

**MARMADUKE SCHOOL DISTRICT**  
**PARENT – STUDENT**  
**STATEMENT OF RESPONSIBILITY**

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date signed

**The statement below must be signed and returned to the school within one (1) week after the student receives it. If, after one (1) week the student has not returned the form, he/she will not be permitted to attend class until he/she does comply. If you do not have access to the internet please notify the district and a paper copy will be sent home with your student.**

**We have accessed the Marmaduke School District Handbook for student conduct and discipline on the school website; and although we may not agree with all the regulations, we understand that the student must adhere to them while he/she is at school or in attendance at school-sponsored activities. **I have also read through the absentee policy beginning on PAGE 28.** In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification within one (1) week after receipt of that policy.**

Act 1565 of 2001 makes it unlawful for any person to use profane, violent, vulgar, abusive, or insulting language toward any public school employee during the course of his or her duty.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's / Guardian's Signature

**OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION**  
**(Not to be filed if the parent/student has no objection)**

I, the undersigned, being a parent or guardian of a student hereby note my objection to the disclosure or publication by the Marmaduke School District of directory information, as defined in the Privacy of Students' Records – **PAGE 37**, 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 as follows:

Deny disclosure to Institutions of postsecondary education \_\_\_\_\_

Deny disclosure to Potential employers \_\_\_\_\_

Deny disclosure to all public sources \_\_\_\_\_

Selecting this option will prohibit the release of directory information to the first two 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 and websites.

**THIS BOTTOM SECTION DOES NOT HAVE TO BE SIGNED IF THERE ARE NO OBJECTIONS**

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Parent's / Guardian's Signature

\_\_\_\_\_  
Date signed

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**MARMADUKE SCHOOL DISTRICT**  
**Title 1 – SCHOOL/PARENT COMPACT**

Marmaduke Public Schools and the parents 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 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. This school-parent compact is in effect during school year.

**School Responsibilities:**

Marmaduke Public School will:

1. 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: All students will participate in the curriculum which is driven by the Grade Level Content Expectations of the State of Arkansas. Students will be supported in a learning environment that provides multiple levels of instruction and considers a variety of learning styles.
2. Hold parent-teacher conferences, during which this compact will be discussed as it relates to the individual child’s achievement. Parent-teacher conferences will be held in the fall and spring of each school year.
3. Provide parents with frequent reports on their children’s progress. Student progress will be reported to parents every nine weeks with report cards. Parents will be provided an Individual Progress Report after 4 ½ weeks into each quarter. Parents will also be provided access to a Home Access Center through the school’s website which provides current information regarding their child’s progress.
4. Provide parents reasonable access to staff. Staff will be available to parents during parent/teacher conferences, during the time provided before and after school, by phone and email as needed.
5. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows: Parents may participate in their student’s classroom by: chaperoning field trips and classroom parties/activities. Parents are also encouraged to volunteer in a variety of academic support areas through the Parent Involvement Coordinator.

**Parent Responsibilities:**

We, as parents, will support our children’s learning in the following ways:

1. Monitoring my student’s attendance.
2. Making sure that homework is completed.
3. Volunteering in my child’s classroom.
4. Participating, as appropriate, in decisions relating to my children’s education.
5. Promoting positive use of my child’s extracurricular time.
6. 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.
7. Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, or other school advisory or policy groups.

Student Responsibilities:

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

1. Do my homework every day and ask for help when I need to.
2. Read at least 30 minutes every day outside of school time.
3. Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school.

\_\_\_\_\_  
**Student’s Signature**

\_\_\_\_\_  
**Date signed**

\_\_\_\_\_  
**Parent’s / Guardian’s Signature**

\_\_\_\_\_  
**Date signed**

\_\_\_\_\_  
**Administration Signature**

\_\_\_\_\_  
**Date signed**

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**Marmaduke School District User Agreement and Parent Permission Form for Network, Internet,  
Cell Phone, and Personal Electronic Devices (Page 88)**

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Grade Level

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

1. **Conditional Privilege**: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
  
2. **Acceptable Use**: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal 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.
  
4. **"Misuse of the District's access to the Internet" includes, but is not limited to, the following:**
  - a. using the Internet for other than educational purposes;
  - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
  - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - d. making unauthorized copies of computer software;
  - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
  - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - g. posting anonymous messages on the system;
  - h. using encryption software;
  - i. wasteful use of limited resources provided by the school including paper;
  - j. causing congestion of the network through lengthy downloads of files;
  - k. vandalizing data of another user;
  - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - m. gaining or attempting to gain unauthorized access to resources or files;
  - n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
  - o. invading the privacy of individuals;

- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- q. using the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

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 matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

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**

\_\_\_\_\_ **Date signed**

\_\_\_\_\_ **Parent's / Guardian's Signature**

\_\_\_\_\_ **Date signed**

**GUIDELINES FOR MEDICATIONS AT SCHOOL**

\_\_\_\_\_  
**Student's Name (Please Print)**

I, the undersigned, being a parent or guardian of a student give my permission for the school nurse to administer over the counter medication to my student in accordance with this policy. Feel free to contact the school nurse for any questions.

1. Parents or designated guardian are required to bring in all medications to school nurse. Controlled medications have to be counted and documented. A form will also need to be filled out by the guardian.
2. The school nurse will not give the first dose of any medication. The first dose of a new medication will need to be given at home.
3. The medication will need to be in the original container with student name and doctor, this includes inhalers.
4. All medications will be given according to labeling directions. Any variance to the original instructions will require a prescription from the doctor.
5. All medications that are not picked up by the last day of school will be properly disposed of according to the AR State Board of Nursing.
6. No cough syrup will be given at school. A prescription will be required.
7. We encourage parents to give medications at home whenever possible
8. All medications will be based on weight according to dosing requirements. Please check below the medications you agree to give your child if needed.

Tylenol \_\_\_\_

Motrin \_\_\_\_

Tums \_\_\_\_

\_\_\_\_\_  
**Parent's / Guardian's Signature**

\_\_\_\_\_  
**Date signed**

**MEDICAID BILLING FOR HEARING AND VISION**

This form is for vision and hearing screenings only for those students who qualify for Medicaid.

In compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 123g; 34 CFR Part 99)

I, \_\_\_\_\_, give permission for my child, \_\_\_\_\_'s personal identifiable  
(Parent/Guardian Name) (First and Last Name)

information/student education records to be disclosed to a Third Party Billing Agent for the purpose of billing Medicaid.

\_\_\_\_\_  
**Parent's / Guardian's Name (Please Print)**

\_\_\_\_\_  
**Parent's / Guardian's Signature**

\_\_\_\_\_  
**Date signed**

**MEDICATION ADMINISTRATION CONSENT FORM**

**This form is good for the 2016-2017 school year and must be updated anytime the student's medication order changes.**

Medications, including those for self administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s): \_\_\_\_\_

Name of physician or dentist (if applicable): \_\_\_\_\_

Dosage: \_\_\_\_\_

Instructions for administering the medication: \_\_\_\_\_

I 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 this consent form.

\_\_\_\_\_  
**Parent's / Guardian's Signature**

\_\_\_\_\_  
**Date signed**

---

**MEDICATION SELF-ADMINISTRATION CONSENT FORM**

\_\_\_\_\_  
**Student's Name (Please Print)**

The following must be provided for the student to be eligible to self-administer asthma inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year. This consent form must be renewed each year and/or anytime a student changes schools. If the school nurse is available, the student shall demonstrate his/her skill level in using the asthma inhalers and/or auto-injectable epinephrine to the nurse.

1. a written medical statement from a health-care provider who has prescriptive privileges that he//she has prescribed the asthma inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
2. the specific medications prescribed for the student;
3. an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
4. a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above and agree to the terms listed on these pages.

\_\_\_\_\_  
**Parent's / Guardian's Signature**

\_\_\_\_\_  
**Date signed**



**RELEASE OF STUDENT MEDICAL INFORMATION**

I, the undersigned, being a parent or guardian of a student give my authorization to the school caregivers to share information with pertinent school staff that the parent and/or nurse deem necessary for the care of my student in the Marmaduke School District. This information shall be disclosed on a need to know basis only pertaining to the care of my child at school, field trips, activities, and other designated school functions. Pertinent staff includes but is not limited to the following:

Teacher(s) \_\_\_\_\_

Principal \_\_\_\_\_

School Secretaries \_\_\_\_\_

Custodians \_\_\_\_\_

Cafeteria Manager \_\_\_\_\_

Transportation \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_  
**Student's Name (Please Print)**

\_\_\_\_\_  
**Parent's / Guardian's Signature**

\_\_\_\_\_  
**Date signed**

**OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS**

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to the physical examination or screening of the student named above.

Physical examination or screening being objected to:

\_\_\_\_\_ Body Mass Index

\_\_\_\_\_ Scoliosis test

\_\_\_\_\_ Non-emergency, invasive physical examination as defined in Policy 4.41.

\_\_\_\_\_ Other, please specify \_\_\_\_\_

**THIS SECTION DOES NOT HAVE TO BE SIGNED IF THERE ARE NO OBJECTIONS**

\_\_\_\_\_  
**Student's Name (Please Print)**

\_\_\_\_\_  
**Parent's / Guardian's Signature**

\_\_\_\_\_  
**Date signed**

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**Marmaduke Public School**

1010 Greyhound Drive  
Marmaduke, AR 72443

Bill Muse  
High School Principal  
870-597-2723

Tim Gardner  
Superintendent  
870-597-4693

Keith Richey  
Federal Programs  
870-597-2723

Audrea King  
Elementary Principal  
870-597-2711

**MEDICAL TREATMENT AUTHORIZATION AND LIABILITY RELEASE**

I, the undersigned parent or guardian, do hereby grant permission for my student, \_\_\_\_\_ to participate in the activities concerning the Marmaduke Schools for the **2016 – 2017** school year. In order that he/she may receive the necessary medical treatment in the event he/she sustains injury or illness during participation in these activities, I hereby authorize the sponsor or supervising adult to obtain medical treatment for him/her in the case of illness or injury during the activities, and I hereby hold Marmaduke School District and its representatives harmless in the exercise of authority.

I grant permission for the above-mentioned student to be transported by school bus or school vehicle to school sponsored activities and events.

I further understand that the Marmaduke School District has established rules and regulations pertaining to conduct, behavior, and activities of all students by which the above-mentioned child must abide during participation in all school activities, and that the student will be responsible for any failure to abide by those rules and regulations.

The participant and I have read and understand the above Medical Treatment Authorization and Liability Release.

\_\_\_\_\_  
Parent's / Guardian's Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date signed

Subscribed and sworn to before me, a Notary Public, on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

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## Marmaduke School District Student Checkout Form

In an attempt to protect your child while at school, the Marmaduke School District will require photo identification of all persons checking out students. Unless this form is completed and is on file in the Principal's office, children will be checked out only to the biological parent(s) as listed on the student's birth certificate or to the child's legal guardian. If you wish to allow another person to check your child out from school, please complete the form below and return it to school as soon as possible. In case of a separation or divorce, we will allow a child to be checked out by either biological parent unless there is a copy of a legal document on file at school prohibiting that person from checking out the student.

\_\_\_\_\_  
**Student's Name (Please Print)**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Teacher**

Please allow the following persons listed below to check out the above named child from school:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Under no circumstances are the persons listed below allowed to check out my child (ren) from school. (PLEASE ATTACH A PHOTOCOPY OF LEGAL DOCUMENT)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

In case one of these people attempt to check my child out, please follow these instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number(s) where I may be contacted between the hours of 7:30a.m. and 3:30p.m.

\_\_\_\_\_

\_\_\_\_\_  
**Parent's / Guardian's Signature**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Date signed**

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# Yearbook Order Form

## 2016-2017

The 2016-2017 edition of the Greyhound Yearbook may be purchased for \$45 until October 31, 2016. After October 31, 2016, the yearbook cost will be \$55. You may have your copy personalized for an additional \$5 if you order by January 6, 2017. All yearbook purchases after January 6, 2017 are first come first serve, cannot be personalized, are only available until supplies last.

**Please do not turn in form without payment.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher/Homeroom: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Payment Method:**

Cash \_\_\_\_\_

Check \_\_\_\_\_ Check Number \_\_\_\_\_

For personalized copies, please **print** the exact spelling in which you wish the name to appear on the line below:

---

If you have any questions please contact Cara Herren or Maria Vowell at 597-2723 or email us at:  
[cherren@msd.gaggle.net](mailto:cherren@msd.gaggle.net) or [mvowell@msd.gaggle.net](mailto:mvowell@msd.gaggle.net)

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## **Letter from the Student Body President**

Welcome Back!

This has been an amazing and fun filled summer, and I hope each of you had the opportunity to make it the best it could be. But, it's time to hit the books again. The 2016-2017 school year has come upon us, so it's our responsibility to make the most of it.

To the faculty: Now you may be an "old" pro returning for yet another year at Marmaduke, or a bright-eyed new employee excited for your first year of many here. Whichever it is, I hope you will have just as much fun as the other. I want to thank you on behalf of the student body for your hardwork and dedication to the betterment of our knowledge. I hope that you realize just how important your influence is on all of us students and your fellow faculty members, so make that influence positive and help make this school year great!

To the parents: Whether you are holding your child's hand on the first day of the school, or cherishing every last moment of your child's senior year, we thank you for choosing Marmaduke School District! You are an important part of this school district, and your cooperation will help make this a wonderful year. I hope you will be a well-pleased Greyhound parent this year!

