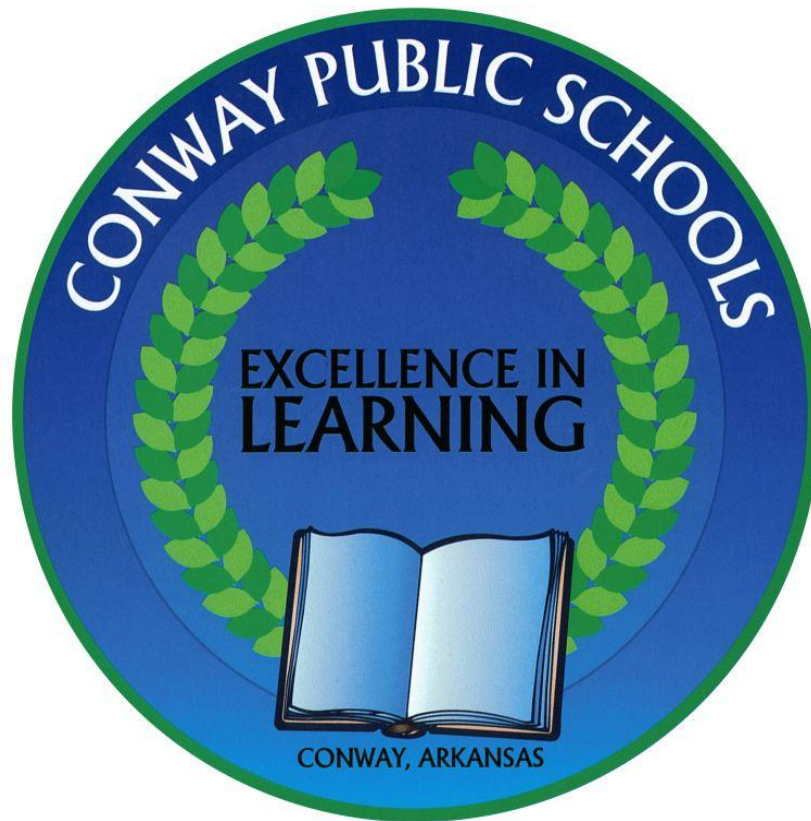


Conway Public Schools Student Handbook K-12



2011-2012

**Conway Administration
Superintendent's Office
2220 Prince Street
Phone-450-4800
Fax-450-4898
www.conwayschools.org**

Superintendent	Dr. Greg Murry 450-4800
Assistant Superintendent	Carroll Bishop 450-4800
Director of Student Services	Dr. David Westmoreland 450-4800
Director of Administrative Services	Dr. K. K. Bradshaw 450-4800
Director of Instructional Services	Debbie Miller 450-4800
Director of Personnel	Dianne Allen 450-4800
Director of Special Education and Federal Programs	Charlotte Vann 450-6634
Director of Athletics	Steve Daniels 450-6631
Business Manager	Zinnia Clanton 450-4800
Food Service	Sharon Burgess 450-4855
Transportation	Ed Dow 450-4892
GT/AP	Donna Whiting 450-4800

CONWAY SCHOOLS

Ellen Smith Elementary (K-4)
Delanna Lacy - Principal
1601 S. Donaghey Street - 72034
Phone - 450-4815
Fax - 450-6621

Ida Burns Elementary (K-4)
Cynthia Thacker - Principal
1201 Donaghey Street - 72034
Phone - 450-4825
Fax - 450-4857

Julia Lee Moore Elementary (PreK-4)
Cathy Dunn - Principal
1301 Country Club Road - 72034
Phone - 450-4830
Fax - 450-6605

Sallie Cone Elementary (PreK-4)
Tina Antley - Principal
1629 South Blvd. - 72034
Phone - 450-4835
Fax - 450-4896

Woodrow Cummins Elementary (PreK-4)
Charlotte Green - Principal
1400 Padgett Road - 72034
Phone - 513-4417
Fax-513-0155

Raymond and Phyllis Simon Intermediate (5-6)
Renee Bennett - Principal
1600 Siebenmorgen Drive
Phone-513-6120
Fax-513-6127

Bob Courtway Middle School (7-8)
Karen Lasker - Principal
1200 Bob Courtway Drive
Phone-450-4832
Fax-450-4839

Conway High School West (11-12)
Joel Linn - Principal
2300 Prince Street
Phone-450-4880
Fax-450-4884

Florence Mattison Elementary (PreK-4)
Sam Nelson - Principal
2001 Florence Mattison Drive - 72032
Phone - 450-4820
Fax - 450-6601

Marguerite Vann Elementary (K-4)
Cherri Wilson - Principal
2845 Carl Stuart Road - 72034
Phone - 450-4870
Fax - 450-6659

Jim Stone Elementary (K-4)
Mark Lewis - Principal
4255 College Avenue - 72034
Phone - 450-4808
Fax - 450-4807

Theodore Jones Elementary (K-4)
Tammy Woosley - Principal
1800 Freyaldenhoven Lane - 72032
Phone - 450-6645
Fax - 450-6649

Ruth Doyle Intermediate (5-6)
Debi Avra - Principal
800 Padgett Road-72034
Phone-450-6675
Fax-450-6669

Carl Stuart Middle School (7-8)
Harvey Benton - Principal
2745 Carl Stuart Road
Phone-329-2782
Fax-450-4848

Conway High School East (9-10)
Travis Barrentine - Principal
1015 Davis Street
Phone-450-4840 or 450-4860
Fax-513-4414

The Conway District Handbook Committee is made up of administrators, teachers, counselors, students and parents and reviewed annually.

