engagement plans and practices. Tara Thompson will coordinate the development of an annual parent/family activity evaluation report to be developed and disseminated to parents/families, staff and the community. Attendance at parent/family engagement activities and parent-family-teacher conferences will be strongly encouraged and attendance documented by each school. Attendance data will be collected, tabulated, reviewed, and evaluated by building principals. School level as well as district level results will be communicated to parents/families, staff and the community.

- The Pottsville School District will build the schools' and parents'/families' capacity for strong parent/family engagement, in order to ensure effective involvement of parents/families and to support a partnership among the school involved, parents/families and the community to improve student academic achievement, through the following activities specifically described below:

Responsible District Staff: Tara Thompson, Shannon Davis, Joy Weindel, Steven Minniear, Josh Falls, Shanna Bly, Shane Thurman, Melissa Cox, Kristen Ham, and Bryan Hardaway..

The district will, with the assistance of its Title I, Part A schools, aid parents/families of children served by the school district or schools, as appropriate, in understanding topics such as the following, by conducting and strongly encouraging parent/family attendance and participation in open meetings addressing the following:

- The State's academic content standards,
- The State's student achievement standards,
- The State and local academic assessments including alternate assessments
- The requirements of Part A,
- How to monitor their child's progress, and
- How to work with educators.

A. The Pottsville School District will, with the assistance of its schools, provide materials and training to help parents/families work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parent/family engagement, through the operation of a parent/family center, budgeting funds at the school level for purchasing necessary materials, and providing school parent/family communication tools such as eSchool grade reporting, School-in-Sites, Facebook, Twitter, AR Home Connect, school website test calendars, teacher web pages, and school activity calendars.

D. The Pottsville School District will, with the assistance of its schools and parents/families, educate its teachers, principals and staff in how to reach out to, communicate with, and work with parents/families as equal partners; in the value and utility of contributions of parents; and in how to implement and coordinate parent/family programs and build ties between parents/families and schools by providing staff development activities focusing on working with parents/families as resources, and providing opportunities for parents/families to participate in the education of their children.

E. The Pottsville School District will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other programs that encourage and support parents/families in more fully participating in the education of their children by:

- District Contact: Tara Thompson (Central Office - 968-8101)
- Building Principals:
 - Shannon Davis (Grades K-2 - 968-2133)
 - Steven Minniear (Grades 3-5 - 890-6631)
 - Shanna Bly (Grades 6-8 - 968-6574)
 - Kristen Ham (Grades 9-12 - 968-6334)
- Employing parent facilitators for each building:
 - Lane Smith (Pottsville Elementary School - 968-2133)
 - Mikah Short (Pottsville Upper Elementary - 890-6631)
 - Taba Thurman (Pottsville Junior High – 968-6574)
 - Kristen Ham (Pottsville High School – 968.6334)
- Distributing parenting/family information at parent/family centers in each building;
- Hosting awareness activities at school;
- Providing information to parents about higher education opportunities for all students through school counselors;
- Providing the district and school websites
 - District: www.pottsvilleschools.org
 - High School: www.phs.pottsvilleschools.org
 - Junior High: www.pjhs.pottsvilleschools.org

- Upper Elementary: www.pue.pottsvilleschools.org
 - Elementary: www.pes.pottsvilleschools.org
 - Providing parent/family access to grades through the eSchool grade reporting system;
 - Providing the Accelerated Reading HomeConnect Program;
 - Providing Thrillshare, Facebook, Twitter, Emails, and School-in-Sites as school-parent-family communication tools.
- E. The Pottsville School District will ensure that information related to the school and parent/family programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents/families can understand.
- F. The Pottsville School District will offer flexible meeting times to increase parent and family engagement in student learning. Meetings will be held at various times of the day and evening to better accommodate parents/families. Examples include: Task Force meetings and Title I meetings.
- G. Awards and Presentations, Open House, Family Fun Day/Night Activities, CAPs, etc.
- H. Parent's Right to Know – Under Title I, Part A parents have the right to request information regarding the professional qualifications of their student's classroom teachers(s) and or paraprofessional(s) assisting their student's teacher(s). Parents/families may contact the principal of their student's school or the Superintendent of Schools at 968-8101. If at any time a student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, the student's parent/family will be notified by the school of this information.

FEEDBACK

Persons wishing to provide comments/feedback regarding the Pottsville School District Family and Community Engagement Plan should contact the Superintendent of Schools at the Pottsville School District at (479) 968-8101.

POTTSVILLE School District

- 3 Teachers Return
- 3-10 PD Days (Teachers only)
- 11 No School
- 12 Students Return

AUGUST 2026							JANUARY 2027						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1						1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	30
30	31						31						

- 1 Christmas-New Year's No School
- 4,5 Teacher Workdays-No Students
- 6 Students Return
3rd Quarter Begins
2nd Semester Begins
Report Cards
- 18 MLK Day-Teacher Flex Day-No School*

- 7 Labor Day-No School
- 11 End of 5 Weeks
- 17 Parent-Teacher Conference
Early dismissal (1 hour)
- 18 Teacher Flex Day-No School

SEPTEMBER 2026							FEBRUARY 2027						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30				28						

- 5 End of 5 Weeks
- 11 Parent-Teacher Conferences
Early dismissal (1 hour)
- 12 Teacher Flex Day- No School*

- 8 End of 1st Quarter
- 9, 12 Teacher Workdays-No Students
- 13 2nd Quarter Begins
- 13 Report Cards

OCTOBER 2026							MARCH 2027						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3		1	2	3	4	5	6
4	5	6	7	8	9	10	7	8	9	10	11	12	13
11	12	13	14	15	16	17	14	15	16	17	18	19	20
18	19	20	21	22	23	24	21	22	23	24	25	26	27
25	26	27	28	29	30	31	28	29	30	31			

- 12 End of 3rd Quarter
- 15 4th Quarter Begins
- 22-26 Spring Break--No School*
- 26 Good Friday*

- 13 End of 5 Weeks
- 17 Progress Reports
- 20 Early dismissal (1 hour)
- 23-27 Thanksgiving Break

NOVEMBER 2026							APRIL 2027						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7					1	2	3
8	9	10	11	12	13	14	4	5	6	7	8	9	10
15	16	17	18	19	20	21	11	12	13	14	15	16	17
22	23	24	25	26	27	28	18	19	20	21	22	23	24
29	30						25	26	27	28	29	30	

- 9 End of 5 Weeks
- 13 Progress Reports
- 16 Teacher Flex Day-No School*

- 18 End of 2nd Quarter
End of 1st Semester
Early Dismissal (1 hour)
- 23-31 Christmas-New Year's Holidays-No School

DECEMBER 2026							MAY 2027						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5							1
6	7	8	9	10	11	12	2	3	4	5	6	7	8
13	14	15	16	17	18	19	9	10	11	12	13	14	15
20	21	22	23	24	25	26	16	17	18	19	20	21	22
27	28	29	30	31			23	24	25	26	27	28	29
							30	31					

- 21 End of 4th Quarter
End of 2nd Semester
Student Last Day
Teacher Last Day
Early dismissal (1 hour)
- 25 Report Cards
- 31 Memorial Day

Teacher 190 Contract Days
(174 days + 10 PD Days + 2 P/T
Conferences + 4 Workdays)

1st Qtr. (Aug. 12-Oct. 8) 40 days
2nd Qtr. (Oct. 13-Dec. 18) 44 days
3rd. Qtr. (Jan. 6-Mar.12) 46 days
4th Qtr. (Mar. 15-May 21) 44 days
174 days

Student Minutes (66,465)
Student Hours (1107.75)
(33.42 hours or 5 days over
state requirement)

*An additional 5 days due to inclement weather or unforeseen events are already built into the calendar as student hours in attendance exceeds the state requirement of 1068 hours.

Date of Board Adoption: January 22, 2026

**Pottsville High School Bell Schedule
GRADES 9-12**

Mission Statement: The mission of Pottsville High School is to provide a safe, positive atmosphere in which students are given the opportunity to receive a quality education and are encouraged to reach their potential as individuals and life-long learners in a global society. We believe this mission must be reached by providing a coordinated curriculum and by incorporating the community and its resources, including the parents, as vital team members.

7:55	FIRST BELL	
8:50-9:35	1st Period	(45 minutes)
8:50-9:35	2nd Period	(45 minutes)
9:40-10:25	3rd Period	(45 minutes)
10:30-11:15	4th period	(45 minutes)
11:20-12:05	5th Period	(45 minutes)
12:05-12:35	LUNCH	
12:40-1:30	6th Period	(50 minutes)
1:35-2:25	7th Period	(50 minutes)
2:30-3:25	8th Period	(55 minutes)

**Pottsville Junior High Bell Schedule
GRADES 6-8**

Mission Statement: The mission of Pottsville Jr. High School is to provide a safe, positive atmosphere in which students are given the opportunity to receive a quality education and are encouraged to reach their potential as individuals and students. We believe this mission must be reached by providing a coordinated curriculum and by incorporating the community and its resources, including the parents, as vital team members.

7:50	FIRST BELL	
7:55-8:40	1st Period	(45 minutes)
8:44-8:59	2nd Period	(45 minutes)
9:03-9:48	3rd Period	(45 minutes)
9:52-10:37	4th Period	(45 minutes)
10:41-11:26	5th Period	(45 minutes)
11:26-11:56	LUNCH A	8th Grade
12:00-12:53	6th Period	(8th Grade-53 minutes)
11:54-12:23	LUNCH B	7th Grade
11:30-11:54 and 12:38-12:53	6th Period	(7th Grade-49 minutes)
12:23-12:53	LUNCH C	(6th Grade)
11:30-12:23	6th Period	(7th grade-53 minutes)
12:57-1:42	7th Period	(45 minutes)
1:46-2:31	8th Period	(45 minutes)
2:35-3:20	9th Period	(45 minutes)

**POTTSVILLE UPPER ELEMENTARY BELL SCHEDULE
GRADES 3-5**

Mission Statement: The mission of Pottsville Upper Elementary is to develop lifelong learners and responsible citizens through innovative instruction and community resources.

7:30	BREAKFAST BELL	
7:55	FIRST BELL	
8:00	TARDY BELL	
3:30	LAST BELL	(school day ends)

**ELEMENTARY BELL SCHEDULE
GRADES K-2**

Mission Statement: It is the mission of Pottsville Elementary School to utilize parents, community, and available resources to engage every student with a variety of challenging and motivating learning experiences that help them achieve their full potential while preparing them to be life-long learners and effective citizens in our ever-changing global society. The Pottsville Elementary School staff has targeted the following goals: (1) To foster a safe and positive school climate and learning environment; (2) To maintain high learning expectations for all students; (3) To involve parents and community members in student learning; and (4) To monitor, assess, and raise student achievement

7:30	BREAKFAST/RECESS
7:55	FIRST BELL
8:00	TARDY BELL
8:00	K-2 APACHE NEWS
9:30-9:55	Kindergarten Recess / physical activity
10:35-11:05	Pre-K Lunch
10:50-11:20	First Grade Recess / physical activity
10:50-11:20	SECOND GRADE LUNCH
11:00-11:30	KINDERGARTEN LUNCH
11:35-12:05	FIRST GRADE LUNCH
11:20-11:40	Second grade recess/physical activity
12:50-1:10	Kindergarten Recess / physical activity
2:00-2:20	Second Grade Recess / physical activity
2:20-2:35	First Grade Recess / physical activity
3:10	Car Riders
3:25	Bus Riders/Walkers

Forward

This student handbook has been prepared with you, the student, in mind. Considerable thought on the part of the school administration and teachers has gone into the preparation of this handbook hoping that the principles outlined will serve as a guide to you. It is intended that this handbook will in some measure help to make your stay at Pottsville School an enjoyable and profitable one. Keep your handbook as a handy reference for school activities. Each of you will find that your success, happiness, and freedom will be increased if this handbook serves you as it is intended. It is intended that this handbook will give the pupil and his parents a thorough understanding of the organization, policies, and curricular activities offered by the school. This handbook will be used in an orientation for all pupils enrolling in Pottsville School. Each student strives for self-understanding to select worthwhile goals and work toward their achievements. Classroom instruction should have priority over all other programs connected with the school.

DISCIPLINE POLICIES

The student discipline policies contained within this handbook have been developed through the commitment, cooperation, and involvement of the district's administrators, teachers, students, parents, and counselors. This handbook describes the district's expectations of student conduct and specifies the consequences of violating the rules. Appropriate disciplinary action will be determined by the principal and/or his designee and may fall anywhere along the continuum of a minimum action being verbal reprimand to a maximum action of expulsion.

STATEMENT OF PHILOSOPHY

We are committed to the ideals that becoming educated is both a right and a responsibility of all children and that each person is a unique individual whose abilities and talents need direction and guidance. We believe that education is a continuing process through which an individual may achieve personal and social fulfillment. Such fulfillment will enable him/her as an adult to participate fully in the economic, intellectual role in the development of the individual in order that he may become a worthy citizen in the democratic process. It provides him with the necessary tools to make a worthwhile contribution to the society in which he lives. We believe that the development of productive personal work habits, of adaptability, of understanding, of tolerance and the ability to live and work effectively with associates, is of paramount importance not only to the individual but to the perpetuation of our democratic way of life.

PARENT AND FAMILY ENGAGEMENT AND EXPECTATIONS

Give your child as much positive encouragement to achieve and develop as positively as you can. Help him or her feel good about himself and about the positive things he accomplishes at home and at school. Work with us in a spirit of cooperation to continually strive to upgrade this school and the school system. Encourage your children to honor, respect, and obey ALL adults and young people who play a role in teaching and supervising their activities. Let your children hear you say good things about teachers, the schools, and school officials. Let us hear of your concerns. Give your children a good foundation for becoming good citizens by being a good model at home. **Conferences:** If you wish to conference with a teacher or principal, please contact the school office and decide for a time convenient for both. **Visits to the School:** Pottsville School District welcomes and encourages visitors to our schools. Parents, grandparents, legal guardians, business and community members are welcomed and encouraged to visit our schools. However, to minimize the potential for disruption of the learning environment and for the safety of our students and staff, any person wishing to visit a school building or school grounds, other than to attend an activity open to the general public, must first present himself or herself to the school office. Visitors must register with the office to receive permission to visit and a pass to indicate that proper permission has been granted. No one shall be exempt from these requirements. These requirements shall not be construed to prohibit any person who has a legitimate reason to visit any school from visiting it. Visitors are asked to practice confidentiality when it is related to children, schools, faculty and staff.

TITLE VI, TITLE IX, SECTION 504

No person in the Pottsville School District shall on the grounds of race, color, national origin, or sex be excluded from participating in, be denied the benefits or, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Pottsville School District will not carry out any course or otherwise provide any of its education or activity separately on the basis of sex, or require or refuse participation therein by any of its students on such basis, including health, physical education, industrial, business, vocational, technical, home economics, music and adult education courses. When a particular class contains a substantially disproportionate number of individuals of one sex, the school principal shall take such action as is necessary to assure that such disproportion is not the result of discrimination on the basis of sex in counseling or appraisal materials or by counselors.

GRIEVANCE PROCEDURES

In compliance with Pottsville School Board Policies a student or parent who has a complaint should first contact the person immediately responsible. If the person who is responsible is a teacher, an appointment will be made for a conference with that individual at the appropriate time. If the matter is not satisfactorily resolved, the principal should then be contacted at school. If the principal cannot resolve the situation, the complainant may contact the superintendent. The superintendent's decision may be appealed to the school board. Personnel may be contacted by phoning the applicable school office or the superintendent's office at 968-8101. Please contact them during the working day.

STUDENT RIGHTS AND RESPONSIBILITIES

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 or activities is on a competitive basis, each student has the right to compete on an equal basis.
3. Practice freedom of speech, freedom of expression of ideas and freedom of the press.
4. Express views or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
5. Participate in patriotic exercises or refrain from participating.
6. 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 law.
7. Determine their own dress, except where such dress is unsafe or unclean or is so destructive as to clearly interfere with the learning and teaching process.

STUDENTS HAVE THE RESPONSIBILITY TO:

1. Attend classes daily, be on time to all classes and obey school rules. 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 to respect the dignity and worth of other individuals.
2. Refrain from libel, slanderous remarks and obscenity in verbal and written expression.
3. Develop tolerance of the viewpoint 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.
4. Respect the rights of classmates who do or do not wish to participate.
5. Respect the rights, property and privacy of other students and school personnel; carry only those materials which 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 good grooming, and wear clothing which contributes to their own health and safety, as well as that of others.

ACADEMIC REGULATIONS - REQUIREMENTS FOR GRADUATION

A. To graduate from Pottsville High School a student must earn a total of twenty-three (23) credits in grades nine through twelve. B. A credit is defined as the credit given for a course which meets, for the equivalent of, a regular school period each day for a full school year. C. Starting with the graduating class of 2009, 16 credits, of the 23, are required by the state. The following fifteen (15) units of credit courses shall be required for all students for high school graduation. They are as follows:

- English – four (4) credits
- Oral Communications - one-half (1/2) credit
- Social Studies – three (3) credits
- Mathematics – three (4) credits
- Science - three (3) credits
- Physical Education – one-half (1/2) credit
- Health and Safety Education – one-half (1/2) credit
- Fine Arts – one-half (1/2) credit

Computer Science – one (1) credit

**See Smart Core Curriculum for additional requirements.

D. This leaves 7 credits of electives for students to choose from to complete the 23 credit requirement.

E. Career Focus:

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

F. Electives:

Units required = total required by Pottsville School District [Core + Career Focus]

All the core, career focus, and elective units must total at least twenty-three (23) units to graduate.

G. Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP

HONORS COURSES

Honor Graduate Criteria (starting with the Class of 2024 through Class of 2026):

To be an honor Graduate, a student must have taken the core curriculum and have a GPA of 3.33 on all courses taken 9-12. The honor student with the highest GPA and who has been enrolled in public school in grades nine (9) through twelve (12) and in Pottsville High School for the student's entire senior year shall serve as the valedictorian of the student's graduating class. The honor student with the second highest GPA and who has been enrolled in public school in grades nine (9) through twelve (12) and in High School for the student's entire senior year shall serve as the salutatorian of the student's graduating class. *Please note that to be valedictorian or salutatorian at PSD, a student must have attended a public high school for four years and attended Pottsville High School for at least three of those years (including the student's entire senior year as previously mentioned). Students who wish to be an Honor Graduate must take nine of the following courses:

Accounting I	Astronomy	(Accelerated) Biology
Accounting II	Banking	(Accelerated) Cal/Trig
Algebra III	Chemistry	(Accelerated) World History
Anatomy/Physiology	EAST III (Special Project Required)	Psychology (½) credit
AP Art _____	Forensic science	Quantitative Literacy (Reasoning)
AP Calculus AB	Greenhouse Management	Sociology (½) credit
AP Chemistry	Life and Fitness Nutrition	Spanish II, Spanish III
AP English and Comp. (11 Grade)	Music Theory	Teaching I and II
AP Environmental Science	Physics	College Classes:
AP Literature and Comp. (12 Grade)	(Accelerated) Algebra I	Honors Courses Transferred:
AP US Government	(Accelerated) Algebra II	Dynamics of Human Relations
AP US History	(Accelerated) Art	Statistics
AP Computer Science		
Other: (Accelerated) English 9		
(Accelerated) English 10		
(Accelerated) Civics		
(Accelerated) Physical Science		

Honor Graduate Criteria (starting with the Class of 2027):

Honors: Seniors must have passed 10 honors courses and have a GPA of 3.5 on all courses taken in grades 9-12. **High Honors:** Seniors must have passed 10 courses including one Ap course and have a GPA of 3.75 on all courses taken in grades 9-12. **Highest Honors:** Seniors must have passed 10 honors courses including two AP courses in at least two subject areas (art, history, language, math, and/or science) and have a GPA of 4.0 on all courses taken in grades 9-12. *To be an honor Graduate, a student must have taken the core curriculum and have a GPA of 3.33 on all courses taken 9-12. The honor student with the highest GPA and who has been enrolled in public school in grades nine (9) through twelve (12) and in Pottsville High School for the student's entire senior year shall serve as the valedictorian of the student's graduating class. The honor student with the second highest GPA and who has been enrolled in public school in grades nine (9) through twelve (12) and in High School for the student's entire senior year shall serve as the salutatorian of the student's graduating class. *Please note that to be valedictorian or salutatorian at PSD, a student must have attended a public high school for four years and attended Pottsville High School for at least three of those years (including the student's entire senior year as previously mentioned). Students who wish to be an Honor Graduate must take nine of the following courses:

Accelerated Algebra I	Accelerated Geometry	AP Environmental Science
Accelerated Algebra III	Accelerated Physical Science	AP Literature and Comp (12th grade)
Accelerated Art (9th grade)	Accelerated US History	AP Psychology
Accelerated Biology	Accelerated World History	AP US Government
Accelerated Cal/Trig	Accounting II	AP Us History
Accelerated Chemistry	Algebra III	Astronomy
Accelerated Civics (½ credit)	Anatomy/Physiology	Forensic Science
Accelerated Economics (½ credit)	AP Art 2D	Physics
Accelerated English (10th grade)	AP Art 3D	Spanish II and III
Accelerated English (9th)	AP Art Drawing	Statistics
	AP Calculus	AP Statistics
	AP Chemistry	College Classes:
	AP English and Comp (11th Grade)	Honors Courses Transferred:

Continued on following page...

PHS / PJHS - (Act 1729 of 2003)

The following lists of classes are required by the State of Arkansas to be offered by an accredited school. Other than the required list Pottsville High School offers many more classroom opportunities for students.

Language Arts – 6 Units

4 Units of English (9,10,11&12)

1 Unit of Oral communications or ½ Unit of Oral Communications and ½ unit of Drama

1 Unit of Journalism

(other options as approved by the Department of Education) **Science – 5**

Units

1 Unit of Biology

1 Unit of Chemistry

1 Unit of Physics

(other options as approved by the Department of Education) **Mathematics**

– 6 Units

1 Unit of Algebra I

1 Unit of Geometry

1 Unit of Algebra II

1 Unit of Pre-Calculus Mathematics to include Trigonometry (other options

as approved by the Department of Education) **Foreign Language – 2**

Units of the same language Fine Arts -3 ½ Units

1 Unit of Art

1 Unit of Instrumental Music

1 Unit of Vocal Music

½ Unit of survey of Fine Arts or Advanced Art of Music Course

Computer Applications with emphasis on current

applications – 1 Unit

Social Studies – 4 Units

1 Unit of American History each year with an emphasis on the 20th Century America

1 Unit of World History

½ Unit of Civics/Government

½ Unit of Arkansas History if not taught in grades 7 or 8

(other options as approved by the Department of Education) ½ Unit of Economics

Health and Safety Education and Physical Education – 1 ½ Units

1 Unit of Physical Education

½ Unit of Health and Safety Education

Career and Technical Education – 9 Units

Agriculture Education

Business Education

Health Occupations

Family Consumer Sciences

Marketing Technology

Trade, Industrial and Technical Education

Work-Based Learning/Apprenticeship

(3 programs of study must be offered annually)

***Please note that all fees (including cafeteria, technology, and library fees) must be paid before a student receives a physical diploma.**

TESTING, REMEDIATION & RETENTION

All students are required to participate in the statewide program of educational assessment required by the State Board of Education. In accordance with Act 35, each student identified as not passing the test (i.e. scoring proficient or advanced) shall participate in remediation activities. Beginning with the 2018-2019 school year, each qualifying student shall have an SSP (student success plan). Pottsville School District will notify parents of the remediation requirements and retention consequences for failure to participate in required remediation. Promotion/retention of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP. Fifth grade students that do not perform at the proficient or advanced level on the state mandated exam will not be allowed to participate in the beginning band in sixth grade. Instead, those students will be scheduled for remediation as needed.

Beginning with the 2005-06 school year, any student required to take a state required assessment and identified as not passing the test will be required to participate in remediation activities. The individualized academic improvement plan will focus on those areas in which the student failed to pass on the test.

All students must successfully pass all state mandated assessments they are required to take unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her transcript in a course requiring a student to take a state assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program which shall focus on the areas in which the student failed to meet the necessary passing score.

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

Recognizing that grades 1 and 2 are the years for which a pupil's academic foundation is set, a pupil, for the second semester grading period, shall have a semester grade no lower than 2/D- in any subject, with the exception of music, PE, art and conduct, and/or absences not to exceed 14 days. Building on that foundation in order to insure continued academic success, a pupil enrolled in grades 2-3, for the second semester grading period, shall have no more than one F in any subject, with the exception of music, PE, art, and conduct, and/or absences not to exceed 14 days committee consisting of the pupil's teacher, the counselor, the principal or designee, other teachers who worked with the pupil, and the parent will reach a consensus as to the most appropriate action to take with each student being considered for retention. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal.

Any student in Grades 3-5 with two (2) or more F's on his/her report card for the semester grading period could be considered for retention. However, there will be a committee meeting at the end of the third nine weeks to determine retention. The committee will be composed of all interested parties, teachers, administration, counselor, and parents. If your child is recommended by the committee to be retained and you as the parent or guardian choose to promote your child, you will be asked to sign a retention waiver. This waiver states that you are releasing the Pottsville School District of all future educational liabilities.

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities which may include additional opportunities to retake the measurement.

Promotion or retention of Grades 6-8 students shall be primarily based on the following criteria (See the following paragraph). If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. 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, the final decision to promote or retain shall rest with the principal.

Any student with two (2) or more F's on his/her report card for the semester grading period could be considered for retention. However, there will be a committee meeting at the end of the third nine weeks to determine retention. The committee will be composed of all interested parties, teachers, administration, counselor and parents. If your child is recommended by the committee to be retained and you as the parent or guardian choose to promote your child, you will be asked to sign a retention waiver. This waiver states that you are releasing the Pottsville School District of all future educational liabilities. Any 9th grade student who fails a class due to attendance or grade will not receive credit for that class. Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

ALTERNATIVE EDUCATION

Students within the jurisdictional responsibility of the Pottsville School District who exhibit the characteristics of a student in need of educational opportunities other than traditional methods will be screened by the head of the alternative education, the counselor, the administrator of the building in which that student is housed, the parents, person having lawful control of the student, or person standing in loco parentis. Students should be referred by the teachers or counselor for academic deficiencies and by the principal for behavioral problems. Students in Alternative Education will abide by the rules and regulations set by the head of the alternative learning environment, which will be superseded by state law and school policy as set by the Pottsville Board of Education.