To my fellow students: I know it's a little sad that summer is over. However, this school year could be the best one yet, full of great times, new experiences, and opportunities, if you'll let it. The student council officers and I cannot wait to get to work with each of you. So get involved, work hard, and make memories! You may not be a student at Marmaduke forever, but always remember, "Once a Greyhound, always a Greyhound!"

As the Student Body President, I am here for you and whatever questions, thoughts, or concerns you may have. Do not be afraid to bring them to me or my fellow Student Council Officers.

Help us to preserve and perhaps renew that old saying as we embark on a new adventure together.

**"The Best Kids Come From Marmaduke!"**

Sincerely,

Hampton "Ty" Muse

Student Body President

**Marmaduke School District  
2016-2017**

August 15, 2016	School Begins
Aug. 15 - Sept. 23, 2016	Window for Kindergarten Inventory
September 5, 2016	Labor Day Holiday
September 22, 2016	Parent Teacher Conference (3:15 - 7:00)
October 14, 2016	End of First Nine Weeks (44 days)
October 17, 2016	Begin Second Nine Weeks
November 23-25, 2016	Thanksgiving Break
December 15-16, 2016	Semester Exams
December 16, 2016	End of Second Nine Weeks (42 days)
January 2, 2017	Begin Third Nine Weeks
January 16, 2017	Martin Luther King Jr. Day (optional inclement weather make up day)
February 9, 2017	Parent Teacher Conference (3:15 - 7:00)
February 20, 2017	President's Day (optional inclement weather make up day)
March 7, 2017	End of Third Nine Weeks (45 days)
March 8, 2017	Begin Fourth Nine Weeks
March 20-24, 2017	Spring Break
April 10 – May 12, 2017	ACT Aspire: Grades 3 – 10
May 7, 2017	Graduation (3:00PM)
May 17-18, 2017	Semester Exams
May 18, 2017	End of Fourth Nine Weeks (47 days)

**Five days included for inclement weather: January 16 (MLK Jr. Day), February 20 (President's Day), May 23-26 if necessary.**

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## **SECTION ONE: GENERAL INFORMATION AND REGULATIONS**

The philosophy of the Marmaduke School District is that it should help all students to develop into responsible and intelligent citizens. If our youth are to function properly in society during the years ahead of them, they must receive a well-rounded, solid education.

We intend to provide this education by adhering to the following guidelines and objectives:

1. To provide the finest degree of instruction to all youth in the district,
2. To provide a good foundation for students who wish to further their education,
3. To provide the necessary skills for students who wish to enter vocational fields,
4. To instill a feeling of citizenship and appreciation for our democratic form of government,
5. To prepare students to live in a democracy through active participation in responsible activities,
6. To develop an awareness of the difference between liberty and freedom – freedom must be earned by each generation,
7. To develop skills in the processes of communication,
8. To instill in the students the difference between right and wrong.

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school, and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school which will prepare you to live a better life and finally take your place in this complex society.

Remember that your success in this school will be directly proportional to your efforts.

### **SCHOOL HOURS**

Elementary classes begin at 7:50 each day and end at 3:05. Junior high and high school classes begin at 8:00 each day and end at 3:10. Supervision of students begins at 7:30 and ends at 3:25.

All visitors must stop in either the high school or elementary office to sign in and receive a visitors tag upon entering the building.

### **ELEMENTARY SCHOOL SCHEDULE**

Students should not arrive at school prior to 7:30 a.m. Students arriving after 7:30 should go to the elementary cafeteria and wait until released by the person on duty to go to their classrooms. Students may eat breakfast at this time prior to going to class.

The building should be quiet and ready for work at 8:00 a.m. Parents should be out of the building by 8:00 a.m. so that classes may begin.

If a student is to go home any way other than his/her usual way, a note or phone call from the parent or legal guardian must be received by the teacher or office no later than 2:30, or the STUDENT WILL BE SENT HOME HIS/HER REGULAR WAY.

### **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 to their children with students during the school day shall register first with the office.

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.

### **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 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.

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

### **CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER**

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

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

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

## **CONTACT BY OTHER STUDENT VISITORS**

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

## **GRIEVANCE PROCESS**

Should an individual have a concern, problem, or grievance with one of their children's teachers the following process should be followed:

1. Contact the teacher.
2. Contact the principal.
3. Contact the superintendent.
4. Contact the board of education. \*

Each subsequent step should only be taken if the previous step has not provided a solution to the concern, problem, or grievance.

- \*Parents or community members wanting to be placed on the agenda for a scheduled school board meeting must submit their agenda item request, in writing to the superintendent, at least ten (10) days prior to the meeting of the Board. The written request must be sufficiently descriptive to enable the superintendent and Board president to fully understand and evaluate its appropriateness to be an agenda item. Such requests may be accepted, rejected, or referred back to the individual for further clarification.

## **RESIDENCE REQUIREMENTS**

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

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

“Residential address” means the physical location where the student's parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside. A student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, 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, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes. In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance.

However, a student previously enrolled in the district who 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 on 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 his/her child, or ward, reside outside the district.

## ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

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

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

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

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

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

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

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



have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

A student enrolled in the District who has an immunization exemption may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. 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.

### **Uniformed Services Member's Children**

For the purposes of this policy,

**"active duty members of the uniformed services"** includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

**"uniformed services"** means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

**"veteran"** means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

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

An eligible child as defined in this policy shall:

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

## **IMMUNIZATIONS / MEDICAL SCREENINGS**

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

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

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

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

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

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

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

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

### **Temporary Admittance:**

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

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

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

**Exclusion From School:**

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

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

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

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

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

**PHYSICAL EXAMINATIONS OR SCREENINGS**

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

The rights provided to parents under this policy transfer to the student when he/she turns eighteen (18) years old.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

**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 14<sup>th</sup> 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 siblings' 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.

### **COMPULSORY ATTENDANCE REQUIREMENTS**

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

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6--HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 for the 2011-2012 school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

### **ABSENCES**

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

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

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

#### **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 and the student brings written documentation to the principal or designee upon his/her return to school stating such reason. A written statement presented for an absence having occurred more than **five** (5) school days prior to its presentation will **not** be accepted.

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.

Students will be allowed three (3) absences per semester. After a student misses any class three (3) times, he/she will be allowed to access to any and all missed class work for learning purposes. However, the student will not be given credit for their make-up work without professional documentation for one of the above reasons.

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

### **Unexcused Absences**

Absences not defined above or not having an accompanying documentation presented in the timeline required by this policy, shall be considered as unexcused absences. Students with **12** 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.

Students may be excused from class for the first three (3) absences for any reason. Any absence following the first three (3) per semester that do not meet the excused absence criteria will be considered unexcused, and a failing grade for that day's work will be recorded.

When a student has **6** unexcused absences, his/her parents, guardians, or persons 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 **12** unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law. Students who have reached this number in absences in any one class will not be permitted to leave campus early for competitive extra-curricular activities. Seniors who reach this number in absences will not be permitted to leave campus for early release.

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

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 he/she meets certain requirements specified in the statute.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

### **For all other issues for which attendance applies, the following guidelines are applicable:**

It is emphasized that absence days are designed for a family emergency: death, serious illness, or other extenuating circumstances in the

immediate family of the students. The determination of the absence will be made by the principal. The absence will be classified as either “excused” or “unexcused”. The excused absence will allow the student to make up any missed assignments within a reasonable time as determined by the classroom teacher. The unexcused absence will result in a grade of an “F” or a “zero (0)” for that day’s work. Students between the ages of five (5) and seventeen (17) failing to enroll in school or to maintain an appropriate proper attendance record, or parents or guardians who fail to comply with Act 320 of 1991 will be subject to prosecution in accordance with the law.

Students who are truant from school, class, or an activity will be subject to disciplinary action by the principal. Such disciplinary action may include but is not limited to verbal reprimand, detention, corporal punishment, in-school suspension, out-of-school suspension, or expulsion.

Any student who has three (3) or more unexcused absences during a semester will not be eligible to miss class time for school related trips and/or college days with the exception of group competition. Group competition attendance will be at the discretion of the sponsor or advisor and principal.

Exceptions to the attendance policy may be made by the principal in extenuating circumstances if proper documentation is provided when the student returns to school.

In the event that a doctor’s note should come into question for any reason such as authenticity, obvious changes, contradictory information etc., the school district reserves the right to discuss the specific note and the student’s medical condition with the doctor/doctor’s office personnel in sufficient enough detail to resolve the issue.

Students must attend school at least one-half (1/2) or four (4) periods of the school day to attend school functions that night.

An advisor/sponsor must publish a list of students who will be out of class for a school related function or trip. If a teacher is aware of a student who has excessive absences, he/she must inform the advisor that the student is not eligible to miss classes.

In all cases, maximum school attendance is encouraged by this school district.

**EXCEPTION:** Extenuating circumstances: Students who are court ordered to attend school will not be eligible to miss class for school-related trips or activities.

## **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.

If students arrive late to school they should report to the office to check in. If students arrive late to class their teacher will record them as tardy. If students have been detained in the office, or by a teacher, they are to ask for a slip by the person who detained them before going to their next class.

Repeated tardiness will result in penalties and may require a parent-pupil-principal conference.

A tardy is issued when a student is absent from a class for a period of 15 minutes or less. If a student misses more than 15 minutes in a class, he/she will be considered absent. Five minutes are allowed between classes for students to move from one class to another. Students who are not in their assigned classroom when the tardy bell rings with the appropriate materials needed for that class will be recorded as tardy. Disciplinary action each semester is taken when a student has their 3<sup>rd</sup> tardy recorded in any class.

Consequence:	minimum:	after school detention
	maximum:	out-of-school suspension

## **ELEMENTARY SCHOOL TARDIES AND CHECKOUTS**

Students will be counted tardy after 8:05 and before 8:15. If a student arrives after 8:15, the student will be counted absent for one-half day. If a student accumulates five tardies in a semester, the student will be given one unexcused absence.

Students will be counted absent one-half day, if they are checked out prior to 2:45. If a student is checked out five times between 2:45 and 3:00 in a semester, the student will be given one unexcused absence.

## **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 and sign in upon their arrival

Parents may check out their children in person if they wish to eat lunch with their children off campus. **However, parents may not call or send notes in order to check students out so that they can leave campus for lunch. All alternative lunch issues and/or deliveries should be pre-arranged before the start of the school day.**

Anytime a student needs to leave school early, a note must be presented to the office before school begins that morning. The note must have a parent/guardian signature and a valid phone number at which the parent can be reached. The office may call on all notes to verify permission to leave school. We ask that students limit checking out to only necessary appointments. The parent/guardian must come to the office to check out a student.

Students who become ill and desire to leave campus during the school day must complete the following procedure:

1. After obtaining permission from their teacher, they are to go to the nurse, unless the nurse is unavailable.
2. The nurse will determine whether the student needs to check out of school unless the nurse is unavailable.
3. The student is to wait in the nurse's office or principal's office until a parent/guardian has granted permission to check out of school.
4. It is the responsibility of the student to ensure that a copy of the nurse's note is retained in the appropriate office.

## **HOME SCHOOLING**

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. 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 unexcused absences) and at the beginning of each school year thereafter.

**The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:**

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

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

## **SCHOOL CHOICE**

### **Standard School Choice**

#### **Definition:**

For the purpose of this policy, "sibling" means each of two (2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

### **Transfers Into the District:**

**Capacity Determination and Public Pronouncement** – The Board of Directors will adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class,

grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District has a lack of capacity by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than March 1.

### **Application Process:**

The student's parent shall submit a school choice application on a form approved by ADE to this district. The transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. It is the District's responsibility to send a copy of the application that includes the date and time stamp to the student's resident district. Applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than three percent (3%) of its past year's student enrollment due to Standard School Choice. As such, any District approval of a choice application prior to July 1 is provisional pending a determination that the resident district's three percent (3%) cap has not been reached.

The Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

### **Accepted Applications:**

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

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School choice is eligible to remain in the District until completing his/her secondary education.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

### **Rejected Applications:**

The District may reject an application for a transfer into the District under Standard School Choice due to a lack of capacity. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.



An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the district.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

Any applications that are denied due to the student's resident district reaching the three percent (3%) limitation cap shall be given priority for a choice transfer the following year in the order that the District received the original applications.

### **Transfers Out of the District:**

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 15 of the immediately preceding year. By December 15 of each year, ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the three percent (3%) cap, siblings are counted as one student, and students are not counted if the student transfers from a school or district in:

- Academic Distress under either A.C.A. § 6-15-430(c)(1) or A.C.A. § 6-18-227; or
- Facilities Distress under A.C.A. § 6-21-812.

If, prior to July 1, the District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it may notify each district the District received Standard School Choice applications from that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and may notify each district that was the recipient of an application to that effect.

### **Facilities Distress School Choice Applications:**

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

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

### **Opportunity School Choice:**

#### **Transfers Into the District:**

For the purposes of this section of the policy, a "lack of capacity" is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the ADE Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school classified by the ADE to be in academic distress is eligible to transfer to the school closest to the student's legal residence that is not in academic distress. The student's parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school

or the transfer will be null and void.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

A student's enrollment under Opportunity School Choice is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

The District may, but is not obligated to provide transportation to and from the transferring district.

### **Transfers out of the District:**

If a District school or the District has been classified by the ADE as being in academic distress the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress designation is made of all options available under Opportunity Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school or school district in academic distress.

