

Dear Parents,

The Cotter Public Schools exist solely for the benefit of education for our children. The employees, buildings, and textbooks are provided for their educational, moral, and social needs.

The mission of Amanda Gist Elementary School is to provide an environment conducive to the emotional, intellectual, and physical growth of each child. Cotter Elementary School will provide its students with the skills necessary to acquire, assimilate, and analyze information.

We will strive to develop each child's fullest potential by promoting a positive self-concept and meeting individual needs.

We believe that education should be a major priority of both school and community and will work toward this goal by involving parents and community to the fullest extent possible.

We greatly encourage parent and community involvement within our school. We welcome you to visit our school and attend our school's special programs. In order to protect the safety of our students and teachers and to prevent unnecessary disruption of our school programs, we do require all visitors to report to the principal's office before going to other parts of the building or premises.

This booklet has been prepared to better acquaint you with the school your children attend. It also contains planned vacation dates and general information. If you have questions or suggestions that are not answered in this booklet, do not hesitate to call the principal. We are always looking for ways that will enable the school to better serve your children.

We on the Cotter Public School's staff are looking forward to working with you to make this coming year a valuable and enjoyable one for your children.

Sincerely,

Airl Cheek

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SCHOOL CALENDAR  
Cotter School District  
2021-2022

Professional Development #1-6.....	August 4-6 and 9-11
Open House.....	August 12
First Day of School.....	August 16
Labor Day Holiday (No School) .....	September 6
Parent/Teacher Conference.....	September 23
Professional Development #7/FLEX Day (no school) .....	September 24
First Quarter Ends (42 Days).....	October 14
Digital Learning Days.....	October 18
Thanksgiving Holidays (No School).....	November 22-27
Second Quarter Ends (41 Days).....	December 17
Christmas Holidays (No School).....	December 20-31
Professional Development #8 /Flex (No School).....	January 3
Parent/Teacher Conferences.....	February 3
Professional Development #9/Flex (No School).....	February 4
3 <sup>rd</sup> Quarter Ends (47 days).....	March 10
Spring Break (No School).....	March 21-25
Good Friday (No School).....	April 15
4 <sup>th</sup> Quarter Ends.....	May 25
Last Day of School .....	May 25
Snow Day #1.....	May 26
Snow Day #2.....	May 27
Snow Day #3.....	May 31
Snow Day #4.....	June 1
Snow Day #5.....	June 2

Inclement weather days will be made up in this order: May 26, May 27, May 31, June 1, June 2

Alternative Method of instruction Digital Days may be utilized or adding days to the calendar pending DESE approval.

Days marked FLEX may be exchanged for other days as agreed upon by the teacher, principal, and superintendent.

The superintendent and school board shall have the authority to amend the calendar in the event of excessive days missed.

## FIRST DAYS

Entering school for the first time is an entirely new experience for the beginner, and we want it to be a happy one. It is important that you, as parents, and we, as teachers, do all we can to make him/her happy in his/her new surroundings and see that he/she gets off to a good start.

Your child will have a better chance for success if he/she comes to school regularly and arrives on time. He/She should be able to take off and put on his/her wraps, to hang up his/her wraps where they belong, to tie his/her shoelaces, and to go to the restroom by himself/herself.

We encourage parents to bring their child to school on the first day to meet the teacher and to help the child become familiar with the building. After the first day parents should NOT accompany their child to the building. To do so creates a traffic hazard and possible an unhealthy dependence for the child to the parent. Your cooperation in this matter will be beneficial to your child and appreciated by your child's teacher.

## HOME AND SCHOOL RELATIONS

### Attitudes Toward School

Parents may help the child develop desirable attitudes in the following ways:

BY showing confidence in the school and the teacher.

BY coming to school to clear up any misunderstandings.

BY examining the work the child brings home and praising him/her in his/her efforts.

BY remembering that at all times the school NEEDS the help of the home and depends upon the full cooperation of the parents.

Lastly we ask you to encourage your child to do their best. Reach out and hug him or her. At this age they need to be needed, especially by Mom and Dad. Instill that sense of worth and significance in each one of them; provide a warm, comfortable and supportive environment for your child; give your child that security he/she needs at home and we'll do our best to do the same here at Cotter Elementary School.

If you have some time and would like to volunteer, we welcome you; Give us a call, 435-6655.

## THE SCHOOL DAY

Cotter Elementary School opens at 7:30 a.m. The doors will be unlocked at this time. All elementary students are to report to the cafeteria where they may eat breakfast or visit with their friends. Staff will be on duty to dismiss them to their classrooms by 7:50 a.m.

**WALKERS AND CAR RIDERS SHOULD NOT ARRIVE AT SCHOOL PRIOR TO 7:30 A.M. IF NOT PARTICIPATING IN THE BEFORE SCHOOL CARE PROGRAM. AS IT MAKES THE DAY EXTREMELY LONG, NO SUPERVISION IS AVAILABLE AND THE SCHOOL CANNOT BE RESPONSIBLE FOR THEIR SAFETY.**

Students may enter their classrooms at 7:50a.m. Students are considered tardy after 7:55 a.m.

Students will be dismissed as follows unless you are notified otherwise: Grades K-6 at 3:10 p.m. If your child does not arrive home soon after school, please call the school office at 435-6655 so that we may assist you in locating them.

### **Absences**

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

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

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

### **Excused Absences**

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of eight excused or unexcused days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in 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 who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

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

- a. Bring a written statement to the principal or designee upon the student's return to school from the student's parent or legal guardian stating the reason for the student's absence; or
- b. If the student is attending the District's courses digitally, upload a written statement from the student's parent or legal guardian stating the reason for the student's absence through the District's digital course management platform for review by the principal or designee.

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

Additional excused absences shall be granted to allow a student to visit his/her parent or legal guardian who is a member of the military and has been called to active duty, is on leave from active duty, or has returned from deployment to combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.

Students who come to school after 7:55 a.m. but before 9:00 a.m. will be marked as tardy. Students signed out of school after 2:00 will be marked with a check out. Three tardies and/or checkouts constitute one day of absence. Students must attend the school day for at least two hours to be credited with one-half day of attendance.

### **Unexcused Absences**

Absences that are not defined above; do not have an accompanying note from the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis; or have an accompanying note that is not presented or uploaded within the timeline required by this policy, shall be considered as unexcused absences. Students with eight (8) excused or unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has four (4) excused or 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 eight (8) excused or unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in Loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of excused or 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 excused and/or 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.

#### **Additional Absences**

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason.

1. To participate in FFA, FHA, or 4-H sanctioned activity;
2. To participate in the election poll workers program for high school students;
3. To serve as a page for a member of the General Assembly;
4. 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; and
5. For purposes pre-approved by the school administration such as visiting Prospective colleges, to obey a subpoena, or to attend an appointment With a government agency;
6. Due to the student having been sent home from school due to illness.

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 code.

#### **TARDINESS**

Tardiness is a bad habit we should teach our children to avoid. A child who comes to school late not only misses part of the day's work but also disrupts class work by late entrance. Having your child at school on time will be beneficial to him/her and greatly appreciated by the school. Parents will be contacted if a child is repeatedly tardy. Tardy students should report to the office **with the adult bringing them to school** to sign them in. Any more than 8 tardies in one semester shall be reported to the Prosecuting Attorney.

Students who come to school after 7:55 a.m. but before 9:00 a.m. will be marked as tardy. Students signed out of school after 2:00 p.m. will be marked with a check out. Three tardies and/or checkouts constitute one day absence. Students must attend the school day for at least two hours to be credited with one-half day of attendance.

### **Make-Up Work**

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

1. Students will be provided the missed assignments upon their return to school.
  2. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
  3. Students shall have one class day to make up their work for each class day they are absent.
  4. Make-up work which is not turned in within the make-up schedule for the assignment shall receive a zero.
  5. Students are responsible for turning in their make-up work.
  6. 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.
  7. As required/permitted by the student's Individual Education Program or 504 Plan.
- Work may not be made up for credit for unexcused absences **unless** the unexcused absences are part of a signed agreement as permitted in policy 4.7-ABSENCES.

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion, including offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

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.

### **CHANGE IN LEAVING SCHOOL**

For the safety of the children, parents must sign their child out in the office, where they will be given a release slip to give to the teacher if the child is to leave before the school day is over.

Unless the court has indicated otherwise by custody papers, we will release a student only to the parent(s) or their designee.

- a. The school must have on file a court order before we may prevent a restricted parent from taking his or her child from school.
- b. We cannot accept the word of one parent over the other without legal authority. People, other than parents, must have a certificate of guardianship on file in the office for children to attend here.

Students will not be allowed to leave school with anyone other than their parent unless there is parent permission stating with whom the child is to leave.

### **CONTACT WITH STUDENTS WHILE AT SCHOOL**

#### **Contact by Parents**

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

#### **Contact by Non-Custodial Parents**

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



orders granting unsupervised visitation may eat lunch, volunteer in the child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

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

#### **Contact By Law Enforcement, Social Services, or by Court Order**

State Law requires that Department of Human Services employees, local law enforcement or agents of the Crimes Against Children Division of the Division of 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 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, legal guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Division of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

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

#### **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.

### **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.

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.

#### CANCELLATION OF SCHOOL

Usually school will not be in session when weather makes it dangerous for school buses to run.

Please listen to the local radio stations for closing of school during severe weather. **DO NOT CALL THE STATIONS OR THE SCHOOL FOR THIS INFORMATION.**

The radio will broadcast the information as soon as they receive it. The information is also available on the website at [www.cotterschools.net](http://www.cotterschools.net).

In the event that emergencies arise that might affect the school system, such as excessive snow, the Superintendent is empowered to declare an emergency and close the school.

School closings will be announced on local radio stations and the local factories will be notified. **AGAIN, PLEASE DO NOT CALL THE STATIONS OR THE SCHOOL FOR THIS INFORMATION!**

Children who do not ride buses will be dismissed as soon as parents request.

#### EQUAL EDUCATION OPPORTUNITY

No student in the Cotter 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 Airl Cheek, who may be reached at 870-435-6655.

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.

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

Students 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, will become five (5) years old during the year in which he/she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a 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 at the request of the child's parent or legal guardian and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

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

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

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

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

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

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

For the purposes of this policy:

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

"Active duty" means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209 and 1210.

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

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

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

“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, 1210, and 1211.

“Deployment” means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to his or her home station.

“Eligible child” means the children of:

- Active duty members of the uniformed services;
- Members of the active and activated reserve components of the uniformed services;
- 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;
- 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;
- Dual status military technicians; and
- Traditional members of the National Guard and reserve components of the armed forces who are relocating to the state for employment or to serve as a member of an Arkansas-based reserve component unit.

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

“Transition” means the:

- Formal and physical process of transitioning from public school to public school; or
- Period of time in which a student moves from a sending district to a receiving district.

“Uniformed services” means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Space Force, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

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

The superintendent shall designate an individual as the District’s military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the superintendent designates as the District’s military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.<sup>5</sup>

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;

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

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

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

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

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

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

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

#### IMMUNIZATIONS

##### Definitions

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional doses(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 District who has not been age appropriately immunized against:

- \* Poliomyelitis;
- \* Diphtheria;
- \* Tetanus;

- \* Pertussis;
- \* Red (Rubeola) measles;
- \* Rubella;
- \* Mumps;
- \* Hepatitis A
- \* Hepatitis B;
- \* Meningococcal disease;
- \* Varicella (chickenpox); and
- \* Any other immunization required by the Arkansas Department of Health (ADH)

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

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

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

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 public health nurse or private physician of proof the student is 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 DH 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 record 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 1<sup>st</sup> of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1<sup>st</sup> is later in the current school year than 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 the 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 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 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 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 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 for any assignment or examination not completed or submitted on time.

### STUDENT ACCELERATION

The school acceleration policy is found in the G/T policy handbook.

### RESIDENCE REQUIREMENTS

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

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

Definitions:

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

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

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

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

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parent, legal

guardian, person having lawful control of the student, or a person standing in loco parentis, the student is required to reside in the district for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of non-custodial parent living outside the district by a custodial parent on active military duty may continue to attend district school. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

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

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

The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in District schools.

#### COMPULSORY ATTENDANCE REQUIREMENTS

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

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma 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).

#### PHYSICAL

State law requires all students to have a medical physical before enrolling in Kindergarten.

#### STUDENT ILLNESS/ACCIDENT

If a student becomes too ill to remain in class and/or could be contagious to the 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.