**Conway Public Schools
2011-2012 SCHOOL CALENDAR**

2011

DAYS

Aug.	8, 9	2	Teacher Professional Development
Aug.	10	1	Teacher Professional Development Act-1185, (p.m. only)
Aug.	11	1	Teacher Professional Development Act-1185, (full day)
Aug.	12	1	Teacher Professional Development Act-1185, (a.m. only)
Aug.	15		Grades K-12 First Day of School First Semester Begins
Sept.	5		Labor Day Holiday (school dismissed)
Oct.	14	44	First Quarter Ends
Oct.	25, 26	1	<u>Parent Teacher Conference</u> Secondary
Oct.	26, 27		<u>Parent Teacher Conference</u> Elementary
Nov.	21, 22	2	Teacher Professional Development (School dismissed for students) (Flex Days with pre-approved summer workshops)
Nov.	23-25		Thanksgiving Holidays (school dismissed)
Dec.	16	40	Second Quarter and Semester Ends
Dec.	19 – 30		Christmas Holidays (school dismissed)

2012

Jan.	2	1	Teacher Professional Development (School dismissed for students) (Flex Day with pre-approved summer workshop)
Jan.	3	1	Teacher Professional Development (School dismissed for students)
Jan.	4		Second Semester Begins
Jan.	16		Martin Luther King, Jr. Holiday (school dismissed)
Feb.	20	1	Teacher Professional Development (School dismissed for students) President's Day (Flex Day with pre-approved summer workshop)
Mar.	9	46	Third Quarter Ends
Mar.	19 – 23		Spring Break (school dismissed)
Mar.	27, 28	1	<u>Parent Teacher Conference</u> Elementary
Mar.	28, 29		<u>Parent Teacher Conference</u> Secondary
May	23	48	Fourth Quarter and Semester Ends
May	24, 25		Act 1469, days for extenuating circumstances (Please refer to the CPSD Make Up Day Schedule)

178 Student Instruction Days

- 2 Teacher Professional Development – August 8th, 9th
- 1 Act 1185 (p.m. only) Teacher Professional Development – August 10th
- 1 Act 1185 (full day) Teacher Professional Development – August 11th
- 1 Act 1185 (a.m. only) Teacher Professional Development – August 12th
- 2 Parent Teacher Conference – October 25th, 26th, 27th, & March 27th, 28th, 29th, (Days overlap for Elementary & Secondary)
- 2 Teacher Professional Development – November 21st, 22nd, (Flex Days with pre-approved summer workshops)
- 1 Teacher Professional Development – January 2nd, (Flex Day with pre-approved summer workshop)
- 1 Teacher Professional Development – January 3rd
- 1 Teacher Professional Development – February 20th, (Flex Day with pre-approved summer workshop)

190 Total Contract Days

Conway Public Schools Home of the Wampus Cat

A blue-black cat that looks like a mountain lion but has six legs. "Four to run at the speed of light, two to fight with all its might!"



Alma Mater

Hail to the blue and white,
In all its radiant splendor.
Hail to the school we love,
Our hearts to thee we render.
Praise and honor, true devotion,
Each we give with deep emotion,
Ever of our lives a portion,
Alma Mater,
Hail!

School Colors: Royal Blue and White

Fight Song

Wampus Cats, we fight to win it.
Bring the Victory home.
Set the Earth reverberating
Everywhere you roam:
Fight! Fight! Fight!

We all know that you'll pass the test;
Everybody knows that we are the best.
Hail! Hail! The gang's all here,
So let's cheer for Conway High!

SMART CORE AND CORE CURRICULUM CHOICES

SMART CORE CURRICULUM (22 UNITS)

English - 4 units (years)

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Oral Communications – ½ unit (½ year)

Mathematics - 4 units (years)

- Algebra I or Algebra A & B (Grades 7-8 or 8-9)
- Geometry or Investigating Geometry or Geometry A & B
- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III or an Advanced Placement mathematics (Comparable concurrent credit college courses may be substituted where applicable.)

Natural Science - 3 units (years) with lab experience chosen from

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies - 3 units (years)

- Civics or Civics/American Government (Classes of 2011, 2012, 2013)
- Civics/Economics (Class of 2014)
- World History
- U.S. History

Physical Education – ½ unit (½ year)

Health and Safety – ½ unit (½ year)

Fine Arts – ½ unit (½ year)

Career Focus - 6 units

CORE CURRICULUM (22 UNITS)

English - 4 units (years)

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Oral Communications – ½ unit (½ year)

Mathematics - 4 units (years)

- Algebra or its equivalent* 1 unit
- Geometry or its equivalent.* 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- Comparable concurrent credit college courses may be substituted where applicable.

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

Science – 3 units (years)

- At least one (1) unit of Biology
- A Physical Science

Social Studies –3 units (years)

- Civics or Government ½ unit
- Economics ½ unit
- World History 1 unit
- U.S. History 1 unit

Physical Education – ½ unit (½ year)

Health and Safety – ½ unit (½ year)

Fine Arts – ½ unit (½ year)

Career Focus - 6 units

**Conway Public Schools
Record Release Form**

In order to forward a transcript or other school records, we are required to obtain your written permission prior to complying with such requests.

I hereby consent to the release of a copy of my school transcript.

Student's Name (Print Clearly)

Signature (Must be signed a parent or legal guardian unless the student is 18 years or older)

Date

Conway Public Schools

Parent-Student Document Verification

Date: _____ (Please return signed form within 10 school days of receipt)

Parent/Guardian's Name Printed: _____

Homeroom

Student's Name Printed: _____ Grade: _____ Teacher: _____

My signature verifies receipt of the following information:

- ❖ Receipt and opportunity to review Parent-Student Handbook
- ❖ Form objecting to Publication of Directory Information
 - (Attach form located in the back of the handbook ***if you object***)

Parent/Guardian's: _____

Student's Signature: _____

As a parent or legal guardian of the minor student signing below, I grant permission for my son or daughter to access networked computer services and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable but I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

Parent/Guardian's Signature _____

As a user of the Conway Public Schools' computer network, I hereby agree to comply with the Computer Use Policy printed in the student handbook.---See Board Policy 4.29 and 4.29F

Student's Signature: _____

Conway Public Schools must have parental permission to videotape, photograph, and make a voice recording or motion picture of you, or your minor child. These may be used in connection with a newspaper, district newsletter, educational television program or subsequent visual or audio presentations. These programs and presentations are exclusive property of Conway Public Schools, and do not entitle a parent or child compensation or remuneration for individual participation. The District has no control over how the photograph or video clip is used or misused after publication.