Additionally, the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

## **STUDENT TRANSFERS**

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

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

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

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

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

## **HOMELESS STUDENTS**

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

- Receive appropriate time and training in order to carry out the duties required by law and this policy;

- Coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- Ensure that school personnel receive professional development and other support regarding their duties and responsibilities for homeless youths;
- Ensure that unaccompanied homeless youths:
  - Are enrolled in school;
  - Have opportunities to meet the same challenging State academic standards as other children and youths; and
  - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;
- Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

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

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

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

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

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

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

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in

the case of an unaccompanied youth, the LEA Liaison), to and from the child's school of origin. For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and:

- A. Are:
- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
  - Living in emergency or transitional shelters;
  - Abandoned in hospitals; or
  - Awaiting foster care placement;
- B. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes
- D. 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 part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13.

### **STUDENTS WHO ARE FOSTER CHILDREN**

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the Arkansas Department of Education (ADE), and individuals involved with each foster child to ensure that he/she is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise, ensure that the foster child remains in his/her school of origin, even if a change in the foster child's placement results in a residency that is outside the district. In such a situation, the District will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

Upon notification to the District's foster care liaison by a foster child's caseworker that a foster child's school enrollment is being changed to one of the District's schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical record, or proof of residency.

A foster child's grades shall not be lowered due to absence from school that is caused by a change in the child's school enrollment, the child's attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

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

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

## **SECTION TWO: STUDENT RECORDS**

### **PERMANENT RECORDS**

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student 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. Records will be sent to the requesting school district within ten days of receiving the request for records.

## PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days<sup>1</sup> 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.

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. The right to opt out of the disclosure of directory information under 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.

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.<sup>2</sup>

For purposes of this policy, the Marmaduke 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 or 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 file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be subject to the procedure set out in federal law and/or regulation.

The form for objecting to making directory information available is located in the front 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.

#### **Procedures to seek to correct education records:**

The requester shall immediately request the record custodian to correct it. The record custodian must respond to the request within two weeks. If the correction is made during this time to the satisfaction of the requester, no further action is necessary.

If the record does not appear to be obviously incorrect, and if the custodian cannot change the record to the requester's satisfaction, the record custodian shall ask the requester to initiate a written request for the change.

The written request should include the item he/she believes is incorrect and whether he/she believes the item is:

- Inaccurate and why,
- Misleading and why,
- In violation of student rights and why.

The written request should be sent to the superintendent. The superintendent will review the request and, if necessary, discuss the matter with other officials such as the school attorney or the school board (in executive session). He/she will make a decision within two weeks.

If the superintendent decides that the record is correct, he/she will prepare a letter to the requester which will include the following:

- The superintendent's decision and the basis for it,
- Notification that the requester has the right to ask for a hearing to present evidence that the record is incorrect and that the

district will grant such a hearing,

- Instructions for the requester to contact the superintendent, or his designate, to discuss acceptable hearing officer(s), convenient times and sites for the hearing. (The district will not be bound by the requester's wishes on these items but will arrange the hearing, so far as possible, as the requester wishes,
- Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney, at the requester's expense.

After the requester has expressed (orally or in writing) his/her wishes concerning the hearing officer(s) and the time and place for his hearing, the superintendent will, within one week, notify the requester when and where the hearing will be held and who the hearing officer(s) will be.

At the hearing, the hearing officer(s) will provide the requester with a full and reasonable opportunity to present material evidence presented at the hearing and his/her recommendation based solely on evidence presented at the hearing.

The school board shall make its decision in writing within two weeks after receiving the hearing summary and the recommendation of the hearing officer(s). The decision of the school board shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision. As a result of the decision, one of the following actions will be taken:

- If the decision is that the record is incorrect, the superintendent will instruct the record custodian to make necessary changes. The record custodian will correct the record and notify the requester as in the second step.
- If the decision is that the record will not be changed, the superintendent will prepare a written notice to the requester which will include the following:
  1. The school district's decision that the record is correct and will not be changed,
  2. A copy of the summary of evidence presented at the hearing and a statement of the reasons for the decision,
  3. Advise to the requester that he/she may place in the student's education record an explanatory statement which states the reason(s) he/she disagrees with the decision of why he/she believes the record is incorrect. This explanatory statement will be maintained by the Marmaduke Public Schools as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever such part is disclosed; the explanatory statement will also be disclosed.
  4. Copies of the policy will be available for parent and eligible student review in the principal's office of each school building.

## **STUDENT MEDICATIONS**

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

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

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

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

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 or 504 plans.

### **Emergency Administration of Epinephrine**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

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

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

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

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

## **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.

## **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 with at least one each in the months of September, January, and February. Students who ride school buses shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. The training will include a lockdown exercise with panic



button alert system training. 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 Panic Button Alert System. Students shall be included in the drills to the extent practicable.

## **DISRUPTION OF SCHOOL**

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.

Teachers may remove from class and send to the principal or principal's designee a student whose behavior is so unruly, disruptive, 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. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration or school resource officer.

## **DISCIPLINE**

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

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District's licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Marmaduke School District's 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 or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

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

## **CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY**

### **Bus transportation is a privilege, not a right.**

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

Buses must be routed to provide the best service for most of the pupils, but routing will also take in effect economic operation.

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. The school's jurisdiction starts when the bus comes within view of the students in the morning and ends when the students are no longer in the view of the driver in the afternoon. During this time all regular school rules apply. If students are required to cross the road when exiting the bus, they are to cross in front of the bus while it is stopped.

Students who misbehave on the bus will be written up by the driver. The discipline referrals will be sent to the principals' offices.

If a student receives three discipline referrals, he/she will be suspended from the bus for five days. If a student receives three additional referrals during the semester, he/she will be suspended from the bus for the remainder of the semester. If the misbehavior is severe enough, the student can and will be suspended from the bus immediately without receiving any referrals.

While on the bus, students should:

- Never tamper with the bus,
- Not leave books, lunches, or other articles on the bus,
- Not throw anything inside or outside of the bus,
- Not leave their seats while the bus is in motion,
- Not extend any part of the body out of the bus,
- Not possess or use tobacco products of any kind,
- Be courteous to fellow pupils and the bus driver,
- Be orderly on the bus with the driver and the bus patrols in control,
- Be absolutely quiet when approaching a railroad crossing.
- Not stop at the mailbox after getting off of the bus.

Students who disobey transportation rules will be subjected to the same consequences as outlined in rules 1 through 40.

No child under the age of three (3) may ride a school bus.

## **ELEMENTARY SCHOOL TRAFFIC**

Because we have several students who are transported by private car, it is imperative that all parents follow the stated procedures closely. These rules apply to everyone who drives a car on campus.

Buses load and unload in the area between the main building and the bus barn. Absolutely NO cars are allowed in this area between 7:30 and 3:20.

We ask that all parents follow the rules for pickup and get in line. It will take you longer to pick up your child if you have to come to the office than if you follow the flow of traffic.

When in the carline please remain in line. Cars may not move out of line to pass cars in front who may be taking longer. This is for the safety of all students.

There are parking spaces available at the entrance of the elementary school building, however if no spaces are available please do not park off of the pavement. This is dangerous to all parties involved.

If you have to drive by the entrance of the elementary, please do so with **CAUTION**, there are students that move between the playground and building throughout the day.

## **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 in any district building, on district property, and in district buses and vehicles.

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 in 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 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 for a minimum of two (2) weeks before 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 two (2) weeks after they were created. Parents wishing to view a video recording need to be aware that it may not be available after the two week period unless the video contains evidence of misconduct.

Video recordings shall be considered student education records and any release or viewing of such records shall be in accordance with current law. 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.

Student who vandalize, damage, disable, or render inoperable (temporary or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

## **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 Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a “72-hour hold” without first obtaining a court order.

Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms.

The principal or the principal’s designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an afterhours telephone number.

## **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 of any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices on the school campus during normal school hours (unless stored in silent mode in the student’s locker or vehicle) unless specifically exempted by the administration for health or other compelling reasons
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. Inappropriate public displays of affection;
10. Cheating, copying, or claiming another person's work to be his/her own;
11. Gambling;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;

14. Truancy;
15. Excessive tardiness;
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
17. Hazing, or aiding in the hazing of another student;
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. 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;
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. Sexual harassment;
22. Bullying;
23. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession; and
24. Operating a vehicle on school grounds while using a wireless communication device.

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.

## **PUPIL CONDUCT**

The following activities are considered major infractions of proper conduct and will subject the student to disciplinary action. The student will be in violation of a rule whether the conduct takes place on the SCHOOL GROUNDS AT ANYTIME, OFF THE SCHOOL GROUNDS AT A SCHOOL SUPERVISED ACTIVITY, FUNCTION, OR EVENT, OR ENROUTE TO AND FROM SCHOOL.

Students who have been suspended out-of-school are not eligible to take school trips that begin during the regular school day. Trips for competitive purposes may be an exception but must be cleared through the principal and trip sponsor.

Consequences may range from a minimum of a conference with the student up to a maximum of expulsion from school with loss of credits.

### **Rule 1: DISOBEYING A SCHOOL OFFICIAL OR DISREGARDING DIRECTIONS OR COMMANDS (INSUBORDINATION).**

Consequence:	minimum:	in-school suspension (parent notification) or corporal punishment
	maximum:	recommendation for expulsion with loss of credits for the semester

### **Rule 2: TRUANCY**

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

Consequence:	minimum:	in-school suspension (parent notification) or corporal punishment
	maximum:	recommendation for expulsion with loss of credits for the semester

### **Rule 3: POSSESSING, BUYING OR SELLING OBSCENE LITERATURE**

Consequence:	minimum:	in-school suspension (parent notification) or corporal punishment
	maximum:	recommendation for expulsion with loss of credits for the semester

### **Rule 4: WEAPONS AND DANGEROUS INSTRUMENTS**

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

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

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. 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<sup>+</sup> shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

Consequence: Recommendation for expulsion from school for not less than one year. (Act 1150 of 1999)

**Rule 5: LEAVING CAMPUS OR DESIGNATED AREA WITHOUT PERMISSION**

After arrival on the school campus a student shall not leave the campus or designated area without permission from school authorities.

Consequence: minimum: in-school suspension (parent notification) or corporal punishment  
maximum: recommendation for expulsion with loss of credits for the semester

**Rule 6: ALL PRESCRIBED MEDICATION AND OVER-THE-COUNTER DRUGS NOT CHECKED IN THROUGH THE NURSE/PRINCIPAL'S OFFICE BY PARENT OR GUARDIAN.**

Consequence: minimum: parent notification  
maximum: ten day suspension from school

**Rule 7: 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 Marmaduke 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; is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants, or any ingestible matter that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance. Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

Consequence:    minimum:            first offense may result in a ten day suspension with required drug and alcohol counseling at the discretion of the principal. Failure to enroll and complete required counseling will result in recommendation for expulsion.  
                                 maximum:            recommendation for expulsion with loss of credits for the semester

**Rule 8: 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.

Consequence:    minimum:            in-school suspension (parent notification) or corporal punishment  
                                 maximum:            recommendation for expulsion with loss of credits for the semester

**Rule 9: CONTRABAND AND NUISANCE ITEMS**

A student shall not possess, handle, or transmit yo-yos, mace, shockers, cigarette lighters, fireworks, darts, playing cards, trading cards of any kind, CD players, DVD players, beepers, walkie-talkies, electronic games, pagers, radios, etc.

Consequence:    minimum:            in-school suspension (parent notification) or corporal punishment  
                                 maximum:            recommendation for expulsion with loss of credits for the semester

**Rule 10: PHYSICAL ABUSE OR ASSAULT BY A STUDENT ON A SCHOOL EMPLOYEE**

A student who commits assault and/or battery upon a member of the faculty or staff of the Marmaduke School District shall be expelled from the Marmaduke School District for the remainder of the school year with loss of credits.

Consequence:    recommendation for expulsion from school for the remainder of the school year with loss of credits

**Rule 11: STUDENT SEXUAL HARASSMENT**

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

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

The terms “intimidating,” “hostile,” and “offensive” include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student’s ability to participate in, or benefit from, an educational program or activity.

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. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing 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 student self-identifies as homosexual; and spreading rumors related to a person’s alleged sexual activities.

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

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

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

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

Consequence:    minimum:            in-school suspension (parent notification) or corporal punishment  
                         maximum:            recommendation for expulsion with loss of credits for the semester

**Rule 12: BOMB THREATS**

A student who calls in a bomb threat and/or any other threat to the health and safety of students and employees will be referred to the legal authorities and will be recommended for expulsion.

Consequence:    recommendation for expulsion from school with loss of credits for the semester

**Rule 13: 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.

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 or assault is 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 or threatened on campus (Act 1520 of 1999).

When students fight, it may be difficult to determine who is at fault. When a cooling-off period is needed, both students may be immediately suspended until an effort to determine fault is made. Alternate punishment may be applied with regard to actual involvement.

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 understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; 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 student disciplinary measures.

Consequence:    minimum:            suspension from school  
                         maximum:            recommendation for expulsion with loss of credits for the semester



**Rule 14: DAMAGE, DESTRUCTION, OR THEFT AND EXTORTION**

A student shall not cause or attempt to cause damage or steal or attempt to steal the property of another student of any other person or of the school district. The Marmaduke School District will attempt to recover damages from any student destroying school property. Any students who damage school property will be subject to semester exams for the semester in which the violation occurs.

Parents of any minor student under the age of 18 will be liable for damages caused by said minor. No student shall obtain or attempt to obtain something of value from another person either by physical force or by threat (illegal acts).

Consequence:    minimum:            in-school suspension (parent notification) or corporal punishment  
                         maximum:            recommendation for expulsion with loss of credits for the semester

**Rule 15: DISORDERLY CONDUCT**

A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected.