#### SAFETY

In order to assure your child's safety in going to and from school, it is helpful if he/she learns the following:

1. The safest way to and from school
2. His or her own full name, address, telephone number, his/her father's name and his/her mother's name.
3. The dangers of throwing rocks, glass and dirt.
4. Not to accept rides with strangers.
5. Understand the need to come straight to school and not stop and play.



6. Understand the need to cross the streets at street corners.
7. Understand the need to obey traffic signals.  
Please instruct your child in the proper way to cross streets and intersections to assist us in assuring a safe and accident free year for your child.

#### 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 lockdown drill at all schools in the District in collaboration with local law enforcement management personnel. The lockdown drill training will include use of the District's emergency communications method with law enforcement. Students will be included in the drills to the extent that developmentally appropriate for the age of both the students and grade configuration of the school.

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

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

#### TORNADO

When conditions are favorable for a tornado or some other disaster, the school's plan for student safety will be exercised.

#### OTHER

Students will be trained and expected to follow directions given by the teacher, or any adult in charge, in any emergency situation.

#### SPECIAL EDUCATION

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

- Within the district boundaries; or
- Outside of the District boundaries but are enrolled in the District

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

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

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding students with disabilities.<sup>1</sup> Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents.

#### COUNSELING PROGRAM

Cotter School District employs an elementary counselor to assist students with their emotional, social, personal, and academic concerns. The counselor has a primary concern for the individual student as a person whose feelings, values, goals, and success are important for maximum growth and development.

#### ROLE OF COUNSELOR

The primary function of the Elementary Counselor is to provide a comprehensive guidance and counseling program for all children in grades K-6, consult with teachers,

parents, and staff to enhance their effectiveness in helping children's educational, personal, social and career development; and provide support to other elementary educational programs.

#### LIBRARY MEDIA CENTER

Our school library media center is well equipped and vital to the quality of our educational program. Pupils are encouraged to use all materials and to check out books. In order to maintain an adequate collection, pupils, teachers, and parents must cooperate to see that these are returned in good condition. Marking in books will result in the student having to pay for the damaged book. The students are held responsible for books on the date due. If materials are not returned, a charge equal to the current replacement price is made. The average price of a book is twenty-five dollars. Talking in the library should be kept at a minimum.

#### INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY

##### Definition

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

The District makes electronic 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 and 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 purpose 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 lewd interest in inappropriate content;
- (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors.
- (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors

##### Internet Use and Safety

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

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

##### Misuse of Internet

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

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;

- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

#### INFORMATION TECHNOLOGY SECURITY

The superintendent shall be responsible for ensuring the district has the necessary components in place to meet the district's needs and the state's requirements for information technology (IT) security. The district shall appoint an information technology security officer (ISO) who, along with other IT staff, the superintendent and district management appointed by the superintendent shall develop the necessary procedures to create a district-wide information technology security system meeting the requirements of this policy and the standards prescribed by the Arkansas Department of Education.

The IT security system shall contain the necessary components designed to accomplish the following.

1. Sensitive information shall be protected from improper denial, disclosure, or modification.
2. Physical access to computer facilities, data rooms, systems, networks and data will be limited to those authorized personnel who require access to perform assigned duties.
3. Traffic between internal (district) resources and external (Internet) entities will be regulated by network perimeter controls. To the extent technologically feasible, network transmission of sensitive data should enforce encryption.
4. User access to the district's technology system and its applications shall be based on the least amount of access to data and programs necessary to perform the user's job duties.
5. Student or financial applications software developed for or by the district will be tested prior to implementation to ensure data security through proper segregation of programs.
6. Monitoring of internal and external networks and systems will be designed to provide early notification of events and rapid response and recovery from IT related incidents and/or attacks.
7. Continuity of critical IT services will be ensured through the development of a disaster recovery plan appropriate for the size and complexity of the district's IT operations.
8. Software protection of servers and workstations will be deployed to identify and eradicate malicious software attacks such as viruses, spyware, and malware.

#### FOOD SERVICE

Breakfast and lunch are served daily in the cafeteria. Meals are planned by the district's Food Service Supervisor and all meals must meet the federal requirements for school lunch and breakfast. Cotter Schools participate in the Community Eligibility Program which makes available breakfast and lunch to all students at no charge. Milk and juice are available to purchase by students. As a courtesy, elementary students can charge for milk and juice with a \$10.00 charge limit. After the limit is reached, no charging is allowed for these items. Students may not charge second trays or other a la carte items. Parents are encouraged to deposit money into their children's accounts so they may purchase these items as needed. Charge slips will go out at the end of each month to inform parents of any charges that their children have. All charges need to be paid two weeks prior to the end of the school year. No charging for any items will be allowed the last two weeks of school. Prepared food must not be taken from the lunchroom. Students who wish to have food brought to them at school must have it done by a

parent/guardian/family member. Parents and students may not bring outside food to other students.

#### SCHOOL MEAL MODIFICATIONS

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

- \*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 medical statement should include:

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

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Director of Child Nutrition shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District's 504 Coordinator, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

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

A Registered Dietitian Nutritionist may make recommendations for alternate foods for children whose disability restricts their diet, but the medical statement must be signed by one of the professionals listed in this policy.

#### TEXTBOOKS AND SUPPLIES

Textbooks are furnished free. Textbooks lost or considerably damaged will be charged the full replacement price.

The school will furnish certain supplies to your child but there will be other materials, which you will need to buy. Each teacher will send home a list of supplies your child should have.

Textbooks, workbooks, library books, and desks must be kept in good order or damage fines may be assessed.

#### HOME SCHOOLING

##### Enrollment In Home School

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

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

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

- \*Electronically, including without limitation by email;
- \*By mail; or
- \*In person.

The notice shall include:

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

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

A student who has been temporarily issued items, resources, supplies, materials, or other property belonging to the District is eligible for enrollment in a home school during the school year after:

- The items, resources, supplies, materials, or other property belonging to the District have been returned to the District;
- The items, resources, supplies, materials, or other property belonging to the District have been paid for; or
- The semester has ended.

The superintendent or the board of directors may waive the required five (5) school day waiting period for a student's enrollment in home school during a semester if the superintendent or the board of directors is satisfied with the return of temporarily issued items, resources, supplies, materials, or other District property.

#### Enrollment or Re-Enrollment in Public School

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

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

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

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

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

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

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

#### REPORT CARDS

Information on the educational progress of children will be reported to parents on a regular basis.

1. Report cards will be issued every nine-week period. Parents are asked to sign these reports and return them to school.
2. Parent-Teacher conferences are scheduled twice during the school year. On the days when conferences are held there will be no classes during conference time.
3. Students will be issued progress reports at the end of the fifth week of each nine weeks period. These reports need to be signed and returned to school so we will know they have been received.
4. Other conferences throughout the year are encouraged and will be arranged as needed or upon request.
5. Conferences will also be arranged as early as feasible concerning possible student retention.

#### Grading Systems

The kindergarten will use the following grading system.

Mastery-Skill completed 80% of the time

Satisfactory Progress Shown - Child is improving in the skill

Needs more Time - Skill has been introduced, reinforcement needed

Does Not Apply - Skill has not been taught in small group instruction

The following will be used in grading first & second grade students, with 80% being considered mastery level:

O = Outstanding

S+ = Above Average

S = Average

S- = Below Average

N = Needs Improvement

The following will be used in grading elementary school students in grades 3-6:

A	Superior	90-100
B	Above Average	80-89
C	Average	70-79
D	Below Average	60-69
F	Failure	0-59
I	Incomplete	

Grades assigned to students reflect only educational objectives. Students in grades 3-6 receiving two or more "F's" for final grades in core subjects or first grade and second grade students receiving two or more "N's" for final grades in core subjects may be retained at that grade level. Kindergarten students will be assessed during the school year with a committee of school staff designated by the principal in determining which students will be retained in Kindergarten.

#### STUDENT PROMOTION AND RETENTION

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

At least once each semester, the parents and teacher(s) of a student in kindergarten through eighth(8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria: students in grades 3-6 receiving two or more "F's" for final grades in core subjects or first and second grade students receiving two or more "N's" for final grades in core subjects may be retained at that grade level. Kindergarten students will be assessed during the school year with a committee of school staff designated by the principal in determining which students will be retained in Kindergarten. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- a) The building principal or designee;
- b) The student's teacher(s);
- c) School counselor;
- d) A 504/special education representative (if applicable); and
- e) The student's parents.

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

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

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

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

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

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

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

An SSP shall be created:

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

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

Who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their students to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular

activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following Statewide assessment, as applicable, the Superintendent or designee may wave this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of the paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

#### PERMANENT RECORDS

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

#### ACADEMIC IMPROVEMENT PLANS

An Academic Improvement Plan (AIP) will be developed by school personnel and the parents of students who fail to achieve at the proficient level on state mandated criterion referenced tests (Benchmark Exams, End-of-Course Exams, and Eleventh grade Literacy Exam.)

Students will be retained if they fail to participate in their AIP as required in the plan developed by the committee. Questions regarding a student's AIP should be addressed to the Principal.

#### TEACHER CONFERENCES

All elementary teachers are required to communicate with the parents or guardians of each student at least once a semester through a parent-teacher conference, telephone conference, or home visit. Teachers shall communicate more often with parents/guardians of students performing below grade level.

Parent-Teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher. Conferences shall be scheduled at a time and place to best accommodate those participating in the conference.

Many times it is necessary for you to discuss something with a teacher by telephone such as an immediate problem or the scheduling of a conference. At such times call the school office during the school day, if possible, and arrange to have the teacher call you at a convenient time. A conference with your child's teacher may be arranged by phone or letter.

Other methods of informing parents are Bulletins, Programs, Exhibits, and Open House. Also, samples of the student's work will be sent home from time to time. Your child's teacher will explain the method by which they will send these papers home.

#### COMPLAINTS

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services.

The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline, coaching, or the day to day management of the schools need to address those complaints according to the following sequence:

1. Teacher, coach or other staff member against whom the complaint is directed
2. Principal
3. Superintendent

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the



Board serves as jury in matters regarding student suspensions initiated by the Superintendent, expulsions, and personnel discipline.

#### HOMESTUDY

The Cotter School District believes that homework and independent study skills should be a positive experience and provide students the opportunity to:

1. reinforce skill development.
  2. manage learning time away from the school setting.
  3. communicate to parents learning activities provided during the school day.
- Homework will be assigned to students at Cotter School based upon any or a combination of these criteria:
1. A reinforcement of on-going class work.
  2. A continuation of work started in a specific class but impossible to complete within the given classroom time allotment.
  3. An extension of classroom activities which uses community resources – a practical application to the real world.
  4. Advance preparation for an upcoming classroom activity, discussion, unit of study, test, etc.
  5. An enrichment activity.
  6. Make-up work for class absence.

Homework time allotments will vary according to the student's level. It will be kept within a reasonable time limit. Each teacher will develop appropriate consequences for uncompleted homework.

It will be the student's responsibility to complete homework. It will be the parent's responsibility to support this portion of the educational program by encouragement and involvement with the student. It will be the teacher's responsibility to evaluate homework assignments so as to help students complete the learning experience. Each teacher will explain his/her homework policy at the beginning of each school year. Parents shall be notified of these policies.

#### MEDICAL PROBLEMS

It is important for parents to bring to the school's attention any medical problems or allergies the student has. The teacher can modify activities or excuse from activities as needed.

#### COMMUNICABLE DISEASE 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 communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer 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 outbreak of the disease for which the student is not vaccinated. The student may not return to school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up from 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.

#### RASH

A child will be sent home if rash is of unknown origin or appears contagious. Child will be sent home if the itching is so severe it interferes with their concentration.

#### HIV/AIDS POLICY

Decisions about any changes in the education program of a student who is infected with HIV shall be made on a case-by-case basis, relying on the best available scientific evidence and medical advice. The school shall provide a sanitary environment and adhere to established routines for handling body fluids that are recommended by the "Center for Disease Control". The "Infectious Disease Guidelines" are found in the "Arkansas School Guideline Manual", published by the Arkansas Department of Education and the Arkansas Department of Health. The manual is located in the school nurse's office and in the superintendent's office.