HOMEWORK POLICY

Homework is a beneficial adjunct to the in-school instructional program. For most students, additional study directly related to academic work in progress can make the difference between mastery and non-mastery. Students learn, through a well-formulated homework system, to develop self discipline and good study habits that will stand them in good stead later in their vocational and/or academic careers. Homework is defined as any assignment that is not supervised by the assigning teacher during the regular class period. This includes class work that has not been completed during the class time that it was assigned. Assignments should be clear enough that the students can accomplish them without further "teaching" on the part of the parents. Parents should provide a good atmosphere for work at home. Parents should occasionally observe pupils at work and may give assistance and guidance if needed.

General Homework Guidelines

1. Students should be expected to accomplish homework assignments based on their level of academic development and maturity.
2. Assignments should be clearly stated by instructors.
3. Some teacher supervised work-time should be given for assignments.
4. Assignments should be completed within the time specified by the teacher.
5. In cases of excused absence, additional time to complete class and homework assignments should be provided.
6. Reading assignments and time spent studying for tests should be considered part of homework.
7. When homework is assigned, a suggested amount of 30 minutes per subject based on an average student's ability.
8. Late entry into school or remedial work on specific skills may be an occasion to assign additional homework.
9. Parents will be notified when a student is not completing homework assignments.
10. Students who repeatedly fail to turn in completed homework assignments will be given no credit and still held responsible for the work.

Specific Homework Guidelines

1. In order to prevent an overload of homework or tests, the teacher will coordinate plans.
2. On days in which a major test will be given, homework will be adjusted for the prior day to provide time for students to study.
3. In the event of holidays, weather conditions, assembly programs, and other interruptions, the above policy may be altered through approval of the principal.
4. Pop tests may be given at the discretion of the teacher.

5. Nine weeks test will be determined and scheduled by the teacher. Semester tests will be scheduled by the principal

Make-Up Work

Students who miss school due to an absence shall be allowed to make up the work they missed during their absence in accordance with the **District Policy 4.8 Make-Up Work**. For PHS and PJHS students, school missed due to out-of-school suspensions may only be made up if the student attends the Volunteer Work Program.

STUDENT DRESS CODE

The Pottsville School District 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, unsafe, could cause property damage, and/or are offensive to common standards of decency. Any student's appearance which is likely to cause a disruption in school/classroom order is to be avoided.

The discretion of the principal will be supreme in deciding cases where a question is involved. Appropriate action will be taken against a student who violates the dress code policy. The discretion of the principal will be supreme in deciding cases where a question is involved. Appropriate action will be taken against a student who violates the dress policy. **Disciplinary action** may include but is not limited to: (1) being sent home to change a garment or calling a parent to bring a change of clothing, (2) suspension, (3) corporal punishment, or (4) expulsion. The primary concern of the school is the health and safety of the students; therefore, any clothing that presents a health hazard to others will not be acceptable.

The general standard of appearance for students is that they be clean, neat and properly dressed. They shall observe modes of dress, styles of hair and behavior conducive to the educational process. The following considerations referring to dress will be followed:

1. 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 of a female. This prohibition does not apply, however, to a costume or uniform worn by a student while participating in a school-sponsored activity or event.
2. **Hair:** If hair color is extreme and not of a color that would occur naturally, it will not be permitted.
3. **Footwear:** Footwear will be worn by students. For safety on the playground and during physical education classes, appropriate footwear will be worn by students. The footwear should protect the foot and safeguard the health of others. Footwear that damages the floor surfaces is prohibited. No house shoes will be allowed.
4. **Headwear:** Students (male or female) are not permitted to wear any covering on their heads (hats, scarves, etc.), in any covered building (classroom, cafeteria, gym, etc.). Doo rags or fitted bandanas will not be allowed.
5. **Bottoms:** Short shorts, body shorts, spandex shorts, or cut off shorts are never to be worn to school. All shorts and skirts must be hemmed and must be no shorter than 5 inches above the top of the knee cap. Leggings, tights, and yoga type pants are not permitted unless worn with tops that cover the pelvic area. Any form fitting bottom must have rear pockets.
6. **Tops:** Sleeveless shirts, tank tops, halter tops and sundresses must cover three inches across each shoulder. No sleeveless cut-outs are allowed. Tops shall cover the shoulder, chest, back and stomach areas. Shirts and blouses must cover undergarments and cleavage. Sheer or see-through tops should only be worn over a garment that meets the dress code requirements.
7. **Jewelry/Body Piercings:** Jewelry such as body piercing will not be allowed except in the ears.
8. **Face Painting / Hair Coloring:** Face painting or hair coloring is not conducive to the learning environment and is not allowed.
9. **Standard of Appearance:** Dress and grooming should be clean and in keeping with health/ sanitary practices. Clothing should fit properly.
10. **Inappropriate Student Dress:** Dress shall not be extreme, exhibitionist or immodest in style to the extent that it interferes with the educational process or the effective operation of the school. See through clothing is not permitted unless accompanied with proper undergarments. Clothing with inappropriate designs, signs or language are not permitted. This includes clothing advertising tobacco, alcohol, or drugs. Examples of dress that are not acceptable:
 - Clothing exposing midriff, back, side or shoulders
 - Hospital type attire
 - Clothing that is excessively worn with tears or holes
 - Clothing that is intended to be worn as an undergarment (such as boxer shorts or white undershirts)
 - All clothing with waistbands should be worn with the waistband at the top of the hipbone where the natural waistline is. Sagging is not permitted.
 - Unbuttoned shirts
 - Pants with holes or tears above the knee
 - Sleepwear

TARDIES

Tardies: Promptness is expected of all students. The school board recognizes the importance of promptness on behalf of students and staff. Students late to their first class of the day must sign in at the office, obtain an admit slip, and present the admit slip to the teacher before being admitted to

class. A student receives a tardy when he or she fails to be in the classroom or other assigned location before the tardy bell stops ringing. Students tardy during other periods or after a recess are to be handled by the teacher. Excessive tardiness is considered prohibited conduct in accordance with **District Policy 4.18**. A tardy may disqualify a student from a perfect attendance award.

For PHS students, the first four (4) tardies in a class will be excused in that you will not be punished. On the 4th tardy the student will be warned that the next tardy will be unexcused and the student will receive detention or discipline as determined by the principal. Any tardy after 4 in a class will be unexcused unless another teacher writes a note explaining that the student was detained in his/her class or unless the principal determines otherwise. Any tardy after four or a tardy that does not have a note from a teacher or parent will be considered unexcused. A student will be referred to the principal after 4 tardies. For PJHS students, the first four (4) tardies will be excused in that you will not be punished. On the 4th tardy, the student will be warned that the next tardy will be unexcused and the student will receive detention or discipline as determined by the principal. Any tardy after 4 will be unexcused unless another teacher writes a note explaining that the student was detained in his/her class or unless the principal determines otherwise. Any tardy after four or a tardy that does not have a note from a teacher or parent will be considered unexcused. A student will be referred to the principal after 4 tardies.

ENTERING / LEAVING SCHOOL DURING THE SCHOOL DAY (FOR HIGH SCHOOL, JUNIOR HIGH AND UPPER ELEMENTARY)

If a student arrives at school after his/her regular school day has begun, he/she must sign in on the proper form in the office. A student receives an early checkout when the student exits school prior to the end of the school day (when the last bell has rung). An early checkout can disqualify a student from a perfect attendance award. Students desiring to leave school for any reason must report to the office and obtain permission of the principal or his designee. A student must furnish evidence of parent's consent (a note, phone call or parent's presence) to be excused to leave during the school day. Upon securing permission to leave, the student is to sign out on the proper form in the office. **No student will be taken from class or from school and sent on errands (either for an individual or for the school) away from the school except by permission of the superintendent or the principal.** Students failing to observe proper procedure when entering or leaving school during the school day will be considered truant and subject to discipline. ***If a student does not attend 80% of a class period, he or she will be counted absent for that class period.**

Disciplinary action may include one or more of the following:

1. Conference and warning
2. Detention or corporal punishment
3. Suspension until parent conference
4. Three (3) days suspension
5. Five (5) days suspension
6. Recommended for expulsion

VISITORS TO THE SCHOOLS

Visitors are permitted to the school building and/or campus only to transact official school business. All visitors are required to register in the principal's office to gain permission to remain on campus. (A visitor is defined as any person other than a registered student or a school district employee.) Level 3 or Level 4 sex offenders may only enter a school campus under the provisions of state law and in accordance with **District Policy 6.10 – Sex Offenders on Campus (Megan's Law)**. Arkansas law provides for prosecution of any person loitering in a school building or on school grounds. Any unauthorized person on school property shall be asked to leave, and if he/she refuses, school authorities in charge shall request their removal by law enforcement authorities. Former students are not to visit on campus except during Homecoming activities. Students from other schools are not allowed to accompany friends or relatives who are Pottsville School students on campus.

Playground Expectations for Visiting Adults: Recess is a time for students to participate in physical activity and to interact in social play. Please respect recess as an unstructured learning environment for all of our students to gain valuable social experience with their peers. On rare occasions, parents or other family members will accompany their children on the playground. In addition to adhering to student playground behavior expectations, adult playground expectations are as follows:

- Visiting adults must register first with the office and check in with a playground supervisor.
- If there are issues such as custody, guardianship, legal, safety, or personal concerns, visiting
- Adults will not be allowed on the playground without the principal's prior approval.
- Siblings are not allowed on the playground.
- Pets are not allowed on the playground.
- Food and/or snacks should not be taken to the playground
- Any safety issues should be reported to the playground supervisor.
- All discipline issues should be reported to and handled by the playground supervisor.
- Students from other schools are not allowed to accompany friends or relatives who are Pottsville School students on campus.

SCHOOL VOLUNTEERS

Enlisting the support of volunteers is a way in which the District can expand the scope of resources and knowledge available to enrich students' educational experience, while strengthening the relationship between the school and community. Because safety is a top priority at Pottsville Schools, volunteers who violate school policies or rules, or knowingly allow students to violate school rules, may be asked to leave the school campus. Volunteers are also subject to background checks.

MOTOR VEHICLE REGISTRATION

Student vehicles must be registered in the office. Use of motor vehicles on campus by students is not a necessity but a privilege. This privilege is not to be abused and may be denied to a student for any disciplinary violation, at the discretion of the student's building principal. Students park on campus at their own risk; the school is not responsible for damage or loss of the vehicle and/or its contents. A motor vehicle registration form must be filled out and returned to the office. Any unregistered or illegally parked vehicle may be towed away at the owner's expense. **Basic Regulations:** To receive a parking permit:

- The student must be 16 years old or in the case of a moped or cycle, qualify under state law to operate such a vehicle on the public highways. The student must hold a valid driver's license, not a learner's permit.
- The student must have liability insurance. Liability insurance is required for all students who drive vehicles on campus. Proof of liability insurance shall include the name of the company, local agency and policy number.
- The student must purchase a parking sticker at a cost of \$5 per car.

Vehicles are to be parked in the designated parking area upon arrival and are to be vacated immediately. The student is not to leave in it and return again without proper permission. Sitting in parked cars or loitering in the parking area is a violation subject to discipline. All drivers on campus must observe a 15 mph maximum speed limit. Driving on any surface that has not been designated for vehicle travel is not permitted. Reckless driving or speeding is just cause to revoke a student's permission to drive a vehicle to school. Other forms of discipline may also be taken.

TRUANCY

Truancy: Truancy is an act of misconduct in accordance with **District Policy 4.18- Prohibited Conduct** and is subject to disciplinary action through the principal's office. Truancy is defined as:

- Being on campus and not being in the assigned class.
- Leaving campus without following the sign-out procedure in the principal's office. Acknowledgment by the parent/guardian the next day will not be acceptable for preventing the absence from being considered truant.
- Missing a part of a school day and not signing in when arriving on campus.
- A student skipping classes or remaining in the restroom without permission will be considered truant.
- Missing school all day without the parent's knowledge or permission.

Disciplinary action may include one or more of the following:

1. Corporal punishment
2. Detention or in-school suspension

The Juvenile Probation Office will be notified in excessive cases and in all instances in which the parents are uncooperative.

HEALTH SERVICES

Medication consent forms will be provided by your student's school nurse as deemed necessary. Your child can get consent forms to bring home from the nurse or the office. The only medications that are self-administered are insulin, inhalers and epi-pens, and these medications do require consent forms. If you want your child to have medication during the school day, please request a consent form. You will be responsible for signatures and all medication. Refer to **District Policy 4.35 Student Medications.4.35**

A school health nurse keeps health room/first aid supplies including: saline solution, contact rewetting drops, triple antibiotic ointment, Vaseline, rubbing alcohol, hydrogen peroxide, burn cream, hydrocortisone cream 1%, calamine lotion, bactine spray, aloe vera gel, salt water, baking soda paste, sting wipes that may contain lidocaine, Caladryl, Benadryl itch cream, sunscreen, and betadine. In case of an emergency, Benadryl liquid/tablets will also be administered to students. If parents do not want any of these items used on their child, please contact the building nurse. A school health nurse is employed to assist in coordinating the school health program. The nurse, along with the staff, will provide assistance to students that become ill or are injured during the school day. In all serious cases an attempt will be made to notify parents immediately and to follow their instructions. However, if time is of the essence, emergency procedures will be followed with the parents being notified as soon as possible. A sick room with adequate supervision is provided to students with minor illness in the event the parent cannot be reached. In the interest of good health, all students are expected to go outdoors during recess or P.E. with the exception of inclement weather. A student who is well enough to be in school is usually well enough to spend a short period of time on the playground. If, following a serious illness or injury, a student is unable to go outdoors, a doctor's note stating this fact is required to be sent to school with the student. The note should include the duration of the restriction on going outdoors. All State mandated screenings, e.g., hearing, vision, BMI and scoliosis are performed for all required students within the school year. Guidelines have been set forth in this area. The school nurse can be contacted for more information. Beginning with kindergarten and then in even numbered grades, schools will be required to include, as a part of a student health report to parents, a **body mass index** percentile by age for each

student in a private and confidential manner. Parents who refuse to have their child participate in body mass index percentile for age assessed and reported, must provide written documentation of the refusal to the school. **Student Health Reports will be available after May 1st.—Parents may request a copy of their child's BMI report from the school nurse. Permanent Health Record:** A cumulative and complete health record is kept on every student. These records should be kept complete and current. Records will be accessible to the school counselors. All students will be given a "Pottsville Student Medical Information" form for the parents to complete with pertinent information for the student's health record. It is the parent's responsibility to provide current and updated information. If a child is out of school because of an operation or serious illness, the information should be entered in the record. Any student new to the district should have his/her medical records provided within a month after transfer or be required to take necessary actions as a prerequisite for remaining in school. This is the parent's responsibility. **Confidentiality of Records:** Pottsville Public Schools, in accordance with the **Privacy Act of 1974**, recognizes that the Comprehensive Health Care Team may include the nurse, principal, teacher, counselor, bus driver, physician, etc. Pertinent health information may be shared appropriately to assure quality of care for the student. In those instances where parents refuse for information to be shared with the team, that parent assures full responsibility for any failure of treatment, etc. resulting from lack of information to team members. A school health nurse

EXTRACURRICULAR AND NON-INSTRUCTIONAL ACTIVITIES

1. Extracurricular and non-instructional activities in the Pottsville School District are defined as follows: Any activity outside of the student's scheduled classes not dealing with the academic curriculum. Extracurricular activities supplement the regular instructional program and afford opportunities for social exchange, enrichment or individual personal resources, and wholesome competition. Extracurricular activities should be consistent with the academic goals and objectives of the school district. Participation in these activities, however, shall not interrupt classroom instruction time nor cause student absences as a result of the activity, except by prior approval of the superintendent of schools. 2. Requirements for participation:
 - A. The district will require each student to be passing four units and maintain the necessary grade point average at the end of each grading period which counts toward graduation or promotion or be making appropriate progress in fulfilling the requirements of an Individual Education Plan (IEP). Clubs such as Beta and Student Council may require a grade point average because of the specific nature of the organization. In addition, a student will be required to maintain satisfactory citizenship grades as established by the organization in which they participate. (Athletic and music participation adheres to Arkansas Activities Association and Arkansas Education Association guidelines).
 - B. Absenteeism will affect participation. Students must be present for at least 4 periods in a school day to participate in that day's activity, unless otherwise approved.
 - C. Students will not be eligible to participate in or attend any athletic event or other non-instructional activity while on suspension.
 - D. Organizations should adhere to and maintain rules and standards for their specific organizations. Each organization shall have a charter or constitution stating rules and standards for membership. All such constitutions or charters shall be submitted to the superintendent and school board for final approval.
2. In relation to these policies, the following guidelines will be followed:
 - A. Secondary students will be allowed a maximum of three educational field trips per year. This is exclusive of music and athletic events. All trips must be approved by the building principal and superintendent.
 - B. The school district is consistent with the Arkansas Activities Association Resolution which states the following:
 - That insofar as possible, activity events involving two or more schools are scheduled on weekend dates and holidays or after 3:30 p.m. on school days.
 - Those events which are scheduled on school days prior to 3:30 p.m. shall require AAA sanction.
 - All school sponsored clubs and organizations must have faculty sponsors and must be on file in the principal's office. C. At the beginning of the school year one meeting will be allowed for a club or activity organization. For the remainder of the year meetings will take place before school, at noon, or after school unless the meeting is deemed necessary and approved by the building principal. It is the intent that these activities will not interfere with the 6 hours instructional time required and will not deprive pupils of time needed in acquiring basic skills and understanding.
 - C. A monthly calendar will be distributed to teachers to be posted in each classroom. The calendar will list events and activities which will affect the teachers and students during that month.
 - D. Interruptions: All announcements must have the approval of the building principal before they are made. Except in cases of emergency, all announcements must be submitted to the building principal the day before they are made. Announcements are disseminated in the form of a daily bulletin to be read at the beginning of the 2nd period each day immediately after the pledge of allegiance and the moment of silence.
 - E. Visitors to our school must report to the principal's office. Student visitors from other schools will not be allowed to attend class. Vendors, such as yearbook salesmen, class ring salesmen, picture salesmen, etc., must make arrangements to limit their interruptions of class schedules. No salesmen, or armed services recruiters, or other visitors will be given time unless appointments have been properly made with the building principal.
 - F. Judging and other pertinent activities of FHA and 4H are considered to be a vital part of our vocational program at Pottsville. Judging activities will be allowed and students will be excused from class to participate during regular school hours, however, any class work missed while on these trips must be made up in the same manner as other absenteeism.
 - G. Assemblies shall be kept to a minimum. All assemblies will be consistent with academic goals and overall objectives of the school district. All assemblies must have the approval of the building principal and superintendent.
 - H. These policies are in addition to the policies already in force in the Pottsville School District.

CLUB ACTIVITIES - SCHOOL ORGANIZATIONS

The purpose of school clubs and organizations, as defined by the district, is to promote the social qualities of the students involved. Students have the right to join an existing club and may not be denied membership on the basis of race, sex, or national origin and any other arbitrary criteria unless that organization is entitled to Title IX exemption on the basis of sex. School fraternities or secret sororities are prohibited under Act 171 of 1929. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization.

ATHLETICS: Pottsville Jr. High and High School offers to the students a well-rounded sports program for both girls and boys. The Apaches are members of the 4 AAA conference. Sports offered are baseball, basketball, football, tennis, track, cross-country, golf, softball and volleyball. Sports programs are operated under the guidelines of the Arkansas Activities Association.

Archery: Students from 5th through the 12th grade may try-out for the competition teams in each building. The teams compete in tournaments in order to win a bid for the state tournament. Archery is sanctioned through the National Archery in the School Program.

BAND: The band is composed of students interested in Instrumental Music. No previous music training is required for participation. The band provides several concerts during the year and participates in regional and state clinics and festivals.

CHEERLEADERS: The purpose of the PJHS and PHS cheerleaders is to promote school spirit and to provide support for our athletic teams. Membership is open to all students in grades 8-9 and 10-12. Tryouts are held each spring. The cheerleading squad will consist of no more than fourteen (14) cheerleaders. Eligibility requirements are according to the guidelines set by the Arkansas Activities Association.

CHESS CLUB: The chess club is an informal group of students who come together to practice and enjoy chess, sharpening their skills through friendly matches and strategic discussions.

CHOIR: The choir is composed of students interested in vocal training and choir techniques. No previous music training is required for participation. The choir provides several concerts during the year and participates in regional and state clinics and festivals.

C.S.U. - Christian Student Union is open to all students in grades 3-5, -8, and 9-12. The membership is non-denominational. The purpose of the club is to promote fellowship and goodwill among the students.

Drama Club- Write and perform a play, cast and crew members.

FBLA: Future Business Leaders of America (FBLA) is an organization that provides business and career-related education and leadership development for students in junior high school and high school.

FCCLA: Any person can join FCCLA as long as he or she has taken one year of home economics.

FFA: Future Farmers of America is an organization designed to make a positive difference in the lives of its members by developing their potential for premier leadership, personal growth, and career success through agricultural education.

HOPE SQUAD: Hope Squad is a student-led peer support program dedicated to promoting mental wellness, fostering a safe and supportive school environment and connecting students in need with trusted adults and resources.

QUIZ BOWL: This is a competitive academic group that challenges students to test their knowledge across various topics through fast-paced buzzer style trivia competitions.

SCIENCE CLUB: The purpose of the Science Club is to further outside interest in the area of science and to enhance the science curriculum and department. The club is open to high school students enrolled in science classes.

STUDENT COUNCIL: The Pottsville High School student council consists of President, Vice President, Secretary, Treasurer, and Reporter elected by the entire student body, a representative from each class and affiliated club. The purpose of the student council is to promote proper citizenship, democratic procedure, student participation in school activities, and to encourage a spirit of understanding and cooperation between students and faculty.

THE NATIONAL BETA CLUB: The National Beta Club is a non-profit leadership service organization for junior high and high school students. Its purpose is to stimulate effort, reward achievement, and to encourage and assist its members to continue their education after high school. Qualifications for membership: a student with worthy character, good mentality, creditable achievement, and commendable attitude. Prospective members must be approved by the head of the local high school. You must maintain a G.P.A. of 3.25 and you must be taking the core curriculum

courses. If you drop below a 3.25 in a 9 weeks' time you will be placed on active probation – meaning you may attend all meetings and activities except for the annual Beta convention trip. If your grade point is still below a 3.25 by the end of the next 9 weeks you will be placed on non-active probation – meaning you may not attend annual trips, and may not go to any club projects or meetings until the grade point is raised.

TRAP TEAM: Pottsville competes in the Arkansas Youth Shooting Sports (AYSS). The Apaches have a junior team (5th-8th grades) and senior team (9th-12th). Youth Shooting Sports aims to bring the joy of the outdoors and the rewards of safely learning to shoot to young Arkansans.

ACCEPTABLE USE POLICY

Pottsville Public School District will make on-line services accessible to legitimate users of the network and computer systems. Proper conduct is the responsibility of the user. Attempts to violate policy will result in disciplinary action. Pottsville Public Schools will review its policy in a timely manner and actively investigate network/internet abuse.

1. Students will be supervised during on-line activities while at school.

School filtering monitors will be used on campus as well as a mobile content filtering for laptops/mobile devices to protect students from various inappropriate materials. Restricted websites include those covered under the CIPA (Child Internet Protection Act) rules and regulations. These include websites that are obscene, are child pornographic, or are harmful to minors. All parents/students need to also be aware of online safety. A faculty member will supervise students during school hours when students are accessing the network/internet. Faculty members can request approval to bypass filters for bonafide research and educational purposes.

B. Online activities at home will be monitored by the parents

C. The students will be instructed on acceptable use of the network, proper network etiquette, safety and privacy precautions. D. Parental permission must be granted for students to access the network/internet.

2. The user is responsible for following local, state, federal, and international law.

A. Unauthorized copying of licensed software is considered a theft and a violation of the copyright laws.

B. Placing of unlawful information in a system is prohibited.

C. Devising or executing any scheme to defraud or extort money, property, or services is prohibited.

3. Users are responsible for their own network accounts and are solely responsible for all actions taken while in use. A. Students will not share passwords or usernames for accounts nor try to access another student's account. Protect your account from unauthorized use by safeguarding your account credentials.

B. Neither the district nor the faculty can be held liable for any losses including lost revenues, or any claims or demands against the users by any other party.

C. Users are personally responsible for any unauthorized access to any "pay" services.

4. Users are responsible for working in a moral and ethical fashion, which accounts, educational goals.

A. Plagiarism on-line will receive the standard academic penalties plus network penalties.

B. No text, image, movie, or sound that contains pornography, weaponry, gang related symbols, profanity, or obscenity will be allowed on network or computers.

C. Use of the network for recreational games, commercial activity, on-line chat, and for recreation is prohibited. D. Email, E-mail should be used for educational or administrative purposes only. E-mail transmissions, stored data, transmitted data, or any other use of the District's computer online services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use. All e-mail and all e-mail contents are property of the District. E. Use or attempted use of an account owned by another user is prohibited.

5. Users must follow the policies of the networks which they access.

A. Save files in the appropriate locations on the laptop and networks.

B. Log on and off the network each time you use the network.

6. Any action, which damages or disrupts a network or computer system, changes its performance, or makes it malfunction, is prohibited.

A. Attempts to log on as a system administrator will result in cancellation of user privileges.

B. Degrading or disrupting equipment, software or system performance is prohibited. Users will be liable for the cost of necessary repairs.

C. To prevent viruses, users are not permitted to insert any disk/flash drive/or download media into the computer except those under direct supervision of the instructor or IT staff.