Please initial by your choice:

_____ Yes, I give my permission for areas listed above

_____ No, I do not give my permission for any of the areas listed above

CPS Parent's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son's/daughter's work may be published on the school's Web site or the District Web site. I also agree that photographs that include my son/daughter may be published subject to the school guidelines that photographs will not clearly identify individuals and that full names will not be used. It is understood, however, that once the photograph is displayed on a web site, the District has no control over how the photograph is used or misused by persons with computers accessing the District's web site.

Please check one: () Yes () No

School: _____

Student Name: _____

Parent Signature: _____

Date: _____

We understand that all students will participate in the state mandated **Smart Core** curriculum beginning with the seventh grade class of 2004-05 unless we waive our child's right to participate. In such case of a waiver, our child will be required to participate in the core curriculum. In the event that you choose to sign a waiver or reversal form, contact your child's counselor. The **Smart Core curriculum is the default curriculum unless a waiver is signed.**

NOTICE TO PARENTS

To: All Parents

From: Conway Public School District

As the parent of a student in the Conway School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Arkansas Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Arkansas Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call Mrs. Dianne Allen at (501) 450-4800

Nondiscrimination Policy

It is the policy of this educational institution to provide equal opportunity without regard to race, color, national origin, sex, religion, sexual orientation, age or qualified disability in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment.

This educational institution will disseminate nondiscriminatory policies to students, parents/legal guardians, employees and the general public prior to the beginning of each school year.

Committees will be selected in a fair and equitable manner and will reflect the diversity of the district in terms of sex, race, socio-economic level, disability, national origin and other population.

Inquiries regarding SPECIAL EDUCATION issues should be directed to Charlotte Vann, Lee and Watkins Street, Conway, AR 72034, telephone (501) 450-6634

Inquiries regarding ENGLISH AS A SECOND LANGUAGE issues should be directed to Central Office at 2220 Prince Street, Conway, Arkansas 72034 telephone (501) 450-4800

Inquiries regarding EQUITY, TITLE VI, TITLE IX and Section 504 issues should be directed to Dr. David Westmoreland, 2220 Prince Street, Conway, Arkansas 72034, telephone (501) 450-4800

Section I-General Information

Table of Contents

SECTION I – GENERAL INFORMATION

EDUCATIONAL PHILOSOPHY	13
CLOSED CAMPUS.....	13
FERPA	14
VISITORS TO CAMPUS	16
FUNDRAISING	16
TELEPHONE USAGE.....	16
INTERROGATION OF STUDENTS	17
SEARCH AND SEIZURE.....	17
OFF-CAMPUS EVENTS	17
TEXTBOOKS/LIBRARY MATERIALS	18
DISTRICT WEBSITE	18
CHALLENGED LIBRARY MEDIA	19
EXTRACURRICULAR.....	20
SURVEILLANCE	23
INCLEMENT WEATHER.....	24

SECTION II - ATTENDANCE 24

ATTENDANCE-COMPULSORY.....	24
ABSENCES.....	24
MAKE-UP WORK.....	26
STUDENT ENROLLMENT.....	26
STUDENT TRANSFERS.....	27
TARDIES.....	27

SECTION III-ACADEMICS..... 29

GRADING.....	29
HOMEWORK.....	30
SMART CORE.....	31
HONOR GRADUATES / CONWAY SCHOLARS	33
CONCURRENT CREDIT.....	33
AUDIT OF COURSES.....	34
PROMOTION / RETENTION / COURSE CREDIT.....	34
END OF COURSE TESTS	36
EARLY COLLEGE ADMITTANCE.....	36
REMEDIATION.....	37
LOSS OF CREDIT	37
MAKE-UP WORK.....	37

SECTION IV-STUDENT BEHAVIOR 38

INFRACTIONS AND CONSEQUENCES.....	38
DEFINITIONS.....	39
DUE PROCESS	44
HEARING REGULATIONS.....	44
TRANSPORTATION	45

SECTION V – STUDENT SERVICES.....	47
HEALTH SERVICES.....	47
IMMUNIZATIONS	48
PREGNANCY	48
COUNSELING	48
HOMESCHOOLING	48
EMERGENCY DRILLS	49
FOOD SERVICE	49
SECTION VI – SCHOOL BOARD POLICIES	51
4.1—RESIDENCE REQUIREMENTS	55
4.17—STUDENT DISCIPLINE.....	55
4.2—ENTRANCE REQUIREMENTS.....	56
4.3—COMPULSORY ATTENDANCE REQUIREMENTS.....	58
4.4—STUDENT TRANSFERS.....	59
4.5—SCHOOL CHOICE.....	60
4.6.1—GUIDELINES FOR PLACEMENT AND/OR SCHEDULING OF FORMER HOME SCHOOL STUDENTS AND STUDENTS FROM NON-ACCREDITED SCHOOLS (SCHOOLS NOT ACCREDITED BY A STATE OR REGIONAL ASSOCIATION)	61
GENERAL REQUIREMENTS FOR GRADES 1-12	61
SPECIFIC REQUIREMENTS FOR GRADES 1-12.....	61
4.7—ABSENCES	62
EXCUSED ABSENCES.....	62
UNEXCUSED ABSENCES.....	63
4.11—EQUAL EDUCATIONAL OPPORTUNITY.....	64
4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS	64
4.12.1—STUDENT GOVERNMENT	65
4.13.2—STUDENT PHOTOGRAPHS	65
4.14—STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE	65
STUDENT PUBLICATIONS.....	65
STUDENT PUBLICATIONS ON SCHOOL WEB PAGES	66
NON-SCHOOL PUBLICATIONS.....	66
DISTRIBUTION OF LITERATURE.....	67
4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL.....	67
CONTACT BY PARENTS	67
CONTACT BY NON-CUSTODIAL PARENTS.....	67
CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER.....	68
4.16—STUDENT VISITORS.....	68
4.17—STUDENT DISCIPLINE.....	69
4.17.1—PREGNANT STUDENTS	69
4.17.2—DISCIPLINING HANDICAPPED STUDENTS	70
4.18—PROHIBITED STUDENT CONDUCT	70
4.19—CONDUCT TO AND FROM SCHOOL.....	71
4.21—STUDENT ASSAULT OR BATTERY	72
4.22—WEAPONS AND DANGEROUS INSTRUMENTS	73
4.23—TOBACCO AND TOBACCO PRODUCTS	74
4.24—DRUGS AND ALCOHOL	74
4.25—STUDENT DRESS AND GROOMING	75
4.26—GANGS AND GANG ACTIVITY.....	75
4.27—STUDENT SEXUAL HARASSMENT	75
4.29—COMPUTER USE POLICY	77