Consequence:    minimum:            in-school suspension (parent notification) or corporal punishment  
                         maximum:            recommendation for expulsion with loss of credits for the semester

**Rule 16: PROFANITY/VERBAL ABUSE/OBSCENE GESTURES**

A student shall not use profane, violent, vulgar, abusive or insulting language at any time. 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. No obscene pictures, books or literature may be in the pupil's possession on school property.

Consequence:    minimum:            in-school suspension (parent notification) or corporal punishment  
                         maximum:            recommendation for expulsion with loss of credits for the semester

**Rule 17: CAFETERIA REGULATIONS**

Courtesy is always commendable, and we need to be courteous in our cafeteria. We would appreciate your cooperation in complying with the following rules:

1. Stay in line and do not break, push, or run.
2. Be polite to fellow students and especially to the cafeteria workers.
3. Leave the table and floor around your area in a clean condition.
4. Food is to be eaten in the cafeteria. No food is to be carried out of the cafeteria. Food and beverages are not allowed in the classrooms except on designated days.
5. Students are to behave in an orderly manner in the cafeteria.
6. Only one person seated in each chair.
7. Only parents may deliver food to their children during the school day and it can be food for their children only.
8. Parents who wish to eat lunch with their children must do so in the designated area and only with their children.
9. Breakfast in the cafeteria will close at 7:55 unless busses are running late.

**Rule 18: HALL REGULATIONS**

1. Students are not permitted in the halls or lobby during class periods unless they are authorized by a teacher or by an authorized staff member.
2. A student wishing to see a teacher during his/her conference period must arrange for this in advance.
3. Students should not have open food/drinks in the hall/lobby.
4. Students in the hall/lobby areas during break/lunch must behave appropriately and avoid public displays of affection.
5. Students are not to be engaged in tripping, grabbing, yelling, or general horseplay while in the halls, cafeteria, lobby, restrooms, classrooms, or school grounds.

**Rule 19: LOCKER REGULATIONS**

Each Student is assigned a hall locker. Students in grades 7 through 12 are to use their lockers to store their books, notebooks, belongings, etc. Students may carry a small rope-style sling backpack or purse during the course of the school day. However, any other bags or packs must be stored in the student's assigned locker during school hours. Students will place purses and the sling backpacks in a teacher-designated area at the beginning of each class.

Note: School personnel will hold periodic inspection of all lockers; and any illegal material will be seized; and charges will be filed with the proper authorities. Also, any food/drink in lockers must be disposed of daily.

**Rule 20: USE OF ENERGY DRINKS**

Students shall not bring, share, or purchase energy drinks or similar substances during the school day, school trips, or school activities including those events which require transportation in a school vehicle.

**Rule 21: USE OF COPY MACHINES**

Students may use the copiers that are in designated places for them only. Students are not allowed to be in any of the teacher work centers or other areas specifically set apart for faculty and staff unless accompanied by an employee of the district. No students will use the copier to copy another student's notes. If a teacher wishes, he/she may make a copy of another student's notes for a student.

**Rule 22: USE OF SCHOOL TELEPHONES**

All telephones on campus are business phones and should be used by pupils for emergencies only. When students receive phone calls during class time, a message will be taken by the secretary. The student will receive the message at the end of that class period unless it is an emergency.

**Rule 23: POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing, Assessment and Accountability Program (ACTAAP), no electronic device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan.

This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

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

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

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

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district’s Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time.

Violation may result in disciplinary action up to and including expulsion.

No student shall use any wireless communication 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 which is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

Consequence:	minimum:	in-school-suspension
	maximum:	recommendation for expulsion with loss of credits for the semester

**Rule 24: FORGERY AND/OR FALSIFICATION OF GENERAL INFORMATION**

A student shall not forge another person’s name for any reason nor falsify telephone numbers and addresses on general information forms or notes from home.

Consequence:	minimum:	in-school suspension (parent notification) or corporal punishment
	maximum:	recommendation for expulsion with loss of credits for the semester

**Rule 25: PERSISTENT DISREGARD FOR SCHOOL RULES**

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student’s adherence to the established rules shall be recommended for expulsion.

Efforts toward behavior modification will be made prior to recommendation for expulsion except when very serious offenses have been committed.

Consequence:	minimum:	five day suspension from school.
	maximum:	recommendation for expulsion with loss of credits for the semester

**Rule 26: LOITERING BY SUSPENDED OR EXPELLED STUDENTS**

Students suspended or expelled who are loitering on or near school premises may be subject to arrest for violating Act 75 of 1971.

Consequences:	minimum:	warning and ordered off campus
	maximum:	student shall be arrested and charged in accordance with Arkansas Law

**Rule 27: TOBACCO AND TOBACCO PRODUCTS**

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

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

Note: The statute requires the statute's posting "...in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport students"

Consequence:	minimum:	1 <sup>st</sup> offense – 3 days ISS, 2 <sup>nd</sup> offense – 3 days OSS, 3 <sup>rd</sup> offense – 5 days OSS, 4 <sup>th</sup> offense – 10 days OSS and recommendation for expulsion
	maximum:	recommendation for expulsion with loss of credits for the semester

**Rule 28: STUDENTS’ VEHICLES**

Students, who have 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 for any reason unless given permission to do so by school personnel. Students may not display anything that is obscene or that may cause a disruption to the educational process.

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.

Consequence:    minimum:            in-school suspension (parent notification) or corporal punishment  
                         maximum:            recommendation for expulsion with loss of credits for the semester

### **Rule 29: PARKING AND DRIVING REGULATIONS**

A student using any type of vehicle (bicycle, motorcycle, automobile, truck) as a means of transportation to and from school shall not violate the rules and regulations set forth by the administration. A student in grades nine through 12 may drive cars and trucks to school if he/she is properly licensed and insured. Vehicles must be parked in the designated area on campus. Students will not be allowed in the parking area without proper permission during school hours. No skateboards are allowed on campus.

1. The district retains the right to search all vehicles on school premises and to seize property of an illegal nature as long as reasonable suspicion can be established to justify such a search.
2. Speeding, reckless operation or making excessive noise on school property or near any school building will not be tolerated. The speed limit on school property is 10 MPH 7 days a week.
3. Sitting in cars before and during school is not permitted. Students must leave cars within one minute after arrival.
4. Loud music is prohibited.
5. Students who drive cars to school are to park them and not move them until school is out or unless permission is given.
6. A city bus route will run for the convenience of the city students.
7. Students must park within the available spaces in the area in front of the building designated as student parking. They are not to park between the yellow lines in front and back of building
8. Car riding students or driving students in grades 7-12 are to enter and exit the campus via the high school drive only between the hours of 7:30am and 3:30pm. Students who use any other drive may lose their driving privileges on campus. The exception to this requirement is if a high school driver is transporting a younger child to and from the elementary school. All elementary students who are driven to school should enter and exit the campus via the elementary drive only.

**Note:** Arkansas Code § 27-51-1602 has been changed to state that a driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building unless it is an emergency. **This applies to all drivers in school zones.**

Consequence:    minimum:            warning  
                         maximum:            suspension of right to drive any vehicle for the remainder of the semester

### **Rule 30: GAMBLING**

A student shall not bring dice, cards, or other materials that can be used for gambling purposes to school.

Students shall not engage in any game of chance on school premises at any time.

Consequence:    minimum:            in-school suspension (parent notification) or corporal punishment  
                         maximum:            recommendation for expulsion with loss of credits for the semester

### **Rule 31: CHEATING ON ASSIGNMENTS**

A student shall not cheat on tests or assignments nor shall a student aid other students in cheating on tests. A student found to be using a cell phone during a test will be considered in violation of this rule as well as rule 24.

Consequence:    minimum:            student receives a zero and must call parent  
                         maximum:            recommendation for expulsion with loss of credits for the semester

### **Rule 32: DRESS AND GROOMING**

The Marmaduke 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.

- The dress and appearance of the pupils should be the primary responsibility of the parents with the school acting in an advisory capacity.
- The student is to present an appearance that will exhibit **a reasonable degree of modesty and dignity** and which reflects the family's best judgment of values.
- If the student's appearance meets the above requirements, it will be considered acceptable unless it
  1. Is clothing with inappropriate designs, signs, or language,
  2. Is see-through clothing not accompanied with proper undergarments,
  3. Presents a danger to pupil's health and safety,
  4. Causes interruption of the proper pursuit of learning, or
  5. Creates classroom disorder.
- If a student chooses to participate in any school activity or organization, he/she must conform to the standards set forth by the sponsor or director of the activity or organization. Students in violation of the appearance code of a school-sponsored activity or organization will (at minimum) not be allowed to participate in that activity until the required standards are met.
- Students are not allowed to wear the following types of clothing to classes or school activities:
  1. Emblems, insignias, badges, or other symbols, which distract (unreasonably) the attention of other students or otherwise cause a disruption or interference with the operation of the school;
  2. Hats, caps, doo rags, or any head covering anywhere on campus;
  3. Any article of clothing that advertises, supports the use of, or insinuates the use of any alcoholic beverage, tobacco product, or any other controlled substance;
  4. Any article of clothing that contains obscene language or pictures or suggestive remarks;
  5. Any tank tops;
  6. Any bare midriff style of shirt or blouse, shirts that are open on the sides or back, or sheer material worn over clothing that does not meet the dress code.
  7. Chains as a part of clothing or attached to clothing;
  8. Inappropriate skin art must be covered at all times.
  9. Students may not wear strapless shirts or blouses, and straps must be at least two (2) inches wide.
  10. The waistband of jeans must be no lower than the top of the hipbone. Also, when the student is upright in a chair, the bottom of the shirt and the top of the pants must meet.\*
  11. Students may wear shorts, skirts, or dresses at any time during the school year; however, all shorts, skirts, and dresses must be of appropriate length (meet the top of the knee while standing) and style for school.
  12. Any shirt worn over tights or leggings must meet the top of the knee while standing.
  13. Pants with holes are acceptable as long as the hole is at the knee or below. Holes above the knee which are patched in a style that the under material is sewn or sealed to the outer material are acceptable.
  14. Any style shirt or blouse that exposes cleavage or the breast of a female.\*
  15. Clothing that exposes undergarments, or the buttocks will not be allowed.\*
  16. Pajamas of any style.
  17. Facial piercings are not allowed.

\* Arkansas Code § 6-18-503

Consequence:    minimum:            conference and change of clothes  
                         maximum:            recommendation for expulsion with loss of credits for semester

### **Rule 33: NEGLECT OF TEXTBOOKS**

The state provides textbooks for students to use from year to year. Students are not to leave their textbooks and supplies in the halls, floors, gym bleachers, cafeteria tables or anywhere outside where weather can damage them. **PLEASE USE LOCKERS.**

Consequence:    minimum:            in-school suspension (parent notification) or corporal punishment  
                         maximum:            recommendation for expulsion with loss of credits for the semester

**Rule 34: OVERT AFFECTION**

A student shall not use physical contact such as hugging, kissing, petting or holding hands with another student that conveys a connotation that can be judged as sexually explicit during the regular school day, school functions at home and away, and during extra-curricular activities.

Consequence:    minimum:            in-school suspension (parent notification) or corporal punishment  
                         maximum:            recommendation for expulsion with loss of credits for the semester

**Rule 35: 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.

**Rule 36: 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 his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

**Definitions:**

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

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

Physical harm to a public school employee or student or damage to the public school employee's or student's property;

Substantial interference with a student's education or with a public school employee's role in education;

A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or

Substantial disruption of the orderly operation of the school or educational environment;

**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.

**Cyber-bullying of School Employees** is expressly prohibited and includes, but is not limited to:

- Building a fake profile or website of the employee;
- Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- Posting an original or edited image of the school employee on the Internet;
- 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;
- 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;
- Signing up a school employee for a pornographic Internet site; or
- 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,
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, and/or
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: "Slut") or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: "You are so gay." "Fag" "Queer").

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. 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. The principal 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.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

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. Copies of this policy shall be available upon request.

Consequence:    minimum:            in-school suspension (parent notification) or corporal punishment  
                         maximum:            recommendation for expulsion with loss of credits for the semester



**Mean talk or hurting other people is called bullying. Bullying is against the rules and can get you in trouble, suspended, or expelled. If someone bullies you, or you see someone being bullied, get help by telling an adult.**

**Rule 37: BEHAVIOR NOT COVERED ABOVE**

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm other students, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook.

**Rule 38: PRINCIPALS MAY ALTER SEVERITY OF PUNISHMENT BASED ON CIRCUMSTANCES AND OTHER CONDITIONS AS DEEMED APPROPRIATE.**

**ELEMENTARY SCHOOL PLAYGROUND**

A student's physical growth is an important aspect of their overall development. Students participate in weekly physical activity classes and daily recess. Proper behavior is essential for safe play during recess time. Rules for playground are as follows:

1. No fighting or initiating a fight.
2. No play fighting, wrestling, or karate.
3. No contact games that involve excessive roughness.
4. No abusive or vulgar language on the playground or elsewhere at school.
5. Rock or dirt throwing is prohibited.
6. No skateboards or skates are allowed at school.
7. No playing near water or in ditches.
8. Sitting on top of monkey bars or other playground equipment and climbing on fences is prohibited.
9. No standing or jumping from swings and no going down slides head first.

Other regulations may be implemented due to extenuating circumstances or that may be specific to certain grade levels.

**SECTION THREE: ACADEMIC POLICIES**

**SEMESTER EXAMS**

Teachers may administer tests in their classes at their discretion during the school year. A definite date and time is provided for final semester examinations. All examinations, tests, term papers and major assignments handed in by students will be corrected and returned by the teacher.