The school shall administer a program of ongoing education about HIV for students, their families, and all school employees (full-time, part-time, and temporary professional and support staff) to ensure that all are informed in a consistent manner about:

1. the nature of HIV infection, including mode of transmission, according to current scientific evidence;
2. school district policies and procedures related to employees and students with diseases such as HIV infection;
3. resources within the school district and elsewhere for obtaining additional information or assistance;
4. procedures to prevent the spread of all communicable diseases at school.

When the superintendent or the principal has been notified that a student or staff member is infected with HIV, he/she shall follow the reporting procedure recommended by the Arkansas State Board of Education. This is to ensure the safety of persons in the school setting and to plan to support the person with the illness.

When a person with HIV/AIDS has been identified, the current procedures will be followed:

1. The superintendent or contact person must notify the Director of the Arkansas Department of Education before any action is taken by the local school district.
2. The Director of ADE will notify the Chairperson of the Arkansas AIDS Advisory Board. The Director will give all pertinent information to the Chairperson.
3. The Chairperson of the AIDS Advisory Board will convene the Board when necessary. The Board consists of members from the ADE, Arkansas Department of Health, and medical and legal representatives.
4. The Advisory Board will interact directly with the local school administrators to develop a plan of action, which maintains confidentiality.

In the case of HIV, the superintendent shall determine whether the person who is infected with HIV has a secondary infection, such as tuberculosis, that constitutes a recognized risk of transmission in the school setting. In order to make a proper decision, the superintendent will consult with the infected person's physician for ways that the school may anticipate and meet the needs of the infected student.

If an individually tailored plan is necessary, it shall have a minimal impact on education. It must be medically, legally, educationally, and ethically sound. The superintendent will establish guidelines for periodic review of the case and will oversee implementation of

the plan in accordance with local, state, and federal laws, including due process and appeal.

Appeals should be submitted in writing to the superintendent when necessary supporting information for the appeal. The superintendent, upon appeal, will evaluate the information provided in the appeal, previous data, and will consult with necessary legal and medical representatives before rendering a final decision. Utmost confidentiality shall be observed throughout this process.

#### CONFIDENTIALITY

The people mentioned in the preceding section in reference to making decisions affecting an infected individual will determine what additional persons need to know that the infected individual attends or works at school. The additional person will not know the name of the infected person without the consent of the infected person and, if a minor, the minor's parent/guardian. Depending on the circumstances of the case, the following persons may be given information about the infected person, but not their identity - the school nurse and the principal or designee. Additional persons may be notified if the "decision Makers: feel that this is essential to protect the health of the infected student/staff member, or if additional persons are needed to periodically evaluate or monitor the situation. Consent for notifying these additional persons in writing must be given by the infected person – if a minor, permission must also be given by the parent/guardian. All persons shall treat all information as highly confidential. No information shall be divulged, directly or indirectly, to any other individuals or groups. All medical information and written conversations, proceedings, and meetings shall be kept by the superintendent in a locked file. Access to this file will be granted only to those persons who have the written consent of the infected person or in the case of a minor, the student's parent/guardian.

To further protect confidentiality, names will not be used in documents except when this is essential. Any document containing the name or any other information that would reveal the identity of the infected person will not be shared with any person – not even for the purpose of word processing or reproduction.

#### EMERGENCY NUMBERS

The school must always be informed as to a work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence. If we cannot reach a parent or designated responsible party, the child has to remain at school and go home by bus even though he/she is ill.

If both parents are to be out of town, please call the school and give the name of the persons to be notified in case your child becomes ill or injured. Should there be an emergency involving an accident and we cannot reach you, the child will be taken to Baxter County Regional Hospital emergency room, at the Parent's expense, and the doctor on call will be used for emergency treatment. Please remember to notify the school of any change of address or telephone number. **THIS IS VERY IMPORTANT!**

#### INSURANCE

An accident insurance program is provided as a service for district students. This insurance covers only expenses for accidents that occur at school and are not covered by any other insurance. The insurance may not cover all expenses related to a covered accident. Any additional expenses are the responsibility of the family.

#### 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 students to succeed in school. The intent of the exams of screening is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve his/her full potential.

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

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

## COTTER SCHOOL MEDICATION POLICY

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

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

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

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

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

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

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

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

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

### Self-Administration of Medication

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

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

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

1. The written authorization of the student's parent, legal guardian, or person standing in loco parentis; and
2. A written order from the student's treating physician stating that the student:
  - a. Is capable of completing the proper method of self-administration of the stress dose medication; and
  - b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

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

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

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

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

### **Emergency Administration of Glucagon and Insulin**

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

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

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

### **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 IHP that provides for the administration of an epinephrine auto-injector in emergency situations.

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

student's school nurse authorizing the nurse or other school employees certified to administer auto-injector epinephrine to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

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

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

#### **Emergency Administration of Albuterol**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

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

#### **Emergency Administration of Anti-opioid**

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

#### **Emergency Administration of Emergency Adrenal Insufficiency Medication**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained<sup>6</sup> and certified by a licensed physician may administer an injectable emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication in emergency situations.

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

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

#### LOST AND FOUND ARTICLES

Every effort will be made to find and return all articles lost at school to their owners. Children should make inquiries concerning them as soon as possible after they are lost. Coats, caps, sweaters, and lunch boxes should be marked with the child's name to facilitate their return in case they are lost. Articles not claimed within the school year will be discarded.

#### POSSESSION AND USE OF CELL PHONES, AND OTHER ELECTRONIC DEVICES

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones and other electronic communication devices, cameras, MP3 players, Ipods and other portable music devices so that the opportunity for learning in the district's schools may be enhanced.

First violation of cell phone policy will be a warning with the student getting phone at the end of the day to take home. Second violation will miss a recess and the parent pick up phone from the office. Third violation and beyond will result in a detention.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment.

Unless otherwise permitted in this policy, from 7:25 am to 3:10 pm, students are forbidden from using cell phones or similar electronic communication devices. Devices should be stored in the student's locker or backpack in a silent mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

From 7:25 am until 3:10, students are forbidden from having cameras, MP3 players, IPods or any other portable music device. Such devices may be stored in the student's locker or backpack so long as they are in a silent mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

Devices are not allowed to be utilized at before school care or after school daycare.

Students are responsible for conducting themselves in a manner that respects the right of others. Possession and use of any electronic device, whether district or student owned, that interferes with 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 ACT Aspire, 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 ACT Aspire 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. The prohibition in this policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment.

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

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

1. Using electronic devices during class time in any manner other 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, wrong full obtaining test copies or scores;
4. Using the device to record audio or video or 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 (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.

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

The student and/or the student’s parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the schools’ administration office by the student’s parents or guardians. Students have no right or 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.

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.

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 a 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.

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 that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

#### THE TELEPHONE

The school telephone is for business calls only. Children are not called to the telephone except in case of an emergency. Please make arrangements for your children in advance in the event of an unexpected early closing of school. If you wish to speak to a teacher, leave your name and number, and she/he will return your call as soon as possible.

#### FIELD TRIPS

School sponsored trips and special activities will be supervised by teachers and parents. Permission from parents for their child to participate will be required. Notice will be given to parents in advance about student dress, money requirements and any other relevant information about child safety and personal welfare.

Students whose misbehavior has reached the point of requiring an Individualized Discipline Plan may be denied field trip privileges or the guardians of that student may be required to accompany the student.

#### MONEY SENT TO SCHOOL

All money sent to school with children should be sealed and properly marked with name and amount. It is helpful if the exact amount needed is sent.

#### GIFTS

Gifts from students to teachers are discouraged. However, we realize that some children want to do something for their teacher at Christmas or at the end of the school year. For this reason, individual gifts are not prohibited. However, the gift should be very inexpensive and preferably something that the child has made. The gift should be given to the teacher in private so that the other children will not feel obligated to do the same thing.

#### PARTIES

Classroom parties are justified during school hours only if they have considerable educational value. All classes will have two parties per year (Christmas and Valentines). Room mothers will be called upon to assist with these parties. Birthday parties are prohibited because of the amount of class time taken, difficulty in bringing treats and because control of prepared refreshments is difficult. Birthday parties are encouraged in the home. Other parties may be held if the principal approves them. Carbonated soft drinks may only be brought to school on designated party days.

The school will not receive deliveries for Valentine's Day (flowers, gifts, candy, balloons, etc).

#### EXTRACURRICULAR ACTIVITIES – ELEMENTARY

##### **Definitions**

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualifications for additional competition. Examples include, but are not limited to inter/intra scholastic 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.

Students who are assigned OSS or ISS are not eligible to participate or attend school activities or events on those days.

##### **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.

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

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2-ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

#### EXTRACURRICULAR AND NON INSTRUCTIONAL ACTIVITIES

The Cotter Elementary School recognizes the needs and advantages that activities outside the regular classroom offer to all students. Extracurricular activities will be scheduled to limit the amount of classroom interruptions. To be eligible to participate in extracurricular and non-instructional activities, students will be required to be in school attendance on the day of the extracurricular activity. In the event that an extracurricular activity is held on the weekend, the student will be required to be in attendance on the Friday before the activity. These specific guidelines will be established for the following extracurricular activities:

1. Field trips, school sponsored trips and special activities will be supervised by teachers and parents. Permission from parents for their child to participate will be required. Notice will be given to parents in advance about student dress, money requirements and any other relevant information about child safety and personal welfare. Students not riding the school bus to a field trip may only ride in a vehicle with their legal guardian.
2. Parties on campus will be held to a minimum. Teachers planning parties plan to have them after lunch has been served. The principal must approve all parties.
3. Athletics (basketball, cheerleading, etc.) – To be eligible to try out or participate in athletics, students will be required to have a minimum GPA of 2.0 with no F's. The school may impose the minimum GPA 2.0 with no F's rule at any time during a semester to suspend a player from participation until he/she raises his/her grades to an acceptable

level. Students who rode the school bus to a game location must ride the bus back to our school unless signed out by their legal guardian.

#### 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).

#### NEWSPAPER & UPDATE PHOTOGRAPHS

Pictures of students involved in school activities are often submitted to the school's Update newsletter or newspapers for publication. If you object to your child's photo being submitted, please contact the school office.

#### WITHDRAWING A CHILD FROM SCHOOL

If your child is to be withdrawn from school, send a note to the teacher stating the last day your child will be in attendance, or call the office with this information. The child will take his report card and personal belongings when leaving school. If the new school wants information from permanent records, they will write to our school and it will be mailed to them provided the proper authorities have signed a release form for records.

#### PACKAGES, LUNCHES, ETC., TO STUDENTS

Any time you have something to give your child, rather than going to the room and interrupting the teacher, it would help if you would bring the items to the elementary office, and we will see that they are given to your child.

#### BICYCLES

Students wishing to ride bicycles to school must obtain authorization from office.

#### DRESS AND APPEARANCE

Primarily, the parents are responsible for seeing that their child is prepared properly for school. There are, however, some rules, which we require of students.

1. No bare backs, bare midriffs, "muscle shirts", or spaghetti straps smaller than the width of a dollar bill.
2. No shoes with cleats.
3. No bare feet. No flip-flops. No Roller Shoes. Footwear must be appropriate for Physical Activity Time.
4. Shorts must be of a reasonable length and fit and may not hang down from the waist. In general, this means shorts at least to mid-thigh and not so tight that they could tear during normal activity.
5. Students should wear appropriate clothing in respect to changing weather conditions.
6. Teachers with administrative approval have the option of restricting hats and caps being worn in their classroom.
7. Clothing made of spandex or other skin-tight materials is permitted only when worn underneath other clothing.
8. Dress or appearance including hair styles which may serve as an educational distraction will not be permitted.
9. Students in violation of the dress code, in grades 4-6, will be given an oversized t-shirt to wear for the remainder of the school day.
10. Students may not wear facial or tongue body piercing jewelry, wires or straws, including studs (except for earrings in the ears will be allowed).
11. Students are prohibited from wearing, while on the school grounds during the school day and at school sponsored events, clothing that exposes underwear, buttocks, or the breast of a female.

#### STUDENT CONDUCT

A pupil attends school so that he/she may develop his/her own individual capacities to their fullest. There are several things, which a person must do to be a good citizen. They include:

1. Being responsible for your own actions.
2. Be serious about your studies and do the best you can.
3. Be prepared daily and don't let yourself get behind on your class work.
4. Respect other people's rights and property.
5. Build people up: eliminate "Put Downs" from your mind.
6. Dress appropriately and practice good habits of hygiene.
7. Be proud of your school and speak well of its teachers and your classmates.
8. Be a responsible student by doing your homework daily and your make-up work promptly.