4.29F—STUDENT INTERNET USE AGREEMENT	78
4.30—SUSPENSION FROM SCHOOL.....	80
4.31—EXPULSION	81
4.31.1 —STUDENT EXPULSION-APPEAL REVIEW COMMITTEE	82
4.32—SEARCH, SEIZURE, AND INTERVIEWS	83
4.33—STUDENTS’ VEHICLES	84
4.34—COMMUNICABLE DISEASES AND PARASITES	85
4.35—STUDENT HEALTH SERVICES.....	85
4.35.1—STUDENT MEDICATIONS	86
4.36—STUDENT ILLNESS/ACCIDENT	86
4.36.1—STUDENT SAFETY	87
4.37—EMERGENCY DRILLS	87
4.38—PERMANENT RECORDS	88
4.40—HOMELESS STUDENTS.....	88
4.41—PHYSICAL EXAMINATIONS OR SCREENINGS.....	90
4.42—STUDENT HANDBOOK	90
4.43—BULLYING	90
4.44—ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9 - 12.....	92
STUDY HALLS.....	93
EXTRACURRICULAR CLASSES	93
COURSE ENROLLMENT OUTSIDE OF DISTRICT.....	93
4.45— SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2010-2011, 2011-12, AND 2012-13	94
4.46—PLEDGE OF ALLEGIANCE.....	96
4.47—POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES.....	96
4.48—ACTIVITIES FUND MANAGEMENT	97
4.49 — VIDEO SURVEILLANCE.....	97
5.11—PROMOTION/RETENTION/COURSE CREDIT FOR 5-12.....	98
5.16— GRADUATION REQUIREMENTS FOR THE CLASSES OF 2010, 2011, 2012, AND 2013	100

Section I-General Information

In addition to this Conway Public School District handbook, you will be receiving a school parent guide that is specific to each individual school in the district. The resource guide will provide you with information that is uniquely applicable to that school.

Educational Philosophy

The Conway School District assumes the responsibility of providing students attending its schools a high quality education that challenges each student to achieve to their maximum potential. The District shall endeavor to create the environment within the schools necessary to attain this goal. The creation of the necessary climate shall be based on the following core beliefs:

1. The District's vision statement will be developed with input from students, parents, business leaders, and other community members.
2. All students can be successful learners.
3. Students learn at different rates and in different ways.
4. A primary goal shall be to give students the skills they need to be life-long learners.
5. The education of all citizens is basic to our community's well-being.
6. Student achievement is affected positively by the involvement of parents and the community in the schools.
7. The District is responsible for helping cultivate good citizenship skills in the students.
8. Students reflect the moral and ethical values of their environment.
9. All people have a right to a safe environment.
10. Each person is responsible for his/her own actions.
11. Innovation involves taking risks.
12. Schools are responsible for creating the conditions that promote success.
13. Each person is entitled to retain his/her dignity.
14. All people have the right to be treated with respect and the responsibility to treat others respectfully.
15. For teachers to succeed in cultivating high student achievement, they need to be given the materials, training, and environment to produce such results.

Date Adopted: March 14, 2006

LUNCH PERIOD/CLOSED CAMPUS

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be given permission to leave the campus by the school principal or his/her designee and must sign out in the office.

1. Lunches may be purchased or brought from home and students may eat in the cafeteria or outside. Other areas will be designated as needed.
2. The campuses of Conway Public Schools are closed during lunch which means students are not allowed to check out in order to leave campus during lunch, and no visitors are allowed on campus during lunch without permission from the principal.
3. Any student found leaving his/her trays and trash on the cafeteria tables will be subject to losing his/her privilege of eating in the cafeteria.

PARENT CONCERNS

If you have a concern involving a teacher and child, the following steps should be taken:

1. Schedule a conference with the teacher to discuss the matter. The teacher who receives a request for a conference with a parent may request the conference include the principal.
2. If the concern is not resolved with the teacher, the parent may contact the principal.

3. If the principal is unable to resolve the difficulty, the parent may contact: Dr. K. K. Bradshaw, Director of Administrative Services, at 450-4800.

4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

All students' educational records are available for inspection and copying by the parents/legal guardian of any 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 10 days of the request. The district forwards education records, including discipline records, to schools that have requested them and in which the student seeks or intends to enroll.

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

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

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

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

The District discloses personally identifiable information 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 personally identifiable information 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 articulatable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

For purposes of this policy, the Conway Public School District does not distinguish between a custodial and non-custodial parent with respect to gaining access to a student's records. The fact of a person's

status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent or guardian 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. 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" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. "Directory information" includes, but is not limited to, the student's name, address, telephone listing, student's photograph which may be electronic, date and place of birth, video/audio recordings, grade classification, dates of attendance, height/weight, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities. 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. A student's name when associated with their physical address, telephone number, or photograph will only be displayed on the district or school's web page after receiving the written permission of 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. Failure to file an objection by that time is considered a specific grant of permission.