A student may be exempt from fall and spring semester exams if the student has met the following cumulative grade criteria for each semester:

- A student with a cumulative “A” average for the semester.
- A student with a cumulative “B” average for the semester and less than six (6) unexcused absences.
- A student with a cumulative “C” average for the semester and four (4) unexcused absences.
- Advanced Placement students are eligible for exemption from the spring semester test only.

A student with a cumulative “D” or “F” average for the semester will be required to take the semester exam. Absences will be figured through the final instruction day of the semester.

Students will be exempt on a class-by-class basis with the following exceptions:

- A student with more than three (3) disciplinary referrals in a semester will not be exempt from any semester tests.
- A student who has served in or out of school suspension, or has received corporal punishment, will not be exempt from any semester tests.

A student who qualifies for exemptions but chooses to take semester tests cannot have his/her grade lowered by the tests.

Seniors who must take the semester exams for the 2<sup>nd</sup> semester will be given their exams no later than the Friday a full week before graduation.

**Note:** If a student has a long-term, on-going illness that requires more than the allowed absences, he/she may be exempt from semester exams with parent, teacher, and administrator approval. Long-term is a condition which exists for more than one year.

## GRADING SYSTEM

The purpose of grading is to:

1. Show the achievement of pupils in relation to others,
2. Inform the parents of the progress of their children,
3. Help the staff to evaluate the effectiveness of the program of instruction.

The Grading System For Grades 7-12 Will Consist of the Following:

1. Daily grades that will count 50% of the nine weeks grade,
2. At least four weekly tests that will count as 50% of the nine weeks grade,
3. The semester grades will be done by allowing each nine week (9) grading period to count for 40% of the semester grade and the semester exams to count as 20%,
4. Grades that will reflect only the achievements of academic objectives,
5. Letter grades that correspond to numerical averages as follows:

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

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 following grading scale will be in effect in the Marmaduke School District.

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

The following weighted grading scale is to be used for Advanced Placement, International Baccalaureate, or Arkansas Department of Education approved honors courses or concurrent credit/college courses. Quality points for Advanced Placement and International Baccalaureate courses are contingent on teacher training and student testing guidelines set forth by the Arkansas Department of Education.

- A = 90 – 100 = 5 points
- B = 80 – 89 = 4 points
- C = 70 – 79 = 3 points
- D = 60 – 69 = 2 points
- F = 0 – 59 = 0 points

The final grades of student 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 in the district.

## **PROMOTION AND RETENTION**

### **PROMOTION/RETENTION/COURSE CREDIT FOR 7-12 SCHOOLS**

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 Marmaduke 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 or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older.

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.

Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

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

- A passing grade of 60 or above is required to pass a course.
- Students in grades 7<sup>th</sup> or 8<sup>th</sup> must pass all core subjects in order to promote.
- Students in grades 7<sup>th</sup> or 8<sup>th</sup> may be promoted with parental requests if they have failed one or more of the core classes.
- Students in grades 7<sup>th</sup> or 8<sup>th</sup> will not be recommended for promotion if they have failed all of the core subjects.
- Students in grades 9<sup>th</sup> – 12<sup>th</sup> shall follow the **student classification** policy set forth in this handbook.
- All students must follow the current absentee policy in order to receive credit.

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(s);
- c) School counselor;
- d) A 504/special education representative (if applicable); and
- e) The student's parents.

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

Students who do not score proficient or above on their grade level state assessments shall be required to participate in an Academic

Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

All students must successfully pass all end-of-course (EOC) 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 EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her Individualized Academic Improvement Plan (IAIP) which shall focus on the areas in which the student failed to meet the necessary passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.

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 prescribed in his/her IAIP which may include additional opportunities to retake the measurement.

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.

### **PROMOTION/RETENTION/COURSE CREDIT FOR K-6 SCHOOLS**

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 Marmaduke School District shall include in the student handbook, the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention shall be included with the student's grades sent home to each parent/guardian. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students shall be primarily based on the following criteria:

- A passing grade of 60 or above is required to pass a subject area.
- All students must follow the current absentee policy in order to receive credit.

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.

Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

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.

### **STUDENT CLASSIFICATION**

9<sup>th</sup> Grade (Freshman) ----- 0 to 5 academic credits  
10<sup>th</sup> Grade (Sophomore) ---- 5.5 to 11 academic credits  
11<sup>th</sup> Grade (Junior) ----- 11.5 to 16.5 academic credits  
12<sup>th</sup> Grade (Senior) ----- 16.5 or more academic credits

### **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. It can allow a student to move through the traditional educational setting more

rapidly, based on assessed readiness, capability and motivation. At the same time, the Board understands that acceleration is not a replacement for gifted education services or programs.

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district's administration or their designee who shall convene 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 Administrators or their designee will create a written format to govern the referral and determination process which shall be made available to any parent or staff member upon request.

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

## **ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, and HONORS COURSES**

Admission into Advanced Placement classes will be based on these criteria:

- Student's past performance
- Previous test scores
- Teacher recommendation

While prerequisites are not required, it is strongly advised that pre-AP courses be taken before the AP courses and that certain courses be taken in order. (Such as

Any student who takes an AP course will be required to take the AP Examination. By state law it is mandatory to take the AP exam in order to receive credit for the course based on the five point credit system.

For a student to be eligible to receive weighted credit for an AP, or IB course, the student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan.

Additionally, for students taking AP or International Baccalaureate courses to receive weighted credit, they must take 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 AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

"Honors Courses" are those courses that have been approved by a Department of Education Committee as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses, International Baccalaureate courses, honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

## HONOR GRADUATE REQUIREMENTS

Honor graduates will consist of students who complete at least three Advanced Placement courses (High School AP, IB, or Concurrent/College), the minimum core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education, successful completion of a foreign language course, successful completions of Chemistry or Physics, and who maintain a grade point average of 3.5. Valedictorian, salutatorian, and honor students will be calculated at the end of the third nine weeks. Students who transfer into the District for or during the final two semesters will only be eligible to tie for Valedictorian. Honor graduate requirements can be altered on a year to year basis by the administration due to extenuating circumstances.

## GRADUATION CEREMONY REQUIREMENTS

Students who have not been enrolled in the district prior to the beginning of their senior year will not be permitted to participate in graduation ceremonies unless they have been legally transferred from an approved public school.

## SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2017

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. 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 needed to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel. Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each.

This may be accomplished through any or all of the following means:

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENROLLMENT.

## **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 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 1 units to graduate for a total of 23 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan.

### **SMART CORE: Sixteen (16) units**

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

**Oral Communications:** one-half (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 Investigating Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10;

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

3. Algebra II; and
4. The fourth unit may be either:
  - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
  - One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

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

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

**Social Studies:** three (3) units

- Civics one-half (½) unit
- World History - one unit
- American History - one unit

**Physical Education:** one-half (1/2) unit

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward graduation.

**Health and Safety:** one-half (1/2) 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.

**Fine Arts:** one-half (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.

## **CORE: Sixteen (16) units**

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

**Oral Communications:** one-half (1/2) unit

**Mathematics:** four (4) units

- Algebra or its equivalent\* - 1 unit
- Geometry or its equivalent\* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

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

**Science:** three (3) units

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

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

**Social Studies:** three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

**Physical Education:** one-half (1/2) unit

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward graduation.

**Health and Safety:** one-half (1/2) 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.

**Fine Arts:** one-half (1/2) unit

## **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. This

policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENROLLMENT.

## **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 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 1 units to graduate for a total of 23 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units.

Not all units earned toward graduation necessarily apply to Smart Core requirements.

### **Digital Learning Courses**

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

### **SMART CORE: Sixteen (16) units**

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

Oral Communications: one-half (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 Investigating Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10;



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

3. Algebra II; and
4. The fourth unit may be either:
  - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
  - one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Natural Science: a total of three (3) units with lab experience chosen from  
One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (½) unit
- World History - one unit
- American History - one unit

Physical Education: one-half (1/2) unit

**Note:** While one-half (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 (1/2) 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.<sup>8</sup>

Fine Arts: one-half (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.

### **CORE: Sixteen (16) units**

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

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent\* - 1 unit
- Geometry or its equivalent\* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.

- (Comparable concurrent credit college courses may be substituted where applicable)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

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

Science: three (3) units

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

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (1/2) unit

**Note:** While one-half (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 (1/2) 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.

Fine Arts: one-half (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.

## **ASSESSMENTS AND REMEDIATION**

In compliance with Act 2243 of 2005, the Marmaduke School District shall require the following assessments:

1. Students in grades 3-8 shall participate in PARCC assessments required by the State Board of Education.
2. Students in appropriate grades shall participate in End-of-Course/ACTAAP assessments required by the State Board of Education.

Each student identified as not meeting the “satisfactory pass” levels in the most recently administered Benchmark or End-of-Course exam shall participate in his/her remediation activities as required in his/her individualized academic improvement plan (AIP) beginning in the school year the assessment results are reported.

If a student with disabilities identified under the Individuals with Disabilities Education Act has an individualized education program that addresses any academic area or areas in which the student is not proficient on state-mandated criterion-referenced assessments, the individualized education program meets the requirements of an academic improvement plan under this section.

Students in grades three through eight identified as “not passing” a Benchmark assessment and who fail to participate in the

subsequent academic improvement plan shall be retained and shall not be promoted to the next appropriate grade until

1. The student is deemed to have participated in an academic improvement plan, or
2. The student passes the Benchmark assessment for the current grade level in which the student is retained.

Any student required to take an End-of-Course assessment who is identified as not meeting the “satisfactory pass” levels for a particular assessment shall participate in his/her remediation activities as required in his/her individualized academic improvement plan in the school year the assessment results are reported in order to receive credit on his/her transcript for the course corresponding to the End-of-Course assessment.

Each and every student who is required to participate in the statewide program of educational assessments shall not receive credit on his/her transcript for any course which requires an end-of-course assessment until that student has received a pass score on an initial end-of-course assessment(s) or received a satisfactory pass score on an Alternative Assessment. Any student who fails to receive a pass score on an initial end-of-course assessment or an Alternative Assessment shall be remediated and have opportunity to participate in subsequent end-of-course assessments or Alternative Assessments. Appropriate accommodations shall be made available for students with appropriate disabilities and for English language learners as allowed by Arkansas Department of Education regulations.

### **CONCURRENT CREDIT**

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of 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. Unless approved by the school’s principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student’s graduation requirements as an elective.

A student who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

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

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

Students are responsible for having the transcript for the concurrent credit course(s) they’ve taken sent to their school in order to receive credit for the course(s). The transcripts are to be received by the school within five (5) school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students’ eligibility for extracurricular activities, or graduation.

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

Seniors are eligible to acquire concurrent credit by attending Arkansas State University or Black River Technical College during the regular school day.

Students who take concurrent credit courses off campus but wish to hold a major office (President or any of the four (4) student council offices), must be present on campus for a portion of the normal school day.

Parents of students interested in acquiring concurrent credit during the school day must first meet with the principal to determine eligibility and scheduling limitations. It is the responsibility of the parents to complete any enrollment and scheduling requirements set forth by Arkansas State University or Black River Technical College.

Any and all costs of higher education courses taken for concurrent credit are the student’s responsibility.

## **HOMEWORK POLICY**

Homework is a flexible and individual responsibility of the individual teacher in the school system. Purposeful homework varies from day to day with each pupil, depending upon his capacity, potential, and need. Whenever homework exists in the school system, it supplements, complements, and reinforces classroom teaching and learning.

All students are responsible for homework as assigned by the individual classroom teachers.

## **MAKE-UP WORK**

Students who miss school due to unexcused absence shall be given access to the material covered while away from the class. 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.
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 scheduled 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. Day one absence make up work should be turned in on day one of the make up period etc.
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. If the teacher sends a home work sheet home with the student, the student must turn in work at the beginning of each class period upon their first day back to school.
10. Students who do not make up work after school sponsored trips may not be eligible to attend other school trips. Work may not be made up for credit for unexcused absences. Out-of-school suspensions are unexcused absences.
11. As required/permitted by the student's Individual Education Program or 504 Plan.

Students who are absent for any reason will be required to make up work missed in each class. This work should take approximately the same time as the time missed from class.

All make-up work must be in by the end of the grading period.

Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the school office. A day's absence does not excuse a student from responsibility for all recitations on the day of his/her return. Grades and/or credit will be withheld in the event that the make-up work is not turned in.

Students who are suspended from school, truant, removed from class (excluding in-school suspension), or have an unexcused absence will not be allowed to make up any work.

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

## **PARENT-TEACHER CONFERENCES**

Parents are invited and urged to contact teachers, principals, or any other school official at any time to discuss their child's welfare or to schedule an appointment with a staff member.

Parent-Teacher Conferences will be scheduled twice during the school year during the 1st and 3rd nine-week periods. At these times parents or legal guardians of students may obtain their child's progress report and conference with teachers.

Married students or students of majority who are no longer under the legal jurisdiction of a parent or guardian may obtain their own report cards at the designated time.

# **PARENTAL INVOLVEMENT PLAN**

## **Marmaduke Elementary School 2016-2017 Parental Involvement Plan**

### **Overall School Initiatives:**

- Each teacher will send home a folder containing student papers and work samples each week. Parents will be asked to sign the folder and send it back to school.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- The school will provide to parents grade reports/report cards every 4 ½ and 9 weeks with information regarding their child's academic progress and upcoming classroom and school events.
- The school will send parents a parent-friendly letter that explains their child's test results and standardized test scores.
- The school will send brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers and radio stations about parent meetings.
- The school will use the student handbook, school website, and parent orientation meetings about the School wide Title I Plan and how to get a copy upon request.