9. Be an influence upon others: be happy, respectful and courteous and you will receive the same from others.
10. Do not write or mark on yourself.

#### CONDUCT IN BUILDING & ON SCHOOL GROUNDS

Students should:

1. Keep the school building attractive by refraining from marking on walls and by keeping paper off the floor and campus.
2. Show respect for property at all times.
3. Respect the rights of others whether in the hall, the classroom or on the school grounds.
4. Walk quietly and orderly in straight lines in the halls.
5. Wait their turn orderly and quietly at the drinking fountains.

The following behavior will not be tolerated:

1. Continued willful disobedience.
2. Damaging or defacing school property.
3. Fighting.
4. Defiance or disrespect for the authority of a school employee.
5. The use of profanity or vulgarity in language or actions.
6. Stealing
7. Repeated truancy.
8. Throwing rocks or other objects on school grounds or at bus stops.
9. Pushing and shoving.
10. Gum chewing or eating in class.
11. Carrying or using tobacco products.

Each teacher has established specific rules for their classrooms. These rules contribute to the learning environment of all students. Any distraction may prevent someone from learning and will be dealt with by the classroom teacher.

Students will be allowed to use restrooms, with permission, before school and at assigned times. Restrooms should be kept clean and ready for the next class.

Students on their way to and from school are under the jurisdiction of the school and their conduct should be in line with school standards.

Trading cards, radios, tape players, games and toys, unless requested by the teacher, should be left at home. Loss or damage to such items is the responsibility of the student bringing them to school.

Dangerous items, such as knives, cinnamon oil, fireworks, matches, etc., are not to be brought to school.

Stay at least 10 feet away from the buses unless you are getting on or off.

If a student damages or breaks school property because he/she failed to follow our class and school rules, he/she is expected to pay for the loss. Accidental breakage in the course of proper use would not be charged to the student.

When lining up for buses, your place is at the end of the line. Books and friends do not save places.

For willful acts of vandalism, a student and his/her parents may be brought to court to pay double the amount of the damage and the law for criminal behavior may further prosecute the student.

#### 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; enroute 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.

#### WEAPONS AND DANGEROUS INSTRUMENTS

Definitions

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

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

“Weapon” means any:

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

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

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

If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or 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 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 weapons 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.

#### PHYSICAL ACTIVITY TIME (P.A.T.)

All children participate in daily P.A.T. activities unless the teacher receives a written statement from you or your family doctor to excuse him/her from play.

If a student has been ill and should not go outside during P.A.T., a note will be required from the parents. Children may be taken outside even in cold weather. However, in some cases, P.A.T. may be shortened or held inside the school. Children are always supervised when they are on the playground. Teachers make every effort to protect your child while he/she is on the playground. He/She is encouraged however to gain independence in taking care of himself/herself in a group of children his/her own age. Playground policies will be discussed by the teacher periodically and revised when necessary.

#### P.A.T. RULES

1. Every student will go out unless they have a note from their parent or doctor. Those students staying in will be given quiet work to do.
2. Students must receive permission to re-enter the building during P.A.T..
3. When the bell rings to come in, all games will stop and students will line up orderly.
4. All equipment taken to the playground must be returned to its appropriate place.
5. Good sportsmanship will govern all games. Any conflict or disagreement should be handled by the supervising teacher.
6. Contact sports, such as tackle football and King of the Mountain are prohibited.
7. Students displaying unsportsmanlike conduct will be disciplined.
8. Rainy day P.A.T. will be limited to classroom games. No running or throwing permitted.
9. Do not climb trees, fences or fence posts.
10. No running around the playground equipment.
11. Remember to let others have a turn on the equipment.
12. No baseball bats are allowed at P.A.T.
13. No toys are allowed at school.
14. No purses are allowed on the playground
15. No candy may be eaten during P.A.T.

#### PLAYGROUND EQUIPMENT RULES

SLIDE – Walk up the steps and always slide sitting down. Go up the steps of the slides.

SWINGS – Swing straight and not too high. Do not stand in the swings. Sit in upright position. One person in each swing – NO swinging double. No pushing swings by others (except a teacher). Do not jump out of the swing while swinging. No wrapping chains around the top of the swing seat.

MONKEY BARS – Stay under the bars.

TETHERBALL – Players should stand back while waiting in line. Be sure everyone has a chance to play. Arguments between players will result in players being excluded from playing tetherball. Do not pull on the tetherball or you will not be allowed to play. Do not swing on tetherball poles. Off limits for first graders.

HORIZONTAL LADDER – Do not climb on top of ladder.

PLAYGROUND BOUNDARIES-Fences at north, east and west sides of the playground.

JUNGLE JIM-No jumping off the top. Students are allowed to sit on the top.

VOLCANO: Do not jump off or slide down the volcano. Do not push or shove.

ALL BUILDINGS ARE OFF LIMITS DURING P.A.T. AND P.E. (except for emergency use of restrooms in the main building when the duty teacher gives permission.)

#### BUS TRANSPORTATION

School buses are owned and operated by the school district for the purpose of transporting students to and from school who live too great a distance to walk. The drivers have the same authority and responsibility on the bus as the teachers have in the classroom. If a student is to ride the bus home with another student, both students must bring notes indicating as such. The school's authority begins from a reasonable amount of time for students to leave their house to walk to the bus stop in the morning until a reasonable amount of time for students to walk from their bus stop to the home after school.

Appropriate behavior on the bus is essential for the safety and welfare of all persons riding. Any student who violates one or more of the following rules will have a "bus misconduct" report sent to the principal. The principal will use the following procedures in dealing with the situation.

1. First "bus misconduct" report in a semester constitutes a verbal reprimand and counsel on proper bus behavior. Parents will be notified.
  2. Second "bus misconduct" report in a semester will be a warning that the next offense will result in suspension for three days from riding the bus. Parent will be notified.
  3. Third "bus misconduct" report in a semester constitutes three days suspension from riding on the bus. Parent will be notified.
  4. Fourth "bus misconduct" report in a semester will result in expulsion from riding the bus for up to the rest of the present school year.
  5. Fifth "bus misconduct" report in a semester will result in expulsion from riding the bus for up to the rest of the present school year.
  6. Severe misconduct may result in immediate suspension from riding the bus or other disciplinary action.
- Bus misconduct may also result in disciplinary measures such as detentions, missed recess and/or other forms of discipline as deemed necessary by the principal.

#### CHANGE OF BUS STOP

Any time a child is not to ride his or her regular bus, a note **MUST** be sent from the parent to the teacher and bus driver telling which bus the child is to ride. This is to protect the child. **Parents or guardians must call the elementary office by 2:00 to change a student's bus or car rider plan for the day.**

#### SCHOOL BUS REGULATIONS

1. Do not change seats after you are seated.
2. Talk quietly. Yelling, whistling, singing, etc. will be distracting to the bus drive.
3. Do not stand while the bus is moving. Students must be seated while the bus is moving.
4. No hitting, scuffling, or fighting on the bus. Keep your hands to yourself.
5. When crossing the highway, wait for the bus driver to signal before crossing and walk ten feet in front of the bus.
6. Always load and unload at the same area, unless previous arrangements are made with the bus driver.
7. Never cross the road or highway without looking for oncoming traffic.
8. When loading or unloading, use single file from front to back. No pushing.
9. No eating or drinking on the bus. No tobacco products may be carried or used on the bus.
10. Whenever insects are brought to school on the bus, they should be carried in an unbreakable container and left at the front of the bus. No snakes or animals may be brought on the bus. Always check with the bus driver before bringing any large items on the bus.
11. No sharp objects are to be taken on the bus.
12. Always keep arms and head inside the bus.
13. No writing on the bus seats, back of seats, etc.
14. You are responsible for keeping your seat and area clean and unmarked.
15. Face the front and always keep head, arms, and feet out of the aisle for easy loading and unloading.
16. Do not throw anything at any time on the bus or out the bus windows.
17. Any behavior which is distracting to the bus driver or damaging to the bus, or any failure to follow the driver's directions may result in disciplinary action.
18. Bus transportation is a privilege and not a right. Students who do not behave on the bus may lose the privilege of riding.

#### CAR RIDERS

The following procedures provide instructions for students who are to be picked up from the elementary school campus.

1. Vehicles should enter the circle drive keeping to the right only, next to the sidewalk.
2. Zones will be designated as the **ONLY** places where students may get into the vehicle picking them up. These "loading zones" will be indicated.
3. All car riders will sit in the "student waiting area" in the cafeteria or if directed lined up next to the school building in the "student waiting area".
4. Car riders will remain in the student waiting area until their vehicle pulls into the next available designated "loading zone" next to the sidewalk. Students may leave the student waiting area when the supervisor signals for them to load.
5. Car riders should load into their vehicle in a designated "loading zone" entering the vehicle from the sidewalk or cafeteria side **ONLY**.
6. If a vehicle enters the "loading zone" and the student is not yet in line, the vehicle should pull forward into the marked "waiting zone".

7. Cars, which will be parked, should not enter the circle drive between 2:45 and 3:00.
8. Car riders must report to the circle drive immediately after being dismissed from class at the end of the day.

#### STUDENTS' VEHICLES

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

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other 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.

#### STUDENT DISCIPLINE

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

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

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to 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 shall incorporate the District's implementation of positive behavioral supports in accordance with Policy 4.60 in the application of student discipline.

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

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

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



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

#### DISCIPLINE PHILOSOPHY

Good discipline in school results when students are taught in the home to respect the rights of others, when the school provides a relevant curriculum taught by effective personnel, and when the community provides constructive outlets for its youth.

The school recognizes the need for firmness in dispensing with problems calling for disciplinary action. The principal and faculty are expected to be in a position to take disciplinary action that will contribute to the general welfare of a student, class, or school as a whole.

Discipline procedures may include, but are not limited to in-school suspension, after school detention, isolation, detention, parent-teacher-student conferences, corporal punishment, suspension or expulsion, depending on the nature of the problem. Teachers are the authority figure in their own classroom and will handle each situation in as positive a manner as possible. Records are kept to benefit students, teachers and parents. Programs are designed to reward good behavior and the teacher in the classroom encourages a positive attitude at all times.

Teachers will inform parents or guardians of serious classroom difficulties as they arise. The infraction and action will be recorded and sent home with the student. Please sign and return.

WE BELIEVE ALL OUR STUDENTS CAN BEHAVE APPROPRIATELY IN SCHOOL. WE WILL TOLERATE NO STUDENT STOPPING US FROM TEACHING AND/OR STOPPING ANY STUDENT FROM LEARNING.

#### ASSERTIVE DISCIPLINE

Consequences of discipline referrals sent to administration may range from a minimum of a verbal reprimand to a maximum of expulsion.

Discipline consequences do not accumulate from one day to the next unless the misbehavior is repeated frequently for three or more times.

If a student is sent to the office two or more times in a nine week period, corporal punishment may be considered.

Students who disrupt class and/or school activities may be placed in an isolated area either within the classroom or in the office area.

Students who behave will earn rewards and extra privileges as determined by the individual teacher.

It is in your child's best interest that we work together in relationship to his/her schooling. We will thus be in close contact with you regarding your child's progress. If you have any questions or comments, please call 435-6655.

Students who disrupt class and/or school activities may be placed in an isolated area either within the classroom or in the office area.

In-school suspension may contain aspects of physical activity (such as sit-ups, push-ups, etc.) and community service (such as picking up trash). Refusal to cooperate with any ISS rules will result in further actions against the student.

The Individual Discipline Plan (IDP) may include but not be limited to in-school suspension, out-of-school suspension, corporal punishment, alternative education, school activity exclusion and other modes of discipline. One noon detention will consist of an alternate physical activity.

Students who receive after school detention must be picked up by parent or guardian at 4:00.

#### 4th GRADE DETENTION REPEATERS

Per Marking Period (Nine Weeks)

1. One detention
2. One detention
3. One detention

4. Two days IN-SCHOOL SUSPENSION OR 2 SWATS (at school's discretion).
5. One detention & one after school detention
6. One detention & one after school detention
7. One detention & one after school detention
8. Three days IN-SCHOOL SUSPENSION AND INDIVIDUALIZED DISCIPLINE PLAN DEVELOPED.