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

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

Legal References: 20 U.S.C. § 1232g
20 U.S.C. § 7908 (NCLB Section 9528)
34 CFR 99.3, 99.7, 99.31, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34,
99.35, 99.36, 99.37, 99.63, 99.64

Cross References: Policy 5.20 – District Web Site
Policy 5.20.1 – Web Site Privacy Policy
Policy 5.20F1 – Permission to Display Photo of Student on Web Site
Date Adopted: March 14, 2006
Last Revised: March 9, 2010

VISITORS----See Board Policy 4.16

Conway Public Schools have closed campuses. Visitors to any campus (excluding the administrative area) must check in at the front office and receive a visitor’s pass from the front office. Conway students are not allowed to bring guests to school with them.

FUND RAISING

Secondary: School sponsored organizations will only be permitted to have fund raising projects **on campus**. These organizations **MUST** have their projects and dates approved through the principal’s office. **No out-of-school organizations are allowed to solicit or sell products on campus.**

Elementary- Elementary School Fund Raising (State Law 6-18-1104)

Schools must provide written notification of the following to parents of all elementary school students (K-6) who participate in the fund-raising programs:

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

Student Name (Printed): _____

Grade: _____ Teacher: _____

____ Yes, I grant permission for my child to participate in fund raising activities, and I accept responsibility for his/her supervision for any door-to door sales.

____ No, I do not grant permission for my child to participate in fund raising activities.

Parent Name (Printed): _____

Parent Signature: _____

TELEPHONE USAGE

1. School telephones are for business purposes only.
2. School telephones are to be used for **emergency situations ONLY**.

3. **Except in the case of extreme emergency** such as a family illness, **messages will not be delivered to students.**
4. Students should instruct their parents, employers, family, etc., not to call and ask for a message to be delivered.
5. **Students will not be called to the telephone.**

QUESTIONING OF STUDENTS

Students shall not be questioned by any law enforcement authority on public school property during regular school hours without the knowledge of the school's principal or designee. All questioning shall be conducted in private with an official school representative principal or designee present. Every reasonable effort will be made to have a parent or guardian present. In those instances when a parent/guardian cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed.

SEARCHES---See Board Policy 4.32

In the assignment of school property (locker, desk, etc.) to a specific student, the school retains ownership of such property and the right to inspect or reclaim it. General inspection of school property may be conducted at any time for maintenance reasons.

1. LOCKER SEARCHES:

- Locker searches shall be made only by the building principal or an official duly authorized for that purpose by the building principal, and this search shall be done with two staff witnesses present. The search of a particular locker should be made only upon a reasonable suspicion that the student is secreting evidence of an illegal act or contraband materials.
- If practical, the student will be given the opportunity to be present when a search of personal possessions in the locker is conducted and if there is no reason to believe that the student's presence would be a threat to the safety of the student or others.

2. PERSONAL SEARCHES:

- A search of a student's person shall be limited to a situation in which the administration has a reasonable belief that the student is concealing evidence of an illegal act, contraband, and any item that could interfere with a safe and healthy educational environment or has violated a school rule. If a personal search of a student is deemed necessary, guidelines established in district Policy JFG will be followed:
 - Two adult staff witnesses shall be present.
 - Students shall be asked for their consent. If consent is not obtained, a reasonable attempt will be made to contact a parent or guardian before the search is conducted. The local law enforcement officials may also be notified.
- If there is reasonable suspicion to believe that a dangerous weapon such as a gun or knife or illegal drug is being concealed, school officials may conduct an immediate search.
- A pat-down search of a student's person, if necessary, shall be done by a school official of the same sex and with an adult witness present. Only clothing that can be appropriately removed in a normal public setting may be removed.

3. POSSESSION SEARCHES:

- Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession and returned to the student's parent or guardian.

All student vehicles parked on the CHS campus are subject to search if there is reasonable suspicion that the search would produce evidence indicating the student has violated the law or school rules/policy.

OFF-CAMPUS EVENTS

Students at school-sponsored off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel. Failure to obey the rules and regulations and/or failure to obey reasonable instructions of school district personnel shall result in loss of eligibility to attend school-sponsored, off-campus events and may result in disciplinary action applicable under the regular school program.

TEXTBOOKS

Students will be held accountable for textbooks issued to them. When a textbook is lost by a student, he/she should notify the teacher who issued the text. The teacher will issue the student a replacement text when the student pays for the lost one. Students will be refunded if they locate a lost textbook providing they produce a receipt showing they paid for the lost book. **Refunds will be made until June 30 of the current school year.** Students will be responsible for paying for damages to textbooks at the conclusion of each semester in progress. Payment will be made directly to the front office during the school year.

Note: All textbooks must be returned to the teacher that issued the book to ensure proper credit for turning the book(s) in and avoid being billed for said book.

District Web Site - www.conwayschools.org

The Conway School District shall maintain a web page to provide information about its schools, students, and activities to the community. This policy is adopted to promote continuity between the different pages on the district web site by establishing guidelines for their construction and operation.

The Conway School District web site shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the District's site may only be to another educational site. The web site shall not use "cookies" to collect or retain identifying information about visitors to its web site nor shall any such information be given to "third parties." Any data collected shall be used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

Each school's web page shall be under the supervision of the school's Web Master and the District's web site shall be under the supervision of the District's Web Master. They shall have the responsibility for ensuring that web pages meet appropriate levels of academic standards and are in compliance with these guidelines and any additional administrative regulations. To this end the District and school web Masters shall have the authority to review and edit any proposed changes to web pages to ensure their compliance with this policy. All such editing shall be viewpoint neutral.

District and school web pages shall also conform to the following guidelines:

1. All pages on the District's web site may contain advertising and links only to educational sources.
2. The District's home page shall contain links to existing individual school's web pages and the school home pages shall link back to the District's home page. The District's home page may also include links to educational extracurricular organization's web pages which shall also link back to the District's home page.
3. Photos shall only be posted on web pages after receiving written permission from the student or their parents if under the age of 18.
4. The District's web server shall host the Conway District's web site.
5. No web page on the District web site may contain public message boards or chat rooms.
6. All web pages on the District web site shall be constructed to download in a reasonable length of time.
7. The District's home page shall contain a link to a privacy policy notice which must be placed in a clear and prominent place and manner.