D. The use of proxy servers and websites to bypass CIPA compliant filter monitoring is strictly prohibited.

7. No network or computer systems will be used to intimidate or harass others. Pottsville School District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. This includes but is not limited to the following:

A. Sending mean or threatening messages via email, IM (instant messaging), or text messages.

B. Spreading rumors about others through email, IM, or text messages.

C. Creating a Website (or other social-networking site) account that targets another student or other person(s). D. Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.

E. Stealing another person's login and password to send mean or embarrassing messages from his or her account. 8. Use of the

network or computer system is a privilege.

A. Because these connections are granted to users as part of the larger scope of the curriculum, Pottsville School District reserves the right to monitor all traffic on the network.

B. Accessing sites that cannot be monitored locally, such as internet mail sites and chat sites, is prohibited unless directed to by your instructor in the instances of wiki's, blogs, or other educational websites directly relating to school work.

9. Consequences of violations include, but are not limited to:

A. Suspension and/or revocation of internet access

B. Suspension and/or revocation of internet privileges

C. Suspension and/or revocation of computer access

D. School suspension and/or expulsion

E. Legal action and prosecution by the authorities

Faculty, students, staff and associates are responsible for proper use of their accounts, including proper password protection.

GENERAL INFORMATION

Absences: Refer to District Policy 4.7 for the district's policy governing student absences. Parents should be in timely contact with school officials regarding the nature of student absences. A written note regarding the nature of the absence should be provided for the school file within three (3) business days of the student's return to school. Parents should also notify the school during extended absences from school due to any illness, injury, or other extenuating circumstances. Students are not permitted to participate in any school related extracurricular activities if they did not attend school during the regular school day for a minimum of one-half day. The principal can make exceptions based on extenuating circumstances.

Accidents / Illness at School: Accidents to students on the school property or at school functions are to be reported to the principal's office. First aid treatment may be administered or the family physician may be called. Any special medical problems such as diabetes, allergies, etc. should be listed on the "Pottsville Student Medical Information" form in the office to be kept on the student's health record. The school and individual teachers assume no responsibility for financial obligations incurred by treatment. When students are injured or become ill, their parents should be notified when possible and instructed to take them home. A student will be sent home if any one or more of the following instances occur: (1) The student vomits; (2) The student has three (3) episodes of diarrhea; (3) The student has a temperature of 100° or higher; or (4) The student exhibit any signs / symptoms of a contagious illness. **Returning to School:** Students who become ill while at home, or students who have been absent due to illness or who have been sent home from school due to illness may return to school as long as they meet the following guidelines: The student has been fever-free for 24 hours without administration of over-the-counter fever-reducing medication; and the student has not vomited within the last 24 hours. **School Insurance:** School insurance is available at a nominal cost if students choose to subscribe. Information and insurance forms are available in the office upon request. It is highly recommended that all students have some type of health/accident insurance.

Activities: Activities, assemblies, and club meetings, etc., will be announced in the daily bulletin. All activities and meetings must be approved by the principal and placed on the activity calendar. Activities that are held during class time will be reduced to a minimum. Club meetings will be scheduled either at noon or after school. Organizations will be assigned a regular meeting date through the principal. Fundraising projects must be approved and scheduled, also, through the principal; fundraisers will be limited. Students are not to solicit contributions and/or purchases from teachers at school.

Address/Phone Number/Email Changes: The school must have the most current and up-to-date contact information for each student. Each student's current address with at least 2 working phone numbers and valid emergency contact numbers should be registered on the Student data form. A working required email is necessary due to the Alert system (you may opt out). It is the student's and parent's responsibility to make sure student address, phone number and contact information is kept current on the enrollment forms in the school office. Please notify the school office promptly of any changes in address, email, telephone contact information. *It is also required for parents to do online registration for NEW students and for ALL returning students. In accordance with Arkansas Code 6-18-202(f), any person who knowingly gives a false residential address for purposes of public school enrollment is guilty of a violation and subject to a fine not to exceed one \$1,000.

Admission to School Buildings: School buildings are normally open each day for students at approximately 7:30 a.m. and remain open until approximately 3:30 p.m. Students finding it necessary to arrive earlier or leave later must make arrangements through the principal's office. A place will be provided for students during inclement weather during the morning and/or lunch. During cold weather, recess may be inside for younger students at the discretion of the principal. Students eating breakfast in the cafeteria are to enter the building at the prescribed cafeteria entrance and are to remain in the cafeteria until the first bell. Students are to stay out of the hallways unless they receive permission from the teacher or district staff on duty.

Advertising: Commercial advertising as such shall in no way be allowed in the school. List of names and addresses of teachers, pupils or parents shall not be provided except in compliance with Federal Law, Family Educational Rights and Privacy ACT of 1974 (FERPA) and 1232g. The School Law of Arkansas (1975).

Announcements: Many routine and important matters of school are communicated daily through the announcements. Students should listen carefully and make note of those activities concerning them.

Assemblies / Awards / Honors: A planned program of assemblies is provided to supplement and enrich the overall educational offering at Pottsville Schools. Assemblies will be scheduled by the principal. The assemblies are planned to promote student talent and participation, develop worthy interest, to present important school and civic matters to the student, to bring outstanding personalities and cultural information to the students and to enrich school spirit. A great many students at Pottsville High School are deserving of recognition and honor. Various planned awards assemblies and programs are held throughout the school year at Pottsville Schools to honor outstanding work and service and to provide recognition for outstanding students in several academic and activity areas of the school.

Cafeteria / Food Service: Students should not run when going to lunch. Students are expected to put their lunch tray, silverware, and milk carton in the appropriate places. Food or drink of any kind should not be taken from the lunchroom. Students are not to be in the cafeteria unless they are

eating. It may be used by those that bring their lunch. Upon finishing their meals students are to exit the cafeteria immediately. Students may obtain nourishing, well-balanced meals at a nominal price. Pottsville Schools participates in the school lunch and breakfast program. For students qualifying for free or reduced lunches, necessary forms will be sent home at the first of the school year. Forms are also available in the school office upon request. Believing that there is a strong relationship between diet and school achievement, we encourage students to eat a well-balanced meal while at school. Therefore, we do not encourage carbonated drinks with breakfast or lunch. Students allergic to milk will need a doctor's statement on file in the cafeteria. A non dairy drink will be provided for those students. Grades 6-12 students have a choice each day of the regular Class "A" lunch or an a la carte lunch. If you choose the a la carte line you must pay for each item when you get to the end of the line. Because of the excellent choices in our cafeteria and because of our closed campus, we do not allow food to be brought on campus to students unless it is for health reasons, and if this is the case we will need a doctor's explanation. **Policy for School Cafeteria Menu Substitutions:** Pottsville School District will provide substitute menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. You must fill out a *Certification of Disability for Special Dietary Needs Form* (see school nurse or cafeteria director) to request such an accommodation. Our school district does not prepare special menus based upon a family's religious or personal health beliefs; parents should assume the responsibility of preparing the child's meals in these cases. **Act 1220 - Pottsville Elementary, Upper Elementary, Junior High, and High School: Act 1220 of 2003 (Rules Governing Child Nutrition and Physical Activity Standards in Arkansas Public Schools):** To promote healthy eating habits, the Arkansas Legislature passed a law (Act 1220) governing nutrition and physical activity in Arkansas Public Schools. This new law prevents schools from giving food to students as rewards or treats. Therefore, we can no longer allow parents to send treats for individual birthdays. **We will be allowed nine (9) days a year to have celebrations.** Snacks will continue to be allowed at snack time if they follow the USDA snack guidelines. Teachers have this list. **This does not affect what you choose to send your child for lunch.** Parents may provide FMNV (Foods of Minimal Value) or candy items for their own child's consumption, but they may not provide restricted items to other children at school. Therefore, to ensure compliance with Act 1220, **parents may only bring in lunch for their own child.**

Calendar of Events: All school activities will be scheduled on the calendar in the principal's office.

Closed Campus: Students are required to stay on campus from their arrival until school is dismissed, except those students who have permission from a school official to leave campus. Students that violate this rule will be considered truant from school and will be disciplined accordingly.

Closing School / Inclement Weather: If school is closed or dismissed early due to bad weather or other uncontrollable circumstances, area radio stations will be notified and requested to announce the closing. The school messaging parent communication system will also be utilized whenever possible. Students and parents should not phone the school or the homes of school officials as those lines need to remain open for contacting media, parents and personnel.

Conferences: Progress Reports, Report Cards, & Parent/Teacher Conferences: The Pottsville School District Calendar includes the dates for two parent teacher conferences scheduled for this school year. In addition, parents are encouraged to contact the school to schedule conferences with teachers any time they consider there is a need for such a conference. If you wish to have a conference with a teacher or the principal, please call the school office and make arrangements for a time convenient to those participating in the conference. Grades and student progress are reported to parents as follows:

- At the end of the fifth week of each nine weeks grading period, an interim report will be sent to the parents/guardians of every student.
- A regular progress report (report cards) will be handed to the students at the end of each nine weeks grading period to be carried to the parents.
- After the fifth week of the first nine weeks and after the fifth week of the third nine weeks, time will be scheduled for parent-teacher conferences.

Dances: Dances are for PHS students and their dates only. Students planning to bring a date that is not enrolled at PHS must register that date in the principal's office prior to 12 noon on the last school day before the dance. Dates must be enrolled in grades 10-12 or a recent graduate. Only PJHS students can attend the PJHS dance. Students must follow these rules:

1. When a person comes to a dance, he/she must remain inside the dance. If he/she leaves, he/she may not return and must leave the campus.
2. A school sponsor is required to be present for school activities.
3. No alcoholic beverages, smoking, illegal drugs, or drug abuse will be permitted. It is against Pottsville School Board policy for there to be any sales, use, distribution, or possession of alcoholic beverages or of illegal drugs at any school function or activity, or to be under the influence of any of the above. Any students so involved will be disciplined by the school and charges pressed as deemed lawful and proper.
4. If a student is ejected from any school dance because of conduct and/or violation of school rules, that student will be punished the same as if it were a day of school. Students who bring dates from outside the school will be responsible for the behavior of their dates. 5. Any acts of vulgarity at the dance or on the dance floor will not be tolerated. The violators will be asked to leave and may jeopardize future dances. Pottsville High School will sponsor three (3) dances during a school term. Pottsville Junior High will sponsor only one (1) dance during the school term.

Emergency Drills: Information concerning emergency drills will be provided to the entire student body. Teachers will periodically go over the drill procedures. Local fire department officials will make regular inspections and may call for additional fire drills. **Important:** once in lockdown, students will not be released from the building until the threat of severe weather or other emergency situation has passed.

Fire Drill Signal: Fire Alarm

Specific exit instructions will be given by the teachers, and are to be posted in each room. Some rules which should be followed in all situations (state and federal law) are:

1. The teacher should be the last to leave the room after seeing that all doors and windows are closed.
2. Walk quietly and in single file out of the door.
3. Stand in assigned position without talking and wait until the roll is checked
4. Return at the sound of the bell.

Tornado Drill Signal: Intercom

Some guidelines that should be followed:

1. All persons should assume a position for protection from falling glass and objects with special precautions for head and face. (Usually this will be away from windows and near solid walls.)
2. In every case, keep calm, no shouting, and listen for instructions from the teacher.

Field Trips: All school organizations taking trips to state conventions, festivals, sporting events, and meetings of any type which involve the school as responsible for the safety of students shall be provided the necessary transportation. Students are expected to use this means of transportation if they wish to participate in school activities. If situations arise where other arrangements need to be made, the sponsor will have the responsibility of working out these arrangements. Exceptions may be made only when a student is riding with his/her own parents. The standard of behavior on school sponsored trips is the same as if the students were on school grounds. Signed parental permission slips will be required for eligible students to participate in the field trip. School sponsored trips are planned for a specific grade level for educational purposes. The focus should be on the learning of those particular students. With that in mind, we request that siblings not attend field trips. Only school personnel will be allowed to ride the bus with students on school sponsored trips

Guidance and Counseling: The guidance counselor will provide development guidance activities for all students and offer small group guidance for individual growth. The counselor can serve as a consultant for behavioral, social, and educational concerns and be available for crisis counseling. Referrals will be accepted from parents, teachers, and the students themselves. The counselor will help identify students who need assistance but do not come forward through special guidance activities. The counselor will monitor the school climate and recommend appropriate action. Working with outside agencies, providing follow-up of referred students, and assisting in interpreting and utilizing school data will be the responsibility of the counselor. The counselor will provide counseling for students who are retained in a grade or have special needs. The counselor will be the school coordinator in standardized testing programs. The counselor will serve as a committee member for educational plans on students who did not pass state competency tests.

Interruptions: No students shall interrupt a class without permission from the office or from a teacher. Classes should be interrupted only in cases of extreme need.

Lockers-High School: Lockers are school property and are rented to students for keeping books and other personal property will be assigned to students at the beginning of the school year. Damage done to a locker will have to be paid for by the student who is assigned to that locker. Sharing a locker is discouraged unless there becomes a shortage of lockers. Students will be given the combination to their locker at the time that it is assigned and will be expected to remember the combination. Students are not allowed to put decorations of any kind on the inside or outside of the lockers without approval by the principal. Students are to refrain from tampering with other students' lockers.

Library: The school library is a service agency. It functions to further the school's objectives. It has no distinct subject matter but provides materials for all students and interests of students and teachers. The library is open on school days. The library, for many people, is a work station for a limited time. For this reason, it is essential that distractions must be kept at a minimum. **Library Regulations:**

1. All students and teachers in school are entitled to borrow books and other materials.
2. Reference materials such as encyclopedias and dictionaries are to be used only in the library unless arrangements have been made with the librarian and teacher.
3. Reserve books may be set up by any teacher desiring to do so.

Moving / Withdrawing from the District: When moving away and withdrawing from our school district, be sure to clear your records properly. Obtain a checkout sheet from the school office and have your teachers, counselor, and principal sign it. All school materials, textbooks, library books, laptops, etc. must be returned. Any money owed must be paid before departure. Students who do not properly withdraw will have records withheld until they complete proper withdrawal procedure.

Parties: Approved celebration events or "parties" should be limited to one class period (i.e. approximately 30 minutes) with exceptions to be approved

by the principal. Any food items to be shared with students must be prepared in a commercial kitchen. Therefore, food prepared in home kitchens will not be allowed. There will be three elementary school parties allowed in K-2 grades: Fall, Christmas, and Valentine's Day. Fall and Valentine's parties should be limited to thirty minutes while the Christmas party should be limited to one hour. **Party Invitations:** Invitations to parties outside of school may not be handed to individual children. When children become upset because they have not been invited to a party, it interrupts the learning / teaching process. However, it is acceptable to hand out invitations when everyone in the class is being included. The teacher must be notified before class invitations are handed out.

Permission Notes: Students must bring notes from their parents before they will be allowed to stay after school or go somewhere other than their home or babysitter after school. If two students are planning to spend the night with each other, a note from the parents of both students must be presented to the teacher. The office telephone will not be used for calling parents to get permission to go home with someone else or stay after school. Students who do not have notes from parents will be required to go home as usual. Requiring notes assures that parents and teachers are aware of after school arrangements. Students who stay after school for activities such as ball practice are not supervised until their coach or sponsor arrives. It is advisable that students go home when school is dismissed and return at the scheduled practice time.

(Office) Phone: Only emergency calls and calls concerning parental permission to leave the school during the day may be made from office phones. The school telephone is for school business only; students must get permission to use the phone and state who they are calling and what their business is. **Messages to Students:** Except in cases of extreme emergency, such as death in the family, messages will not be delivered to students. Students should instruct their parents, employers, brothers, sisters, etc..., not to call and ask for a message to be delivered. Nor will students be called to the phone.

Recess / PE: In the interest of good health, all students are expected to go outdoors during recess or PE with the exception of inclement weather. A student who is well enough to be at school is usually well enough to spend a short period of time on the playground. If, following a serious illness or injury, a student is unable to go outdoors, a doctor's note stating this fact is required to be sent to school with the student. The note should include the duration of the restriction.

Semester Exam Exemption Policy (PHS only): Students will be exempt from taking the fall and spring semester exams based on their semester grades, attendance, and tardiness. A strike is earned for: (1) any absence that is NOT school-sponsored and (2) every four tardies per class period. **All students with a D or an F are required to take semester tests both in the fall and spring.**

Exemption Criteria:

- A average (4.0 and above)-Up to 6 strikes
- B average (3.0 and above)-Up to 5 strikes
- C average (2.0 and above)-Up to 4 strikes

No-Risk Test Option: Students who qualify for exemption may still choose to take the semester test and no risk—meaning they may accept the test grade only if it improves their semester average. All semester tests must be taken at the assigned times.

Classification of Students: For grades 9-12, classification will be determined at the beginning of the school year and will remain the same throughout the school term or until any deficiencies are made up. Classification will be determined by the principal and the counselor according to the number of credits earned. Classification is based upon the successful completion of course work for the previous year or the total acquired credits as follows:

9th grade (0 credits) 10th grade (5 credits) 11th grade (10 credits) 12 grade (15 credits)

Students classified as seniors must also be enrolled in courses that will enable them to graduate. If a senior must complete correspondence work to be able to graduate, he or she must remain on campus for class time in which to do such correspondence work.

Course Load: All students in grades 9-11 are required to enroll in a full schedule of eight courses. Seniors must also maintain a full course load, which may include a combination of traditional classes, concurrent crest, ATCC programs, internships, or other approved education opportunities.

Dropping a Course: To drop a course, you must get permission from the principal and teacher. No course may be dropped or entered into after the first week from the opening of school. Use care and thought when choosing your courses for the semester.

Credit Transfer: Course work will be accepted from the Area Adult Education Center or other state approved education institution and applied

toward graduation provided: (1) the student is making up a failure or (2) other extenuating circumstances in which prior approval is required by the principal and counselor.

Course Audit: A student will not be allowed to take a course without receiving a grade or credit for that course.

Re-taking a Course: If a student receives an "F" in a subject, he or she may retake the subject failed. The student's first grade and the student's second grade will be averaged to determine a student's final grade for the course.

College Courses for High School Credit: College Courses may be used to fulfill high school graduation requirements under the following conditions:

- The course to be taken is pre-approved by the counselor and principal.
- The course is added to the student's permanent high school records and included in GPA.
- The course is successfully passed.

Concurrent Credit Classes: It is the policy of the Pottsville School district to permit students in grades 9-12 to concurrently be enrolled in an accredited institution of higher learning. Concurrent credit will be given to students who successfully complete a course from an institution which is accredited according to the rules and regulations of the State Board of Education. A decision as to whether credit will substitute for a required core course or will be used as an elective will be made by a committee composed of the building principal, counselor, and a faculty member from the subject area in which the course was taken. Three semester hours of college credit shall be the equivalent of one unit of high school credit. It is recommended that concurrent credit classes be discussed with the counselor prior to enrollment when feasible. A student who wishes to enroll in concurrent credit classes may do so at his/her own expense. The Pottsville School District assumes no responsibility for tuition, books, transportation or any other related expense. CLEP scores do not qualify for concurrent credit.

Correspondence Credit: In the event that a course is desired which is not regularly offered in the high school, or makeup of an unsatisfactory grade is needed, correspondence work may be advisable and acceptable. Such credits shall have prior approval by the high school counselor and principal and shall be earned through satisfactory completion of courses offered by accredited colleges. Generally, no more than one unit of correspondence may be taken by a student toward graduation.

English Failures Policy: Arkansas Department of Education standards require the successful completion of four years of English in order to achieve graduation requirements. Mastery of the basic skills at each grade level is a prerequisite and imperative to attempting the next grade level. Thus, if a student fails English, he/she must make up the failed grade before advancing to the next grade in English. The only way that a student can make up such work is either to attend summer school, take a correspondence course, or repeat the course. Because no student may take more than one English course at a time, repeating a class during the regular term will place a student behind his/her classmates in graduating.

Early Graduation: Students will be granted early graduation when they have successfully completed all graduation requirements. The student must apply for early graduation by May 1st, prior to the year that they would like to graduate, in order for administration to make the necessary arrangements for that student to graduate.

Honor Roll: The honor roll will be announced at the end of each nine weeks and at the end of each semester by the principal. For High School, all students who have a 3.0 or higher (and no grade lower than a C) are eligible for the honor roll. For Junior High, Upper Elementary, and Elementary, all students who have A's and B's will be listed on the honor roll.

Early Release for Work - Financial Hardship (Grade 12 – 2nd Semester): In compliance with Act 675 of 2003, "An act to require high school students in grades nine (9) through twelve (12) to attend a full school day", Pottsville High School will comply with all provisions set forth by this law. With the enactment of Act 675 of 2003, a parent or guardian may seek a waiver from the requirement that their student attend a full day of school if proven financial hardship resulting from missed opportunity for employment exists. The student must meet the following criteria in order to implement the early work release waiver:

- The student must be on track to graduate
- The student must attend at least 6 classes/day
- Early work release is only allowed during the second semester of the student's senior year

Graduation Exercises: Participation in commencement exercises by seniors who have completed all requirements for graduation is encouraged but is not compulsory. Since these exercises require planning and rehearsals, the rehearsals are held during school hours on legal school days; all students who wish to participate in the exercises are required to attend the rehearsals. Failure to do so could exclude a student from participating in the exercises. Students who have not completed all requirements for graduation are not eligible to participate in the ceremony. Students completing requirements for graduation in the summer may participate in the next exercise if they desire. The dress will be white shirt with tie, dark dress pants or khakis and dark socks and shoes for boys and a dark dress or skirt for girls with dark hose and shoes.

Transcripts: Each student may have one transcript at no charge. Students applying for scholarships or entering institutions of higher learning may request that transcripts be sent to these institutions.

Prom: The annual Junior/Senior Prom is one of the major events of the year and is arranged each spring by the junior class. For this event, the junior class sponsors the program in honor of the graduating seniors. The prom will be limited to only members of the junior class and their dates and only

members of the senior class and their dates. *Dates may include 10th grade students who are invited to persons who are age 20. It is customary for the junior class to invite four (4) sophomores as servers. There will be **no garter ceremony**. Dress Code requirements for prom: If a two-piece gown is worn, an opaque (non-see-through undergarment covering the separation, such as spanx, must be worn while attending prom; a backless dress should not expose the buttocks; dresses should not expose excessive cleavage; slits should rise no higher than 5 inches about the top of the knee; short dresses should be no more than 5 inches from the top of the knee; any see-through material must have fabric (such as mesh), so that the skin does not show; to determine if a dress meets dress code on the abdomen, place arms to your side (straight down) and no skin should be seen on the abdomen in the front of arms; tuxedos or a coat and tie/bowtie with dress slacks are appropriate attire; dress slacks should not have any holes in them; and button-up shirts must be long sleeve or short sleeve (no sleeveless shirts). **After Prom:** Attendance at the after prom activities will only be allowed to those students and their dates that attended the Jr./Sr. Prom

Senior Class Trip: The senior class will be allowed a one day class trip at the end of the school year. The trip must be approved by the school administration and class sponsor or school representatives shall accompany the class. All students must ride the bus to and from class trips with no exceptions. Expenses will be taken care of by fund raising projects or the individual students taking the trip. The trip will not include an overnight stay. To qualify to attend the trip the student must:

1. Be projected to graduate (fulfill all requirements for graduation).
2. Be in "good standing" with the school administration ("good standing" refers to good attendance and conduct records – "not in good standing" refers to poor attendance, disruptive behavior or excessive violation of school policy).
3. Any change in this policy must be with School Board approval.

Elections:

Class and Club officers – Students running for a class or club office must have good attendance, no discipline referrals, have no less than a C average and have attended Pottsville School for one semester. Students transferring to PHS from another school and with prior club experience may run for office as set forth in each individual club's by-laws.

Homecoming Queen (PHS Football) Homecoming Court will consist of three senior maids, (one to be elected Queen by the student body) two junior maids and two sophomore maids elected by their respective classes. All maids must have attended Pottsville High School for one full semester to be eligible. If a student is elected as a maid during the sophomore year, that student will not be eligible for the court during the junior year. Escorts will be football players from the same class as the maid for the pep rally and fathers or other family members approved by the sponsor and principal for the evening ceremony.

Homecoming Queen (PHS Basketball) Homecoming Court will consist of three senior maids, (one to be elected Queen by the student body) one junior maid and one sophomore maid elected by their respective classes. All maids must have attended Pottsville High School for one full semester to be eligible. If a student is selected as a maid during the sophomore year, that student will not be eligible for the court during the junior year. Members of the football homecoming during the same year will not be eligible for the court. Escorts will be members of the basketball team from the same class as the maid. Dress will be formal. **If a student elects not to participate in either event they will not be on the ballot for the next royalty election.*

Textbooks / Backpacks: Textbooks, workbooks, and many other educational materials are supplied by the state. It should be kept in mind that textbooks are furnished by the state with the expectation of using them for a period of six years. Students who lose, destroy, or deface books will be charged with the responsibility of paying for these items on a pro-rated basis. Students are not accountable for wear which occurs from normal use of a book.

Student Meetings: Student meetings during school time are to be approved by the principal and supervised by a faculty sponsor. Students wishing to meet on school premises during non-school hours are to make arrangements with the principal.

Use of School Buildings: Any person, organization, club, or class must obtain permission from the superintendent before using any building in the Pottsville School District.

Policy on Pregnant Students:

1. Pregnant students, married or unmarried, shall not be denied the rights and privileges granted to other students.
2. Pregnant students should discontinue school during the semester the child is due; however, this is not mandatory.
3. Pregnant students should inform the principal or counselor of their condition, when the condition is confirmed.
4. All rules and school regulations shall apply to pregnant students including attendance requirements.
5. Pregnant students must have written consent from their physician to participate in physical education, athletics, or extra-curricular activity.