#### 5th & 6th GRADE DETENTION REPEATERS

Per Marking Period (Nine Weeks)

1. One noon detention
2. One noon detention
3. Two days IN-SCHOOL SUSPENSION OR TWO SWATS (at school's discretion)
4. One noon detention and one after school detention
5. One noon detention and one after school detention
6. Five days IN-SCHOOL SUSPENSION & INDIVIDUALIZED DISCIPLINE PLAN DEVELOPED, IDP DEVELOPED or THREE SWATS (at school's discretion).

#### KINDERGARTEN

##### Our Class Rules

1. Keep hands, feet, and objects to self.
2. No running in room.
3. Follow my directions.

##### If a student chooses to break a rule:

- 1<sup>st</sup> Consequence – Name on board (warning).
- 2<sup>nd</sup> Consequence – Walk the fence for 5 minutes during P.A.T.
- 3<sup>rd</sup> Consequence – Walk the fence for half P.A.T.
- 4<sup>th</sup> Consequence – Walk the fence for all of P.A.T.
- 5<sup>th</sup> Consequence – Walk the fence all of P.A.T and during fun activity at the end of the day.

Severe Disruption – Student immediately goes to principal.

The SEVERE CLAUSE is used when the student does the following:

1. Commits or threatens physical harm to another student or adult.
2. Destroys student, teacher or school property.
3. Refuses to follow directions.
4. Engages in any behavior that keeps the classroom or supervising area from functioning. (Swearing, fighting, screaming, etc.)

#### GRADE ONE

##### Our Class Rules

1. Listen and follow my directions carefully.
2. Raise your hand for permission to talk.
3. Keep hands, feet and all objects to yourself.

##### If a student chooses to break a rule:

- 1<sup>st</sup> Consequence – Name on board (warning).
  - 2<sup>nd</sup> Consequence – Walk the fence during P.A.T.
  - 3<sup>rd</sup> Consequence – Lunch P.A.T. detention – lunch - isolation
  - 4<sup>th</sup> Consequence – Note to parents.
  - 5<sup>th</sup> Consequence – Go to the principal and call parents.
- Severe Disruption – Student immediately goes to Principal.

The SEVERE CLAUSE is used when the student does the following:

1. Commits or threatens physical harm to another student or adult.
2. Destroys student, teacher or school property.
3. Refuses to follow directions.
4. Engages in any behavior that keeps the classroom or supervising area from functioning. (Swearing, fighting, screaming, etc.).

#### GRADES TWO & THREE

##### Our Class Rules

1. Raise hand and get permission to talk.
2. No getting up except for business-no visiting.
3. Keep hands, feet, books and objects to yourself.
4. Bring paper, pencils, books, and completed assignments to class every day.
5. Follow my directions.

If a student chooses to break a rule:

- 1<sup>st</sup> Consequence – Name on board (warning).
- 2<sup>nd</sup> Consequence – Walk the fence during P.A.T..
- 3<sup>rd</sup> Consequence – Call parents – Walk the fence during two P.A.T.'s
- 4<sup>th</sup> Consequence – Conference with parents, Walk the fence during three P.A.T.'s
- 5<sup>th</sup> Consequence – Go to office
- Severe Disruption – Student immediately goes to principal.

The SEVERE CLAUSE is used when the student does the following:

1. Commits or threatens physical harm to another student or adult.
2. Destroys student, teacher or school property.
3. Refuses to follow directions.
4. Engages in any behavior that keeps the classroom or supervising area from functioning. (Swearing, fighting, screaming, etc.).

#### WALKED P.A.T. REPEATERS

For Marking Period (Nine Weeks)

- 1 Walk the fence during one P.A.T.
- 2 Walk the fence during one P.A.T.
- 3 Walk the fence during one P.A.T.
- 4 One detention & visit with principal
- 5 Walk the fence during one P.A.T.
- 6 Walk the fence during one P.A.T.
- 7 Walk the fence during one P.A.T.
- 8 One day IN-SCHOOL SUSPENSION OR 2 SWATS (at school's discretion) and IDP written.

#### GRADE FOUR

##### Our Class Rules

1. Be in assigned seat ready to work with class materials and completed assignments at the class times.
2. Keep hands, feet, books, and objects to self.
3. No cruel teasing, rude gestures, or swearing (verbal or non-verbal).
4. Follow the teacher's directions.

If a student chooses to break a rule:

- 1<sup>st</sup> Consequence – Walk the fence during one P.A.T. time
- 2<sup>nd</sup> Consequence – Walk the fence during both P.A.T. times
- 3<sup>rd</sup> Consequence – One detention
- 4<sup>th</sup> Consequence – Student immediately goes to principal.
- Severe disruption – Student immediately goes to principal.

The SEVERE CLAUSE is used when the student does the following:-

1. Commits or threatens physical harm to another student or adult.
2. Destroys student, teacher or school property.
3. Refuses to follow directions.
4. Engages in any behavior that keeps the classroom or supervising area from functioning. (Swearing, fighting, screaming, etc.).

#### GRADES FIVE AND SIX

##### Our Class Rules

1. Be in assigned seat ready to work with class materials and completed assignments at class time.
2. Keep hands, feet, books, and objects to self.
3. No cruel teasing, rude gestures or swearing (verbal or non-verbal).
4. Follow teacher's directions.
5. 6th Grade: No late work will be accepted.

If a student chooses to break a rule:

- 1<sup>st</sup> Consequence – Name on board (warning)
- 2<sup>nd</sup> Consequence – One detention
- 3<sup>rd</sup> Consequence – Two detentions and parents are contacted.
- 4<sup>th</sup> Consequence – Remove from class and go to the office.
- Severe Disruption – Student immediately goes to principal.

The SEVERE CLAUSE is used when the student does the following:

1. Commits or threatens physical harm to another student or adult.
2. Destroys student, teacher or school property.
3. Refuses to follow directions.
4. Engages in any behavior that keeps the classroom or supervising area from functioning. (Swearing, fighting, screaming, etc.)

A student IDP may be required in instances of severe student misbehavior.

#### COTTER SCHOOL DISTRICT TITLE I PARENT INVOLVEMENT POLICY

It is our belief that parental interest and guidance are major factors in successful education. As such, the Cotter School District Title I program will:

1. Convene annually a public meeting, to which all parents and patrons of the Cotter School District will be invited, to discuss the programs and activities provided with Title I funds. The discussion will include informing parents of their right to consult the design and implementation of the Title I Project. Further it will solicit parents' input and will provide them an opportunity to establish mechanisms for maintaining ongoing communication among parents, teachers, and Title I officials.
2. Report to each child's parents on the child's progress.
3. Establish conferences between teachers, parents, and students.
4. Encourage parents to volunteer and participate in school activities.
5. Provide timely information concerning the Title I program including, for example, program plans and evaluations.
6. Solicit parents' suggestions in planning development review, & improvement of program.

#### STUDENT/TEACHER/PARENT COMPACT PARENT/GUARDIAN AGREEMENT

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

- \*See that my child is punctual and attends school regularly.
- \*Support the school in its efforts to maintain proper discipline.
- \*Establish a time for homework and review it regularly.
- \*Provide a quiet well-lighted place for study.
- \*Encourage my child's efforts and be available for questions.
- \*Stay aware of what my child is learning.
- \*Read with my child and let my child see me read.

#### STUDENT AGREEMENT

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

- Attend school regularly.
- Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Conform to rules of student conduct.

#### TEACHER AGREEMENT

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

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

#### PRINCIPAL AGREEMENT

I support this form of parent involvement. I shall strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.

#### SCHOOL CHOICE

##### **Standard School Choice**

##### **Exemption**

The District is under an enforceable desegregation court order/court-approved desegregation plan that explicitly limits the transfer of students between schools districts

and has submitted the appropriate documentation to the Division of Elementary and Secondary Education (DESE). As a result of the desegregation order/desegregation plan, the District is exempt from provision of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act (Opportunity School Choice). The District shall notify the superintendent of each of its geographically contiguous school districts of its exemption. The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.

Definition:

"Sibling" means each of two (2) or more children having a parent in common by blood, adoption, marriage, or foster care.

Transfers Into the District

Capacity Determination and Public Pronouncement

The Board of Directors will annually 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; and include contact information for the primary point of contact at the District for school choice questions. 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 DESE to this District and the student's resident district. Except for students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, the transfer application must be postmarked, emailed, or hand delivered on or before May 1 of the year preceding the fall semester the applicant would be attending school in the District. The District shall date and time stamp all applications the District receives as both the resident and nonresident district as they are received in the District's central office. Except for applications from students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, 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.

Students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base may submit an application and transfer at any time if the student's application:

1. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
2. Includes the parent's or guardian's military transfer orders; and
3. Includes the parent's or guardian's proof of residency on the military base.

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 shall contact a student's resident district to determine if the resident district's three percent (3%) cap has been met.

No earlier than January 1 of each year, the Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

#### 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; or who enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

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

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

#### Rejected Applications

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

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.

An application may be provisionally rejected if the student's application was beyond the student's resident district's three percent (3%) cap. The student's resident district is responsible for notifying this District that it is no longer at its three percent (3%) cap. If a student's application was provisionally rejected due to the student's resident district having reached its three percent (3%) cap and the student's resident district notifies this District that it has dropped below its three percent (3%) cap prior to July 1, then the provisional rejection may be changed to a provisional acceptance and the student 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. Unless the student's application was rejected due to the application not being timely received by both the residence and nonresident districts, a student whose application was rejected may request a hearing before the State Board of Education to reconsider the application. The request for a hearing must be submitted 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 of a choice transfer the following year in the order that the District received the original applications.

#### **School Choice Transfers Out of the District**

All Standard School Choice applications shall be granted unless the approval would cause the district to have net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 1 of the immediately preceding year. By December 15 of each year, DESE shall determine and notify the District of the net number of allowable choice transfers. Students are not counted for the purpose of determining the three (3%) cap if the student transfers:

- \* Academic Distress or classified as in need of level 5 Intensive Support under A.C.A. § 6-18-227;
- \* Facilities Distress under A.C.A. § 6-21-812;
- \* Foster Child School Choice under A.C.A. § 6-18-233.

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 shall 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 notify each district that was the recipient of an application to that effect.

When the last successful application requesting to transfer out of the District before the District's three percent (3%) cap was triggered belonged to an individual who was a member of a group of siblings who applied to transfer out of the District, the District shall allow all members of the individual's sibling group to transfer out of the District even though these applications are beyond the District's transfer cap.

#### Facilities Distress School Choice Applications

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

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

#### Opportunity School Choice

##### **Transfers Into or Within the District<sup>10</sup>**

For the purposes of this section of the policy, a "lack of capacity"<sup>11</sup> is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the DESE Rules for the Standards for 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<sup>11</sup> at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may

transfer from the student's assigned school to another school in the District<sup>10</sup> or from the student's resident district into the District if:

Either:

- The student's resident district has been classified by the state board as in need of Level 5 — intensive support; or
- The student's assigned school has a rating of "F"; and
- The student's parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student's request to transfer by no earlier than January 1 and no later than May 1 of the school year before the school year the student intends to transfer to both the sending and receiving school district.

A student is not required to meet the May 1 application deadline if the student has a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base. The student may transfer at any time if the student's application:

- a. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
- b. includes the parent's or guardian's military transfer orders; and
- c. Includes the parent's or guardian's proof of residency on the military base.

Except for those students who are applying to transfer within the time permitted due to the student's parent or guardians' military service or seeking to transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, and the student's resident district whether the Opportunity School Choice application has been accepted or rejected by no later than July 1 of the school year the student is seeking to enroll. If the student is seeking a transfer due to the student's parent and guardian's military service or seeking a transfer within the District, 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 within fifteen (15) days from receipt of the student's application. 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.<sup>12</sup> 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 hand delivery or 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 transfer under Opportunity School choice is effective at the beginning of the next school year and the student's enrollment is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

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

#### **Transfers out, or Within, the District**

If a District school has been classified by the ADE as being in academic distress or the District has been classified by ADE as in need of Level 5 Intensive Support, the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress or in need of Level 5 Intensive Support designation is made of all the options available under Opportunity



School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in

1. A school district that has not been classified by the State Board as in need of Level 5 Intensive Support; or
2. If there is more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of "F", a public school within the District that is nearest to the student's legal residence that does not have a rating of "F"; or
3. If there is not more than one school within the District covering the grade level of the student seeking to transfer that does not have a rating of "F", a public school that does not have a rating of "F" within a School district that has not been classified by the State Board as in need of Level 5 Intensive Support.