### **1. Marmaduke Elementary employs various communication strategies to provide additional information to parents and increase involvement in supporting classroom instruction including:**

- Marmaduke Elementary School will send messages including surveys, tips related to school achievement, homework tips, organizational skills, grade level standards and study skills.
- Parents may access their child's grades using Home Access Center. Marmaduke Elementary parents may use email to communicate with members of the school staff.
- Each teacher will send home a folder containing student papers and work samples.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- Parents will be provided student grade reports during the fourth week of the first quarter, ending the first and second nine-weeks, semester, third and fourth nine weeks with information regarding their child's academic progress. On campus parent/teacher conferences will be scheduled during the mid-term fourth week of the first nine weeks and the ending of the third nine weeks. Messages and calendars will be sent home announcing upcoming classroom and school events.
- The school counselor will send parents a letter explaining students' test results and standardized test results. The school will offer parents a special workshop each year on the school's approach to school improvement.
- The school will send home notes with students, post notices in school facilities and provide information for local newspapers and radio stations about meetings. The student handbook, School Reach phone call, school website and parent meetings will provide Marmaduke Elementary opportunities to communicate with parents.

### **2. Through proposed parent meetings, conferences, and activities regularly scheduled throughout the year with consideration to flexible meeting times, Marmaduke Elementary will increase parental involvement and build staff and parent capacity to engage in these types of efforts:**

- The school will hold an orientation for parents at each grade level about the school's participation in the Title I program during the first quarter evening meeting. Parents are encouraged to be involved with review and revision of the school's Title I Program.
- Teachers will hold conferences individually with parents of students in their classrooms. Parent/Teacher scheduled conferences held mid-term the first nine weeks allow time for teachers to meet with parents and inform them of the student's class work, skills mastery, test scores, and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support efforts being made toward their child's education goals. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures and policies.
- The school will offer an Open House each year to provide an explanation of the statewide assessment system, standards, and other accountability measures.
- Accelerated Reader Rewards Activity Day
- Book Fair Helpers
  - Fundraiser for area Children's Hospital
- Soda tab collection for area Children's Hospital/Hospice House
  - Teacher Appreciation Week
  - "Box Tops" for Education collection

- Relay for Life Fundraiser
- Field Trip day volunteers
- Open House
- Red Ribbon Week
- Choir concerts
- DARE graduation
- MES Basketball season
- Various Committees

**3. Marmaduke Elementary will provide information to parents about volunteer Opportunities**

- The school will provide a list of volunteer opportunities in a parent interview survey.
- The survey, including parent volunteer events, will be handed out during Open House for students and parents. Teachers will be available to explain the list of volunteer opportunities to parents and encourage them to become involved in school activities.
- The school will work with Junior High School to help provide a smooth transition from one school to the next by providing end of year visits to the 7th grade campus to review procedures and related activities.
- Marmaduke Elementary teachers will provide instruction about incorporating developmentally appropriate learning activities in the home environment during individual parent teacher conferences, by phone and email as needed.
- The Arkansas Board of Education's Standards for Accreditation of Arkansas Public Schools and school districts shall require no fewer than two hours of professional development is provided for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.
- School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards.

**4. Marmaduke Elementary will work with parents to create a School-Parent-Compact by:**

- School, staff, students, and parents have developed a school-parent-student compact.
- This compact outlines how parents, school staff, and students share the responsibility for improving student academic achievement. Parents and Marmaduke Elementary staff continually build and develop a partnership to help children achieve the state's high academic standards. The school compact is included in the student handbook. The administrator, parents, and students remove, sign, and return the compact to school.
- The school will involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement.
- To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.
- The school shall enable the formation of an organization (Booster Club) that will foster parental and community involvement.
- Coordinate and integrate parental involvement strategies with those from other local organizations such as state-run preschool programs.

**5. Marmaduke Elementary will provide opportunities for parents to be involved in the development, implementation, and evaluation of the school wide improvement plan and the Annual Title I Meeting to engage them in the decision-making process regarding the school's Title I, Part A Program by:**

- Marmaduke Elementary will ask parents to join committees in working on the school improvement plan. To take advantage of community resources, Marmaduke Elementary will consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. The school has a Parent Involvement Association called the Booster Club that fosters parental and community involvement within the school. One occasion for which parents and community members volunteer is working in the concession stand at all home basketball games.
- Parents may check out materials, use the computer to check grades, and visit educational websites. Parents will be encouraged to view the Title I Plan located in the parent resource center or media center. A suggestion sheet will also be

available for parental input. The school will open the resource center at hours that are convenient to parents.

- The school will distribute informational packets each year that include a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/teachers/students and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail...).
- To promote and support responsible parenting, the school shall, as funds are available: Purchase parenting books, magazines and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review.
- Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and give parents the opportunity to borrow the materials for review.
- The principal of each school district shall be the parent facilitator.

#### **6. Marmaduke Elementary will provide resources for parents by:**

- Parents are advised they may borrow materials, use the computer to check grades and visit educational web sites at the parent center computer. The school distributes informational packets each year that include a copy of Marmaduke Elementary School's
- Parental Involvement Plan. A survey for parents to respond to their interests as volunteers, recommended roles and websites for parents/teachers/students. The packet also includes suggestions of ways parents can become involved in their child's education.
- Parental involvement activities planned for the current school year and information that allows parents and teachers to communicate such as notes home, phone calls, e mail, conferences, etc. are provided in the information sent home.
- Promoting and supporting responsible parenting, the school purchases parenting books, magazines and other informative materials through the school library and parent center. The parent magazines, hand-out and book selections may be sent home with the students or given directly to parents when they visit the parent center.
- The school will engage parents in the annual evaluation of the Title I, Part A Program's parental efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be part of the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth.

#### **7. Marmaduke Elementary will engage parents in the evaluation of our parental involvement efforts by:**

- The program and the school's effort to increase parental involvement will be a part of the Academic School Improvement Plan, ACSIP evaluation. Parents will serve as committee members for this school improvement plan. The "Parental Involvement Survey" will be used to collect specific information in the following areas: (1) Growth in number of parents participating in Grade Level Night, Family Night and meetings. (2) Specific needs of parents. (3) Engagement of parents in activities to support student academic growth recorded in the ACSIP Plan.
- The school will ask parents to fill out a parent survey at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the effort to support their child academically.
- The school will use the results of the parent interest survey to plan parental involvement activities for the year.
- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.

#### **8. Marmaduke Elementary will use the parent interest surveys to select, plan and implement parental involvement activities offered throughout the year by:**

- Marmaduke Elementary School will ask parents to fill out a Parent Interest Survey at the beginning of each school year to get information from parents concerning school activities which may support their child academically. Results of the Parent Interest Survey, parent meetings and the ACSIP Parental Involvement Plan will guide Marmaduke Elementary School Parent Involvement Efforts throughout the year. Activities that were suggested by parents as part of the annual parental involvement plan evaluation will be reviewed. The Parental Involvement Leadership Team will present data for the ACSIP Plan. Seminars and/or handbooks will be utilized to inform the parents of the issues that sixth grade students

face transitioning to seventh grade at Marmaduke High School. Advisement from the principal, counselor, and teachers will be given in areas affecting course selection, career planning and preparation for post-secondary opportunities.

- The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program.
- The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.
- For each Title I, Part A School, an annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office.

#### **9. Marmaduke Elementary will plan the Annual Title I Meeting**

- The annual Title I Meeting for parents will be held during the fall semester. The Title I annual meeting will be held separate from any other activities or meetings. Marmaduke's Title I meeting will provide a description/explanation of school curriculum and instructional information. The Title I Plan meeting will be hosted by the principal and parents will be informed of the use of formative and summative assessments. Proficiency levels for testing will be explained as well as expectations for mastery and teacher interventions to instruction according to the district, state and national assessments. The agenda, sign-in sheets and minutes for the Title I meeting will be kept on file by the principal in the Title I Records folder.

## **Marmaduke High School School Parent Involvement Policy 2016-2017**

#### **Communication Strategies:**

- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- Marmaduke High School will have a link on the district website to keep parents informed.
- Marmaduke High School will provide to parents grade reports/report cards every 4 1/2 weeks with information regarding their child's academic progress and upcoming classroom and school events.
- Marmaduke High School will send parents a parent-friendly letter that explains their child's test results and standardized test scores.
- Marmaduke High School will send notes home with students, post notices in school facilities and public buildings, make School Reach phone calls and provide information for local newspapers and radio stations about parent meetings.
- Marmaduke High School will use the student handbook, school web site, and parent orientation meetings about the School-wide Title I Plan and how to get a copy upon request.
- Marmaduke High School faculty and administration will inform parents and students about the nature and purpose of the Intervention Program through such avenues as Parents Make a Difference Evenings, Open House, personal phone calls, newspaper, school website, and posters at Parent/Teacher Conferences to promote their awareness and enlist their support.
- Family kits, which include a student handbook, faculty email addresses and phone numbers, math related web page addresses, policies concerning parent visitation and pick-ups, etc, shall be prepared in order to encourage communication with parents.
- Selected student performance assessments and projects will be displayed in the school and community, and project evaluations will be made available to parents during parent conferences. Examples for displays include the public library, nursing homes, school halls, bulletin boards, county, regional, and state fairs, and fine arts programs.

#### **Proposed parent meeting, conference, and activities:**

- Marmaduke High School will hold an orientation for parents at all grade levels to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising of the school's Title I Plan.
- Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school/parent efforts and explanations of homework and grading procedures.
- Parents will have instant access to their student's grades and attendance through the Home Access Center. A link to this website will be on the Marmaduke School District's website.



- Marmaduke High School will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
- Special parent lunches
- Awards day presentation
- Field day volunteers
- Parent education workshops
- Orientation presentations
- Open House
- MHS Booster Club
- Choir Concert
- D.A.R.E. graduation
- Various committees

**How the school provides information to parents about volunteer opportunities:**

- Marmaduke High School will work with Marmaduke Elementary to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school will host special orientation programs for parents and students to help with the transition. Parents will have the opportunity to meet the new teachers at the beginning of the school year.
- Teachers will provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: Role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning/preparation/other strategies, or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.
- Marmaduke High School will follow all state required professional development to maintain the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.
- Marmaduke High School will keep a Parent-Teacher Compact signed by each parent on file in the office. That compact outlines/states the roles and responsibilities of the parent and teacher in the educational process of the student.
- Marmaduke High School provides opportunities for parents to be involved in the development, implementation, and evaluation of the school's improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program.
- Marmaduke High School will involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- Marmaduke High School will ask parents to serve on curricular and instructional review committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- To take advantage of community resources, Marmaduke High School shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.
- Marmaduke High School shall enable the formation of an organization that will foster parental and community involvement within the school, such as the Booster Club.

**How will Marmaduke provide resources for parents:**

- Marmaduke High School will distribute informational packets each year that include a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/teachers/students/school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone, calls, email...)
- To promote and support responsible parenting, the school shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review.
- Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- Marmaduke High School has a parent center located in the high school computer lab.
- The principal of each school in a school district shall be designated to serve as a parent facilitator.
- Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.

- Marmaduke High School will engage parents in the annual evaluation of the Title I, Part A Program’s parental involvement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents, and school staff. The Title I committee (made up of teachers, parents, and school staff) will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school’s efforts to increase parental involvement will be a part of the evaluation, the survey will also collect specific information on
  - the growth in number of parents participating in workshops and meetings;
  - specific needs of parents;
  - effectiveness of specific strategies;
  - engagement of parents in activities to support student academic growth.

**How Marmaduke High School will use the parent interest surveys to select, plan, and implement parental involvement activities that will be offered throughout the year:**

- Marmaduke High School will ask parents to fill out a parent interest survey at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically.
- Marmaduke High School will use the results of the parent interest survey will be used to plan the parental involvement activities for the year.
- Marmaduke High School will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.
- Marmaduke High School will sponsor seminars to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities.

**The Annual Title I Meeting will be conducted separately.**

- Marmaduke High School will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program.
- Marmaduke High School will hold their Annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.

**PROGRESS REPORTS**

Progress reports: Student progress reports may be picked up by parents during parent-teacher conferences or may be picked up by the student after 4 ½ weeks or any time between marking periods.

**REPORT CARDS**

Report cards are prepared for every child every nine weeks. Satisfaction in learning should be encouraged. The report card recognizes competition but stresses self-improvement and self-achievement.

**SCHEDULE CHANGES AND/OR DROPS**

Courses selected during registration should be considered as final. Students should realize that books and supplies are ordered and teachers are contracted on the basis of student class selections. Only changes necessitated by course cancellations or failure will be considered. **Changes must be made within the first four and a half (4 ½) weeks of semester.**

**WITHDRAWAL AND TRANSFER**

The procedure for withdrawal or transferring is as follows:

1. Obtain appropriate forms from the Guidance Office;
2. Have the forms filled out by teachers, return all school books and property, and make sure all fees are paid;
3. Take completed forms to the Guidance Office for final clearance.

## **SECTION FOUR: ROUTINE POLICIES**

### **ACCIDENT INSURANCE**

The school will offer an accident policy to the students on a voluntary basis. The policy will cover students during school and all school-sponsored activities.

If a student becomes ill or injured at school, in most cases he/she will be taken home and the parents notified. If seriously injured, the student will be taken to the emergency room.

Athletes (all sports including cheerleaders) must be covered by sufficient insurance with a family accident policy or with a school accident policy.

A physical examination is required of all athletes including cheerleaders.

The Marmaduke 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 to 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 18 years old.

### **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, lice and/or nits, Hepatitis B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally).

A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

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

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

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at school. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

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

### **EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS**

The Marmaduke School District complies with the Arkansas Activities Association Handbook for the eligibility requirements for students in junior high and high school. The clothing policy is in effect for all school activities.