STUDENT BEHAVIOR IN THE CLASSROOM

1. Students are to obey all classroom rules.
2. No running in the buildings.
3. Students are not to sit on desks, tables, or shelves.
4. No scuffling on buses, in buildings or on the school campus.
5. At school sponsored activities such as assemblies or ballgames, etc., students stay inside the building – no running in and out.
6. Chairs or desks are not to be moved unless you are directed to do so by a teacher.
7. Profane language will not be permitted; also, name calling or abusive teasing.
8. Only the students that are in an activity are to be on the school grounds at practice sessions. (Example: ball practice)

9. Cell Phones & other Electronic Devices – See District Policy 4.47.
10. The school telephone is for school business only; students must get permission to use the phone and state who they are calling and what their business is. Students should take care of personal business at home.
11. Students are expected to bring books, paper and pencils to each class.
12. Students must turn in all books and pay all debts before grades will be issued.
13. Students are not to throw waste paper on floors or put it in desks.
14. Students will not deface any school property.
15. Students will comply immediately and courteously with any reasonable request of any school official. Such a request may, at the teacher's discretion, include requiring students to raise their hands and secure permission before talking or moving about the room.
16. If a teacher finds it necessary to send a student from class because of disruptive behavior, report immediately to the office. To be reinstated in the class, you must confer with an administrator and the teacher concerned.
17. Students will behave in a cooperative and non-disruptive manner at all times. Appropriate discipline will be determined by the teacher or principal and range from a warning to recommendation for expulsion. Types of discipline may include writing sentences, detention, corporal punishment, staying after school, probation, reports, or suspension from school or class.

STUDENT BEHAVIOR ON BUSES

Students are subject to school authority while on the buses. The driver is in charge of the bus and is to be respected and obeyed the same as a teacher. If a student is reported to the principal for misconduct on the bus, he or she will be disciplined the same as being reported to the office by a teacher for his or her misconduct in the classroom. Buses will load and unload in the designated area; hence, the student will find his bus loading and unloading in the same place each day. Some suggestions for proper bus behavior:

1. Do not run to or from the buses.
2. Take your time and watch your step when entering or leaving a bus.
3. Do not yell or talk loudly while traveling.
4. Do not push or crowd on the bus.
5. Remain seated while the bus is in motion.
6. Do not throw articles of any kind while on the bus.
7. Do nothing that will interfere with the convenience and comfort of your fellow passengers.
8. Do nothing that will divert the bus driver's attention from his duty of driving safely.
9. Cross 10 feet in front of the bus.
10. Look both ways before crossing the road.
11. Do not put hands, arms, or head out of the window.
12. Do not throw things out the bus windows.
13. Do not drink pop or eat on the bus.
14. No chewing, dipping or smoking on buses.
15. Cell phones – see District Policy 4.47 – Possession and Use of Cell Phones and Other Electronic Devices.

STUDENT BEHAVIOR AT SCHOOL SPONSORED ACTIVITIES

The Arkansas Activities Association holds the school responsible for the behavior of all persons attending school ballgames and other functions whether they are students or adults. Each individual should seek to act in an exemplary manner, to be courteous, well mannered, and conduct oneself in a sportsmanlike fashion.

STUDENT BEHAVIOR ON SCHOOL SPONSORED TRIPS

All school organizations taking trips to state conventions, festivals, sporting events, and meetings of any type which involve the school as responsible for the safety of students shall be provided the necessary transportation. Students are expected to use this means of transportation if they wish to participate in school activities. If situations arise where other arrangements need to be made, the sponsor will have the responsibility of working out these arrangements. Exceptions may be made only when a student is riding with his/her own parents. The standard of behavior on school sponsored trips is the same as if the students were on school grounds.

STUDENT BEHAVIOR IN THE CAFETERIA

Students should not run when going to lunch. Students are expected to put their lunch tray, silverware, and milk carton in the appropriate places. Food or drink of any kind should not be taken from the lunchroom. Students are not to be in the cafeteria unless they are eating. It may be used by those that bring their lunch. All trash, such as candy wrappers, paper cups, lunch sacks, empty drink cans and bottles, etc..., are to be placed into provided containers and not to litter the campus. Upon finishing their meals students are to exit the cafeteria immediately or as instructed by school staff.

CONDUCT NOT PERMITTED

Students of the district who are deemed responsible for the commission of any of the following acts will be subject to appropriate disciplinary action. Appropriate disciplinary action will be determined by the principal and/or his assistant and may fall anywhere along the continuum of a minimum action being verbal reprimand to a maximum action of expulsion from the school system.

Rule #1: Keep your hands to yourself.

- 1. Disregard of direction or Commands:** Students will comply immediately and courteously with any reasonable request of any school official. Such a request may, at the teacher's discretion, include requiring students to raise their hands and secure permission before talking or moving about the room. Additional reasonable requests may be made at the teacher's discretion. Students will be considered to be insubordinate if they refuse or fail to comply with any rule, regulation, or reasonable request made by a representative of the district.
- 2. Disruption and Interference with School (See District Policy 4.20-Disruption of School):** Conduct which materially and substantially interferes with the educational process or the orderly function of the school and its activities will not be tolerated.
- 3. Immorality:** Students are required to abstain from any act considered to be indecent or immoral. Students are required to conduct themselves in a socially acceptable manner at all school functions whether it be the normal classroom or an activity.
- 4. Vandalism:** Students and parents shall be held liable under the law and board policies for any acts of vandalism or any acts of destroying school property. This shall include paying for any and all damages.
- 5. Gambling:** No form of gambling will be permitted on school property during the school day or any school sponsored event. Students will not be permitted to bring dice, cards, or other materials that can be used for gambling purposes at school.
- 6. Profanity-Verbal Abuse-Obscene Gestures (See District Policy 4.21 – Student Assault or Battery):** A student shall not use profane, violent, vulgar, abusive or insulting language at any time. No obscene pictures, books or literature may be in the pupil's possession on school property. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process. Students shall not possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form.
- 7. Drugs or Alcohol (See District Policy 4.24 – Drugs and Alcohol):** The Pottsville Board of Education policy prohibits drug misuse or abuse. Students having possession of, or under the influence of, or involved in the distribution of and/or sale of alcoholic beverages, glue, paint, or any combination of drugs or materials expressly prohibited by federal, state, or local laws, on school property, at the home school or at the visited school, are subject to disciplinary action, such as probation, suspension, or recommendation for expulsion and legal action. The school administrator is required to automatically suspend said student for ten days. The student will receive a grade of "F" on all work required during the suspension. Students guilty of violating the drug/alcohol policy of the Pottsville Schools are subject to being suspended from all extra-curricular activities for the remainder of the current semester plus the entire semester following suspension. The students will not be allowed to attend any extra-curricular activity sponsored by the Pottsville Schools. This includes practice as well as games. All students suspended for violation of this policy have the right to appeal in a hearing before the board.
- 8. Fireworks:** Possession of any type of firework or explosive device that presents a reasonable danger to either a particular student who possesses such device or the general student population is prohibited. Such devices shall include, but are not limited to: firecrackers, smoke bombs, cherry bombs, bottle rockets, or any other device that may cause damage to people, or to school property, or disrupt the educational process. The minimum punishment for this offense is detention and the maximum is expulsion.
- 9. Cellular Phones & Beepers (See District Policy 4.47-Possession and Use of Cell Phones, Apple Watches (or similar kind) and Other Electronic Devices):** If a student is in violation of the electronic policy (4.47), the following punishment will occur for any electronic device offenses:

High School:

Permitting any audible sound to come from an electronic device:

- a. First Offense: The electronic device will be stored in the office and given back to the student at the end of the school day. The student will receive 1 day of detention.
- b. Second Offense: The parent will pick the electronic device and the student will receive 2 days of detention.
- c. Third Offense: The third offense will be treated the same as the first offense of "Using an electronic device" and follow the "Using an electronic device" continuum for any further "audible sound" offenses.

High School

Using an electronic device:

- a. First Offense: The parent will pick up the electronic device, and the student will receive 1 day of In-School Suspension.
- b. Second Offense: The parent will pick up the electronic device, and the student will receive 2 days of In-School Suspension.
- c. Third Offense: The administrator will confiscate and hold the electronic device for the remainder of the semester. Students will receive 3 days of In-School Suspension.

Junior High

Using an electronic device:

- a. First Offense: One week in "cell phone jail," and the student must call home with an administrator present.
- b. Second Offense: Two weeks in "cell phone jail," and the student must call home with an administrator present AND complete a writing assignment.
- c. Third Offense: Students will receive 3 days of In-School Suspension.

10. Possession of any Firearm or other Weapon on School Property (See District Policy 4.22-Weapons and Dangerous Instruments):

Possession of any firearms or other weapon on school property, possession on the person, in a vehicle or in the locker or desk on school premises of a gun, ice pick, knife, switchblade knife, explosive, or any other object deemed to be dangerous to the general public is prohibited. In compliance with the gun-free school act of 1994, Pottsville School will be weapon free. Any student bringing a gun or weapon to school shall be expelled for a period of not less than one (1) year; provided, however, that the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis.

- 11. Assault or Abuse of School Staff - See District Policy 4.21 – Student Assault or Battery:** Any act that causes or attempts to cause physical harm to a school employee, student or any other individual is prohibited by the Special Session of the Arkansas Legislature (Act 104 of 1983).
- 12. Theft:** A student shall not steal or attempt to steal property belonging to the school of public or private property while under jurisdiction of the school. Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures.
- 13. Tobacco Use: See District Policy 4.23 – Tobacco, Electronic Nicotine Delivery Systems And Related Products:** Smoking or use and/or possession of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, vaping, cigars, chewing tobacco, and snuff) in or on any property owned or leased by a District school, including school buses, 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.
- 14. Fighting / Student Assault or Battery / Profanity or Vulgar Expressions (See District Policy 4.21 – Student Assault or Battery):** Students are to keep their hands to themselves, and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting or threatening others with physical injury, etc., constitute battery and/or assault, and abusive language directed at others is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or an act of violence may have been committed on campus. Definitions: **"Assault"** is the willful attempt or threat to inflict injury upon the person of another, coupled with the apparent present ability to do so, by display of force that would give the victim reason to fear bodily harm is assault, even if touching or striking does not occur. **"Battery"** is similar to assault, but requires unexcused physical touching or injury. **"Abuse"** means to wrong in speech, reproach coarsely, disparage, revile, or malign. Use of profanity or vulgar expressions directed at another person is considered abuse
- 15. Parking Lot:** The parking lot is off-limits during the school day with the exception of entering and leaving the school grounds. Students are not to sit in parked cars or loiter around vehicles before the opening of school in the morning, nor at noon or any other time during the school day. Permission to return to the parking lot during the day must be given by a teacher or principal. It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle,
- 16. Indecent Exposure, Sexual Advances/Sexual Contact (Also see District Policy 4.27 – Student Sexual Harassment):** A student shall not deliberately commit indecent exposure in school, nor shall a student make sexual contact with another person.
- 17. Public Display of Affection:** Public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectations of school staff will lead to disciplinary action.
- 18. Skip Days:** The Board of Education does not approve of skip days. Students who participate in skip days will be charged with truancy.
- 19. Walkouts and Boycotts:** A student shall not participate in a school walkout or boycott.
- 20. Hall Conduct:** Halls may not be blocked at any time. Any blocking or disruption of easy passage will be considered a serious infraction of school rules. Students should remain quiet while in halls.
- 21. Identification Requirements:** All students are required to identify themselves upon request by any school personnel while on school property and at all school functions at home or away.
- 22. Cheating:** A student that cheats from another student's work or from teacher materials will automatically receive an "F" for that assignment. The person who willfully allows another student to cheat will also receive an "F" for that assignment. The students involved may also be subject to other disciplinary action and the parents/guardians will be contacted of this action. Pupils progress better and are more successful when they prepare their own assignments and assume the responsibility of making their own progress to the best of their ability. The greatest satisfaction in learning comes from the realization that you have done the work yourself and learned the lessons through your own experiences.
- 23. Bomb Threat:** A student who calls in a bomb threat and/or any other threat to the health and safety of the students and employees will be referred to the legal authorities and will be recommended for expulsion.
- 24. Lunch Line:** Students should be cooperative while waiting to be served. Students are expected to talk quietly while waiting in line. Those who break in line will be subject to disciplinary action.
- 25. Candy, Drinks:** Soft drinks and candy are allowed in certain designated areas at designated times of the day. A teacher may ask permission from the principal to allow candy, snacks, soft drinks, etc. under certain circumstances.
- 26. Abnormal or Irrational Behavior:** Any student whose actions are abnormal or irrational shall be temporarily suspended from class by the teacher and/or from the school by the principal or other person.
- 27. Gangs and Gang Activity - See District Policy 4.26 – Gangs and Gang Activity.** Students found to be in violation of this policy shall be subject to up to and including expulsion in accordance with district policy.
- 28. Laser Pointers (Act 1408 of 1999) – See District Policy 4.28 – Laser Pointers:** It is unlawful for students to possess laser pointers at school without permission and proper supervision by a teacher. Pointers will be seized by the teacher or principal and turned over to law enforcement officials.
- 29. Hazing, or aiding in the hazing of another student** is forbidden in connection with initiation into, or affiliation with, any student organization,

extracurricular activity or sport program. **See District Policy 4.12 – Student Organizations / Equal Access.**

30. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession.
31. A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether specific prohibition of the conduct is contained in this student handbook.
32. **Behavior not Covered Above:** The school district reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

Bullying – Bullying is prohibited conduct. Refer to District Policy 4.43 – Bullying

Distribution of Literature: Students failing to comply with the rules and regulations set forth in the **District Policy 4.14 – Student Publications and Distribution of Literature** will be subject to disciplinary action that is deemed appropriate for the offense. Such disciplinary action will in no way constitute cruel or unusual punishment.

CRIMINAL ACTS UNDER ARKANSAS LAW

The commission of or participation in criminal acts in the school building, on school property, or at school sponsored events, by students, is prohibited by school regulations. Disciplinary action will be taken by school authorities against students involved in criminal acts regardless of whether or not criminal charges result. The following activities are among those defined as criminal under the laws of the state of Arkansas, however, criminal acts considered under the regulation are not limited to this list.

- **Arson** – The intentional setting of fire.
- **Assault and Battery** – Threat of, or actual physical harm to a person.
- **Burglary and Larceny** – Stealing of school and/of personal property.
- **Possession of Explosives** – Explosives of any type are not permitted on school property or at school sponsored events.
- **Larceny** – Theft
- **Malicious Mischief** - Willful destruction of property.
- **Robbery** – Taking property from an individual by force. Sales, distribution, use or possession of alcoholic beverages or illegal drugs. ●

Disturbing the peace

- a. by violence, abusive, obscene, or profane language addressed to a student or teacher.
- b. by threatening to fight, or challenging a fight, or fighting a student or teacher.
- c. by the use of abusive, violent, obscene or profane language whether addressed to a specific party or to the public in general.

DISCIPLINARY REFERRAL

A student may be referred to the principal's office by school personnel for misconduct in class, on campus, or school transportation, or at school sponsored events. A teacher may temporarily dismiss for disciplinary reasons any student from class. The teacher shall, when feasible, accompany the student to the office of the principal or designee and shall, as soon as practical, file with the principal a written statement about the student's dismissal from class. The principal or designee shall determine whether to reinstate the students in class, reassign him/her or take other disciplinary action. **A student may be suspended and may be subject to expulsion based on an accumulation of disciplinary misconduct incidents. This means that a student may be suspended or recommended for expulsion not for violating a specific rule or rules but for a combination or accumulation of repeated offenses. Minimum and Maximum Penalties for Violation of District Discipline Policies:** Students are responsible for their conduct as outlined in this handbook. Violation of policies set forth in this handbook shall constitute a violation of school rules and will result in appropriate disciplinary action. Appropriate disciplinary action will be determined by the principal and/or his assistant and may fall anywhere along the continuum of a minimum action being verbal reprimand to a maximum action of expulsion from the school system.

DETENTION

Detention will be used as a force of discipline whenever necessary. Depending on the school, detention may be during the school day or after school. Parents will be notified either by phone or mail when their student has to serve in after school detention. For after school detention, it will be the responsibility of the parent to pick their student up at the time detention is over unless the student is old enough to drive. It will be the parent's responsibility to notify the principal's office if they cannot pick their student up at the designated time.

Some of the reasons a student may have detention include but are not limited to:

- More than 3 tardies
- Excessive bad behavior
- Excessive disregard of classroom rules
- Smoking or use of tobacco
- Some cases of truancy

Detention may be used for any circumstances not listed that the Principal deems necessary. Failure to show up for detention or failure to follow rules of detention may warrant extra days or possible suspension. Expected behavior or rules for after school detention:

1. No talking
2. No sleeping
3. No note writing
4. No leaving room for any reason
5. Students must bring books or assignments to work on

CORPORAL PUNISHMENT

(Refer to District Policy 4.39 - Corporal Punishment)

The board recognizes the need for firmness in dispensing with any isolated problems calling for disciplinary action which occur in the classroom and during other school activities, whether on or off the school premises. Accordingly, the Board expects:

1. that the principal and faculty will always be in a position to take disciplinary actions;
2. that disciplinary action will contribute to the general welfare of the school or class as a whole and will be directed toward positive improvement of citizenship of the group or individual involved; and
3. that each teacher will handle his or her own discipline at all times if at all possible; however, the more serious problems may be taken to the principal for advice and counsel.

The Pottsville School Board authorizes the use of corporal punishment to be administered by the Superintendent, or his designated staff members who are required to have a state issued license as a condition of their employment, to any pupil for disruptive or unmanageable conduct,

insubordination, profane, violent, vulgar, or insulting language or other conduct that would tend to disrupt the education process. Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges. All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

The term "corporal punishment" as used in this policy is hereby defined as the paddling of students. After repeated minor rule infractions such as leaving books, talking without permission, etc., students will be given a choice of writing sentences, reports or paddling.

PROCEDURES

1. Except for those acts of misconduct which are so antisocially disruptive in nature as to shock the conscience, corporal punishment shall not be administered unless an attempt has been made to modify the pupil's behavior by some means other than corporal punishment and unless the pupil has been told that a continuation or repetition of his or her behavior may lead to corporal punishment.
2. It will be administered in the presence of another licensed staff member employed by the District who shall be advised in the presence of the student the reason for the punishment.
3. It will not be administered in the presence of other students, nor in a spirit of malice or anger, nor will it be excessive.
4. It will be administered to the lower posterior only.
5. No licensed staff member, other than the principal or superintendent, shall administer it for another licensed staff member.
6. Refusal to take corporal punishment will result in suspension.
7. The principal will be notified when corporal punishment is administered, and a written report signed by the licensed staff member administering the corporal punishment stating the reason for the punishment, and the name of the witness will be filed in the office of the principal. 8. On request, the parent shall be informed in writing of the reasons for the punishment, and the name of the witness.

PROBATION

When a student is placed on probation, that student must obey all rules and regulations for the rest of the semester or school year if designated. Parents will be notified in writing at the parent conference when a student is being placed on probation.

DUE PROCESS

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion. (See Ark. Stat. Ann. 80-1516)

1. Due process is afforded to students in disciplinary cases of some magnitude such as:
 - a) suspension
 - b) expulsion
 - c) statements removed from students' records and

- d) clearing one's reputation
2. The U.S. Supreme Court ruled in 1975 that, for every suspension not exceeding ten days, the student has the right to be accorded the minimum requirements of the due process clause of the Fourteenth Amendment of the Constitution of the United States.
3. Due process procedures must be known to all students and must comply with all state and federal laws.
4. Each school should establish procedures for notice to students and parents of charges, hearings and other due process proceedings.
5. Each school district shall develop a grievance procedure including steps to be followed by students to resolve a grievance.
6. The due process rights of students and parents are as follows:
- a) Prior to any suspension, the school principal or his/her designee, shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
 - b) The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
 - c) Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) of the pupil.
 - d) Any parent(s), tutor or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools.

In accordance with District Policy 4.17-Student Discipline, it is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

SUSPENSION AND EXPULSION

State laws and State Board of Education regulations permit local school officials to expel students who are unwilling to behave in an acceptable manner and fail to abide by district attendance policies. Due process must be provided.

1. Suspension Procedure

- a. A teacher may temporarily dismiss for disciplinary reasons any student from class.
- b. The teacher shall, when feasible, accompany the student to the office of the principal or designee and shall, as soon as practical, file with the principal a written statement about the student's dismissal from class.
- c. The principal or designee shall determine whether to reinstate the student in class, reassign him/her or take other disciplinary action.
- d. The principal of any school or designee is authorized to suspend students from school for disciplinary reasons up to ten school days, including the day upon which the suspension was initially imposed.
- e. Prior to each suspension, the principal or designee, shall inform the student either orally or in writing about the infraction.
- f. If the student denies the charges, the principal shall explain to him/her the evidence which forms a basis of the charges and shall permit the student to present his/her side of the story.
- g. It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:
 - A primary call number
 - The contact may be by voice, voice mail, or text message.
 - An email address
 - A regular first class letter to the last known mailing addressThe district shall keep a log of contacts attempted and made to the parent or legal guardian.
- h. Additionally, the parents will be mailed a copy of the suspension notice which shall include the reasons for the suspension, its duration, the manner in which the student may be readmitted to school and the procedure for review of the suspension.
- i. The principal or designee may require the attendance of the student involved at said conference as a condition for considering reinstatement.
- j. When a student has been notified that he/she is suspended from school, he/she shall remain away from school premises until the principal or designee reinstates him/her, except that suspended student may return to school premises when accompanied by his/her parent or guardian for a student-parent-principal conference.
- k. If, in the conference, no decision is reached by the principal for reinstatement of the student or if any suspended student or his/her parent or guardian (when the student is a minor) requests a hearing before the superintendent, the principal or designee shall extend the suspension of the student and shall furnish the superintendent of schools with a full report on the suspension within a period of five days from the request.
- l. The superintendent or designee shall have the authority to revoke, terminate or otherwise modify the suspension and will notify the principal and parents of his actions within five days of receipt of the principal's report.
- m. Suspensions initiated by the Superintendent may be appealed to the Board.
- n. A suspended student will be readmitted to school after being suspended for ten school days including the day upon which the suspension was initially imposed.
- o. A suspension that does not amount to an expulsion for the remainder of the semester but is more than ten days is authorized. This long term

suspension, however, shall come only after the student has been afforded notice, opportunity for a hearing and the same procedural rights as for expulsion.

- p. During the period of their suspension, students serving out-of-school suspensions shall not be permitted on campus except to attend a student/parent/administrator conference.
- q. During the period of their suspension, students serving in-school suspension shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.
- r. Notwithstanding the policy concerning suspension and expulsion, students may be suspended indefinitely without notice, hearing and the other rights provided herein having been first given if the school is undergoing a violent upheaval or if orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and board to consider the case within the usual time. In all such cases, notices, hearings and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.

2. Expulsion Procedure

- a. The principal of a school may recommend that a student be expelled from school with loss of credit. A written recommendation to the superintendent shall include a statement of the charge against the student.
- b. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board. c. The school board may expel a student for the remainder of the semester, for the remainder of the school year or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members.
- d. Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person.
- e. The superintendent or designee shall give written notice, mailed within ten calendar days from the alleged incident which caused the expulsion recommendation, to the parent if the student is a minor or to the student if he/she is an adult. Such hearing will be conducted not earlier than three calendar days or more than seven calendar days following the date of the notice except that the superintendent and the student and the student's parent may agree in writing to a day not conforming to this limitation.
- f. The notice also will state charges against the student in clear and concise terms, the names of witnesses who will appear against the student and a brief statement concerning the nature of their testimony.
- g. In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board or, in his/her absence, another member selected by the board shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel.
- h. The superintendent or designee shall present evidence and may present witnesses or statements of those persons who have personal knowledge of the events or circumstances which give rise to the expulsion recommendation at the hearing.
- i. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues.
- j. Normally, formal cross-examination will not be permitted.
- k. During the course of the hearing if the board determines that the credibility of any of the witnesses is an issue, it will permit cross examination by the student, the superintendent or their representatives of those witnesses whose credibility has become an issue. l. Cross-examination should ordinarily be limited to the question or questions on which the credibility of the witness has become an issue. m. The student may observe all evidence offered against him/her.
- n. Members of the board may question any witness.
- o. At the conclusion of the hearing, the board may discuss the matter and dispose of it by vote.
- p. If the board does not expel the pupil with loss of credit, it may impose less severe disciplinary actions, such as long-term suspension, which may be with or without opportunity for make-up of school work. The board shall briefly state its findings in writing within ten days after the hearing.
- q. The board shall make a record of the evidence taken at the proceedings by use of either a court reporter or a tape recorder. r. If the student wishes, the record will be transcribed and a copy furnished to the student. Copies of all statements used as evidence will be included with the record.
- s. The school administration has the responsibility to present the evidence to the board and the administration is entitled to open and conclude the hearings.
- t. The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

3. Group Hearing for Suspension or Expulsion

When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the president of the board believes the following conditions exist: a) Single hearing will not likely result in confusion, and

- b) Students will have his/her interest substantially prejudiced by group hearing. If, during the hearing, the president finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student.

Students who fail to report to Saturday School or are late will attend Saturday School the next time it is held. Any further missing of Saturday School may include the loss of driving privileges and/or participation in extracurricular activities. *Saturday School will be used as a consequence to misbehavior, excessive absenteeism or tardiness, and/or noncompliance of school rules and expectations at the school administrator's discretion.

SECOND CHANCE PROGRAM

Students who are recommended for expulsion for violation of any major discipline offense, **MAY** be eligible to appeal to the Superintendent of Schools for placement in the "Second Chance Program" to avoid expulsion. This request must be made directly to the superintendent by the parent or guardian and/or the student. This program is designed to allow eligible students a possibility of continuing as a Pottsville School District student under a strict probation. The student cannot have previously been suspended or recommended for expulsion for violation of any district policy.