8. With the exception of students who may retain the copyright of material they have created that is displayed on a District web page, all materials displayed on the District web site are owned by Conway School District.
9. Included on the District's web site shall be:
 - a. Minutes of regular and special meetings of the school board;
 - b. The budget for the ensuing year;
 - c. A financial breakdown of monthly expenditures of the district;
 - d. The salary schedule for all employees;
 - e. The district's yearly audit;
 - f. The annual statistical report of the district.

Legal References: A.C.A. 6-13-620 (13), 20 U.S.C. 1232g, 15 U.S.C. 6501 (COPPA)
 Date Adopted: March 14, 2006, Last Revised: April 17, 2007

SELECTION OF LIBRARY/MEDIA CENTER MATERIALS

The ultimate authority for the selection and retention of materials for the schools' media centers rests with the Board of Education which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make the initial selections in consultation with school and district licensed staff. Materials selected shall be in accordance with the guidelines of this policy.

The purpose of the schools' libraries/media centers is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library/media center consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the school's students which will help them attain the District's educational goals.

SELECTION CRITERIA

The criteria used in the selection of media center materials shall be that the materials

- support and enhance the curricular and educational goals of the district;
- are appropriate for the ages, learning styles, interests, and maturity of the schools' students, or parents in the case of parenting literature;
- contribute to the examination of issues from varying points of view and help to broaden students understanding of their rights and responsibilities in our society;
- help develop critical thinking skills;
- are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
- have literary merit as perceived by the educational community; and
- are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value.

CHALLENGED MATERIALS

If contents of the media center materials shall be criticized by an individual or group, the following procedures shall be followed:

- 1) The principal and media specialist shall be notified of the receipt of a complaint.
- 2) If a person or group wishes to submit a formal, written and signed request for the reconsideration of the materials, a printed form is available for the purpose from the media specialist. A copy of the completed form will be provided for the principal and media specialist.

- 3) Upon the presentation of the reconsideration request form, a committee to re-evaluate the material will be appointed. The committee shall consist of:
 - 4) A central office administrator
 - 5) The building level principal
 - 6) The building library media specialist
 - 7) A teacher from the subject area of the material being questioned
 - 8) A parent of a student from the building making the request
 - 9) Challenges to the usage of the book or materials will not cause their removal from library circulation until a final decision is reached by the Board of Education.
 - 10) The decision of the committee shall be subject to the approval of the Board of Education

Materials that are challenged should be reviewed on the basis of the following criteria:

- 1) Factuality and objectivity
- 2) Timeliness or permanence
- 3) Artistic, historic and literary qualities
- 4) Any other quality indicating the educational value of the material

STUDENT EXTRACURRICULAR ACTIVITIES

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 with the exception of tournaments.* Additionally, a student's participation in and the District's operation of extracurricular activities shall be subject to the following policy. All students meeting this policy's criteria are eligible for extracurricular activities.

DEFINITIONS

Extracurricular/Co-Curricular 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 compete for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include but are not limited to interscholastic athletics, cheerleading, band, choral, math, or science competitions, and club activities.

Academic Courses are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, and which are taught by a teacher required to have state certification in the course and a course content guide which has been approved by the Arkansas Department of Education. Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by the Arkansas Department of Education. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

Supplemental Improvement Program is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association Handbook.

GOALS

- Provide clubs and activities that
- contribute to the educational growth of the students

- meet student interests
- improve self-concepts
- develop better cooperation between students
- develop better understanding and cooperation between students and administrators and teachers
- improve school pride and school spirit
- improve school and community relations.

INTERSCHOLASTIC ACTIVITIES

➤ **ACADEMIC REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ACTIVITIES**

1. A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.
2. The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.
3. The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her graduation requirements.
4. Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

➤ **ACADEMIC REQUIREMENTS----- Senior High**

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

1. have earned a minimum Grade Point Average of 2.0 from all academic courses the previous semester or
2. have passed four (4) academic courses the previous semester without a 2.0 GPA and be enrolled and successfully participating in a supplemental instruction program.

➤ **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).

➤ **7A SPORTSMANSHIP POLICY FOR STUDENTS AND FANS AT ATHLETIC EVENTS**

Sportsmanship is a general way of thinking and behaving. Good sportsmanship includes the following:

1. Be courteous to all participants , coaches, officials, staff, fans, and spirit groups
2. Know the rules; abide by and respect the officials' decisions
3. Win with character and lose with dignity
4. Display appreciation for good performance regardless of the team
5. Exercise self-control and reflect positively upon yourself, your team, and your school.
6. Exhibit only positive behavior to reflect on your school and its activities

7. Fans are not at a ball game to intimidate or ridicule the other team or its fans but to support and cheer for their team and to enjoy watching the skills and competitiveness of the teams.

➤ **SPECIFIC 7A PROHIBITIONS:**

1. Students or spectators who wear extreme or unusual clothing to the game or who paint their faces or bodies will not be allowed in the game (gym or stadium). Examples: togas, bandannas, cowboy hats, gang colors, wigs, costumes, etc.
2. "Calling the Hogs" (Whoo Pig, Sooie)
3. No fog or air horns
4. Negative, demeaning, or obscene yells will not be permitted at any athletic event while teams are being introduced or when teams, cheerleaders, or drill teams are performing.
5. Students and fans are prohibited from being on the athletic field or playing court during and after games.

➤ **ENFORCEMENT PROCEDURES**

1. The Principals of the 7A conferences shall be responsible for the interpretation of these regulations including "desirable and unacceptable behavior" and shall communicate these rules to their students, staff, and fans.
2. The principals or appropriate designees of 7A conference member schools shall stop or correct behaviors prohibited under this policy and have the authority to remove students or fans from games if unacceptable behavior continues. The principals or appropriate designees also have the authority to ban students or fans who continually exhibit inappropriate behavior for the remainder of the season or year.