The Marmaduke School District is not allowed to cash checks for the purposes of trips, miscellaneous activities and/or purchases.

#### **Extracurricular Eligibility**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted). Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy.

All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

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.

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.

#### **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 Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. 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.<sup>1</sup>

“Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

“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.

## **INTERSCHOLASTIC ACTIVITIES**

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.

### **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 he/she has successfully passed four (4) academic courses the previous semester.

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

Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate 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 (GPA) 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 an SIP 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).

### **ARKANSAS ACTIVITIES ASSOCIATION**

In addition to the foregoing rules, the district shall abide by the rules and regulations of 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 he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

## **INTRASCHOLASTIC 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 activity 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).

## **EXTRACURRICULAR ACTIVITIES – ELEMENTARY SCHOOL**

### **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.

### **Extracurricular Eligibility**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments or other similar events excepted with approval of the principal). All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school’s administration, the student’s participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior. Students who have graduated will not be allowed to attend school trips as a student unless the student is competing specifically on behalf of the district and is covered by other liability insurance(s).

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.

## **EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS**

Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. § 6-15-503.

Interscholastic activity means an activity between schools subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

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 as permitted by this policy. Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination.

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 30<sup>th</sup> 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 course<sup>3</sup> in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11<sup>th</sup>) 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 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;
- 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 student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

## **VOLUNTEERS**

Enlisting the support of volunteers is a way in which 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;
- 2) Not be a member of the board of directors of the District or the spouse of a member of the board of directors of the District; and
- 3) Meet the requirements adopted by the Arkansas Activities Association (AAA) to volunteer for any athletics program for grades 7-12.

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” shall mean that a background check was performed, as authorized by A.C.A. §§ 12-12-1601 et seq., and that a 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, as amended, with regard to both the Arkansas and national background checks, and whose name is not found on the Child Abuse Central Registry.

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 three (3) years; 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.

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.

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 his or her entire criminal and child abuse registry history. In deciding whether to grant a waiver, the board may take into consideration the circumstance or circumstances under which the act or omission leading to conviction or Child Abuse Registry true finding, 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, by a majority vote adopt a resolution providing an exception to this policy's requirement for a time period not to exceed five 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.

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., for those individuals who wish to accompany students on overnight school trips, for those individuals who wish to volunteer to work one-on-one or in small groups of five or fewer students, such as a tutor or a mentor. Background checks for school volunteers are required prior to any volunteer service to the school district, school, teacher, or classroom.

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 years.



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 will be made aware that the Arkansas Department of Humans Services considers volunteers for school districts to be mandated reporters of child maltreatment and will receive training on the responsibilities of a mandated reporter.

## **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 and/or Athletic Director. 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. 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.

Student participation in any fund raising activity shall:

- 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
- Not influence or affect the student's grade.

### **Secondary Schools:**

Fund raising in the secondary schools may only be done by officially sanctioned student clubs, organizations, classes, or spirit groups. All groups must receive written approval from their sponsor and the school principal / athletic director. 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 Schools (K-6):**

Fund raising in the elementary schools may only be done by the school or a school sponsored organization and must be approved by the principal. 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.

- Student participation in fund raising programs is voluntary;
- Students who do not participate will not forfeit any school privileges;
- Students may not participate in fund raising programs without written parental permission returned to school authorities;
- An elementary student who sells fund raising merchandise door to door must be accompanied by a parent or an adult; and
- Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

## **PROM**

Juniors and seniors who are currently enrolled at Marmaduke High School are eligible to attend prom. Sophomores who have been chosen by the junior class to be servers are eligible to attend. Juniors and seniors who are attending the prom are allowed to bring a date which must be in the ninth grade through twenty years of age. Sponsors are responsible for approving clothing and if it is acceptable. All dates who are not students at Marmaduke shall be approved by the administration.

## **SENIOR TRIP REGULATIONS**

1. The senior class will be allowed 2 one-day trips during the school year. One trip will be taken each semester.
2. All trips must be on a Friday unless another day is approved by the administration.
3. The trip is a privilege that will not be afforded to seniors with excessive absences.
4. At least two certified staff members must accompany the class on each trip.

5. All school policies, regulating actions of students during normal school hours, pertain to senior trips.
6. Seniors not on the senior trip must attend classes or be counted as absent.

## **BULLETINS AND ANNOUNCEMENTS**

All notices of club meetings, athletic and social events, general information for the day and specific instructions are printed in a daily bulletin. Students responsible for putting notices in this daily bulletin must have their notices approved by their advisor and in the main office the day preceding the notice. Special notices are posted on the bulletin boards outside the main office, in the library, guidance office or poster signs. All posters must advertise school-sponsored events and must be approved by the administration.

## **PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks. Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action. During this time students shall also pause for a moment of silence for prayer and/or reflection.

## **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.”

### **Use of Copyrighted Works in Digital Transmissions**

#### **Definitions:**

“**Class session**” 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.

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:

1. 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/materials; 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.
2. 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:

- A. 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;
- B. 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 believes to be unlawfully made or acquired may not be used.
  - Mediated Instructional activities may not be transmitted.
- C. 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:
  - 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.

## **DIGITAL LEARNING COURSES**

### **Definitions:**

“**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.

As an approved digital learning provider, the District shall annually determine what District created digital learning courses it will provide to our students. The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved by the Arkansas Department of Education (ADE). 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 ADE.

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.

Students may take digital learning courses. Students must be physically present for each digital learning class he/she takes.

The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course.

Regardless of any other provisions of this policy, 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.**

A student may elect to take any or all of his/her scheduled courses digitally. The student's attendance in his/her digital course(s)

shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school.

## **ALTERNATIVE LEARNING ENVIRONMENTS**

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

The superintendent or designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.

The team is to be comprised of the following:

- a school counselor from the referring school;
- the ALE administrator and/or ALE teacher;
- the building principal or assistant principal from the referring school;
- a parent or legal guardian (if they choose to participate);  
    The District shall document its efforts to contact the student's parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian's convenience, and maintain such documentation in the student's Student Action Plan (SAP).
- LEA special education/504 representative (if applicable);
- at least one (1) of the student's regular classroom teacher(s); and
- if the District so chooses, the student.

Students who are placed in the ALE shall exhibit at least two of the following characteristics a through l:

- a) Disruptive behavior;
- b) Dropping out from school;
- c) Personal or family problems or situations;
- d) Recurring absenteeism;

For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:

- e) Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- f) Abuse: physical, mental, or sexual;
- g) Frequent relocation of residency;
- h) Homelessness;
- i) Inadequate emotional support;
- j) Mental/physical health problems;
- k) Pregnancy; or
- l) Single parenting.

No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE, the parent or legal guardian (if they choose to participate), and the student, outlining the responsibility of the ALE, parent or legal guardian, and the student to provide assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student's current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention services to be provided to the student that is in compliance with the Arkansas Department of Education (ADE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student's return to the regular educational environment.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules.

## **FOOD SERVICE PREPAYMENT / MEAL CHARGE POLICY**

### **Purpose**

The goal of the Marmaduke School District is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Service Department. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout the Marmaduke School District. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the Marmaduke School District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

### **Policy**

**Full Pay Students** – Elementary and High School Students will pay for meals at the district’s published standard rate each day. A student will be allowed to charge a maximum of \$15.00 per student. This includes a la carte purchases. Once a student has charged the maximum amount of \$15.00, he/she will be offered an alternate meal in place of the regular breakfast or lunch tray. Sample alternate meal breakfast: cereal, milk and juice. Sample alternate meal lunch: peanut butter & jelly sandwich, fruit and milk. The alternate meal will be charged to the student’s meal account for reimbursement purposes at no charge to the student.

**Reduced Meal Benefit** – Reduced status students will be allowed to receive a breakfast for \$0.30 and lunch for \$0.40 each day. A student will be allowed to charge a maximum of \$15.00 per student. This includes a la carte purchases. Once a student has charged the maximum amount of \$15.00, he/she will be offered an alternate meal in place of the regular breakfast or lunch tray. Sample alternate meal breakfast: cereal, milk and juice.

Sample alternate meal lunch: peanut butter & jelly sandwich, fruit and milk. The alternate meal will be charged to the student’s meal account for reimbursement purposes at no charge to the student.

**Free Meal Benefit** – Free status students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be prepaid.

All School Cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at [www.ezschooldpay.com](http://www.ezschooldpay.com) or by speaking with the Child Nutrition Director.

Students/Parents/Guardians may pay for meals in advance via [www.ezschooldpay.com](http://www.ezschooldpay.com). Cash payments and checks made payable to Marmaduke School Food Service are accepted at the point of sale/cash register. Further details are available on our webpage at [www.mhs.nesc.k12.ar.us](http://www.mhs.nesc.k12.ar.us). Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

Parents/Guardians are responsible for meal payment to the food service program.

Refunds for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. An email request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling’s account.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Marmaduke School District Food Service Program.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.

The district does not offer credit for food items purchased in the school cafeteria: payment for such items is due at the time the food items are received. Parents or students choosing to do so may pay weekly or monthly in advance for students’ meals.

## **FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA**

The District has no food sharing system for food items other than milk and juice. 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:**

At the end of the meal period, a student may leave the cafeteria with up a school provided whole fruit or whole vegetable food items. Students may not remove from the cafeteria milk, juice, or any other item requiring a temperature controlled environment.

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.

## **SCHOOL LUNCH SUBSTITUTIONS**

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

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

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

## **SERVICES**

### **Guidance**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school, and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor.

### **Testing**

The Marmaduke School District offers each year a variety of aptitude and scholastic achievement exams. Some are required by law; others are given in order to assist in the process of identifying each student's strengths/weaknesses in order to best address his or her education needs.

### **School Nurse**

A school nurse is available to students. The counselor, administrator, teacher or other authorized school personnel will arrange for a student to see the nurse in the event of a medical need.

### **Clubs and Organizations**

A number of clubs, organizations and activities are available for students, such as:

Junior Beta	Beta Club	InterAct Club
H.A.D.	Jr/Sr High Student Council	F.F.A.
Art Club	J.U.S.T.	Drama
Newspaper Staff	Annual Staff	F.B.L.A.
F.C.C.L.A.	Jr/Sr High Band	Jr/Sr High Choir

Students must have a 2.5 G.P.A. or higher in order to be a club or class officer

## **INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY**

### **Student Acceptable Use Guidelines and Permission Form for Network, Internet, and Personal Electronic Devices**

*Parents, please carefully read this complete document, review its contents with your son/daughter, and sign the Student User Agreement and Parent/Guardian Permission section at the front of the handbook.*

*This signed agreement is kept on file at the school and is valid only for the school year in which it was signed. In order to rescind the agreement, the student's parent or guardian [or the student who is at least 18 years old] must provide the director of schools with a written request. Any questions or concerns about this permission form or any aspect of the computer network should be referred to the school's Principal.*

*Network storage areas may be treated like school lockers. Administrators and/or staff may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should, therefore, not expect that files stored on school servers will always be private.*

#### **Introduction**

We are pleased to offer students of the Marmaduke School District access to the school's computer network resources and the Internet. In making decisions regarding student access to the Internet, the Marmaduke School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now considered to be necessary educational skills. Access to the Internet enables students to explore thousands of libraries, databases, and other resources. The faculty of your child's school has received professional development training on how to blend thoughtful use of the Internet throughout the curriculum as well as how to provide guidance and instruction to students in its proper use. Therefore, all students in Marmaduke School District will be instructed in how to use the Internet safely and appropriately. As much as possible, access from school to Internet resources will be structured in ways which point students to those sites that have been evaluated prior to use. While it is our intent to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of informational resources and opportunities for collaboration, exceed any disadvantages. To use these resources, all students must sign and return the attached form and must obtain parental permission.

#### **Purpose**

The school's goal is to keep students safe and focused on learning while allowing students the benefit of everything technology has to offer. If a parent wants their student to have access to the internet or other technologies while at school, the parent or guardian will have to complete the Student and Guardian Permission Form.

Each student who plans to participate in using any of the schools internet connected technologies will have to complete a session on Internet Safety. The school prohibits during school hours the use of any technology or internet usage that does not directly contribute to the learning goals set forth by the school.

Personal electronic devices should not be used by students during school hours. Personal electronic devices should not be used to violate the privacy of any other individual on the school campus. The school cannot be responsible for student's electronic devices or the use of the device on school property or damages or purchases that may occur.

#### **Definitions:**

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 device(s) 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. Student use of electronic device(s) 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 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.

Email, chat rooms, and other forms of direct electronic communications are prohibited unless temporarily allowed by a teacher or administrator in a controlled situation.