DISCIPLINE OF HANDICAPPED STUDENTS

1. Students with disabilities are subject to disciplinary school rules – as long as FAPE rights are not abridged.
2. For students whose disabilities have behavioral aspects, preventive measures, such as behavioral management plans, should be considered.
3. For short-term suspension – ten school days or less – there is no requirement for notification for conference purposes, etc. 4. For long-term exclusion – more than ten days – this does constitute a "change in placement".
5. A series of short-term suspensions could constitute a "change in placement". Under these circumstances the following factors should be considered:
 - *length of suspension
 - *total amount of time from school
 - *proximity of suspensions
6. The IEP committee must determine if the misconduct was a manifestation of the students' disabilities: (more than 10 days!)
 - A. Was not – may expel or suspend with special education programming.
 - B. Was – may not expel or suspend, however,....
7. Before suspension or other disciplinary removal of the student for more than ten school days, an IEP committee must convene to review the following:
 - * the relationship between disability and misconduct
 - * the relationship between placement and misconduct
 - * the student's need for a behavior management plan
 - * other programming needs
 - * appropriate placement
8. When a due process hearing is requested the district needs to review the requirements for:
 - * interim placement
 - * "stay put"
 - * a court order (TRO: Temporary Restraining Order)
9. For students not previously identified as potentially in need of special education, the school is not obligated to reinstate students to prior in-school status until disciplinary sanction is completed ("stay-put" is out-of-school placement after a disciplinary suspension or expulsion has commenced).
10. FAPE (When the suspension or expulsion is for more than 10 days...educational services must continue...)

GUIDELINES FOR SUSPENSIONS OR EXPULSIONS OF STUDENTS WITH DISABILITIES UNDER THE "GUN-FREE SCHOOL

ACT" 1. Immediate removal/10 school days or less

2. "45 calendar days"

3. Committee must determine whether the misbehavior was/was not a manifestation of the disability

4. Procedural safeguards of IDEA and Section 504- Alternative Educational Settings (may be, but not limited to, ALE)

5. Misbehavior is determined to be a manifestation of the disability.

6. Section 504 only can be expelled:

A. Student with disabilities engages in behavior subject to discipline but does not bring a firearm to school

1. Suspend the student for up to ten school days

2. Conduct Manifestation Determination

a. If student's conduct is a manifestation of disability, school may initiate a change in placement but may not expel or suspend long term

b. If a student's conduct is not a manifestation of disability, may expel or suspend long-term, but must provide continued services. If parent requests due process, student remains in current placement until dispute is resolved UNLESS school district obtains a court order to change placement, or parent and school district agree to another placement

B. Student with disabilities brings a firearm to school

1. Suspend student for up to ten school days; convene IEP team to determine interim placement

2. Student in alternative setting for up to 45 days

3. Conduct manifest determination

a. If a student's conduct is a manifestation of disability, school may initiate a change in placement but may not expel or suspend

long-term b. If a student's conduct is not a manifestation of disability may expel or suspend long-term, but must provide continued services. If a parent requests due process, the student remains in an alternative setting until dispute is resolved, UNLESS the school district obtains a court order to change placement, or parent and school district agree to another placement. PSD Student Handbook 2024-2025 54

DISTRICT POLICIES

3.59, 4.65 and 8.50—ANTISEMITISM PROHIBITED

“Antisemitism” means a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities. Antisemitism may be expressed in speech; writing; visual forms; and actions, and employs sinister stereotypes and negative character traits.

The following are examples of actions, when taken as a whole, that may constitute antisemitism:

- The targeting of the state of Israel, conceived as a Jewish collectivity;
- Charging Jews with conspiring to harm humanity;
- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion;
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions;
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews;
- Denying the fact, scope, mechanisms (e.g. gas chambers), or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust);
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust;
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations;
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavor;
- Applying double standards by requiring of Israel a behavior not expected or demanded of any other democratic nation;
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis;
- Drawing comparisons of contemporary Israeli policy to that of the Nazis; or
- Holding Jews collectively responsible for actions of the state of Israel.

Antisemitism does not include criticism of Israel similar to the criticism leveled against any other country.

Discrimination and harassment based on antisemitism is expressly prohibited.

The District shall appoint an individual to act as the District’s Title VI Coordinator, who shall be responsible for investigating any complaints of discrimination or harassment based on antisemitism. The District shall:

1. Include contact information for the Title VI Coordinator in information that is provided to staff, students, and parents; and
2. Provide the following on the District website that may be accessed through a link titled “Antisemitism/Title VI”:
 - a. The District’s definition of antisemitism;
 - b. A statement that antisemitism is prohibited in the District’s educational programs and activities;
 - c. A statement that complaints of discrimination or harassment based on antisemitism may be filed with the Title VI Coordinator;
 - d. Contact information for the District’s Title VI Coordinator; and
 - e. Information on how to file a complaint of antisemitism with the Title VI Coordinator at the Arkansas Department of Education.

A student or a student’s parent may contact the District Title VI Coordinator directly with any complaints of discrimination or harassment based on antisemitism. District employees are responsible for timely notifying the District Title VI Coordinator of any complaints they receive or incidents they witness of discrimination or harassment based on antisemitism.

Complaints of discrimination or harassment based on antisemitism shall be investigated and handled in accordance with Policy 6.7—COMPLAINTS.

An employee who is found to have violated the provisions of this policy may be subject to discipline, up to and including termination.

The District Title VI Coordinator shall report an incident or complaint of discrimination or harassment under this policy to the Arkansas Department of Education Title VI Coordinator.

In addition to the filing of a complaint under this policy, complaints of discrimination or harassment based on antisemitism may be submitted directly to the Title VI Coordinator at the Arkansas Department of Education.

Nothing in this policy shall be construed to diminish or infringe upon any right protected under the First Amendment to the United States Constitution or Arkansas Constitution, Article 2, §§ 4, 6, and 24.

Notes: This policy is similar to Policy 8.50. If you change this policy, review policy 8.50 at the same time to ensure applicable consistency between the two.

In accordance with A.C.A. § 6-16-2002(1), the definition for antisemitism is taken from the definition adopted on May 26, 2016 by the International Holocaust Remembrance Alliance.

A.C.A. § 6-16-2003 encourages schools to:

- Incorporate antisemitism awareness training into any required anti-bias training for students, employees, administrators, and campus police; and
- Integrate Jewish-American heritage curriculum for students that incorporates Jewish experiences in the United States pre- and post-American Revolution; pre- and post-World War II and the Holocaust; and in modern times.

Cross Reference: 6.7—COMPLAINTS

Legal Reference: A.C.A. § 6-16-2001 et seq.

Date Adopted: June 19, 2025

Last Revised:

4.1—RESIDENCE REQUIREMENTS

Definitions:

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

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

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

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

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

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

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

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

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

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

Cross Reference: Policy 4.42 HOMELESS STUDENTS; STUDENTS WHO ARE FOSTER STUDENTS

Legal References: A.C.A. § 6-4-302; A.C.A. § 6-18-107; A.C.A. § 6-18-202; A.C.A. § 6-18-203; A.C.A. § 9-28-113

Date Adopted: May 18, 2023

Last Revised: July 20, 2024

4.2—ENTRANCE REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

g. Previous school records.

3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not to allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.
4. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

Uniformed Services Member's Children

For the purposes of this policy:

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

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

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

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

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

"Eligible child" means the children of:

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

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

"Transition" means the:

- Formal and physical process of transitioning from public school to public school; or
- Period of time in which a student moves from a sending district to a receiving district.
- "Uniformed services"⁴ means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Space Force, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

"Veteran" means:

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

The superintendent shall designate an individual as the District's military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child's parent, legal guardian, person having lawful control of the eligible child, or a person standing in loco parentis. The individual the superintendent designates as the District's military education coordinator shall possess specialized knowledge regarding the educational needs and unique challenges faced by children of uniformed services families.⁵

An eligible child as defined in this policy shall:

1. be allowed to continue the student's enrollment at the grade level commensurate with the student's grade level the student was in at the time of

transition from the student's previous school, regardless of age;

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

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

- Provisionally enroll, provide placement for, and enter academic course requests on behalf of the incoming student based on the student's education record provided by the student's family or the sending district;
- Provide the uniformed services family with information regarding:
 - a. Career-ready pathways and other academic or education programs offered;
 - b. Required academic courses for each curriculum and elective course options;
 - c. School and community-sponsored extracurricular activities, including without limitation individual and team sports, clubs, junior reserve officer training corps opportunities, and Purple Star School program ambassadors; and
 - d. Contact information for the designated military family education coordinator and the Purple Star School program military family education facilitator, if applicable; and
 - e. Other relevant information regarding the District.

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

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

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

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

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

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

International Exchange Students

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

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

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

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

The District shall admit for enrollment and attendance an international exchange student who has been placed with a host family who resides within the District boundaries. The international exchange student shall attend the school in the District based on the attendance zone where the host family resides.⁶

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.⁷

The District shall provide English-language services to international exchange students as necessary.⁸

Cross References: 4.1—RESIDENCE REQUIREMENTS; 4.4—STUDENT TRANSFERS; 4.5—SCHOOL CHOICE; 4.34—COMMUNICABLE DISEASES AND PARASITES; 4.40—HOMELESS STUDENTS; 4.6—HOME SCHOOLING; 4.52 STUDENTS WHO ARE FOSTER CHILDREN; 4.57 IMMUNIZATIONS

Legal References: A.C.A. § 6-4-302; A.C.A. § 6-15-504; A.C.A. § 6-18-201 (c); A.C.A. § 6-18-207; A.C.A. § 6-18-208; A.C.A. § 6-18-234; A.C.A. § 6-18-510; A.C.A. § 6-18-702; A.C.A. § 6-28-101 et.seq; A.C.A. § 9-28-113; Plyler v Doe 457 US 202,221 (1982), DESE Rules Governing Student Discipline and School Safety

Date Adopted: May 18, 2023 Last Revised: June 19, 2025

4.3—COMPULSORY ATTENDANCE REQUIREMENTS

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

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6 - HOMESCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, or person having lawful control of the child, or person standing in loco parentis of the child elects not to have the child attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma, G.E.D., or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Legal Reference: A.C.A. § 6-18-201; A.C.A. § 6-18-207

Date Adopted: May 18, 2023

Last Revised: June 19, 2025

4.4—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 District may reject a nonresident 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 DESE to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from homeschool will be placed in accordance with Policy 4.6—HOMESCHOOLING.

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.³

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.

Cross Reference: 4.6--HOMESCHOOLING

Legal References: A.C.A. § 6-15-504; A.C.A. § 6-18-316; A.C.A. § 6-18-510; A.C.A. § 9-28-113(b)(4); A.C.A. § 9-28-205; DESE Rules Governing Petitions for Student Transfers

Date Adopted: May 18, 2023

Last Revised: June 19, 2025

4.6—HOME SCHOOLING

Enrollment in Home School

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

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

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

1. Electronically, including without limitation by: Use of the Division of Elementary and Secondary Education's (DESE) online system; email; or facsimile:

2. By mail; or
3. In person.

The notice shall include:

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

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

Enrollment or Re-Enrollment in Public School

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

- A transcript listing all courses taken and semester grades from the home school;
- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and •

A portfolio of indicators of the home-schooled student's academic progress, including without limitation:

- Curricula used in the home school;
- Tests taken and lessons completed by the home-schooled student; and
- Other indicators of the home-schooled student's academic progress.

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

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

1. As indicated by the documentation submitted by the home-schooled student;
2. By mutual agreement between the public school and the home-schooled student's parent or legal guardian; or
3. If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm referenced assessment score, the

District may have sole authority to determine the home-schooled student's grade placement and course credits. The District will determine the home-schooled student's grade placement and course credits in the same manner the District uses when determining grade placement and course credits for students enrolling or re-enrolling in the District who attended another public or private school.

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

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

Legal References: A.C.A. § 6-15-503; A.C.A. § 6-15-504; A.C.A. § 6-41-103; DESE Rules Governing Home Schools

Date Adopted: May 18, 2023 Last Revised: May 1, 2023

4.66—ARKANSAS DIRECT ADMISSIONS PROGRAM

The District shall participate in the Arkansas Direct Admissions Program.¹ As part of the District's participation, the District shall provide data to the Division of Higher Education (DHE) that includes, without limitation:

1. A student's grade point average;
2. A student's assessment scores;
3. A student's course completion; and
4. Other information required by DHE.

The District shall inform all students about how the student may participate in the Arkansas Direct Admissions Program.²

The District shall not actively discourage or prohibit an eligible student from participating in the Arkansas Direct Admissions Program.²

Notes: A.C.A. § 6-60-1703 requires that the Program be in place for the graduating class of 2026-2027.

¹ Districts are not required to participate in the Program. If you choose not to participate in the Program, replace this paragraph and the following list with:

The District does not participate in the Arkansas Direct Admissions Program.

² Even if you choose not to participate in the Program, this language needs to be retained in the policy as A.C.A. § 6-60-1704 requires that districts, regardless of whether the district participates in the program, notify students about how the student may participate and may not discourage a student from doing so.

Legal Reference: A.C.A. § 6-60-1701 et seq.

Date Adopted: June 19, 2025 Last Revised:

4.7—ABSENCES

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

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school, whether in person or digitally, is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult.

Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

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

Excused Absences

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;

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

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

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

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

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

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

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

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

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

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

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences 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 or legal guardian, person having lawful control of the student; person standing in loco parentis, the student's treating physician, or a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program; or have an accompanying note that is not presented or uploaded within the timeline required by this policy, shall be considered as unexcused absences. Students with ten (10) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has three (3), six (6), and nine (9) unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds nine (9) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student; or person 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. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

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

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

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless the former student meets certain requirements specified in the statute.

Cross References: 4.8—MAKE-UP WORK; 4.57—IMMUNIZATIONS; 5.11—DIGITAL LEARNING COURSES; 5.29—WELLNESS POLICY
 Legal References: A.C.A. § 6-4-302; A.C.A. § 6-18-209; A.C.A. § 6-18-213; A.C.A. § 6-18-220; A.C.A. § 6-18-222; A.C.A. § 6-18-229; A.C.A. § 6-18-231; A.C.A. § 6-18-234; A.C.A. § 6-18-235; A.C.A. § 6-18-507(g); A.C.A. § 6-18-702; A.C.A. § 9-28-114; A.C.A. § 7-4-116; A.C.A. § 9-28-113(f); A.C.A. § 27-16-701 Division of Elementary and Secondary Education Rules Governing Distance and Digital Learning

Date Adopted: May 18, 2023, Last Revised: June 20, 2024

4.7—ABSENCES CONTINUED...

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion.

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

In addition to the make-up work process below, 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.

Legal References: A.C.A. § 6-18-220; A.C.A. § 6-18-222; A.C.A. § 6-18-229; A.C.A. § 6-18-231; A.C.A. § 6-18-234; A.C.A. § 6-18-236; A.C.A. § 6-18-237; A.C.A. § 6-18-239; A.C.A. § 6-18-507(g); A.C.A. § 6-18-702; A.C.A. § 6-28-114; A.C.A. § 7-4-116; A.C.A. § 9-28-113(f); A.C.A. § 27-16-701; Division of Elementary and Secondary Education Rules Governing Distance and Digital Learning

Date Adopted: May 18, 2023 Last Revised: June 19, 2025

4.8—MAKE-UP WORK

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

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

Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy

4.9—TARDIES

Promptness is an important character trait that District staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

Date Adopted: September 23, 2004

Last Revised:

4.10—CLOSED CAMPUS

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

Date Adopted: May 17, 2012 Last Revised:

4.11—EQUAL EDUCATIONAL OPPORTUNITY

No student in the Pottsville School District shall be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District on the basis of color, religion, national origin, sex, age or disability. The District has a limited

open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to Superintendent, Shane Thurman, who may be reached at 968-8101. For further information on notice of non-discrimination or to file a complaint, visit <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html> for the address and phone number of the office that serves your area, or call 1- 800-421-3481.

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

Legal References: A.C.A. § 6-10-132; A.C.A. § 6-18-514; A.C.A. § 6-16-2001 et seq.; 28 C.F.R. § 35.106; 34 C.F.R. § 100.6; 34 C.F.R. § 104.8; 34 C.F.R. § 106.9; 34 C.F.R. § 108.9; 34 C.F.R. § 110.25; 34 C.F.R. § 106.8

Date Adopted: September 23, 2004; Last Revised: June 19, 2025

4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS

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

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and 6.

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.

Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.¹

Legal References: A.C.A. § 6-5-201 et seq.; A.C.A. § 6-10-130; A.C.A. § 6-18-601 et seq.; A.C.A. § 6-21-201 et seq.; 20 U.S.C. 4071 Equal Access Act; Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226 (1990).

Date Adopted: June 16, 2011

Last Revised: February 3, 2022

4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the 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. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information (PII) from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests.

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute. For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the

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

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

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission:

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

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

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

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

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

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

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user,

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

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

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

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

Districts must annually notify parents or students if over the age of 18 of the provisions of this policy and "...shall effectively notify parents who have a primary or home language other than English." (34 CFR 99.7(b)(2))

Legal Reference: A.C.A. § 9-28-113(b)(6); 20 U.S.C. § 1232g; 20 U.S.C. § 7908; 34 CFR 99.3, 99.7, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.3499.35, 99.36, 99.37, 99.63, 99.64

Cross References: 4.34—Communicable Diseases and Parasites; 5.20—District Website; 5.20.1—Web Site Privacy Policy; 5.20F1—Permission to Display Photo of Student on Web Site

Date Adopted: May 17, 2012

Last Revised: July 20, 2023

4.14—STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE

The Superintendent and the student media advisors shall jointly develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and the time(s), place(s) and manner(s) of the dissemination of student media, which shall include timelines for the review of materials.

Definitions:

"School-sponsored media" means all student media that are:

- Supported financially by the school;
- Supported by the use of school facilities; or
- Produced in conjunction with a class.

"Student journalist" means a student who gathers, writes, edits, photographs, records, video tapes or prepares information for dissemination in student media.

"Student media" means any means of communication that are:

- Prepared, substantially written, published, or broadcasted by a student;
 - Distributed or generally made available, either free of charge or for a fee, to members of the student body; and ●
- Prepared under the direction of student media advisor.

"Student media" does not include media that is intended for distribution or transmission solely in the classroom in which it is produced.

"Student media advisor" means an individual who is employed, appointed, or designated by the District to supervise or provide instruction with respect to student media.

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 a forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
2. Media may be regulated to prohibit writings determined by the appropriate teacher, student media advisor, and/or administrator, to be

ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.

3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; or 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 reckless disregard of the truth;
- c. Constitute an unwarranted invasion of privacy as defined by state law,
- d. Suggest or urge the commission of unlawful acts on the school premises;
- e. Suggest or urge the violation of lawful school regulations;
- f. Attacks ethnic, religious, or racial groups;
- g. Harass, threaten or intimidate a student.

Student Media on School Web Pages

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

1. Not contain any non-educational advertisements;
2. Adhere to restrictions regarding use of "Directory Information" in **Policy 4.13** (Privacy of Student Records), 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 if the student is over the age 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.

Cross References: 1.9-POLICY FORMATION; 4.13 PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION; 4.43 BULLYING. Legal References: A.C.A. § 6-18-514; A.C.A. § 6-18-1201 et seq.; *Tinker v. Des Moines ISD*, 393 U.S. 503 (1969); *Bethel School District No. 403 v. Fraser*, 478 U.S. 675 (1986); *Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)

Date Adopted: July 8, 2008 Last Revised: Feb. 11, 2020

4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL

Contact by Parents:

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

Contact by non-custodial parents:

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

during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

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

Contact by law enforcement; social services, or by court order:

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

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

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

Contact by Professional Licensure Standards Board Investigators:

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

Legal References: A.C.A. § 6-18-513; A.C.A. § 9-13-104; A.C.A. § 12-18-609, 610, 613; A.C.A. § 12-18-1001, 1005

Date Adopted: June 16, 2011 Last Revised: Feb. 11, 2020

4.16—STUDENT VISITORS

Student visitors in the classroom can be disruptive to the educational process. Student visitation is strongly discouraged. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors are required to check in at the building principal's office before entering any other area in the building.

Note: For adult visits see Policy 4.15 Contact WITH STUDENTS WHILE AT SCHOOL and Policy 6.5 VISITORS TO THE SCHOOLS

Date Adopted: September 23, 2004 Last Revised: June 20, 2024

4.17—STUDENT DISCIPLINE

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

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

- Going to and from school or a school activity.

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

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

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

Alternative Discipline

The district supports the school administrators' use of other means of correction, specifically alternative discipline restorative practices.

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

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

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

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

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

report made to law enforcement.

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

Legal References: A.C.A. § 6-18-502; A.C.A. § 6-17-113; A.C.A. § 6-18-514, A.C.A. § 6-18-2401 et seq; DESE Rules Governing Student Discipline and School Safety Cross References: 1.9 Policy Formulation; 4.60 Student Behavioral Intervention and Restraint
Date Adopted: April 18, 2013 Last Revised: June 25, 2025

4.18—PROHIBITED CONDUCT

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession and use of a personal electronic device except as authorized by Policy 4.47 or by the student's IEP or 504 Plan;;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their

possession;

10. Inappropriate public displays of affection;
 11. Cheating, copying, or claiming another person's work to be his/her own;
 12. Gambling;
 13. Inappropriate student dress;
 14. Use of vulgar, profane, or obscene language or gestures;
 15. Truancy;
 16. Excessive tardiness;
 17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
 18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
 19. Hazing, or aiding in the hazing of another student;
 20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
 21. Sex-based harassment;
 22. Bullying; and
 23. Operating a vehicle on school grounds while using a wireless communication device;
 24. Theft of another individual's personal property; and
- Antisemitism.

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

Legal References: A.C.A. § 6-18-502; A.C.A. § 6-18-707; A.C.A. § 6-16-2001 et seq.; A.C.A. § 6-15-1005; A.C.A. § 6-21-609; A.C.A. § 6-18-222; A.C.A. § 6-18-515; A.C.A. § 6-5-201; A.C.A. § 6-18-514; A.C.A. § 27-51-1602; A.C.A. § 27-51-1603; A.C.A. § 27-51-1609, DESE Rules Governing Student Discipline and School Safety

Cross-References:

Prohibited Conduct #1— Policy # 3.17	Date Adopted: May 17, 2012; Last Revised: June 12, 2020
Prohibited Conduct #2— Policy # 4.20	Prohibited Conduct #15— Policy # 4.7
Prohibited Conduct #3— Policy # 4.21, 4.26	Prohibited Conduct #16— Policy # 4.9
Prohibited Conduct #4— Policy # 4.22	Prohibited Conduct #17— Policy # 4.43
Prohibited Conduct #5— Policy # 4.23	Prohibited Conduct #19— Policy # 4.12
Prohibited Conduct #7— Policy 4.47	Prohibited Conduct #20— Policy # 4.26
Prohibited Conduct #8— Policy # 4.24	Prohibited Conduct #21— Policy # 4.27
Prohibited Conduct #13— Policy # 4.25	Prohibited Conduct #22— Policy # 4.43
Prohibited Conduct #14— Policy # 4.21	Prohibited Conduct #23— Policy # 4.47
	Prohibited Conduct #25—Policy # 4.65

Date Adopted: July 20, 2024 Date Revised: June 19, 2025

4.19—CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

The District's Student Code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Code of Conduct.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the District's Student Code of Conduct, the student's bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior.

Students are eligible to receive district bus transportation if they meet the following requirements. The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian.

Legal Reference: A.C.A. § 5-60-122; A.C.A. § 6-19-119 (b); Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance

Date Adopted: July 8, 2008; Last Revised: May 23, 2019

4.20—DISRUPTION OF SCHOOL

Definitions

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

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

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

"Violent or abusive behavior" means, without limitation:

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

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities. Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds.

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

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

A student who is removed from class shall:

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

*Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration, the district resource officer, or, if necessary, local authorities.

The conference shall be held for the purpose of:

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

The following individuals shall be present at the conference:

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

The failure of the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis to attend the conference shall not prevent the conference from being held nor prevent any action from being taken as a result of that conference.

Following the conclusion of the conference, the principal or the principal's designee may take any of the following actions against a student who was removed from class:

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

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

Legal Reference: A.C.A. § 6-18-511, DESE Rules Governing Student Discipline and School Safety

Date Adopted: September 23, 2004

Last Revised: June 19, 2025

4.21—STUDENT ASSAULT OR BATTERY

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

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

- a. Cause a breach of the peace;

- b. Materially and substantially interfere with the operation of the school; or

- c. Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

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

Legal Reference: A.C.A. § 6-17-106(a), DESE Rules Governing Student Discipline and School Safety

Date Adopted: September 23, 2004

Last Revised: May 23, 2019

4.22—WEAPONS AND DANGEROUS INSTRUMENTS

Definitions:

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

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

"Weapon" means any:

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

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

- In a school building;

- On or about school property;

- At any school sponsored activity or event;

- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

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

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

Cross Reference: 4.31—EXPULSION ; Legal References: A.C.A. § 5-4-201; A.C.A. § 5-4-401; A.C.A. § 5-27-210; A.C.A. § 5-73- 119(b)(e)(8)(9)(10); A.C.A. § 5-73-133; A.C.A. § 6-18-502; A.C.A. § 6-18-507; A.C.A. § 6-21-608; 20 USCS § 7961, DESE Rules Governing Student Discipline and School Safety. Date Adopted: July 18, 2013; Last Revised: July 20, 2024

4.23—TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED PRODUCTS

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

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

Vaping-Pottsville Schools have also adopted the following procedures regarding vaping:

1st offense: 5-day suspension / A parent/family conference may also be held.

2nd offense: 10-day suspension / A parent/family conference may also be held.

3rd offense: 10-day suspension and consideration for expulsion.

Legal Reference: A.C.A. § 6-21-609; A.C.A. § 20-65-609

Date Adopted: July 18, 2013; Last Revised: June 19, 2025

4.24—DRUGS AND ALCOHOL

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

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

- Is on or about school property;
- Is in attendance at school or any school-sponsored activity;

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

Prohibited substances shall include, but are not limited to:

- Alcohol or any alcoholic beverage;
- Inhalants for 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.

Cross Reference: 4.35—STUDENT MEDICATIONS Legal Reference: A.C.A. § 6-18-502, DESE Rules Governing Student Discipline and School Safety; Arkansas Constitution Amendment 98 § 6
Date Adopted: May 17, 2012; Last Revised: July 20, 2024

4.25—STUDENT DRESS AND GROOMING

The Pottsville School District 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, 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 of a female. 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.