➤ **ADMISSION COSTS FOR ALL SPORTS**

Admission Prices

Senior High Events will be \$5.00 per person for all events

*[Benefit and Play-off games are set by the Arkansas Activities Association]

B-Team Football games will be \$4.00 per person

8th/9th Grade Events will be \$4.00 per person for all events

7th Grade Events will be \$3.00 per person for all events

All Sports Pass

Conway Public Schools will offer an All Sports Pass this season that will cost \$150.00 per person. Those holding reserved seats at the football games will retain those seats. These passes will be good for any athletic even held at one of the Conway Schools facilities. It will not be honored for any benefit or play-off games that are governed by the Arkansas Activities Association. Please call the Athletic Office at 450-6631 for more information.

NOTE: For senior football and basketball games ADULT admission will be \$5.00

*****Schedules are available at each school and on the district website.**

➤ **NATIONAL COLLEGIATE ATHLETIC ASSOCIATION ELIGIBILITY REQUIREMENTS**

1. For student athletes considering participating in college athletics, the NCAA has certain eligibility requirements
2. Contact the athletic director, counseling center, or scholarship director for the current NCAA procedures and regulations concerning student athletes' eligibility.

➤ **ARKANSAS ACTIVITIES ASSOCIATION**

In addition to the foregoing rules, the district shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities.

** State Board of Education Standards for Accreditation 10.05 require a policy that "shall limit and control interruptions of instructional time in the classroom and the number of absences for such activities." You could replace "one per week per extracurricular activity" with a specific number of days per semester that could also allow the student to "bank" or accumulate days in anticipation of a major event.*

Legal References: State Board of Education Standards for Accreditation 10.05 and 10.06
Arkansas Activities Association Handbook

4.49 — VIDEO SURVEILLANCE

The Board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as restrooms or dressing areas where an expectation of privacy is reasonable and customary.

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording.

Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

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

Legal References: 20USC 1232(g)
34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

Inclement Weather

In the case of inclement weather, please tune to local television channels 4, 7, 11, or 16. Local radio stations will also broadcast closings as soon as the determination has been made. Parental call systems may be utilized when possible.

Information about closing will be posted immediately on Facebook and Twitter. School closings can also be found on the district website at www.conwayschools.org.

Section II-Attendance

ATTENDANCE-----See Board Policy 4.7 for explanation of excused and unexcused absences.

Daily attendance of all who are enrolled in the public school, age 17 years and under, is required in accordance with state law and school board rules. Students shall attend regularly scheduled classes unless officially excused.

The attendance policy at CPSD has been changed to comply with Acts 598 (1989), 473 (1989), 876 (1991), 292 (1991), and 572 (1995).

- Parents will receive notification when a student has five (5) unexcused absences.
- When a student exceeds ten (10) absences in a semester, the district shall notify the prosecuting authority and the parent. ***For students in Grade 9-12 with ten (10) 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.
- Absences are recorded by both the individual teachers and the attendance office. Should there be a conflict in the number of days absent, the teachers' attendance records will be the official number used. School trips or field trips will not be considered absences.

4.7 – ABSENCES

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

Excused Absences

Excused absences are those where the student was on official school business, extenuating circumstances approved by the principal or when the absence was due to one of the following reasons:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal;
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;
4. Official documentation of attendance at an appointment with a government agency;
5. Official documentation of attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in a AAA-sanctioned activity, activities approved by principal, and 4-H-sanctioned activities; or
8. Students who serve as pages for a member of the Arkansas 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.
9. Participation in the election poll workers program for high school students.

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 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 up to 5 days per military deployment.

It is the Arkansas General Assembly's intention that students who have excessive excused absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences. Students with 10 (ten) 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 five (5) 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 ten (10) 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.

If a student under eighteen (18) years of age becomes truant, the parent or legal guardian of said student may be guilty of a misdemeanor and subject to punishment by law.

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

A student who is in a location other than their assigned location without permission will be considered truant. Any student who is absent from school without knowledge and permission of his/her parents or school authorities is truant. Absences, even with the approval of the parents, that are excessive and/or that interfere with the student's educational program may be interpreted as truancy.

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 students' operator's license unless he/she meets certain requirements specified in the code.

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.

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.

Legal References: A.C.A. § 6-18-209
A.C.A. § 6-18-220
A.C.A. § 6-18-222
A.C.A. § 6-18-229
A.C.A. § 6-27-113
A.C.A. § 7-4-116
A.C.A. § 27-16-701

Date Adopted: April 25, 2006

Last Revised: March 9, 2010

MAKE-UP REGULATIONS

1. Missed assignments required by the teacher will be made up. Required assignments not made up will be graded "0"/"F."

2. All make-up work must be made up within the same number of days missed up to a maximum of five (5) days.
3. A student may be expected to take a test the day he/she returns to school if the test was announced prior to the absence.
4. A student serving a **home** suspension **will not** be given credit for any work that he/she missed during the suspension.
5. A student serving a **class** suspension **will** be required to make up work.
6. Teachers will be encouraged to include daily work as part of the grade a student may earn.
7. Exceptions to the above policy may be made for extenuating circumstances on a case by case basis at the discretion of the principal or his designee.
8. After three (3) consecutive days missed, parents or guardians may request missed assignments from the school office.

Student Enrollment

Prior to child's admission to a Conway Public School District school:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. As required by state law, each pupil shall be immunized against diphtheria, pertussis, tetanus, poliomyelitis, red measles, and rubella, including any other immunization that may be required by state law, before enrolling in any school of this School District provided that such immunization shall not be required in the case of a child whose health, in the opinion of a reputable physician, would be endangered thereby, or where the parents (guardian) of the child object to immunization on the grounds that such immunization conflicts with the religious tenets and practices of the parents or guardian recognized religion or church. Such immunizations shall be secured in consonance with rules and regulations of the State Board of Health. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year.