### **General Internet Use**

Internet access is provided for students to conduct research, complete assignments, and communicate with others. Based on the acceptable use guidelines stated in this document, the system administrators will deem what is inappropriate and their decision is final. 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. **Students who misuse the internet or violate this policy could lose classroom electronic privileges and thus receive a zero on assignments that cannot be done via pencil and paper.**

### **Misuse of the Internet includes but is not limited to:**

1. The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district’s technology network security or Internet filtering software;
2. The altering of data without authorization;
3. Disclosing, using, or disseminating passwords, whether the passwords are the student’s own or those of another student/faculty/community member, to other students;
4. 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.
5. Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
6. Using electronic devices to access or create sexually explicit or pornographic text or graphics;
7. Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.
8. Harassing, insulting, defaming, or attacking others
9. Damaging or modifying computers, computer systems, or computer networks
10. Transmitting any material in violation of any state or federal law
11. Using another person’s password or identifier without permission
12. Sending electronic information from accounts that do not belong to you without the owner’s authorization
13. Deleting, copying, modifying, or forging another’s files or data
14. Moving, deleting, or altering any applications or files that belong to the system, school, or other users
15. Accessing unauthorized or inappropriate areas on the school’s network
16. Using the network for commercial purposes, financial gain, or fraud
17. Using a proxy site designed to bypass school blocking filters
18. Hacking or attempting unauthorized access of any school computer or files, attaching a computer or other device that is not the property of Marmaduke School District Schools to the network without first receiving approval from a technology

administrator

19. Installing any software on any computer without permission from a technology administrator
20. Accessing the network at any school in the Marmaduke School District system without a signed Internet Use Agreement
21. Using obscene language
22. Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from the supervising teacher
23. Knowingly violating copyright laws
24. Misusing resources such as network storage space and printers
25. Accessing personal email accounts without specific permission from the supervising teacher
26. Downloading non-educational, entertainment files without permission

### **Wireless Security Policy**

Marmaduke School District Information Technology Department conducted a risk assessment to identify possible risks of the wireless network in its current state. The district uses an enterprise wireless solution to provide management and an additional level of security to the wireless network. All access points are located in physically secure locations. Access to wireless management is limited and requires strong authentication. To minimize potential exposure and risk of district data, including but not limited to loss or corruption of sensitive, confidential or financial data, Marmaduke School District has the following security measures in place for Wireless Security:

- To prevent unauthorized access, the district requires faculty, staff and students to use strong passwords. SSID is not broadcast, and MAC address filtering is in effect. All default passwords have been changed. On occasion, when guest access is required, the guest network password is given out. Guest access is routed on a separate VLAN which allows Internet access but no access to the network. The guest password is changed regularly.
- Access to wireless management is limited to the technology department personnel using specified accounts with strong passwords.
- Automatic updates are configured to keep access point software patched. The network administrator manually checks for updates monthly to ensure that updates are installing correctly.
- Faculty and staff are reminded yearly that all devices must be approved by the technology department prior to connection to the Elkins School District Computer Network. All personal devices must be checked by technology personnel, and a form that includes employee name and device type and name must be completed.
- This policy is included in the Acceptable Use Policy that all employees sign at the beginning of each school year.
- The network administrator checks for rogue devices at least once per month, and unidentified devices are denied access.
- All district buildings have secure access requiring a physical key or a key fob at access controlled entrances. Access control is limited based on employee position. Wireless access points are located in physically secure locations.
- At the end user level, all district owned machines have anti-virus and anti-malware utilities installed to help prevent and minimize virus and malware programs from being installed, or gaining access to sensitive, confidential or financial data.
- A warning banner is displayed on each district owned machine informing users of the acceptable use of the network and possibility of monitoring.
- At the wireless access point, firewall rules and application rules, as well as an encrypted password for the SSID are configured to help prevent and minimize virus and malware programs from being installed, or gaining access to sensitive, confidential or financial data.
- At the district level, all devices are behind a firewall and a content filter that applies real-time monitoring which is used to help prevent and minimize virus and malware programs from being installed, or gaining access to sensitive, confidential or financial data.
- As an ongoing effort, the district will continue to follow the Best Practices Statement from DIS ([http://www.dis.arkansas.gov/policiesStandards/Documents/BP-70-010\\_wireless\\_best\\_practices.pdf](http://www.dis.arkansas.gov/policiesStandards/Documents/BP-70-010_wireless_best_practices.pdf)).

Consequence: Students who violate this policy will take the semester exams for the semester that the violation occurs.

1 <sup>st</sup> Offense:	minimum – one (1) week loss of internet privileges and/or classroom electronic privileges
2 <sup>nd</sup> Offense:	minimum – network privileges revoked for the remainder of the nine (9) weeks or semester
3 <sup>rd</sup> Offense:	maximum – network privileges revoked for the remainder of the year and/or denial of participation in computer based classes*

\*It is important to understand that students may reach the maximum penalty upon the first offense.

## **Cell phones and Personal Electronic Devices**

A “personal communication device” is any device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

During the school day, students shall not use personal communication devices, such as cell phones, MP3 players, PDAs, iPods or pagers, while on school property during school hours. For after school activities, the use of these devices shall be at the discretion of the activity sponsor.

Students that are observed to be using any personal electronic device will have it confiscated. All confiscated devices will be turned in to the principal or assistant principal. Confiscated devices will be kept in the office until the end of the day. Any additional consequences for offenders are listed in each school’s handbook.

The principal or principal designee may grant a student permission to use a personal communication device at the principal’s or principal designee’s discretion.

The school system does not assume responsibility for any of these devices that may be lost, damaged, stolen, or confiscated.

Consequence:    minimum:            in-school-suspension  
                         maximum:            recommendation for expulsion with loss of credits for the semester

# **SECTION FIVE: ADMINISTRATIVE AND STUDENT RIGHTS**

## **EQUAL EDUCATIONAL OPPORTUNITY**

No student in the Marmaduke School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups. Inquiries on non-discrimination may be directed to the Superintendent, who may be reached at 870-597-2723. For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **DUE PROCESS**

The Marmaduke Board of Education recognizes the rights of students delineated in the United States Constitution and its Amendments. We also recognize that these rights may not be abridged, obstructed or altered except in accordance with due process of law.

It is further considered that in all instances of punishment to students on any type of disciplinary action in which a student will or may be subjected to penalties of suspension or expulsion, such student will be afforded due process of law.

Due process to students will be afforded to students under the following guidelines:

- Prior to any suspension, expulsion, clearing of one’s reputation or statements removed from student’s records, the principal shall advise the student of the particular misconduct of which he/she is being accused and the basis for the accusation.
- Each student will then be given the opportunity to explain his/her recollection of the facts surrounding the offense.
- Written notice will be given to the parent(s) or guardian of the student stating the dates of suspension and the reason thereof.
- Any parent(s), tutor, or legal guardian of a pupil suspended from school will have the right of appeal to the superintendent of schools.

In all cases, the rights of the individual are of paramount importance and will not be abridged in accordance with state and federal law.

## **AFTER SCHOOL DETENTION**

Students found to be in violation of offences such as incomplete assignments, excessive tardies, and minor behavior problems can

be placed in after school detention. After school detention begins at 3:10 and ends at 4:15. Students must be given a least 24 hours notice prior to the beginning of the detention so that they can inform parents. Students can be excused from an assigned after school detention if they meet any of the criteria for an excused absence from school, as long as documentation is provided. A student who does not report to an assigned after school detention and who does not have an excused absence will receive a more serious consequence such as in school suspension or corporal punishment.

### **CORPORAL PUNISHMENT**

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

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

All corporal punishment administered by an administrator 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.

### **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; and
- 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 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; and
- c) if the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's readmittance to class will be given to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older prior to the suspension.

Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

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

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

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

The district shall keep a log of contacts attempted and made to the parent or legal guardian.

During the period of their suspension, students serving out-of-school suspensions shall not be permitted on campus except to attend a student/parent/administrator conference.

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.

### **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, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

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

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

The 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, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent 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.

The Superintendent shall recommend the expulsion of any student for a period of not less than 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 or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

Students who have been expelled may not attend or participate in any school-sponsored activities, on or off campus, during the expulsion period.

## **Title IX**

No person in the Marmaduke Public Schools shall on the grounds of race, color, or national origin be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or be so treated on the basis of sex under most education programs or activities receiving federal assistance.

No person in the Marmaduke Public Schools shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Marmaduke Public Schools will not carry out any course or otherwise provide any of its education program or activity separately on the basis of sex, or require or refuse participation therein by any of its students of 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.

### **Physical Education**

- Students may be grouped by ability as assessed by objective standards of individual performance developed and applied without regard to sex.
- Students may be separated by sex within physical education classes or activities during participation in wrestling, boxing, football, basketball and other sports involving bodily contact.
- Where use of a single standard of measuring skill or progress in a physical education has an adverse effect on members of one sex, the recipient shall use appropriate standards which does not have such an effect.
- Portions of classes in elementary and secondary schools which deal exclusively with human sexuality may be conducted in separate sessions for boys and girls.

### **Vocational Education**

- No person shall on the basis of sex be denied admission or be subject to discrimination in admission to vocational education classes.
- No test shall be administered or any other criterion for admission which has a disproportionately adverse effect on persons on the basis of sex unless the use of such test or criterion is shown to predict valid success in the education program or activity in question and alternative test or criteria which do not have such a disproportionately adverse effect are shown to be unavailable.
- Rules concerning the actual or potential, family, of marital status or a student or applicant which treats persons differently on the basis of sex.
- Shall treat disabilities related to pregnancy, childbirth, termination of pregnancy, or recovering therefrom in the same manner and under the same policies as any other temporary disability or physical condition.

### **Counseling**

Test or other materials for appraising or counseling students shall not use different materials for students on the basis of their sex or use materials which permit or require different treatment of students on such basis unless such different materials cover the same occupations and interest areas and the use of such different materials is shown to be essential to eliminate sex bias. Recipients shall develop and use internal procedures for ensuring that such materials do not discriminate on the basis of sex. Where the use of a counseling test or other instrument results in a substantially disproportionate number of members of one sex in any particular course or study or classification, the recipient shall take such action as is necessary to assure itself that such disproportion is not the result of discrimination in the instrument or its application.

### **The Treatment of Students**

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any academic, extracurricular or other educational program or activity operated by this school.

### **Student Marital or Parental Status**

The Marmaduke School District shall not apply any rule concerning a student's actual or potential parental, family, or marital

status which treats students differently on the basis of sex.

The school will not discriminate against or exclude any student from its education program or activity (including any class or extra-curricular activity) on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from unless the student requests voluntarily to participate in a separate portion of the program.

A student may take a leave of absence for these reasons for as long a period of time as is deemed medically necessary by the student's physician; at the conclusion of which the student shall be reinstated to the status which she held when the leave began.

### **Athletics**

No person shall on the basis of sex be excluded from participation in, be denied the benefits of, or be treated differently from any other person or otherwise be discriminated against in any interscholastic club or intramural athletics offered by the school.

Members of the excluded sex must be allowed to compete for a position on a team offered unless the sport involved is a contact sport and/or no such team is provided for them.

### **Financial Assistance**

The Marmaduke Public Schools on the basis of sex shall not apply any rule or assist in any application of any rule concerning eligibility for assistance which treats persons of one sex differently from persons of the other sex. (Scholarships, fellowships or other forms of financial assistance.)

## **TITLE I – PARENTS RIGHT TO KNOW**

Our school receives federal funds for Title I, Part A programs. Throughout the school year, we will be providing you with important information about this law as it relates to your child's education. This section informs you about your right to request information regarding the professional qualifications of the classroom staff working with your child. Our district or school will be able to provide you with the following information regarding the qualifications of your child's teacher(s):

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. Whether the teacher has any advanced degrees and the field of discipline of the teacher's certification or degree.

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, then you will be notified by the school.

You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child's teacher(s). If your child is receiving Title I, Part A services from a paraprofessional, then our district or school is able to provide you with the following information:

1. Whether the paraprofessional has completed at least two years of study at an institution of higher education.
2. Whether the paraprofessional has completed an associate's degree (or higher).
3. Whether the paraprofessional has met a rigorous standard of quality through our state's certification procedure for determining the quality of paraprofessional staff.
4. Whether the paraprofessional has: (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics, and other support as appropriate.

## **STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE**

### **Student Publications**

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications.

School publications do not provide a forum for public expression.

Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

- Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
- Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
- Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.

1. Prohibited publications include:

- a. Those that are obscene as to minors;
- b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
- c. Those that constitute an unwarranted invasion of privacy as defined by state law,
- d. Publications that suggest or urge the commission of unlawful acts on the school premises;
- e. Publications which suggest or urge the violation of lawful school regulations;
- f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

### **Student Publications on School Web Pages**

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

- Not contain any non-educational advertisements. Additionally, student web publications shall;
- Not contain any personally identifying information, as defined by "Directory Information" in **Policy 4.13** (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (18);
- 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 literature, publications, or materials (hereinafter "non-school materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly educational environment.

A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have the principal review their non-school materials at least three (3) school days in advance of their desired time of dissemination.

The principal shall review the non-school materials prior to their distribution and will bar from distribution those non-school 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 materials.

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school materials;



3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
6. Students shall be responsible for the removal of excess literature that is left at the distribution point.

The Superintendent, along with the student publications advisors, shall develop administrative regulations for the implementation of this policy.

The regulations shall include definitions of terms and timelines for the review of materials.

### **STUDENT ORGANIZATIONS/EQUAL ACCESS**

Noncurriculum-related secondary school student organizations wishing to conduct meetings on school premises during no 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 no instructional time;
4. Employees or agents of the school are present at religious meetings only in a no 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.

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

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.

Students who hold offices or leadership roles in organizations may be removed from office by the sponsors and administration if deemed necessary due to failure or inability to complete their duties of the office.

### **STUDENT HANDBOOK**

It shall be the policy of the Marmaduke 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, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter. Student policies are available on the district website at <http://marmaduke.nesc.k12.ar.us>.

# ALMA MATER

From the hills and from the lowlands  
Comes a song of praise anew  
Sung by thousands of our children  
Alma Mater we sing to you.

So let's unfurl our colors the red and the white  
And in the breezes see them swaying day and night.  
They lead us upward, they lead us onward,  
They lead to victory!!! Rah! Rah!

So, let us gather round with loyal hearts so true,  
Our Alma Mater's call obey.  
Our dear old colors, will live forever.  
Yes, forever and a day.

**YEA, RED!!! YEA, WHITE!!**  
**YEA, YEA, RED AND WHITE!!!**