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

Legal References: A.C.A. § 6-10-138; A.C.A. § 6-18-502(c)(1); A.C.A. § 6-18-503(c)

Date Adopted: May 18, 2023
Last Revised: July 20, 2024

4.26—GANGS AND GANG ACTIVITY

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

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

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

payment from any individual in return for protection from harm from any gang.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

Legal References: A.C.A. § 6-15-1005(b)(2); A.C.A. § 5-74-201 et seq. Date Adopted: April 15, 2010

Last Revised: May 23, 2019

4.27—STUDENT SEXUAL HARASSMENT

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

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

- The nature of sexual harassment;
- The District's written procedures governing the formal complaint grievance process;¹
- The process for submitting a formal complaint of sexual harassment;
- That the district does not tolerate sexual harassment;
- That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- The supports that are available to individuals suffering sexual harassment; and
- The potential discipline for perpetrating sexual harassment.

Definitions

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

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

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

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

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

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

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

locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

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

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

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

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

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

Supportive Measures

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

Formal Complaint

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

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

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

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

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

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party’s voluntary, written consent or that party’s voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation; this includes evidence:
 - § Whether obtained from a party or other source;
 - § The District does not intend to rely upon in reaching a determination regarding responsibility; and
 - § That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

At least ten (10)³ days prior to completion of the investigative report, the District shall send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10)³ days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties’ inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

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

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

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

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
 - a. Any notifications to the parties;
 - b. Interviews with parties and witnesses;
 - c. site visits;
 - d. Methods used to gather other evidence; and
 - e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District’s code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
 - a. A determination regarding responsibility;
 - b. Any disciplinary sanctions imposed on the respondent; and

c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and

6. The procedures and permissible bases for the complainant and respondent to appeal.

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

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

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

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

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

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

Appeals

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

- a. The existence of a procedural irregularity that affected the outcome of the matter;
- b. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- d. An appeal of the disciplinary sanctions from the initial determination.⁴

For all appeals, the District shall:

- 1. Notify the other party in writing when an appeal is filed;
- 2. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
- 3. Implement appeal procedures equally for both parties;
- 4. Ensure that the decision-maker⁵ for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
- 5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 6. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 7. Provide the written decision simultaneously to both parties.

Confidentiality

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

§ Individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;

§ Submit a report to the child maltreatment hotline;

§ Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or

§ The extent necessary to provide either party due process during the grievance process.⁵

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

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

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

Emergency Removal⁶

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

Retaliation Prohibited

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

Disciplinary Sanctions

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, any student who is found by the evidence to more likely than not⁷ have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

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

Records

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

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

Cross References: 3.26—LICENSED PERSONNEL SEXUAL HARASSMENT
4.11—EQUAL EDUCATIONAL OPPORTUNITY
5.20—DISTRICT WEBSITE
7.15—RECORD RETENTION AND DESTRUCTION
8.20—CLASSIFIED PERSONNEL SEXUAL HARASSMENT

Legal References: 20 USC 1681 et seq.; 34 C.F.R. Part 106; A.C.A. § 6-15-1005; A.C.A. § 6-18-502; A.C.A. § 12-18-102
Date Adopted: May 12, 2011 Last Revised: June 19, 2025

4.28—LASER POINTERS

Students shall not possess any hand-held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the

close of the school year, or when the student is no longer enrolled in the District.

Legal References: A.C.A. § 6-18-512, DESE Rules Governing Student Discipline and School Safety

Date Adopted: September 23, 2004

Last Revised: June 12, 2020

4.29—INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY

Definition

For the purposes of this policy, “electronic device” means anything that can be used to transmit or capture images, sound, or data.

The District makes electronic devices and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only.

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Student use of electronic devices shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen (18) is on file. The current version of the Internet and electronic device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Technology Protection Measures

The District is dedicated to protecting students from materials on the Internet or world-wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Use and Safety

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use including but not limited to:

- interacting with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness; and
- Cyberbullying response.

Misuse of Internet

The opportunity to use the District’s technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement.

Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district’s technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using or disseminating passwords, whether the passwords are the student’s own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student’s academic endeavor. Personally identifying information includes full names, addresses, and phone numbers; ● Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations; ● Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

Legal References: Children’s Internet Protection Act; PL 106-554; FCC Final Rules 11-125 August 11,2011; 20 USC 6777; 47 USC 254(h)(1); 47 CFR

4.30—SUSPENSION FROM SCHOOL

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

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

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

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

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

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

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

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

- a. the student shall be given written notice or advised orally of the charges against him/her;
- b. 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;
- c. if the principal finds the student guilty of 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(w) standing in loco parentis or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), person(s) having lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

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

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

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

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

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

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference

or when necessary as part of the District's engagement or access to education program.

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

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

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

Cross Reference: 4.7—ABSENCES Legal References: A.C.A. § 6-18-507; *Goss v Lopez*, 419 U.S. 565 (1975), DESE Rules Governing Discipline and School Safety Date Adopted: May 12, 2012 Last Revised: June 12, 2020

4.31—EXPULSION

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

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

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

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

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, Hearing Officer, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, legal guardian, persons having lawful control of the student, persons standing in loco parentis, or student if age eighteen (18) 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 will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

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

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

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

* The ten school days are on a traditional school calendar. If your district uses a 4x4 block schedule, the number of days of suspension will need to be modified

accordingly.

Cross Reference: 4.22 - WEAPONS AND DANGEROUS INSTRUMENTS

Legal Reference: A.C.A. § 6-18-502, A.C.A. § 6-18-507, DESE Rules Governing Student Discipline and School Safety

Date Adopted: May 18, 2023 Last Revised: July 20, 2024

4.32—SEARCH, SEIZURE, AND INTERROGATIONS

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

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

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

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

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

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

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

Legal Reference: A.C.A. § 6-18-513; A.C.A. § 9-13-104; A.C.A. § 12-18-608, 609, 610, 613; A.C.A. § 12-18-1001, 1005

Date Adopted: June 16, 2011 Last Revised: May 23, 2019

4.33—STUDENTS' VEHICLES

A student who has presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive their vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel. It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is

a grant of permission for school or law enforcement authorities to search that vehicle.

Date Adopted: May 17, 2012 Last Revised:

4.34—COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant *Staphylococcus aureus*), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

In accordance with 4.57—IMMUNIZATIONS, the District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment: will be informed by the nurse and asked to treat accordingly at home. The parents or legal guardians will be given information concerning the eradication and control of those human host parasites. The student's education process will not be disrupted for a host that poses no threat of disease and is only a nuisance. This policy is in alignment with the American Academy of Pediatrics, CDC and the National Association of School Nurses.

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

Cross References: 4.2—ENTRANCE REQUIREMENTS; 4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

Legal References: A.C.A. § 6-18-702; Arkansas State Board of Health Rules Pertaining To Immunization Requirements; Division of Elementary and Secondary Education Rules Governing Kindergarten Through 12th Grade Immunization Requirements

Date Adopted: April 18, 2013 Last Revised: May 23, 2019

4.35—STUDENT MEDICATIONS

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent and a licensed prescriber's prescription order 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.

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

Prescription medication, including those for self-administration, must be in the original container and be accompanied by written documentation from the doctor or properly labeled with the student's name, the ordering health care 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.

Any medication given three (3) times per day or less needs to be given at home, unless the time prescribed by the doctor falls during the school day.

Unless authorized to self-administer, students are not allowed to carry any medications, including over the (OTC) medications. The administration of non-prescription or over-the counter medications requires written parental consent. The parent/guardian shall bring the medication to the school. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. The medication must be in the original container, unopened, with the student's name on it. Non-prescription or over-the counter- medication will be administered according to the instructions on the bottle or packaging of that medication. The Non-prescription or over-the-counter medication will not be given before 11:00 am without confirmation from the parent that the medication was not given to the student that morning before school.

***Medications needed for after school hours field trips and overnight trips will be given only after the proper parental consent form has been signed and presented to the responsible school official. The medication must be labeled in prescribed or over-the-counter bottles. Only the exact amount of needed medications prescribed during the trip will be permitted to go with a student or responsible teacher/coach for the trip.

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

Schedule II Medications

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP and 504 plans.

***It is now stated in the Arkansas State Board of Nursing-School Nurse Practice Guidelines (revised July 2018) only licensed nurses may administer a controlled substance at school, which involves most ADHD medications.**

Due to this new rule, the following changes will take place immediately for students being administered Schedule II medications during school hours:

- A licensed nurse will dispense all Schedule II medications. In the event that there are no licensed nurses available, then the parent will be notified and they can come give it or the parent may choose to have the student skip that dose. Due to regulations of controlled medications the parent would have to supply the medicine from home (due to the licensed nurse not being available).
- District nurses will not be attending field trips to dispense the student's medication. Parents may attend the event to dispense their child's medication, if they so desire.
- District nurses will not be attending off campus school activities to dispense the student's medication. Parents may attend the event to dispense their child's medication. Parents may attend the event to dispense their child's medication if they so desire.

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

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

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

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

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

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

Students may 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.

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

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

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

A. The time scheduled for a dose of insulin in the student's IHP; and

B. Glucagon or non-scheduled insulin administration once other staff has relieved him/her from other duties until a parent, guardian, or other responsible adult, or medical personnel has arrived.

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

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained, may administer epinephrine in emergency situations to students who have an IHP signed by a licensed healthcare provider, developed under section 504 of the Rehabilitation Act of 1973 which provides for the administration of epinephrine in emergency situations. The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually review and sign the student IHP provided by the student's school nurse authorizing the nurse or other school employee trained to administer epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction. Students with an order from a licensed health care provider to self-administer epinephrine and who have written permission from their parent or guardian shall provide their epinephrine for school. This epinephrine may be used in the event the school nurse, or other school employee trained to administer epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction. The school nurse for each district shall keep epinephrine on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer epinephrine to those students who the school nurse, or other school employee certified to administer epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

Emergency Administration of Anti-opioid

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

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

*Please note that a parent or legal guardian may have a willing school volunteer/designee give the medicine. However, Districts are not under any obligation to

“recruit” volunteers and 4.11 of the Rules explicitly states that no employee shall be pressured into volunteering. Parents/legal guardians will need to sign a consent form to authorize a volunteer to administer the said medication to the student in the unavailability of the school nurse at school in accordance with the medication administration instructions. In addition, parents/legal guardians will need to authorize the school nurse to take a photograph of the student to be used to verify student’s identification before the school nurse or an authorized individual administers medication to the student. The parents/legal guardians must also acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with the consent form (see building nurses for consent form).

The school shall not keep outdated medications or any medications past the end of the school year. By this policy, parents will be notified ten (10 days) prior to the last day of school. Medications not picked up by the parents or legal guardians by the last day of school shall be disposed of by the school nurse in accordance with current law and regulations. Please make arrangements to pick up medications by the last day of school.

Emergency Administration of Emergency Adrenal Insufficiency Medication

The school nurse or other school employees designated by the school nurse as a care provider who have been trained⁶ and certified by a licensed physician may administer an injectable emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication in emergency situations.

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

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

Seizure Disorder Medications

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

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

shall be stored in a safe and secure location accessible only by District personnel or volunteers with training to administer seizure medication.

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

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities; Arkansas Department of Education and Arkansas State Board of Nursing Rules Governing the Administration of Insulin and Glucagon to Arkansas Public School Students with Type I Diabetes; A.C.A. § 6-18-707; A.C.A. §

6-18-711; A.C.A. § 6-18-1005(a)(6); A.C.A. § 17-87-103 (11); A.C.A. § 20-13-405.

Date Adopted: May 18, 2023 Last Revised: May 1, 2023

4.36—STUDENT ILLNESS/ACCIDENT

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

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

Date Adopted: September 23, 2004 Last Revised:

4.37—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, when possible, 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

Drills may be conducted during the instructional day or during non-instructional time periods.

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

Legal Reference: A.C.A. § 6-10-110; A.C.A. § 6-10-121; A.C.A. § 6-15-1302; A.C.A. § 6-15-1303; A.C.A. § 6-18-713; A.C.A. § 12-13-109; Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.03.1, A.C.A. § 6-15-1304

Date Adopted: May 1, 2023 Last Revised: June 19, 2025

4.38—PERMANENT RECORDS

Permanent school records, as required by the Division of Elementary and Secondary Education (DESE) shall be maintained for each student enrolled in the District until the student graduates or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district upon the transfer of the student to another district.

Legal References: A.C.A. § 6-18-901 A.C.A. § 6-28-107 DESE Rules Governing Student Permanent Records

Date Adopted: September 23, 2004 Last Revised: May 26, 2021

4.39—CORPORAL PUNISHMENT

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

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

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice,

and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

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

Legal Reference: A.C.A. § 6-18-503 (b); A.C.A. § 6-18-505 (c) (1), DESE Rules Governing Student Discipline and School Safety; DESE Rules Governing Special Education and Related Services Section 11.00-Discipline

Date Adopted: May 17, 2012

Last Revised: June 12, 2020

4.40—HOMELESS STUDENTS

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

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- Coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- Ensure that school personnel receive professional development and other support regarding their duties and responsibilities for homeless youths;
- Ensure that unaccompanied homeless youths:
 - Are enrolled in school;
 - Have opportunities to meet the same challenging State academic standards as other children and youths; and
 - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;
- Ensure that public notice of educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

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

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

For the purposes of this policy "school of origin" means:

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

The District shall do one of the following according to what is in the best interests of a homeless child:

1. Continue the child's or youth's education in the school of origin for the duration of homelessness;

- In any case in which a family becomes homeless between academic years or during an academic year; and

- For the remainder of the academic year, if the child or youth becomes permanently housed during an academic school year; or

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

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

- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest except when doing so is contrary to the request of the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

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

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

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

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

1. 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

2. 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;

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

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

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

Legal References**: A.C.A. § 6-18-114; A.C.A. § 9-25-106; 42 U.S.C. § 11431 et seq.; 42 U.S.C. § 11431 (2); 42 U.S.C. § 11432(g)(1)(H)(I); 42 U.S.C. § 11432(g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II); 42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii); 42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii); 42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii); 42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii); 42 U.S.C. § 11432 (g)(3)(G); 42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E); 42 U.S.C. § 11434a; Commissioner's Memo COM-18-044

Date Adopted: May 18, 2023 Last Revised: May 1, 2023

4.41—PHYSICAL EXAMINATIONS OR SCREENINGS

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

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

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

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

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

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

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

Legal Reference: A.C.A. § 6-18-701 (b), (c), (e)

Date Adopted: September 23, 2004 Last Revised: May 23, 2019

4.42—STUDENT HANDBOOK

It shall be the policy of the Pottsville School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if eighteen (18) years of age or older have acknowledged receipt of the controlling language.

Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.

Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current DESE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

Date Adopted: April 18, 2013 Last Revised: July 20, 2024

4.43—BULLYING

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

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

Definitions:

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

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

1. May address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated;
2. Involves an actual or reasonably perceived power imbalance;

3. Is repeated or has a high likelihood of repetition; and
4. Causes or creates actual or reasonably foreseeable:

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

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act 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.

Cyberbullying of School Employees is expressly prohibited and 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 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; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. 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;
- f. Signing up a school employee for a pornographic Internet site; or
- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,

6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying,
12. 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 or transgender, regardless of whether the student self-identifies as homosexual (Examples: "Slut", "You are so gay", "Fag", "Queer").

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

Students are encouraged to report behavior they consider to be bullying 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 shall report the incident(s) to the principal or designee. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal or designee. The principal or designee shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

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

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

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

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

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

Copies of this policy shall be available upon request.

Notes: Different consequences are permitted depending on the age or grade of the bullying student.

Legal Reference: A.C.A. § 6-18-514; A.C.A. § 5-71-217, DESE Rules Governing Student Discipline and School Safety

Date Adopted: July 18, 2013 Last Revised: June 19, 2025

4.45 GRADUATION REQUIREMENTS FOR THE CLASS OF 2026

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

This policy and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district strategic plan development process⁹¹ to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or the superintendent's designee, shall select the composition of the review panel.

Sufficient information relating to the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of ~~each~~; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:⁴²

- Inclusion in the student handbook of the graduation requirements;
- Discussion of the graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.⁵³

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

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional __ units to graduate for a total of __ units. The additional required units may be taken from any electives offered by the district.⁶⁴ Accelerated learning courses or career education courses that are determined by DESE to be eligible for use in the place of a listed course may be

substituted for the course as designated by DESE.

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

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

Personal and Family Finance

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

Computer Science

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

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units

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

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

Science: three (3) units

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

Social Studies: three (3) units

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

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁷⁵

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

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.⁸⁶

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT
5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES
5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References: Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3; DESE Rules Governing Distance and Digital Learning; Commissioner's Memo LS-18-082; A.C.A. § 6-4-302; A.C.A. § 6-15-2906; A.C.A. § 6-15-2911; A.C.A. § 6-16-122; A.C.A. § 6-16-143; A.C.A. § 6-16-149; A.C.A. § 6-16-150; A.C.A. § 6-16-152; A.C.A. § 6-28-115

Date Adopted: May 18, 2023

Last Revised: June 19, 2025

4.45.1—GRADUATION REQUIREMENTS FOR THE CLASS OF 2027 AND THEREAFTER

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

This policy, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district strategic plan development process⁹¹ to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or the superintendent's designee, shall select the composition of the review panel.

Sufficient information relating to ~~Smart Core~~ and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding ~~of each~~; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:⁴²

- Inclusion in the student handbook of the graduation requirements;
- Discussion of the graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.⁵³

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

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional __ units to graduate for a total of __ units. The additional required units may be taken from any electives offered by the district.⁶⁴ Accelerated learning courses or career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

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

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

Personal and Family Finance

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

Computer Science

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

Community Service

Except as otherwise provided by this policy or the student's IEP, each student must receive seventy-five (75) clock hours of community service that is certified by the service agency or organization where the student volunteers or the student's parent. The community service must be in programs or activities, either in Arkansas or outside of Arkansas, that meet the requirements established by the State Board and the District Board of Directors and include preparation, action, and reflection components. A student who transfers into the District after ninth (9th) grade must receive at least the following documented clock hours of community service each year:

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

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

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

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units

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

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

Science: three (3) units

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

Social Studies: three (3) units

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

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁷⁵

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus

courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT
5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES
5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References: Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3; DESE Rules Governing Distance and Digital Learning; Commissioner's Memo COM-24-021; Commissioner's Memo LS-18-082; A.C.A. § 6-4-302; A.C.A. § 6-15-2906; A.C.A. § 6-15-2911; A.C.A. § 6-16-122; A.C.A. § 6-16-143; A.C.A. § 6-16-149; A.C.A. § 6-16-150; A.C.A. § 6-16-152; A.C.A. § 6-16-1901 et seq.; A.C.A. § 6-28-115

All students are required to participate in the Smart Core curriculum unless stated otherwise in the student's Student Success Plan (SSP) and signed by the student's or guardians or the student if the student is eighteen (18) years of age or older. Information regarding Smart Core and graduation requirements will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. 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 guardian as part of the creation of the student's SSP.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year.² Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development processes to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the following means:⁴

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.⁵

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

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for

graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional ___ units to graduate for a total of ___ units. The additional required units may be taken from any electives offered by the district.⁶ There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. Career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

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

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

Personal and Family Finance

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

Computer Science

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

SMART CORE: Sixteen (16) units

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

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

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

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

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

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

Natural Science: three (3) units

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

Social Studies: three (3) units

- 1) Civics - one-half ($\frac{1}{2}$) unit

- 2) World History - one unit
- 3) American History - one unit
- 4) Other social studies – one-half ($\frac{1}{2}$) Unit

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

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

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

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

- 1) DESE approved biology – 1 credit;
- 2) DESE approved physical science – 1 credit; and
- 3) A third unit that is either:

- An additional science credit approved by DESE; or
- A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

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

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

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

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION; 5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT; 5.11—DIGITAL LEARNING COURSES; 5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES; 5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References: Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3; DESE Guidelines for the Development of Smart Core Curriculum Policy; DESE Rules Governing Distance and Digital Learning; Commissioner's Memo LS-18-082; A.C.A. § 6-4-302; A.C.A. § 6-15-2906; A.C.A. § 6-15-2911; A.C.A. § 6-16-143; A.C.A. § 6-16-149; A.C.A. § 6-16-150; A.C.A. § 6-16-152; A.C.A. § 6-28-115

Date Adopted: May 18, 2023; Last Revised: June 19, 2025

4.47— POSSESSION AND USE OF ELECTRONIC DEVICES

Definitions

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

- An active fire;
- An active tornado or earthquake;
- An active shooter;
- An evacuation of school grounds;

A medical emergency

"Personal electronic device" means without limitation a:

- a. Cellular telephone;
- b. Paging device;
- c. Beeper;
- d. Mobile telephone that offers advanced computing and internet accessibility;
- e. Digital media player;
- f. Portable game console;
- g. Tablet, notebook, or laptop computer;
- h. Digital camera;
- i. Digital video or audio recorder;
- j. Smart watch; and
- k. Device that can connect and transmit data through Bluetooth technology.

"School day" means from 7:30 a.m. until the time students are dismissed from school.

Possession of Personal Electronic Device

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

- o The personal electronic device is required by the student's individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;¹
- o The possession of the personal electronic device is during an emergency as defined by this policy;
- o The personal electronic device is issued by the District for the student's use during the school day; or
- o The possession of the personal electronic device is during a special event during the school day.

A student shall be deemed to not be in possession of a personal electronic device if:²

Use Of Personal Electronic Device

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

- The personal electronic device is required by the student's individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;
- The use of the personal electronic device is during an emergency as defined by this policy;
- The personal electronic device is issued by the District for the student's use during the school day; or
- The use of the personal electronic device is during a special event during the school day.
- The student is enrolled in an endorsed concurrent enrollment course at an institution of higher education, and the use of the personal electronic device is necessary in order to utilize two-factor authentication to access coursework and resources for the endorsed concurrent enrollment course. The use of the personal electronic device shall be limited to the time necessary to complete the two-factor authentication process.

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

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

The use of personal electronic devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Misuse of Personal Electronic Devices

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

1. Using personal electronic devices issued by the District during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the personal electronic device when not being used for reason #1 above;

3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the personal electronic device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person regardless of whether the image is real or created through the use of artificial intelligence;
6. Using a personal electronic device issued by the District in a manner that violates the Electronic Device and Internet Use Agreement regardless of whether the violation occurred on or off campus;
7. Using a personal electronic device at an event during the school day that was not designated as a special school event or in a manner or location that was not authorized as part of the special school event;
8. Using personal electronic devices issued by the District while driving any vehicle at any time;³ or
9. Using a personal electronic device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property.⁴

Discipline

A student may have a personal electronic device confiscated if:

- § The student is found to possess or use a personal electronic device when the use or possession is not authorized by this policy and the personal electronic device was not issued by the District;
- § The student misuses a personal electronic device as defined by this policy; or
- § The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis uses the remote recording or listening capabilities of a personal electronic device, either through an app installed on the personal electronic device or the built-in capacity of the personal electronic device, except when authorized by the District.^{1, 5}

Confiscated personal electronic devices may be picked up at the school's administration office by the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.² Students have no right of privacy as to the content contained on any personal electronic devices that have been confiscated.³ A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.⁶

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

In addition to the confiscation of a personal electronic device for a violation of this policy, a student may be subject to the following discipline:⁷

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

Legal Reference: A.C.A. § 6-18-515; A.C.A. § 27-51-1602; A.C.A. § 27-51-1603; A.C.A. § 27-51-1609; DESE Test Administration Manual; A.C.A. § 6-15-2907, DESE Rules Governing Student Discipline and School Safety.

Date Adopted: July 18, 2013; Last Revised: Oct 31, 2025

4.48—VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

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

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

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 7 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 surveillance cameras and equipment, automatic identification, or data compilations shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Notes: This policy is similar to policies 3.41 and 8.29. If you change this policy, review 3.41 and 8.29 at the same time to ensure applicable consistency between the policies.

Legal References: A.C.A. § 6-21-122; 20 USC 1232(g); 20 U.S.C. 7115; 34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

Date Adopted: May 12, 2011 Last Revised: June 19, 2025

4.51— FOOD SERVICE PREPAYMENT

Meal Charges: The district does not provide credit for staff or students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Staff and parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:

- Submitting cash or check payment at the school offices; serving lines, K-2 classroom; Elementary classroom teachers may also take cash or check and send it to the cafeteria in the deposit envelope for the student; and/or MySchoolBucks (online payment system-link on the school webpage).

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

A student's parents will be notified by mail and by phone when a student owes more than \$30.

A student's parents will be contacted by authorized District personnel regarding a student's prepaid account balance when there is a negative balance and no payment has been received for more than 60 days.

Charge memos are sent home with Elementary and Upper Elementary students to give to the parent when charges are \$3 or more.

*Please note that any unpaid balance at the end of the school year is carried over to the following school year and is still past due.

Legal References: Com. Memo CNU-17-003; Com. Memo CNU-17-024; A.C.A. § 6-18-722 Date Adopted: June 15, 2017 Date Revised: June 19, 2025

4.53— PLACEMENT OF MULTIPLE BIRTH SIBLINGS

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

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

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

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

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

Legal Reference: A.C.A. § 6-18-106

Date Adopted: June 16, 2011 Last Revised:

4.54 - STUDENT ACCELERATION

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

Generally, acceleration can occur through one 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.

ELEMENTARY SCHOOL STUDENTS

The process of determining the appropriateness of a request shall be under the direction of the district Gifted and Talented Coordinator. The district/school Gifted and Talented Program Coordinator shall convene the Acceleration Placement Committee and communicate with the individuals necessary 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 for elementary school students which shall be made available to any parent or staff member upon request.