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

#### **Unsafe School Choice Program**

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

#### **SCHOOL CHOICE CAPACITY RESOLUTION**

Whereas:

- The Board of Directors of the Cotter School District has approved by a vote of the Board, the following capacity resolution for school choice applicants for the school-year under the provisions of policy 4.5-SCHOOL CHOICE and applicable Arkansas law.
- Applicants, whose applications meet the provisions of policy 4.5-SCHOOL CHOICE, will be sent a provisional acceptance notification letter which will give instructions on the necessary steps and timelines to enroll in the District. Provisional acceptance shall be determined prior to July 1 with a final decision to be made by July 1 based on the district's available capacity for each academic program, class, grade level, and individual school.
- Applications will not be accepted if the applications:
  - Are not received or postmarked on or before May 1, unless the application is from a student who has a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base and the application is received within the fifteen (15) day period and accompanied by relevant documentation;
  - Are to a student's resident district that has declared itself exempt due to an existing desegregation order; or
  - Would exceed the applicant's resident district's statutory limitation on student transfers out of its district, unless the application is part of a sibling pair and the other sibling's application was the application that reached the district's statutory limit.
- The district reserves to itself the ability to determine, based on an examination of student records obtained from the prior district, and other information, where any student would require different class, course of courses program of instruction, or special services than originally applied for. If such an examination determines that capacity has been reached in the appropriate class, course or program of instruction, or that additional staff would have to be hired for the applicant, the District shall resend the original provisional acceptance letter and deny the Choice transfer for that student.
- The district reserves to itself the ability to decline to accept under school choice

Any student, whose acceptance would require the district to add additional staff, for any reason.

THEREFORE, let it be resolved that these shall constitute the School Choice at the beginning of the School Choice enrollment period for the school-year **2021-2022**.

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Board President

Date

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Board Secretary

Date

**Opportunity School Choice**

**Transfers Into or Within 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 DESE Rules for the Standards for 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 may transfer from the student’s assigned school to another school in the District or from the student’s resident district into the District if:

Either:

- o The student’s resident district has been classified by the state board as in need of Level 5 — intensive support; or
- o The student’s assigned school has a rating of "F"; and  
By May 1 of the year before the student intends to transfer, the student’s parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student’s request to transfer to the:
  - o DESE;
  - o Sending school district; and
  - o Receiving school district.

A student is not required to meet the May 1 application deadline if the student has a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base. The student may transfer at any time if the student’s application:

- a. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
- b. Includes the parent's or guardian's military transfer orders; and
- c. Includes the parent's or guardian's proof of residency on the Military base.

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 transfer under Opportunity School choice is effective at the beginning of the next year and the student's enrollment 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 Choice provisions of this policy.

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

Transfers out of, or within, the District

If a District school receives a rating of "F" or the District has been classified by the State Board as in need of Level 5 Intensive Support, the District shall timely notify the parent, guardian, or students, if over eighteen (18) years of age, as soon as practicable after the school or district designation is made of all the 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 submit in application to enroll the student in a school district that has not been classified by the State Board as in need of Level 5 Intensive Support or in a public school that does not have a rating of "F".

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.

**Unsafe School Choice Program**

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

SCHOOL CHOICE ACCEPTANCE LETTER

Dear Parent's name,

I am pleased to inform you that the application you submitted for student's name has been accepted pending enrollment of student's name by insert date, however, failure to enroll student's name by this date will render this offer acceptance null and void.

I look forward to welcoming student's name as part of the Cotter School District.

Once your child has enrolled in school with us this coming school-year, student's name will be eligible to continue enrollment in the district until completing high school or is beyond the legal age of enrollment provided the student meets the applicable statutory and District policy requirements all other District students must meet (with the exception of residency in the District) to continue District enrollment. This information is contained in the student handbook.

Respectfully,

Insert Name

Insert position/title

## SCHOOL CHOICE REJECTION LETTER

Dear Parent's name,

I am sorry, but the application you submitted for student's name has been rejected for the following reason(s).

\_\_\_\_\_ Your child's resident district has declared itself exempt from the provisions of the School Choice Law due to it being under an enforceable desegregation order.

\_\_\_\_\_ Your child's resident district has reached its limitation cap for allowable transfers and we cannot accept any additional school choice transfers from that district.

\_\_\_\_\_ Your child does not meet the openings identified for the coming school-year identified in the Board of Directors Resolution adopted on insert date.

The specific reason for rejection is that acceptance would cause the district to have to add:

\_\_\_\_\_ Staff

\_\_\_\_\_ Teachers

\_\_\_\_\_ classroom(s)

\_\_\_\_\_ the insert the name of the program, class, grade level, or school building's capacity

As noted in your original application, you have ten(10) days from receipt of this notice in which to submit a written appeal of this decision to the State Board of Education.

Respectfully,

Insert Name

Insert position

## STUDENT TRANSFERS

The Cotter School District shall review and accept or reject requests for transfers, both into and out of the district, on a case basis at the July and December regularly scheduled board meetings.

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

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

Any student transferring from a school that is not accredited by the DESE to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from home school will be placed in accordance with Policy 4.6-HOME SCHOOLING.

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

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

written agreement with the student or student's parents to provide transportation to or from the District, or both.

#### STUDENTS WHO ARE FOSTER CHILDREN

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the Arkansas Department of Education (ADE), and individuals involved with each foster child to ensure that the foster child is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.

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

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

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.

#### **Foster Child School Choice**

If DHS approves a request from foster parent or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by ADE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester to another school in the District or in the District.

By July 1 of the school year in which the student seeks to transfer under this section, the superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the superintendent shall state in the notification letter a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall void the school choice acceptance. If the application is rejected, the superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board with ten (10) days of receiving the notification letter.

The District shall only reject a Foster Child School Choice application if:

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law; state law; the standards for accreditation; or other applicable State rule or Federal Regulation; or

2. Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

A foster child whose application is rejected by the District may submit a written request within ten (10) days following the receipt of the rejection letter from the superintendent to the State Board of Education for the State Board to reconsider the transfer.

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

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

The District shall accept credits toward graduation that were awarded by another public school district.

When a foster child transfers from the foster child's school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child's transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into written agreement for the District to provide the transportation to and from the school the foster child transferred to.

#### HOMELESS STUDENTS

The Cotter School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized for segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

Not with standing 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. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.

To the extent feasible, the District shall do one of the following according to what is in the best interests of a homeless child. (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.)

1. continue educating the child who becomes homeless between academic years of during an academic year in their school of origin for the duration of their homelessness;
2. continue educating the child in his/her school of origin who becomes permanent housed during an academic year for the remainder of the academic year; or
3. enroll the homeless child in the school appropriate for the attendance zone where the child lives.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a

written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.

In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment.

This Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.

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 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

(1) Are:

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

(2) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

(3) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train

stations, or similar settings; and includes

(4) are migratory children who are living in circumstances described in clauses (a) through (c)

#### 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 sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

\*There have been 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 the/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.

#### RELEASE OF STUDENT'S FREE AND REDUCED PRICE MEAL ELIGIBILITY INFORMATION

As part of the district's participation in the National School Lunch Program and the School Breakfast Program, the district collects eligibility data from its students. The data's confidentiality is very important and is governed by federal law. The district has

made the determination to release student eligibility status or information as permitted by law. Federal law governs how eligibility data may be released and to whom. The district will take the following steps to ensure its confidentiality.

Some data may be released to government agencies or programs authorized by law to receive such data without parental consent, while other data may only be released after obtaining parental consent. In both instances, allowable information shall only be released on a need to know basis to individuals authorized to receive the data. The recipients shall sign an agreement with the district specifying the names or titles of the persons who may have access to the eligibility information. The agreement shall further specify the specific purpose(s) for which the data will be used and how the recipient(s) shall protect the data from further, unauthorized disclosures.

The superintendent shall designate the staff member(s) responsible for making eligibility determinations. Release of eligibility information to other district staff shall be limited to as few individuals as possible who shall have specific need to know such information to perform their job responsibilities. Principals, counselors, teachers, and administrators shall not have routine access to eligibility information or status.

Each staff person with access to individual eligibility information shall be notified of their personal liability for its unauthorized disclosure and shall receive appropriate training on the laws governing the restrictions of such information.

#### PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

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

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

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

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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



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

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

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

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

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

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

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

Unless the parent or guardian of a student (or student, if above the age of eighteen {18}) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier

used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

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

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school.

Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

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

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

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

The Arkansas Supreme Court, Arkansas Department of Education, and ASBA collaborated in the creation of a form in an effort to aid juvenile intake and probation officers in acquiring necessary information for the officer to make more knowledgeable decisions/recommendations on a course of action for each juvenile's case. The Form allows for parents to authorize the officer to access certain portions of the student's education records and the parent's ESchool PLUS Home Access Center. The form, when completed by the parent and probation officer, will be sent to the district by the officer. A copy of the form, along with a background letter, may be found at <http://arsba.org/policy-resources>.

#### REFUSAL TO PROVIDE COPIES

With an understanding that it cannot deny parents access to their children's records, except in the following circumstances:

1. The records are unavailable at this time but as soon as they are you will be notified of their availability.
2. The records contain information about other students other than your child's and our policy prohibits your review of this particular record.
3. The record involves answers to a Standardized Test and the District Policy prohibits a parent a copy of Standardized Test questions.

#### ATTENDANCE POLICY

A student ages 5 through 17, inclusive, must comply with the compulsory school attendance law as established by the State of Arkansas.

#### STUDENT MEDIA PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

The Superintendent and the student media advisors(s)<sup>1</sup> shall jointly develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and the time(s), place(s), and manner(s) of the dissemination of student media, which shall include timelines for the review of materials.

#### Definitions

“School-sponsored media” means all student media that are:

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

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

“Student media” means any means of communication that are:<sup>2</sup>

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

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

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

#### **Student Media**

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

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol or drugs.
2. Media may be regulated to prohibit communications which are, in the opinion of determined by the appropriate teacher, student media advisor, and/or administrator, to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited media includes those that:
  - a. Are obscene as to minors;
  - b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or a reckless disregard of the truth;
  - c. Constitute an unwarranted invasion of privacy as defined by state law;
  - d. Suggest or urge the commission of unlawful acts on the school premises;
  - e. Suggest or urge the violation of lawful school regulations;
  - f. Attacks ethnic, religious or racial groups; or
  - g. Harass, threaten, or intimidate a student.

#### **Student Media on School Web Pages**

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

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

#### **School Distribution of Non-school Literature, Publications and Materials**

A student or group of students who distribute ten (10) or fewer copies of the same non-school-sponsored literature, publications, or materials, shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school-sponsored materials<sup>\*2</sup> shall have school authorities<sup>\*4</sup> review their non-school-sponsored materials at least three (3) school days<sup>\*2</sup> in advance of their desired time of dissemination. School authorities shall review the non-school-sponsored materials, prior to their distribution and will bar from distribution those non-school-sponsored materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution.<sup>\*6</sup> Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school-sponsored materials. The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school-sponsored materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

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

#### **Distribution of Literature**

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or materials (hereinafter called "non-school materials") shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non school materials shall have school authorities review their non-school materials at least three (3) days in advance of their desired time of dissemination. School authorities 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 distribution 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 for more than five (5) days.

The Superintendent, along with the student publications advisor, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

## SCHOOL ORGANIZATIONS

**Fire Marshals**—The primary job of a fire marshal is to see that all exit doors are open and hallways are clear. When the alarm sounds, the fire marshal is to make sure that the windows are closed. He/She is to keep the students moving toward the nearest exit quickly and quietly. All teachers should take their roll books with them.

## 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 of the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Division of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72 hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or 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 concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Division of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control of the student, or person standing in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an 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 on the school campus during normal school hours unless specifically exempted by the administration;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets). or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. Hazing, or aiding in the hazing of another student;
19. Gangs or gang-related activities, including belonging to secret societies of any kind are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
20. Sexual harassment
21. Bullying; and
22. 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
23. Operating a vehicle on school grounds while using a wireless communication device.
24. Theft of another individual's personal property.

## 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 Cotter 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.

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

#### 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 grounds 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.

#### BULLYING

##### Definitions

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

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

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

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

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

conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: “Slut”, “You are so gay.”, “Fag”, “Queer”).

"Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

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

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

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

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

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

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

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

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

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



incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

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

1. As soon as reasonably practicable following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; a
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying.
3. Notify following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
  - a. That a credible report or complaint of bullying against their student exists;
  - b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
  - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

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.<sup>1</sup> In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus.<sup>2</sup> Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.<sup>3</sup>

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

Copies of this policy shall be available upon request.<sup>4</sup>

Notes: Different consequences are permitted depending on the age or grade of the bullying student.