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

COURSE SELECTION STUDENTS

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

Cross Reference: 4.55—STUDENT PROMOTION AND RETENTION

Legal Reference: DESE Gifted and Talented Rules

Date adopted: April 18, 2013 Last Revised: June 18, 2026

4.55—PROMOTION/RETENTION/COURSE CREDIT FOR K-12

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Each school in the Pottsville School District shall include in the student handbook, the criteria for promotion of students to the next grade as well as the criteria for being required to retake a course, if applicable. Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Each time a student is assessed by use of a high-quality literacy screener, with results at least once each semester, the parents, the 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 transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student, or their 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;
- c) School counselor
- d) A 504/special education representative (if applicable); and
- e) The student's parents, legal guardians, person 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 to promote or retain shall rest with the principal or his/her designee.

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

- o Statewide student assessment results; subject grades;
- o student work samples; and Local assessment scores.

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

1. The student's specific, diagnosed reading skill needs, including without limitation:
 - o Phonemic awareness;
 - o Phonics decoding;
 - o Text reading fluency;
 - o Vocabulary-building strategies; and
 - o Self-regulated use of reading comprehension strategies, as identified by high-quality literacy screener data;
2. The goals and benchmarks for the student's growth;
3. How the student's progress will be monitored and evaluated;
4. The type of additional instructional services and interventions the student may receive;
5. The intensive, evidence-based literacy intervention program aligned to the science of reading the student's teacher will use to address the areas of

phonemic awareness, phonics, fluency, vocabulary, and comprehension;

6. The strategies the student's parents, legal guardians, or persons standing in loco parentis to the student are encouraged to use in assisting the student to achieve the student's reading goal; and

7. Any additional services the student's teacher determines are available and appropriate to accelerate the student's reading skill development.

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

- a. Of the content of their child's independent reading plan and progress on the independent reading plan throughout the year; and
- b. By no later than October 1 of each year, or as soon as practicable if a student's reading need is identified after October 1:
 - o Of their student's eligibility to participate in the literacy tutoring grant program;
 - o The process for applying for the literacy tutoring grant program; and
 - o Other information provided by DESE.

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

- a. Provide at least ninety (90) minutes of evidence-based literacy instruction aligned to the science of reading during each school day;
- b. Assign the student to:
 - o If the District has a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years, a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years; or
 - o If the District is unable to identify a teacher with a value-added model score in the top quartile statewide in English language arts for the past three (3) years, a teacher:
 - o With a highly-effective rating according to the Teacher Excellence and Support System, when possible; or
 - o Deemed to be a high-performing teacher as defined by a Master Professional Educator designation
- c. Provide parents, legal guardians, or persons standing in loco parentis to students with a "read-at-home" plan to support student early literacy growth, which shall include evidence-based science of reading strategies and tools that are aligned to a student's individual reading plan for parents, legal guardians, or persons standing in loco parentis to use with their student;
- d. Notify parents, legal guardians, or persons standing in loco parentis to a student regarding their student's eligibility for a literacy tutoring grant;
- e. Be given priority to receive a literacy tutoring grant; and
- f. Be given the option to participate in additional intensive, evidence-based literacy intervention programs aligned to the science of reading.

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

- 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.

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 (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 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 (9) or above who enrolls in the District at the beginning or during the school year.

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components.

Promotion or retention of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

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

Cross References: 3.30—PARENT-TEACHER COMMUNICATION; 4.56—EXTRACURRICULAR ACTIVITIES-SECONDARY SCHOOLS; 4.56.1—EXTRACURRICULAR ACTIVITIES-ELEMENTARY; 5.13-- STUDENT INTERVENTION SERVICES AND SUMMER SCHOOL

Legal References: A.C.A. § 6-15-2001; A.C.A. § 6-15-2005; A.C.A. § 6-15-2006; A.C.A. § 6-15-2007; A.C.A. § 6-15-2911; A.C.A. § 6-17-429; A.C.A. § 6-17-431; A.C.A. § 9-28-205; DESE Rules Governing the Arkansas Educational Support and Accountability Act; Murphy vs. State of Arkansas, DESE Rules Governing Grading and Course Credit

Date Adopted: May 18, 2023

Last Revised: May 1, 2023

4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Definitions:

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

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.¹

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.¹

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

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

Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of the student's classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal. Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy. All students meeting this policy's criteria are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a statewide assessment or attempts to boycott a statewide assessment by failing to put forth a good effort on the assessment as determined by the assessment administrator/proctor, or who parents do not send their student to school on the dates the assessments are administered or

scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

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

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

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

ACADEMIC REQUIREMENTS: Junior High

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

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

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

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

ACADEMIC REQUIREMENTS: Senior High

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

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

Students with an individual education program

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

Homeless Students

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

Arkansas Activities Association

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

Interscholastic Activities
AAA Governed Activities

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

Non-AAA Governed Activities

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

School Choice Transfers:

A student who transfers under a legal school choice option shall not be denied participation in an extracurricular activity where the student transfers based exclusively on the student's decision to transfer. A student who transfers after June 1 of the year the student enters grades seven through ten (7-10) shall complete a Changing Schools/Athletic Participation 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 evident of recruiting by the receiving school district personnel or that the student is transferring to the nonresident school district solely for athletic purposes.

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

Cross References: 4.40 HOMELESS STUDENTS; 4.55—STUDENT PROMOTION AND RETENTION; 4.56.1—EXTRACURRICULAR ACTIVITIES--ELEMENTARY

Legal References: Arkansas Activities Association Handbook; Comm. Memo COM-18-009; LS-18-015; A.C.A. § 6-4-302 A.C.A. § 6-15-2907; A.C.A. § 6-18-713; A.C.A. § 6-16-151; A.C.A. § 6-28-10; A.C.A. § 6-18-114; A.C.A. § 6-18-115; A.C.A. § 6-18-227; A.C.A. § 6-18-1904

Date Adopted: May 18, 2023 Last Revised: June 19, 2025

4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Definitions

"Extracurricular activities" are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

"Field Trips" are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

"Interscholastic Activities" means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

"Intrascholastic Activities" means athletic or non-athletic/academic activities where students compete with students from within the same school.

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 may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

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

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

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

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION; 4.56—EXTRACURRICULAR ACTIVITIES—SECONDARY SCHOOLS

Legal References: Arkansas Activities Association Handbook; Comm. Memo LS-18-015; A.C.A. § 6-4-302; A.C.A. § 6-15-2907; A.C.A. § 6-18-713; A.C.A. § 6-16-151

Date Adopted: April 15, 2010

Last Revised: May 23, 2019

4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

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

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

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.¹

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone 2 as permitted by this policy

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

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

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

the student's enrollment in a home school.

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

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 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 3 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.

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

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

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

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

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

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

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

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

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

Cross Reference: 4.59—ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS

Legal References: A.C.A. § 6-15-509; A.C.A. § 6-16-151; A.C.A. § 6-18-232; A.C.A. § 6-18-713; Arkansas Activities Association Handbook; Commissioner's Memo COM-18-009; Commissioner's Memo LS-18-015; Division of Elementary and Secondary Education Rules Governing Home Schools
Date Adopted: May 18, 2023 Last Revised: June 19, 2025

4.56.3—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR PRIVATE SCHOOL STUDENTS

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

"Private school" means a nonpublic elementary or secondary school that is a registered nonprofit and accredited or licensed by an accrediting association recognized by the State Board of Education.

"Private school student" means a student attending a private school.

Each school in the District shall post on its website its schedule of interscholastic activities, including signup, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.¹

Private school students whose parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone² if the private school the student attends does not offer the interscholastic activity.

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

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

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students.

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 course³ 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 private school 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.

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

A private school 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;⁴

- 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.

Cross Reference: 4.59—ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS

Legal References: A.C.A. § 6-16-151; A.C.A. § 6-18-232; A.C.A. § 6-18-238; A.C.A. § 6-18-713; Arkansas Activities Association Handbook

Date Adopted: June 19, 2025 Last Revised:

4.57—IMMUNIZATIONS

Definitions

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).

"Serologic testing" refers to a medical procedure used to determine an individual's immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against¹:

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

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

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

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. Official record from another educational institution in Arkansas.
- E. An immunization record printed off the statewide immunization registry with the Official Seal of the State of 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 as history of varicella disease must be documented by a licensed physician, advance practice nurse, doctor of osteopathy or physician assistant. 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 September 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if September 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.²

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. See AMI Day as well. 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.³

Cross References: 4.2—ENTRANCE REQUIREMENTS; 4.7—ABSENCES; 4.8—MAKE-UP WORK

Legal References: A.C.A. § 6-18-702; A.C.A. § 6-18-302; A.C.A. § 6-18-110; ADE Rules Governing Immunization Requirements in Arkansas Public

Schools ADH Rules and Regulations Pertaining to Immunization Requirements

4.58—FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA

Food Sharing Table

The District has no food sharing system for food items other than milk and juice.² Students who do not intend to drink milk or juice received as part of a meal may place the milk/juice in a designated ice-filled cooler located at the end of the service line where another student may retrieve it at no charge. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the cooler to place for sharing or retrieve an item after the student has left the service line.

At all times, the cooler will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item is to remain in the cooler for longer than four (4) hours.

Removing Food Items from the Food Service Area

No student shall remove school provided food items from the food service area at the end of the meal period, especially milk, juice, and other items requiring temperature-controlled environments.

Except for food service workers as required by their job duties, District employees may only remove school provided food items from the food service area when required by a 504 plan or a student's IEP.

Legal References: Commissioner's Memo FIN 08-076; Commissioner's Memo FIN 15-052

Date Adopted: May 21, 2015; Last Revised:

4.59 ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOLED STUDENTS

The District allows private school and home schooled students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered By the District. The District will place a list of courses that a private school or home schooled student may request to attend on its website by:¹*All courses are available pending capacity.

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

A private school or home 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:¹

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

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

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

The District may reject a private school or home schooled student's request for attendance if the District's acceptance would:²

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

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

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

- Indicate the course(s) the private school or home schooled student is interested in attending;
- If the course(s) the private school or home schooled student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home schooled student intends to attend the physical course or the digital course;
 - Submit, along with the student's application, a copy of the student's transcript indicating that the student has received credit for the course(s), or equivalent course(s), that are a prerequisite to the course(s) the student desires to attend at the District;
- Agree to follow the District's discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS.

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

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

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

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

Cross References: 4.6—HOMESCHOOLING; 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS;
 4.57-- IMMUNIZATIONS

Legal References: A.C.A. § 6-15-509; A.C.A. § 6-18-232; A.C.A. § 6-18-702; A.C.A. § 6-47-401 et seq.; DESE Rules Governing Distance and Digital
 Learning; DESE Rules Governing Kindergarten Through 12th Grade Immunization Requirements in Arkansas Public Schools
 Commissioner's Memo COM-19-021

Date Adopted: July 20, 2024 Last Revised:

4.62—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.

Legal Reference: A.C.A. § 6-1-108 Date Adopted: May 18, 2023 Last Revised: May 1, 2023

4.63—STUDENT RELIGIOUS EXPRESSION

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

Student Assignments

Student assignments include, but are not limited to:

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

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

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

Accommodation will be considered for those portions of instructional activities in the schools that unduly burden a student's sincere religious belief provided such accommodation doesn't amount to a significant change in curriculum, program, or course of instruction and when it is possible that a substitution of equally rigorous material that advances the same instructional goals can be arranged. Parents and students are advised that such accommodations are easier to grant when the objection is to non-state mandated Standards material than if the material is required by the Standards.¹

A student or the student's parent can request the student's teacher to accommodate the student's objection based on a religious belief to an instructional activity. Any such request must be made at least twenty-five (25) school days prior to the assignment's due date. Any objection must be raised in accordance with this policy's requirements or it will not be considered.²

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

Student Presenters

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

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

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

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

If a student refuses to return to the approved remarks or continues to divert from the approved remarks in a manner that is determined to be inappropriate may

be escorted from the forum and disciplined in accordance with the District's Student Code of Conduct.

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

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

Information on how to participate in a student forum shall be provided to all students. ¹In addition to the salutatorian and valedictorian selection process in Policy 5.17—HONOR ROLL AND HONOR GRADUATES, the following students may speak during the District's graduation ceremony:²

Cross References: 4.14—STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE; 5.17—HONOR ROLL AND HONOR GRADUATES

Legal References: A.C.A. § 6-10-138; A.C.A. § 6-18-101; A.C.A. § 6-18-1201 et seq.

Date Adopted: May 18, 2023 Last Revised: July 20, 2024

4.64—STUDENT USE OF ARTIFICIAL INTELLIGENCE

Definitions

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

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

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

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

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

When a student uses AI tools, a student shall:

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

When a student uses AI tools, a student shall:

1. Not cheat on school work
2. Comply with all laws and regulations regarding copyright

Students must ensure all submitted work is their own and properly acknowledge or cite any assistance from AI tools. Students are encouraged to ask questions if they are unsure about the acceptable use of AI tools.

The following actions regarding AI tools are strictly prohibited:

- Misuse of AI tools for cheating, plagiarism, or any form of academic dishonesty, including the submission of assignments that were fully generated by an AI tool and presented as original student work;
- Altering or falsifying academic documents or records using AI tools;
- Using AI tools to:
 - o Gain unauthorized access to District systems; or
 - o Bypass District security measures;
- Using AI tools to produce misleading or false information, imagery, or any form of false outputs about themselves, other students, or staff members.

Students should report any inappropriate content or security concerns encountered while using AI tools to a teacher or administrator.

Violations of this policy shall be handled in accordance with the District's disciplinary procedures.

Cross References: 3.58—LICENSED PERSONNEL USE OF ARTIFICIAL INTELLIGENCE; 4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION; 5.10—ARTIFICIAL INTELLIGENCE; 7.16—INFORMATION TECHNOLOGY SECURITY

Legal References: A.C.A. § 6-18-2601 et seq.; A.C.A. § 25-1-128; 15 U.S.C. § 6501; 20 U.S.C. § 1232g; 34 C.F.R. Part 99

Date Adopted: March 20, 2025

Last Revised: June 19, 2025

Last Revised:

5.10—ARTIFICIAL INTELLIGENCE

Definitions

"Artificial Intelligence (AI)" means a machine based system that can, based on a given set of human-defined objectives, make predictions, recommendations, or decisions influencing a real or virtual environment.

"AI Tools" means Software, hardware, or cloud-based applications that use AI to aid in tasks like content creation, data analysis, and personalized learning. For purposes of this policy, AI tools do not include items such as spell check or grammar check.

"Automated decision tool" means an AI tool that has been specifically developed and marketed, or specifically modified, to make or to be a controlling factor in making consequential decisions.

The School District Board of Directors desires to provide guidance for the appropriate use of AI technologies in curriculum development, instruction, and related educational activities that is aligned with the Arkansas Academic Standards and safeguards student data and privacy while encouraging Innovation.

Any AI tools or programs utilized by the District must adhere to State and federal laws; State rules; and Federal regulations governing data use, privacy, and security. Any AI tool used must comply with the District's policies on data privacy and security, especially concerning student information.

The superintendent shall establish a committee who shall be in charge of reviewing and approving any AI tools , including automated tools, before they may be used. The committee shall establish the procedures the committee shall use for approving AI tool selection. The District shall provide resources to support the integration of approved AI tools.

All curriculum and instructional materials that were created with AI tools shall align with the Arkansas Academic Standards and District educational

goals.

Staff shall document the extent and manner AI tools were used in the creation of curriculum or instructional materials. Staff shall ensure the content created with the assistance of AI tools is accurate and free from bias.

The District shall regularly review the impact AI tools have on the District's educational outcomes and shall update this policy as necessary.

Cross References: 3.58—LICENSED PERSONNEL USE OF ARTIFICIAL INTELLIGENCE; 4.13—PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION; 4.64—STUDENT USE OF ARTIFICIAL INTELLIGENCE; 7.16—INFORMATION TECHNOLOGY SECURITY; 8.49—CLASSIFIED PERSONNEL USE OF ARTIFICIAL INTELLIGENCE

Legal References: A.C.A. § 6-18-2601 et seq.; A.C.A. § 25-1-128; 15 U.S.C. § 6501; 20 U.S.C. § 1232g; 34 C.F.R. Part 99
Date Adopted: March 20, 2025 Last Revised: June 19, 2025

5.15—GRADING

Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, persons having lawful control of the student, persons standing in loco parentis, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine (9) week grading period to keep parents/guardians informed of their student's progress.

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

The grades of a child in foster care shall not be lowered due to an absence from school due to:

- (1) A change in the child's school enrollment;
- (2) The child's attendance at a dependency-neglect court proceeding; or
- (3) The child's attendance at court-ordered counseling or treatment.

The grading scale for all schools in the district (with the exception of the elementary school) shall be as follows:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 -- 60

F = 59 and below

Pottsville Elementary school teachers will use the above grading scale, the following grading scale, or both (except for Kindergarten):

Kindergarten teachers will use a “√” to indicate a student is performing at or above grade level in a given area and an A “ ” to indicate below grade level performance. For the purpose of determining grade point averages, the numeric value of each letter grade shall be:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

The grade point values for accelerated learning courses and other approved courses for weighted credit shall be one (1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points.

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

For example: The grading period had forty (40) days. A student transferred in with a grade of eighty-three (83%) earned in ten (10) days at the previous school. The student had a grade of seventy-five percent (75%) in our district's school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five (75%) of forty (40) days. Thus, the final grade would be $(0.25 \times 83) + (0.75 \times 75) = 77\%$.

Legal References: A.C.A. § 6-15-902; A.C.A. § 9-28-113(f); 5-A.1 Division of Elementary and Secondary Education Rules and Regulations Governing Grading and Course Credit

Date Adopted: May 17, 2012

Last Revised: June 12, 2020

5.21—ACCELERATED LEARNING COURSES

Definition

"Accelerated learning" means an organized method of learning that enables a student to meet individual academic goals and graduation requirements while pursuing higher levels of skill development, including without limitation the following coursework:

1. A College Board Pre-Advanced Placement and Advanced Placement (AP) course;
2. An International Baccalaureate (IB) Diploma Programme course;
3. A Cambridge Advanced International Certificate of Education course;
4. A concurrent credit course; and
5. A substantively similar course or program approved by the Division of Elementary and Secondary Education (DESE).

Students in grades 7-12 (seventh through twelve) who take accelerated learning 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 = 89 – 80

C = 79 – 70

D = 69 -- 60

F = 59 and below

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

A = 5 points

B = 4 points

C = 3 points

D = 2 point

F = 0 points

For a student to be eligible to receive weighted credit for an AP, or IB course:

- The course must be taught by an Arkansas licensed teacher who has received the appropriate training required by the appropriate accrediting organization; and
- The student takes the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable exam.

Students who do not take the applicable exam shall receive the same numeric value for the grade the student receives in the course as if it were a non-AP or IB course.

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

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

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

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

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

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

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

Legal References: DESE Rules Governing Grading Scales and Course Credit; A.C.A. § 6-15-902; A.C.A. § 6-16-1201

Date Adopted: May 18, 2023 Last Revised: June 19, 2025

5.22—COLLEGE COURSES

A ninth through twelfth grade student who successfully completes a college course(s) from an institution of higher education (IHE) approved by the Division of Higher Education shall be given credit toward high school grades and graduation at the rate of one high school credit for each three (3) semester hours of college credit.

A student who takes a (3) three-semester hour remedial/developmental education course, shall receive a half (1/2) credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements.

Students will retain credit, including any weighted credit, earned as a concurrent credit course or as a dual enrollment course that was applied to a student's transcript from a previously attended, accredited, public school.

CONCURRENT CREDIT COURSES

Participation in the concurrent high school and college credit program must be either:

1. Documented by a written agreement between:

- The student;
- The student's parent (s) legal guardian (s), person (s) standing in loco parentis to the student, or person (s) having lawful control of the student if the student is under the age of eighteen (18);
- The District; and
- The publicly supported community college, technical college, four-year college or university, or private IHE the student attends to take the concurrent credit course; or

2. Taken through the Arkansas Course Choice Program.

While students are ultimately responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s), the District shall work with the IHE (s) to establish a process for the District to receive student transcripts. Credit for concurrent credit courses will not be given until a transcript is received. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received at all or in a timely manner; this may jeopardize students' eligibility for extracurricular activities, graduation, awarding of a diploma of merit or distinction, etc.

A student or a student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student shall not be responsible for tuition, fees, or materials for participation in a concurrent credit course.²

Legal Reference: A.C.A. § 6-15-902(c)(2); DESE Rules: Governing Grading and Course Credit for Students Who Have Completed the Eighth Grade; A.C.A. § 6-16-1201 et seq.; A.C.A. § 6-18-232

Date Adopted: April 18, 2013 Last Revised: June 18, 2026

CHEMICAL SCREEN TEST POLICY

The Pottsville School District recognizes that chemical abuse or misuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Pottsville Board of Education is determined to help students by providing another option for them to say "No". Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of the legal drugs and medications.

Purpose of a Chemical Abuse Policy:

1. To allow the students of Pottsville Schools to know that the school is concerned about their total well-being. The School District is interested in helping the students who may be having problems.
2. To emphasize concerns for the health of students in areas of safety while they are participating in activities as well as the long-term physical and emotional effects of chemical use on their health.
3. To confirm and support state law which restricts the use of such mood-altering chemicals.
4. To assist students of Pottsville Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
5. To establish standards of conduct for students of Pottsville Schools who are considered leaders among their peers.
6. To work cooperatively with parents by assisting them in keeping their children free from mood-altering chemicals.
7. To assist students who need to be referred for assistance or evaluation regarding their use of illegal drugs.
8. To deter chemical abuse or misuse by all students through the use of random drug testing.

Scope: The provisions of this policy apply to students in Pottsville Schools in grades seven through twelve. No student will be allowed to participate in any

school activity (any activity outside the regular curriculum) or park on campus until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Positive screening results are considered cumulative and follow the student for the duration of enrollment in Pottsville School District.

Definition: *Illegal Drugs* are defined as any substance, including alcohol, considered illegal by Arkansas Statutes or which the Food and Drug Administration controls unless prescribed by a licensed physician.

Prescription Medication: The existence of lawfully prescribed medication in the student's sample is not a violation of this policy when taken in accordance with a physician's recommendation or prescription to a specific student. Some over-the-counter medications may have similarities to unlawful drugs when tested. Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to school personnel at the time the sample is collected. The specific name of over-the-counter medication should also be disclosed to the school official. Students who refuse to provide verification and test positive will be subject to the actions specified in this policy for "positive test."

Consent Form: Students and parents/guardians will be strongly encouraged to sign a consent form to the random testing. The form must be co-signed by the student's custodial parent/legal guardian. No student will be allowed to participate in any school activity (any activity outside the regular curriculum) or to park on school district property until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Consent forms for students participating in fall sports or extracurricular activities must be signed prior to physical examinations. All other students must sign the consent form during the first two weeks of school. Students moving into the district during the school year must sign the consent form during the first two weeks of enrollment. No student will be allowed to sign the consent form after these dates.

Selection Process: While students are in school, they will be subject to random selection for testing. Particular days will be selected for testing. If a student is selected for testing but is absent on that day, he/she will be tested on the next test date. The number of names drawn will be no less than (2%) or greater than

(15%) of the students in grades seven through twelve. A urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must report to the designated testing site.

Testing Agency: The district will choose a qualified agency for the purpose of processing samples and maintaining privacy with respect to test results and related matters.

Cost: The cost of the test to be given during random selection will be paid by the district. Any test administered to a student to regain eligibility will be at the district's expense.

Refusal to Consent to Testing: Students not consenting to be tested (in the random pool) are allowed to join clubs or organizations but are not allowed to attend after school meetings, participate in any activities, or park on campus.

Refusal to Submit to Testing: Any participant who refuses to submit to random drug testing and/or retesting is considered having tested positive.

Testing Procedure: All test results from the laboratory will be communicated to the Superintendent or designee. All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms. Students who test positive will be required to sign additional consent forms. The following precautions will be taken, as appropriate, at the collection site:

1. The examinee will be positively identified.
2. The observer will ask the individual to remove any unnecessary outer garments (i.e., coat, jacket, etc.) that might conceal items or substances that could be used to tamper with or alter the urine specimen. All personal belongings (i.e., purse, backpack, etc.) must remain with the outer garments. The observer will note any unusual behavior or appearance.
3. The student will not be outside of the presence of the observer and not have access to faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed.
4. The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.
5. At the collection site, toilet bluing agents will be placed in the toilet tanks, whenever possible. No other source of water will be available in the enclosure where urination occurs.
6. If a student fails to provide the necessary amount of urine for a valid specimen, the student will be given reasonable amounts of water for drinking and

extra time to produce an adequate sample. During this time, the student will remain in the vicinity of the collection area and under the observation of the district staff.

7. Immediately after collection, the observer will check the temperature of the specimen and inspect the specimen for color and signs of contaminants.

8. Both the observer and student being tested will keep the specimen in view at all times prior to its being sealed and labeled.

Analysis Process: Testing protocol involves on-site collection and testing of urine samples. If a sample initially tests positive for any substance, that sample will be immediately retested. In the event that the second test reports negative, the sample will be considered negative for reporting purposes. A second positive test will result in the sample's being immediately delivered to an SAMHSA certified laboratory for GC/MS confirmation with results provided to the school in one or two days.

Results and Notification: Test results will be reported to the Superintendent or his designee. All reports will be in writing. All specimens testing negative on the initial test or negative on the confirmation test will be reported as negative. Only specimens confirmed as positive will be reported as positive for a specific drug (s).

Records: The Superintendent or his designee in a separate, locked file will maintain all records concerning chemical abuse testing. The records will not be kept in a student's regular file. Only the Superintendent or his designee will have access to the files. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parents, legal guardians may obtain a copy of his chemical abuse upon written request.

First Positive Test: Upon receipt of a positive test result for any student, a custodial parent or legal guardian will be notified and a meeting will be schedule with the superintendent or his designee, the student, the custodial parent or legal guardian, the student's principal, the student's head coach or sponsor. Counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. A referral/resource list will be made available to the student and parent/legal guardian. Any counseling/rehabilitation service costs will be the responsibility of the student and/or parent. The student will be placed on probation for thirty days. If there are not thirty days left in the school year, the thirty-day period will carry forward to the following school year. During the

probation time, the student will not be allowed to participate and/or attend any curricular or extracurricular activities, which occur outside the regular school day or park on campus.

Students participating in a sport or activity that requires a physical must have doctor's approval to continue practicing during the probationary period. In order to regain eligibility after the thirty-day probationary period, the student must be tested again at the district's expense and a written copy of the results will be given to the Superintendent or his designee. If the test is negative, the probation will be lifted. If the test is positive, the student will not be allowed to participate in or attend extracurricular activities or park on campus for one calendar year. A positive retest at the end of a thirty-day probation period will be considered a second positive test. To regain eligibility for participation in activities, a student must have a negative Chemical Screening Test. This will be administered by the District's chemical screening company and at the district's expense. *Exception:* A student must be retested on day thirty-one. However, certain chemicals that take more than thirty days to leave the student's system will be considered differently if a doctor's written opinion details said residual effects of that particular substance.

Second Positive Test: For the second positive test, the student will not be allowed to participate in or attend extracurricular activities or park on campus for one calendar year. To regain eligibility for participation in activities, a student must have a negative Chemical Screening Test. This will be administered by the district's chemical screening company and at the district's expense.

Third Positive Result: For the third positive result, the student will be permanently suspended from participating in or attending any activity program and park on campus for the remainder of his enrollment with the school. A third positive screen could come from a third positive test from the random pool or a result of a re-screen at the end of a probation period.

Nature of Policy: No student will be penalized academically for testing positive for illegal drugs. The results of any drug test pursuant to this policy will not be documented in any student's academic records.

Other Disciplinary Measures: The district, by accepting this policy, is not precluded from utilizing other disciplinary measures set forth in the student handbook and this policy does not preclude the district from taking disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug-related activities.

Counseling/rehabilitation is recommended for the student who tests positive. Any counseling/rehabilitation service cost will be the responsibility of the parent/guardian. The following are some agencies that provide counseling/rehabilitation services. In supplying the list, the Pottsville School Board, its agents, or employees take no responsibility in the selection of which agency the parent decides to use. The final decision to seek counseling for the student and the cost of counseling/rehabilitation shall be the responsibility of the parent/guardian.

COMMUNITY SERVICES

Russellville, AR.....479-968-3370

Counseling Associates

Russellville, AR.....479-968-1298

THE BRIDGEWAY

North Little Rock.....501-771-1500

METHODIST BEHAVIORAL HOSPITAL

Maumelle.....501-803-3388

DAYSPRING

Russellville, AR.....479-967-4673

DAYSPRING

Morrilton, AR.....501-208-5911

5.8—USE OF COPYRIGHTED MATERIALS

Use of Copyrighted Work in Face-to-Face Classroom

The Board of Education encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted materials, the Superintendent, or designee, will provide district personnel with information regarding the “fair use” doctrine of the U.S. Copyright Code as detailed in the “Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals” and “Guidelines for Educational Uses of Music.”¹

Use of Copyrighted Works in Digital Transmissions

Definitions

“Class session”² means the length of time provided for students to access the materials necessary for the completion of course assignments and tests. Depending on the copyrighted work’s overall importance to the course, which can vary from a single assignment to an entire course focusing on the copyrighted work, the class session will end on:

The date set by the teacher for an assignment to be submitted; or

The date on the school calendar for the end of classes.

“Course packs” are premade compilations of book excerpts; newspaper, magazine, and journal articles; and instructor-authored materials.

“Mediated Instructional activities” includes textbooks, workbooks, and course packs.

“Transmission” is the remote accessing, whether on or off campus, by students of a copyrighted work by means of a closed-circuit television, an educational television channel, or in a digital format on a password protected secure webpage.³

The District recognizes that advances in technology have resulted in the need for guidelines for the use of copyrighted materials that are transmitted to students through a digital network. While the requirements to use a copyrighted work in a digital transmission have many similarities to those required to use a copyrighted work in a face-to-face classroom, Federal law places several additional requirements on the District’s teachers, IT staff, and librarians for the use of a digitally transmitted copyrighted work. The District is dedicated to providing the tools necessary for teachers, IT staff, and librarians to meet these additional Federal requirements.

The District shall make sure the server where materials are stored is secured, whether the server is located locally or remotely.

The District's Informational Technologies staff shall develop the proper protocols and train teachers on their use in order to ensure:

- The transmission of the copyrighted work is limited to only the students enrolled in the course;
- Each student shall have a unique ID and password for accessing digital courses/materials⁴; or
- Each course shall have a unique password to access course materials; and
- The password to access the course materials shall be changed immediately following the close of the course.
- To prevent students from retaining or further disseminating the copyrighted work for more than one class session;
- The print function will be disabled;
- A transparency shall be placed over any literary work, sheet music, or photograph;
- Audio and video transmissions will be set to be streamed; and
- The link to the webpage with a copyrighted work shall be deactivated at the end of the applicable class session.

Teachers who wish to provide copyrighted works to students through a digital transmission as part of a digital course as well as teachers wishing to supplement a face-to-face classroom course with a digital transmission must meet applicable copyright statutes and policy 5.11—DIGITAL LEARNING COURSES as well as the following requirements in order to use a copyrighted work:

The use of the copyrighted work(s), whether in whole or in part, must be a part of regular classroom instruction and must be directly related and of material assistance to the course content.

The extent of a copyrighted work that is used must comply with one or more of the following criteria:

The entirety of a non-dramatic literary or musical work may be used. A non-dramatic literary work includes poems and short stories. A non-dramatic musical work covers all music that is not part of an opera or musical and does not cover the use of the music video format of a song.

Dramatic literary and musical works as well as videos may only be used in limited portions. Dramatic literary and musical works may only be used in the same amount as set forth in the requirements for a face-to-face classroom while videos, including music videos, may only have the portion used that is directly related to the subject of the class session and may not be transmitted in their entirety.

Still images or slides that a teacher would have used in the ordinary course of a face-to-face classroom session on a projector or a transparency may be used in a transmission.

Works primarily produced or marketed for use in the digital education market may not be transmitted.

Works the teacher had knowledge or reasonably believed to be unlawfully made or acquired may not be used.

Mediated Instructional activities may not be transmitted.

A statement that works may be subject to copyright shall be placed in at least one of the following areas to provide notice to students of copyright status:⁵

Course syllabus;

Home webpage for the course;

Webpage for the particular class session; and/or

webpage with the copyrighted work.

The teacher and the District librarian shall work together when making digital copies of copyrighted work from physical or analog versions and shall fulfill the

following requirements:

- The amount converted is only the amount allowed by law; and
- The District has no digital copy of the copyrighted work available; or
- The District's digital copy of the copyrighted work that is available has technological protections that prevent the use of the copyrighted work in the manner prescribed by law.

The District will not be responsible for any employee violations of the use of copyrighted materials.

Cross Reference: 5.11—DIGITAL LEARNING COURSES; Legal Reference: 17 USC § 101 to 1010 (Federal Copyright Law of 1976)

Date Adopted: January 8, 2016 Last Revised:

5.11—DIGITAL LEARNING COURSES

Definitions

For the purposes of this policy:

"Blended Learning" is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.

"Digital Learning" means a digital technology or internet-based educational delivery model that does not rely exclusively on compressed interactive video (CIV). Digital learning includes online and blended learning.

"Instructional Materials" means:

Traditional books, textbooks, and trade books in printed and bound form;

Activity-oriented programs that may include:

- Manipulatives; Hand-held calculators; Other hands-on materials; and Technology-based materials that require the use of electronic equipment in order to be used in the learning process.

"Online Learning" is education in which instruction and content are delivered primarily over the Internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.

"Public School Student Accessing Courses at a Distance" means a student who is scheduled for a full course load through the District and attends all classes virtually.

Digital Course Offerings

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format and shall be tailored to meet the needs of each student.

All digitally offered courses shall meet or exceed the State Board of Education's curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the District shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.

The District shall annually determine what District created digital learning courses it will provide to our students.¹ The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved as part of the Arkansas Course Choice Program by Division of Elementary and Secondary Education (DESE). The School Board shall determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of the course, have been approved by DESE.

District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in Policy 5.8—USE OF COPYRIGHTED MATERIALS as well as applicable statutory requirements.

The District shall require all outside providers to incorporate Policy 5.8 as a condition of the service contract. Failure of the outside provider to abide by Policy 5.8 shall constitute a breach of contract and the outside provider shall be responsible for any costs resulting from such breach.

A student may elect to take any scheduled courses digitally if offered digitally by the District or, if applicable, through the Arkansas Course Choice Program. The student's attendance in the student's digital course(s) shall be determined in accordance with Policy 4.7 Absences.

The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course.

Except as required by Policy 5.19, the District may restrict a student's access to digital courses when the student's building principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses. Furthermore, the student's building principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course.

Cross References: 4.7—ABSENCES; 4.45— SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS; 5.8—USE OF COPYRIGHTED MATERIALS 5.19— ARKANSAS COURSE CHOICE PROGRAM

Legal References: A.C.A. § 6-16-1401 et seq.; A.C.A. § 6-16-1701 et seq.; A.C.A. § 6-18-213; A.C.A. § 6-18-222; A.C.A. § 6-28-109; DESE RULES GOVERNING DISTANCE AND DIGITAL LEARNING

Date Adopted: May 18, 2023 Last Revised: May 1, 2023

5.16—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:¹

- 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.²

Cross Reference: 5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES

Legal Reference: Arkansas Computer Science Standards for Grades 9-12; Commissioner's Memo COM-17-051; Commissioner's Memo COM-17-050

Date Adopted: June 15, 2017 Last Revised: May 23, 2019

5.18—HEALTH SERVICES

The Board believes that healthy children promote a better learning environment, are more capable of high student achievement, and will result in healthier, more productive adults. Therefore, the goal of the District's health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils.

The District shall develop an age-appropriate seizure education program for the District's students consistent with training programs and guidelines developed

by the Epilepsy Foundation of America.

While the school nurse is under the supervision of the school principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules Chapter Five: Delegation of Nursing Care.

Annually, the information reported in the Division of Elementary and Secondary Education Health Services Survey shall be provided to the Board.

Legal References: ACA § 6-18-709; A.C.A. § 6-18-720

Date Adopted: May 18, 2023 Last Revised: May 1, 2023

5.19—ARKANSAS COURSE CHOICE PROGRAM

District students in grades six through twelve (6-12) 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 and the course is required for graduation.¹

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 co-curricular 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.

Cross Reference: 5.11—DIGITAL LEARNING COURSES; Legal Reference: A.C.A. § 6-15-1701 et seq.

Date Adopted: May 18, 2023 Last Revised: June 19, 2025

6.4—VOLUNTEERS

Enlisting the support of volunteers is a way the District can expand the scope of resources and knowledge available to enrich the students' educational experiences, while strengthening the relationship between the school and the community. Volunteers can also perform non-instructional tasks that allow licensed personnel more time to devote to instruction.

The Superintendent shall be responsible for establishing and maintaining a program to coordinate the services volunteers are willing and able to contribute with the needs of District personnel. The program shall establish guidelines to ensure volunteers are aware of pertinent District policies and rules. Volunteers who violate school policies or rules, or knowingly allow students to violate school rules, may be asked to leave the school campus. The guidelines should also include provision for evaluation of the volunteer program and a method for soliciting suggestions from both the volunteers and staff for its improvement.

All volunteers who intend to act as head coaches or assistant coaches must:

1. Be at least twenty-two (22) years of age; and
2. Meet the requirements adopted by the Arkansas Activities Association (AAA) to volunteer for any athletics program for grades seven (7) through twelve (12).

A member of the board of directors of the District or the spouse of a member of the board of directors of the District may not be a registered volunteer for the District unless a majority of the disinterested members of the Board of Directors approves a resolution for the board member or board member's spouse to be a registered volunteer. The resolution approving the board member or board member's spouse to be a registered volunteer shall be effective for only one (1) school year.

A volunteer may act as a head coach in all varsity junior and senior high sports administered by the AAA except in the following sports:

- Football;
- Basketball; and
- Track and field.

Background Checks for Volunteers

For the purposes of this policy, "clear background check" means that:

- A background check was performed on the potential school volunteer in accordance with A.C.A. §§ 12-12-1601 et seq.;
- The potential school volunteer has not committed any of the crimes or offenses contained in A.C.A. §§ 6-17-410, 6-17-411 or 6-17-414 according to both the National and Arkansas background checks;
- The potential school volunteer's name was not found on the Child Abuse Central Registry; and
- The Arkansas Educator Licensure System does not indicate the potential volunteer to:
 - Have a currently suspended or revoked educator's license; or
 - Be the recipient of a current Level 3 or Level 4 public notification of ethics violation.

A person wishing to volunteer in a capacity that requires a background check may not perform volunteer services requiring a background check until a clear background check is received by the District. Once received, a clear background check is good for ____ years¹; a background check renewal must be applied for and a clear background check received prior to the time of renewal or an interruption of permitted volunteer service could occur. A clear background check will be accepted of any individual wishing to volunteer provided it was conducted within the timeframe provided for in this policy.

Option A: The Application for an initial background check may be made through the District administrative office. The District may charge the potential volunteer the same fee charged by the State of Arkansas for performing the check. For a volunteer who has passed his/her previous background check, the District will incur the fee charged by the State of Arkansas for performing a renewal background check.²

Option B: The Application for an initial background check may be made through the District administrative office. The District will incur the fee charged by the State of Arkansas for performing the initial check and any renewal checks.²

A person who failed a previous background check may petition the Board for a waiver from this policy's requirement. The petition shall be accompanied by a signed authorization for disclosure of the individual's entire criminal and child abuse registry history. In deciding whether to grant a waiver, the board may take into consideration: the circumstance or circumstances surrounding the act or omission that lead to the conviction, Child Abuse Registry true finding, or the receipt of the Level 3 or Level 4 Public Notification of Ethics Violation; the age of the person at the time of the act or omission; the length of time that has passed without reoffending; and other relevant circumstances. If the Superintendent recommends a waiver be granted, the Board may adopt a resolution by majority vote providing an exception to this policy's requirement for a time period not to exceed five (5) years. The board must consider this matter in open session, and may not confer or deliberate in closed or executive session.

The board shall not have the authority to waive the application of this policy to any potential volunteer who is a Registered Sex Offender or whose educator

license has been revoked or is currently suspended.

Clear background checks for school volunteers are required for those individuals who are required to be or who seek to become Registered Volunteers, as defined in A.C.A. § 6-22-102 et seq.³ In addition to volunteers wishing to participate in the registered volunteers program, clear background checks are required for:⁴

Option 1: School volunteers who wish to accompany students on overnight school trips.³

Option 2: School volunteers who wish to volunteer to work one-on-one or in small groups of five (5) or fewer students, such as a tutor or a mentor.³

Option 3: School volunteers who will volunteer for more than _____ hours in a school year.^{3,5}

Option 4: School volunteers who will volunteer for the _____, _____, and _____ volunteer programs.^{3,6}

Option 5: Clear background checks for school volunteers are required prior to any volunteer service to the school district, school, teacher, or classroom, and all clear check volunteers will be issued special volunteer identification to wear prominently when performing their volunteer duties; no person may serve as a volunteer without wearing the provided identification.³

No information relating to the application for or receipt of a criminal background check, including that a background check has or has not been applied for, shall be subject to disclosure under the Arkansas Freedom of Information Act, as provided by A.C.A. §§ 12-12-1601 et seq. Requests for background checks and reports on background checks obtained under this policy shall be retained by the district for a minimum of three (3) years.

The superintendent or a third-party vendor shall report to the state board the name of any person working as a registered volunteer in an athletic coaching capacity who:

1. Has pleaded guilty or nolo contendere to or has been found guilty of any felony or misdemeanor listed in A.C.A. § 6-17-410(b);
2. Has been arrested or charged with any felony or misdemeanor listed in A.C.A. § 6-17-410(b);
3. Has intentionally compromised the validity or security of any student test or testing program administered or required by the Division of Elementary and Secondary Education (DESE);
4. Has knowingly submitted falsified information or failed to submit information requested or required by law to DESE, the State Board, or Arkansas Legislative Audit; or
5. Has a true report in the Child Maltreatment Central Registry.

The District shall maintain the following information on volunteers:

- a. The total number, location, and duties of all volunteers;
- b. The total number of annual hours of service provided by volunteers; and
- c. Any reimbursements made to volunteers for expenses, transportation, or other costs incurred in connection with volunteer services.

Volunteers who are mandated reporters will be made aware of their status as mandated reporters of child maltreatment and will receive training on the responsibilities of a mandated reporter.⁷

Registered volunteers who will be working with students in an athletic coaching capacity or are in the process of obtaining a coaching certificate through the Arkansas Activities Association shall be informed that they are bound by the Code of Ethics for Arkansas Educators and shall receive training on the Code of Ethics.

At least once every three (3) years, registered volunteer coaches shall receive training related to the recognition and management of concussions, dehydration, or other health emergencies; students' health and safety issues related to environmental issues; communicable diseases; and sudden cardiac arrest. The training may include a component on best practices for a coach to educate parents of students involved in athletics on sports safety. Registered volunteer coaches shall maintain a Basic Life Support certification in cardiopulmonary resuscitation and automated external defibrillation.

Legal References: A.C.A. §§ 6-17-301; A.C.A. § 6-17-410; A.C.A. § 6-17-411; A.C.A. 6-17-414; A.C.A. § 6-17-428; A.C.A. § 6-18-110; A.C.A. § 6-18-708

Date Adopted: May 18, 2023

Last Revised: June 19, 2025

6.5—VISITORS TO THE SCHOOLS

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

Visitors, including parents wishing to speak with students during the school day, shall register first with the office.

Visitors to the school are directed to not use a 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 bathroom; or
- Create, send, share, capture, or post audio, video, or photographs of District students unless the visitor;
 - Has received permission to do so by someone authorized to grant such permission on behalf of the student or the student if the student is eighteen (18 years old);
 - Received authorization from the District to do so on behalf of the District; or
 - Is required to do so as part of the individual's job duties, including as a member of the media.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

Cross References: For non-adult visitors see Policy 4.16—STUDENT VISITORS; For Level 3 and Level 4 sex offenders see Policy 6.10—SEX OFFENDERS ON CAMPUS (MEGAN'S LAW)

Legal References: A.C.A. § 6-21-606; A.C.A. § 6-21-607

Date Adopted: May 21, 2015

Last Revised:

6.6—FUND RAISING

All fund-raising activities held in the District or in the name of the District must be pre-approved in writing by the Superintendent and affected school principal.

Approval will be predicated on the potential for return relative to the time and energy to be invested in the fund raising. Fund raising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.

Student participation in any fund-raising activity shall:

- 1) Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and
- 2) Not influence or affect the student's grade.

For purposes of this policy, "Door-to-door sales" means the selling of merchandise outside of the child's home and off the school grounds.

Secondary Schools

Fund raising in the secondary schools may only be done by officially sanctioned student clubs, spirit groups, school PTAs, or parent booster clubs. Student clubs and spirit groups must receive written approval from their sponsor and the school principal before submitting the fund-raising proposal to the Superintendent.

Door to door fundraising activities are generally discouraged. If approved, students wishing to participate who are under the age of eighteen (18) must return to their sponsor a signed parental notification and permission form.

Elementary and Upper Elementary Schools (K-5)

Fund raising in the elementary schools may only be done by the school or a school sponsored organization. Door to door fundraising activities are generally discouraged, but there shall be no more than one such activity per school per school year.

Schools must provide written notification of the following to parents or legal guardians of elementary students who participate in fund raising programs.

- 1) Student participation in fund raising programs is voluntary;
- 2) Students who do not participate will not forfeit any school privileges;
- 3) Students may not participate in fund raising programs without written parental permission returned to school authorities;
- 4) An elementary student who sells fund raising merchandise door to door must be accompanied by a parent or an adult; and
- 5) Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

Legal References: A.C.A. § 6-18-1102; A.C.A. § 6-18-1104

Date Adopted: May 21, 2015 Last Revised:

6.10 SEX OFFENDERS ON CAMPUS (MEGAN'S LAW)

The Pottsville School District shall work with area law enforcement in a manner consistent with applicable state law and Division of Elementary and Secondary Education Rules to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals to provide information concerning registered sex offenders. The decision regarding the school principals to be notified rests solely with law enforcement officials; law enforcement officials use a rating system to determine who needs to be notified, which is according to the sex offender's danger to the community.

In turn, building principals should notify any employee who is regularly in a position to observe unauthorized persons on or near the school's property in the ordinary course of their employment. Employees notified could include any of the following: aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teachers' assistants, and teachers.

It is important that school personnel who receive sex offender notifications understand that they are receiving the sex offender notifications in their official capacity and are **not** to disseminate information about an offender to anyone outside the school. If school personnel are asked about notification information by

an organization using school facilities, the organization should be referred to the area law enforcement agency that issued the notice.

Persons **not** to be notified, except at the specific discretion of area law enforcement officials, include: members of parent-teacher organizations, other schools, organizations using school facilities, students, parents or guardians of students, and the press. District personnel may inform the press about procedures that have been put in place and other general topics, but may not reveal the name or any other specifics regarding an offender.

A parent or guardian who is a Level 1 or Level 2 sex offender shall be allowed to enter the school campus to attend parent-teacher conferences or any other activity that is appropriate for a parent, guardian, or community member.

Level 3 and Level 4 sex offenders may only enter the school campus in the following instances:

1. The offender is a student attending school in the district;
2. To attend a graduation or baccalaureate ceremony;
3. It is a non-student contact day according to the school calendar or no school-sponsored event is taking place on campus;
4. The offender is a parent or guardian of a student enrolled in the district and goes directly to the school office to have school personnel deliver medicine, food, or personal items for the student;
5. The offender is a parent or guardian of a student and enters the school campus where the student is enrolled to attend a scheduled parent-teacher conference **and** the offender is escorted to and from the conference by a designated school official or employee.

A Level 3, but not a Level 4, sex offender may attend a school sponsored event for which an admission fee is charged or tickets are sold or distributed if the sex offender:

- Is the parent, guardian or great-grandparent or is related by blood or marriage within the second (2nd) degree of consanguinity¹ to a student enrolled in the public school;² and
- Notifies the administration of the school in writing at least twenty-four (24) hours before the start of the event that he or she will be attending the event.

A Level 3 and Level 4 sex offender who is the parent or guardian of a child enrolled in the district and who wishes to enter the school campus in which the student is enrolled for any other purpose than those listed above, must give reasonable notice to the school principal or his/her designee. The principal or designee may allow the sex offender to enter upon the campus provided there is a designated school official or employee to escort and supervise the sex offender while they remain on campus. The sex offender shall not enter upon the school campus until such time as a designated school official or employee is available.

Copies of the notification from law enforcement should be kept in a secure place accessible to teachers and staff, but should not be posted on school bulletin boards or made available to students or members of the community at large.

Legal References: Division of Elementary and Secondary Education Guidelines for "Megan's Law"; A.C.A. § 5-14-132; A.C.A. § 12-12-913 (g)(3); A.C.A. § 28-9-212

Date Adopted: May 23, 2019

Last Revised:

7.25—USE OF MULTI-OCCUPANCY ROOMS

Definitions:

"Changing room" means a room or area in which a person may be in a state of undress in the presence of others, including without limitation a locker room or a shower room.

"Female" means an individual who naturally has, had, will have, or would have but for a congenital anomaly or intentional or unintentional disruption, the reproductive system that at some point produces, transports, and utilizes eggs for fertilization.

"Male" means an individual who naturally has, had, will have, or would have but for a congenital anomaly or intentional or unintentional disruption, the reproductive system that at some point produces, transports, and utilizes sperm for fertilization.

"Multi-occupancy room" means a changing room or restroom.

"Restroom" means a room that includes one or more toilets or urinals.

"Sex" means an individual's biological sex, either male or female.

Each multi-occupancy room shall be designated for the exclusive use of females or males. Every multi-occupancy room that is designated for the exclusive use of females or males shall only be used by a member of the designated sex. The District shall take reasonable steps to provide an individual with privacy in a multi-occupancy room from members of the opposite sex.

A person of the opposite sex than that designated for the multi-occupancy room shall not enter a multi-occupancy room that is designated for the exclusive use

of the opposite sex unless the individual enters the multi-occupancy room that is designated for the opposite sex to:

1. Perform custodial services or maintenance;
2. Render medical assistance;
3. Perform duties arising under the course and scope of employment as a law enforcement officer, employee, or contractor;
4. Seek protection in a designated shelter area during a threat of an emergency or a natural disaster;
5. Provide aid during a threat of a natural disaster or a serious threat to good order or safety; or
6. Address, supervise, or treat athletes that the individual is overseeing as a coach or an athletics personnel member during a reasonable time before an athletic event, during an athletic event, or immediately following an athletic event if:
 - a. The coach or the athletics personnel member verifies that no person is in a state of undress at any time while the coach or the athletics personnel member is present; and
 - b. An adult other than the coach or the athletics personnel member is also present.

The provisions of this policy shall not apply to the extent necessary to accommodate:

- Persons protected under the Americans with Disabilities Act;
- Young children in need of assistance; or
- Elderly persons requiring aid.

The District may establish:

- Single-occupancy restrooms and changing rooms; or
- Family restrooms or changing rooms.

The District may redesignate a multi-occupancy room designated for exclusive use by one (1) sex to a designation for exclusive use by the opposite sex when necessary.

Legal References: A.C.A. § 6-21-120; A.C.A. § 22-3-2201 et seq.

Date Adopted: June 19, 2025 Last Revised:

SCHOOL COLORS – BLACK & GOLD

MASCOT – APACHE

ALMA MATER

Oh, Dear Pottsville High Listen to my voice.

Stay near to my heart Forever more.

All your colors bright Bathed in gleaming light

*We will n'er forsake Pottsville High. Standing side by side, Show
Apache pride.*

Always strong and bold,

Fight for Black and Gold.

Burn in ev'ry part

Of our spirit's heart

We will n'er forsake Pottsville High.