<sup>1</sup> Example: a student might be disciplined both for bullying and sexual harassment, in an appropriate situation, or bullying and assault.

2 Suggestion for the posted notice: Create a circle with a line through it over the word Bullying (similar to a non-smoking logo). Beside the logo write: 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.

3 Copies of the notices are required to be published in any district Publication that sets forth the comprehensive rules, procedures, and standards of conduct for the schools within the district as well as the student handbook.

4 There should be a statement in the Student Handbook to this effect.  
disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

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

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

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

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

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

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

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

- 1.As soon as reasonably practicable following the receipt of the credible report of bullying:
  - a.Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b.Prepare a written report of the alleged incident of bullying;
- 2.Promptly investigate the credible report or complaint of bullying, which shall be completed following the completion of the written report.

3. Notify following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
  - a. That a credible report or complaint of bullying against their student exists;
  - b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
  - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

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.<sup>1</sup> In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus.<sup>2</sup> Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.<sup>3</sup>

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

#### STUDENT 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 visitors). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

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

- a. Cause a breach of peace;
- b. Materially and substantially interfere with the operation of the school; or
- c. Arouse the person to whom it is addressed to anger; to the extent likely to cause imminent retaliation.

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

#### COTTER SCHOOL DISTRICT POLICY FOR ALCOHOL AND OTHER DRUG USE

The Cotter School District Board of Education recognizes its responsibility to parents and community to assist students in becoming law-abiding and productive citizens. In order to ensure the highest possible standards of learning as well as the safety, health, and well-being of students, the Cotter School District endorses a substance abuse policy which will: aid students to abstain from the use of drugs, intervene when students use is

detected, take corrective disciplinary action when necessary, and provide resource information about agencies which provide help with alcohol and other drug abuse situations.

#### 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.

#### STATEMENT OF POLICY

Therefore, the board prohibits the use of, being under the influence of, distribution of, possession and sale of: illegal drugs, illicit drugs (tobacco, alcohol, inhalants, imitation drugs, designer drugs) drug-related paraphernalia, empty containers and residue related to these substances, or any other materials expressly prohibited by federal, state or local laws or of any mind-altering non-prescribed substances. This policy is in effect while the student is on school property, at school activities (at the home school or at any off-campus location or in any vehicle dispatched by the district to transport students to or from any school-sponsored activity). "Please note school medication policy concerning physician prescribed medication. (See Table of Contents)

The district further prohibits students from being knowingly and intentionally present where any of the above mentioned substances or materials are being used or are located.

#### PREVENTION

In addition to informing students and parents of policies through the student handbook, the school will also include in the curriculum information about the effects and dangers related to alcohol and other drugs. Course offerings are supplemented by special activities throughout the year that promote drug-free healthy lifestyles.

#### DISCIPLINARY ACTION FOR VIOLATIONS OF POLICY

When the principal or designated person in charge of handling an alleged drug policy violation has been notified that a student is suspected of violating the policy, the school official will allow the student to respond. If the student denies the charge and the official has a reasonable suspicion the charge has merit the official may search the student and/or his possessions. Every effort will be made to allow the student to explain his or her suspected behavior and a student will be searched only if reasonable grounds exist and all other methods of student cooperation have been exhausted.

#### FIRST OFFENSE

When it has been established that a policy violation has occurred, other than tobacco and tobacco related products, the student will be suspended for a period of ten (10) school days for the first offense. The student may be reported to legal authorities.

A student suspected for a first offense will be permitted to return to school five days prior to the expiration date of the suspension if the student submits proof that he/she and the parents/guardian have made an appointment for counseling with a district approved counseling agency. A student who does not complete the counseling program will be required to serve the remaining days of his/her suspension.

#### SECOND OFFENSE

A student violating this policy for the second time will be recommended for expulsion.

#### TOBACCO/TOBACCO PRODUCTS

Act 854 of 1987 prohibits the use of 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. Enclosed areas, buildings or facilities of a public elementary or secondary 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. Therefore, it shall be the policy that students shall not be permitted to smoke or use tobacco products in any form on the school grounds, in school buildings, when riding school buses to and from school or on school-sponsored trips. When it has been established that a policy violation of possession, use of, or distribution of tobacco and/or tobacco related products, has occurred, suspension or other disciplinary action may occur. Repeated violations of this policy will result in additional discipline. 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.

#### EXPULSION

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

- Deemed to be of such gravity that suspension would be inappropriate;
  - Where the student's continued attendance at school would disrupt the orderly learning environment; or
  - Would post an unreasonable danger to the welfare of other students or staff.
- Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:
- a. Poses a physical risk to himself or herself or to others;
  - b. Causes a serious disruption that cannot be addressed through other means; or
  - c. Is the act of bringing a firearm on school campus.

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

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

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

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

student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said law prior to the student being enrolled in school.

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

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

#### DISCIPLINE FOR THE HANDICAPPED

Cotter School District adheres to discipline guidelines for eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and public law (P.L. 94-142). A parent or guardian will receive the booklet Your Rights as a Parent Under P.L. 94-142. A copy of these guidelines is available upon request from the office.

#### DUE PROCESS

1. Due Process is afforded to students in disciplinary cases of some magnitude such as:
  - a. suspension
  - b. expulsion
  - c. statements removed from student's records and
  - d. clearing one's reputation.
2. Due process procedures must be known to all students and must comply with all state and federal laws.
3. Procedures for notice to students and parents of charges, hearings, and other due process proceedings:
  - A. The principal will send home with the student a notice requesting a student-parent-principal conference and the time and place, if needed, or the process for meeting with the superintendent and/or school board.
- A. Additionally, the parents will be mailed a copy of the notice.
4. Student complaints and grievances

Any person who feels aggrieved concerning any matter connected with the schools should discuss the matter first with the teacher and principal and then with the superintendent of schools. If the superintendent of schools is unable to adjust the matter satisfactorily, the person making the complaint then is invited to refer the matter to the school board.

Procedure for referring the matter to the school board is to address a letter to the school board in care of the superintendent one-week in advance of the meeting of the school board.
5. The due process rights of students and parents are as follows:
  - A. Prior to any suspension, the school principal or his/her designee shall advise the pupil in question of the particular misconduct of which he or she is accused as well as the basis for such accusation.
  - B. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
  - C. Written notice of suspension and the reason(s) for the suspension shall be given to the parents of the pupil.
  - D. Any parent(s), tutor or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools.

#### CORPORAL PUNISHMENT

The Cotter School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or the superintendent's designated staff members who are required to have a state-issued license as a condition of their employment.

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

All corporal punishment shall be administered privately, shall not be excessive, administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District. Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

#### SUSPENSION FROM SCHOOL

Students who are not present at school cannot benefit from the educational opportunities that 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:

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 involved moral turpitude.

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

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

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

The school principal or designee shall proceed as follows in deciding whether or not to Suspend the student.

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

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

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

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

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

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

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

During the period of their suspension, students serving OSS shall not be permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program.

During the period of their suspension, students serving in-school suspension shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

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

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

#### GROUP HEARINGS FOR SUSPENSION OR EXPULSION

1. When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the president of the board believes the following conditions exist:
  - A. Single hearing will not likely result in confusion.
  - B. Student will have his/her interest substantially prejudiced by a group hearing.

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

#### SEXUAL HARASSMENT POLICY

Policy: Sexual harassment is sex discrimination under Title IX. It is the policy of the Cotter School District to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

Definition: Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a school employee or a student constitutes sexual harassment when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or a student's education.
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decision affecting that individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or creating an intimidating, hostile or offensive work/academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

1. Verbal harassment
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications.
4. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
5. Inappropriate patting or pinching
6. Intentional brushing against a student's or an employee's body
7. Any sexually motivated unwelcome touching

Confidentiality The district will respect the confidentiality of the complaint and the individual(s) against whom the complaint has been filed consistent with the district's legal obligations, this policy, the necessity to investigate allegations of harassment, and disciplinary actions when necessary. The public disclosure of this information would constitute a clearly unwarranted invasion of personal privacy.

Retaliation All staff members and students are assured that they may file a complaint or assist an investigation without fear of retaliation. Retaliation includes but is not limited to any form of intimidation, reprisal or harassment.

Procedures Any person who believes he or she has been the victim of sexual harassment by an employee or a student should immediately report the offensive conduct or



communication to the harassing person's immediate supervisor who will have the complaint investigated and resolved at the lowest possible administrative level.

If the complaint involves the school principal or immediate supervisor, the complaint shall be filed with the Equity Compliance Coordinator.

The investigation may consist of personal interview with the person filing a complaint, the individual(s) against whom the complaint is filed and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

Violations of this policy by employees, depending on the nature and severity of the offense, could lead to such disciplinary action as the district deems necessary and appropriate, including, but not limited to, warnings, reprimands, demotions, reassignments, probation, suspension, termination and nonrenewal.

Violations of this policy by students, depending on the nature and severity of the offense, could lead to such disciplinary action as the district deems necessary and appropriate, including, but not limited to, warnings, reprimands, deprivations of privileges, probation, corporal punishment, in-school suspension, out-of-school suspension and expulsion.

#### STUDENT SEXUAL HARASSMENT

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

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but not limited to: the nature of sexual harassment; the District's written grievance procedures for complaints of sexual harassment; that the district does not tolerate sexual harassment; that students can report inappropriate behavior of sexual nature without fear of adverse consequences; the redress that is available to the victim of sexual harassment, and the potential discipline for perpetrating sexual harassment.

"Sexual harassment" means conduct that is:

1. Of a sexual nature, including, but not limited to:
  - a. Sexual advances;
  - b. Request for sexual favors
  - c. Sexual violence; or
  - d. Other personally offensive verbal, visual, or physical conduct of a sexual nature;
2. Unwelcome; and
3. denies or limits a student's ability to participate in or benefit from any of the District's educational programs or activities through any or all of the following methods:
  - a. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
  - b. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
  - c. 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 sexual nature that 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.

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may

occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

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

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will provide assistance on 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.

Complaints will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to: individuals who are responsible for handling the District's investigation to the extent necessary to complete a thorough investigation; the extent necessary to submit a report to the child maltreatment hotline; the Professional Licensure Standards Board of complaints alleging sexual harassment by an employee towards a student; or the extent necessary to provide the individual accused in the complaint due process during the investigation and disciplinary processes. Individuals who file a complaint have the right to request that the individual accused of sexual harassment not be informed of the name of the accuser; however, individuals should be aware that making such a request may substantially limit the District's ability to investigate the complaint and may make it impossible for the District to discipline the accused.

Students, or the parents/legal guardians/other responsible adult of a student, who file a complaint of sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats, intimidation, coercion, or discrimination. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen(18), who filed the complaint:

- \*The final determination of the investigation;
- \*Remedies the District will make available to the student; and
- \*The sanctions, if any, imposed on the alleged harasser relevant to the student.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/other responsible adult of the student, or the student if over the age of eighteen (18), who was accused of sexual harassment in the complaint:

- \*The final determination of the investigation; and
- \*The sanctions, if any, the District intends to impose on the student.

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

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

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

#### 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 devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel

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

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than after they were created. Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

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

#### NATIONAL ANTHEM

Each school in the District shall broadcast The Star-Spangled Banner at:

- The commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the broadcast of The Star-Spangled Banner may be performed at only one (1) of the events; and
- At least one (1) time each week during school hours.

The broadcast of The Star-Spangled Banner shall be selected from any recording that adheres to the Division of Elementary and Secondary Education (DESE) Rules, or, when appropriate, performed from original sheet music that adheres to DESE rules by:

- A school-sanctioned band program;
- A school-sanctioned chorale program, vocal group, or vocalist; or
- The attendees of a school-sanctioned event led by a vocalist selected by the principal of the school hosting the school-sanctioned event.

Students shall not be compelled to participate in the performance of The Star-Spangled Banner, but students who choose not to participate in the performance of The Star-Spangled Banner shall not disrupt those students choosing to participate in the performance of The Star-Spangled Banner. Students choosing not to participate in the performance of The Star-Spangled Banner who do not disrupt the participation of performance of The Star-Spangled Banner shall not be subject to any comments, retaliation, or disciplinary action.

## PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Pledge of Allegiance shall be recited:

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

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

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

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

## STUDENT HANDBOOK

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

Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in Handbooks or, if changes are made the handbook is printed, as an addendum to the handbook.

Principals and counselors shall also review Policies 4.45-

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

## SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2026 AND THEREAFTER

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

#### **GRADUATION REQUIREMENTS**

The numbers of units students must earn to be eligible for high school graduation is to be earned from the following categories. A minimum of twenty-two (22) units is required for graduation for student participating in either the Smart Core or Core curriculum. In addition to the twenty-two(22) units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 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.

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

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

#### **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 approved by DESE beyond Algebra II; or

- A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
  - o An additional science credit approved by DESE; or
  - o A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (1/2) 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 (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

#### **CAREER FOCUS: Six (6) units**

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

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

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

English: four (4) units – 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, 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 requirements.

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
  - o An additional science credit approved by DESE; or
  - o A computer science flex credit may be taken in the place of a third science credit.

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 (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

**Career Focus: Six (6) units**

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

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

**SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE FOR THE CLASSES OF 2022, 2023, 2024, AND 2025**

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

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 all 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 and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2-ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

**GRADUATION REQUIREMENTS**

The numbers of units students must earn to eligible for high school graduation is to be earned from the following categories. A minimum of 22 units is required for graduation for student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Division of Elementary and Secondary

Education(DESE), the district requires an additional 2 units to graduate for a total of 24 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.

All students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

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

### **Personal and Family Finance**

All students shall cover the Personal and Family Finance Standards in order to graduate.

### **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 approved by DESE beyond Algebra II; or

\*A computer science flex credit may be taken in place of a

fourth math credit. Economics – one half(1/2) unit

–dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

### **Career Focus: Six (6) units**

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

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

### **ASBESTOS POLICY IS FOUND**

The Cotter School District buildings contains some asbestos material, however the district has a Management Plan to safely control the asbestos. This plan can be viewed at the administration office during normal business hours.

### **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 below.

Physical examination or screening being objected to:

- \* Vision test
- \* Hearing test
- \* Scoliosis test
- \* Other, please specify
- \* BMI



Comments:

\_\_\_\_\_  
Name of student (printed)

\_\_\_\_\_  
Signature of parent (or student, if 18 or older)

\_\_\_\_\_  
Date form was filed (To be filled in by office personnel)

#### STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

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

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

School \_\_\_\_\_ Teacher \_\_\_\_\_

The Cotter 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 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 laws and regulations and any State laws and rules. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

3. Penalties for Improper use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary actions. **[Note: A.C.A § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]**

4. "Misuse of the District's access to the Internet" includes, but is not limited to the following:

- 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 and intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;

- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- q. using the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules;
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools:
- z. Installing or downloading software on district computers without approval of 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 of 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 \_\_\_\_\_

Parent/Legal Guardian

Signature \_\_\_\_\_ Date \_\_\_\_\_

**GLUCAGON AND/OR INSULIN ADMINISTRATION AND CARRY CONSENT FORM**

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

This form is good for school year 2021-2022. This consent form must be updated anytime the student's medication order changed and renewed each year and/or anytime a student changes schools.

The school has developed an individual health plan (IHP) acknowledging that my child has been

diagnosed as suffering from diabetes. The IHP authorized the school nurse to administer Glucagon or insulin to my child in an emergency situation.

In the absence of the nurse, trained volunteer district personnel may administer to my child in an emergency situation:

Glucagon: \_\_\_\_\_

Insulin: \_\_\_\_\_

I hereby authorize the school nurse to administer Glucagon and insulin to my child, or, in the absence of the nurse, trained

volunteer district personnel designated as care providers, to administer the medication(s) I selected above to my child in an

emergency situation. I will supply the medication(s) I selected above to the school nurse in the original container 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 acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon in accordance with this consent form and the IHP.

Parent or legal guardian

signature \_\_\_\_\_

Date \_\_\_\_\_

**EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM**

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

The form is good for school year 2021-2022. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP that provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

The medication 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.

Date of physician's order \_\_\_\_\_

Circumstances under which Epinephrine may be administered \_\_\_\_\_

Other instructions \_\_\_\_\_

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from administration of auto-injector epinephrine in accordance with this consent form,

District policy, and Arkansas law.

Parent or legal guardian signature: \_\_\_\_\_

Date \_\_\_\_\_

#### **MEDICATION SELF-ADMINISTRATION CONSENT FORM**

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

This form is good for school year 2021-2022. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The following must be provided for the student to be eligible to self-administer rescue inhalers and/or

auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year.

- A written statement from a licensed health-care provider who has a prescriptive privileges that he/she has prescribed the rescue 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;
- the specific medications prescribed for the student;
- 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
- 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.

If the school nurse is available, the student shall demonstrate his/her skill level in using the rescue inhalers and/or auto-injectable epinephrine to the nurse.

Rescue inhalers and/or auto-injectable epinephrine for a student's self-administration shall be supplied by the student's parent or guardian and be in the original container 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. Students who self-carry a rescue inhaler or an epinephrine auto-injector shall also provide the school nurse with a rescue inhaler or an epinephrine auto-injector to be used in emergency situations.

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.

Parent or legal guardian signature: \_\_\_\_\_

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

#### **MEDICATION ADMINISTRATION CONSENT FORM**

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

This form is good for school year 2021-2022. The consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

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 \_\_\_\_\_

Other instructions \_\_\_\_\_

I authorize the school nurse to take a photograph of my student to be used to verify my student's identification before the school nurse or an authorized individual administers medications to my student.

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 or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

ALBUTEROL EMERGENCY ADMINISTRATION CONSENT FORM

Student's Name (Please Print)

\_\_\_\_\_

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP that provides for the administration of albuterol in emergency situations. I hereby authorize the school nurse or other school employee certified to administer albuterol to administer albuterol in emergency situations when he/she believes my child is in perceived respiratory distress.

The medication 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.

Date of physician's order \_\_\_\_\_

Circumstances under which albuterol may be administered

\_\_\_\_\_

Other instructions

\_\_\_\_\_

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 albuterol in accordance with this consent form, District policy, and Arkansas law.

Parent or legal guardian signature

\_\_\_\_\_

Date \_\_\_\_\_

**SMART CORE WAIVER FORM  
(GRADUATING CLASS OF 2015 AND AFTER)**

**Name of Student:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

**Name of District:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

Smart Core in Arkansas's college-and career-ready curriculum for high school students.

College- and career-readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core is the foundation for college- and career-readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core. By signing this Smart Core Waiver Form, you are waiving your student's right to Smart Core and are placing him or her in the Core Curriculum.

#### CORE CURRICULUM

##### English – 4 units

- English 9<sup>th</sup> grade
- English 10<sup>th</sup> grade
- English 11<sup>th</sup> grade
- English 12<sup>th</sup> grade

##### Mathematics – 4 units

- Algebra I or its equivalent
- Geometry or its equivalent
- All math units must build on the base of algebra and geometry knowledge and skills.
- A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the 4 unit requirements

##### Science – 3 units

- At least one unit of Biology
- At least one unit of physical science

##### Social Studies – 3 units (see note beside economics)

- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit
- Oral Communication – ½ unit
- Physical Education – ½ unit
- Health and Safety – 1/2 unit
- Economics – ½ unit (may be counted towards Social Studies or Career Focus)
- Fine Arts – ½ unit
- Career Focus – 6 units

(Comparable concurrent credit may be substituted where applicable.)

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core curriculum and am choosing to waive the Smart Core curriculum for my child. I understand the potential negative consequences of this action as outlined on this form.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

School Official Signature \_\_\_\_\_

#### SMART CORE INFORMED CONSENT FORM (GRADUATING CLASS OF 2015 AND AFTER)

Name of Student: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Name of District: \_\_\_\_\_

Name of School: \_\_\_\_\_

Smart Core in Arkansas's college-and career-ready curriculum for high school students. College- and career-readiness in Arkansas means that students are prepared for success in entry-

level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core is the foundation for college- and career-readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs. Parents or guardians may waive the right for a student to participate in Smart Core. By signing this Smart Core Waiver Form, you are waiving your student's right to Smart Core and are placing him or her in the Core Curriculum.

#### SMART CORE CURRICULUM

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Mathematics – 4 units; One unit must be taken at 11<sup>th</sup> or 12<sup>th</sup> grade

- Algebra I or First Part and Second Part Algebra I (Grades 7-8 or 8-9)
- Geometry or First Part and Second Part Geometry (Grades 8-9 or 9-

10)

- Algebra II
- Fourth Math-Choice of: Advanced Topics and Modeling in

Mathematics, Algebra III, Calculus, Linear Systems

And Statics, Mathematical Applications and Algorithms, Pre-

Calculus, or and Advance Placement mathematics

Natural Science – 3 units with lab experience chosen from:

- Biology (1 unit)
- Two units from the following three options:
- \* Physical Science
- \* Chemistry
- \* Physics or Principles of Technology I & II or PIC Physics

Social Studies – 3 units (see note beside economics)

- \* Civics – ½ unit
- \* World History – 1 unit
- \* American History – 1 unit

Oral Communications – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

Economics – ½ unit (may be counted toward Social Studies or Career Focus)

Fine Arts – ½ unit

Career Focus – 6 units

(Comparable concurrent credit may be substituted where applicable.)

Social Studies – 3 units (see note beside economics)

- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit

Oral Communication – ½ unit

Physical Education – ½ unit

Health and Safety – 1/2 unit

Economics – ½ unit (may be counted towards Social Studies or Career Focus)

Fine Arts – ½ unit

Career Focus – 6 units

(Comparable concurrent credit may be substituted where applicable.)

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core curriculum and am choosing to waive the Smart



Core curriculum for my child. I understand the potential negative consequences of this action as outlined on this form.

Parent

Signature \_\_\_\_\_ Date \_\_\_\_\_

School Official Signature \_\_\_\_\_

### CHROMEBOOK AGREEMENT

I have received the handbook which explains the "Chromebook User Policy" on pages 12-14 and I agree to abide by this policy for the 2021-2022 school year. I understand that if I do not sign this I will not be allowed to take a Chromebook home from Cotter High School.

\_\_\_\_\_ My child may bring home his/her Chromebook daily initial

\_\_\_\_\_ I would like insurance at the cost of \$25.00 due by Oct. 1, 2021.

\_\_\_\_\_ I decline Chromebook insurance.

Parent signature \_\_\_\_\_

Student Signature \_\_\_\_\_

### STRESS AND EMERGENCY DOSE MEDICATION ADMINISTRATION CONSENT FORM

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

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from adrenal insufficiency. The IHP authorizes the school nurse to administer a stress or emergency dose medication to my child in an emergency situation.

Date of physician's order \_\_\_\_\_

Circumstances under which the stress or emergency dose medication may be administered

\_\_\_\_\_

\_\_\_\_\_

Other instructions \_\_\_\_\_

\_\_\_\_\_

In the absence of the nurse, trained volunteer district personnel may administer a stress dose or emergency dose medication to my child in an emergency situation.

I hereby authorize the school nurse to administer a stress or emergency dose medication to my child, or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer the stress or emergency dose medication to my child in an emergency situation. I will supply the stress or emergency dose medication to the school nurse in the original container 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, possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of the stress or emergency dose medication in accordance with this consent form and the IHP.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

### STRESS DOSE MEDICATION SELF-ADMINISTRATION CONSENT FORM

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

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The following must be provided for the student to be eligible to self-administer a stress dose medication. Eligibility is **only** valid for this school for the current academic year.

- a written statement from a licensed health-care provider who has prescriptive privileges that he/she has prescribed the stress dose medication for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific medications prescribed for the student;
- an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing adrenal insufficiency of the student and for medication use by the student during school hours; and
- A statement from the prescribing health-care provider that the student:
  - Possesses the skill and responsibility necessary to use and administer the stress dose medication; and
  - Has been instructed on the details of his or her medical condition and the events that may lead to an adrenal crisis.

If the school nurse is available, the student shall demonstrate his/her skill level in administering the stress dose medication to the nurse.

Stress dose medication for a student's self-administration shall be supplied by the student's parent or guardian and be in the original container 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.

Students who self-carry stress dose medication shall also provide the school nurse with a dose of the stress dose medication to be used in emergency situations.

I understand this form authorizes my student to possess and use the medication included on this form while on school grounds and at school sponsored events but that distribution of the medication included on this form to other students may lead to disciplinary action against my student.

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.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_