(Board Policy 4.2)

Transfer of Students

Any resident student transferring from a school accredited by the Arkansas Department of Education to Conway Public Schools shall be placed into the same grade the student would have been in had the student remained at the former school. In addition, youth service centers of the Division of Youth

Services (DYS) are educational institutions of the state and are the equivalent of accredited school programs. (ACA 9-28-205)

In accordance with ACA 6-15-504,(f) (1) "each local school may assess any home-schooled student who enrolls or reenrolls in the school district in order to determine proper educational placement. (2) Among other means of assessment, the local school district shall utilize the norm-referenced test approved by the state board to assess the student and shall determine placement in the appropriate grade level as indicated by the test results."

Any student transferring to the Conway School District from a private school or a school that is not accredited by the Arkansas Department of Education may be evaluated by the staff of the receiving accredited school to determine that student's proper placement or the school may determine placement based upon standardized test results.

If you move from this school, please notify the school secretary several days in advance so that the secretary and the teacher may prepare the records for transfer.

TARDY POLICY AND EARLY CHECK OUT FOR GRADES K-4

It is imperative that students arrive at school on time and remain at school throughout the school day. Tardies and early check-out are very disruptive to the educational process. **Excessive tardies and/or early check-outs (10 per semester) may result in reporting to juvenile authorities.**

Please avoid checking out children before the dismissal bell rings unless there is an emergency.

Any student arriving after the first bell in the morning will be counted tardy. Students who are tardy must be signed in through the office by the parents. Any student being checked-out before the first dismissal bell will be documented as an early check-out and an afternoon tardy. Exceptions can be made for medical or other necessary appointments. Written documentation is required.

TARDY POLICY FOR GRADES 5-8 (RDI, SI, CSMS, AND BCMS)

Tardies are disruptive to the classroom. Students should be seated by the time the tardy bell sounds. When a student has been tardy four (4) times per class per semester, he/she will be sent to the office for disciplinary action. When a student is tardy to first period, he/she must report to the school office for a tardy admit. A parent/guardian must sign their child in.

TARDIES –East/West Campus:

Tardiness is disruptive to the classroom. Students should be in class by the time the tardy bell sounds. Students arriving to school after the 8:15 tardy bell must report to the front desk to receive a tardy admit to class. Students who are late to one class from another class will not be given a tardy admit slip. All tardiness will be considered unexcused unless a doctor, dentist, court, or counseling appointment card (or excuse) is presented. Students who miss more than 15 minutes of a class period without an excuse will be counted absent and may be considered truant.

Consequences for tardiness will be as follows:

- 1st tardy in a class – reprimand/warning
- 2nd tardy in a class – 1 hour of detention
- 3rd tardy in a class – Saturday school
- 4th and subsequent tardy in a class – In-school suspension

Students who miss more than 15 minutes of a class period will be counted absent.

Loss of Credit Due to Excessive Absences (Grades 9-12)

Students with ten (10) absences in a course in a semester shall not receive credit for that course. If a student has 10 unexcused absences during a semester (in any class), the following procedures will be followed:

- A. The student must stay in the class and do the assigned work for the remainder of the semester.
- B. If the student has a failing grade in the course at the end of the semester, he will receive a grade of "F". The student must repeat the class in order to gain credit. Neither credit recovery (PLATO) nor summer school will be an option.
- C. If the student has a passing grade in the course at the end of the term, he will receive a grade of "No Credit."

The student will have the opportunity to make up the credit in summer school only. There will be no opportunity for credit recovery (PLATO).

Section III-Academics

GRADING PROCEDURE FOR PERMANENT RECORDS

GRADING SYSTEM

The Board of Education directs that evaluation of student progress be based on various aspects of performance as measured against standards for the respective grade or subject. The requirements for evaluation shall take into consideration the ability, aptitude, cultural background and other characteristics of the student. Grading and reporting shall serve to show those concerned how a pupil is doing in his work. Grades shall not be used with the intent of rewarding or punishing a pupil. Grades will reflect educational objectives only.

Act 1188 of 1993 requires a standardized grading scale for all Arkansas secondary schools. The following scale meets this requirement:

Percentage	Grade	Regular Grade Point	Weighted Grade Point
90%-100%	A	4.0	5.0
80%-89%	B	3.0	4.0
70%-79%	C	2.0	3.0
60%-69%	D	1.0	2.0
Below 60%	F	0.0	0.0

Kindergarten students are graded as follows:

Reading and Writing K+=Above Grade Level
K = Grade level
K- = Below grade level
- Needs improvement
+ Mastery

Math 4 = Advanced
3 = Proficient
2 = Basic
1 = Below Basic
- Needs improvement
+ Mastery

WEIGHTED GRADING

Students who take advanced placement courses or honors courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule.

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

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

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

Students taking AP courses shall receive weighted credit as described in this policy. Credit shall be given for each grading period during the course of the year but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course. Students who transfer into the district will be given weighted credit for the Advanced Placement courses, honors courses approved by the Arkansas Department of Education for weighted credit at his/her previous school(s) according to the preceding scale.

Students who transfer in from schools with International Baccalaureate programs will receive weighted credit.

Legal References: Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools
ADE Rules Governing Advanced Placement Courses in the Four Core Areas in High School
A.C.A. § 6-15-902(c)(1)

GRADE REPORTS AND CONFERENCES

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

- All teachers send progress reports home with student's midway through each nine weeks-grading period. Most teachers want these signed and returned to verify that the parent received the report.
- Report cards will be issued every nine weeks period.
- Parent-teacher conferences are scheduled during the school year. Fall conferences are scheduled at the end of the first nine weeks. Spring conferences are scheduled at the end of the third nine weeks. Please refer to the school calendar concerning dates for the above.
- Edline may also be used to access student grades. See school counselor for details.
- Other conferences throughout the year are encouraged and will be arranged upon request to your child's counselor.

HOMEWORK POLICY

Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day. Legal Reference: State Board of Education Rules & Regulations: Accreditation Standards 10.07

Homework must be planned to provide the following:

- positive success experiences
- reinforcement and extension of learning
- the opportunity to manage self-guided learning away from school
- the possibility for communication with parents regarding learning and involvement of parents and others in the learning process

Homework assignments will be designed to accomplish the following:

- extend the learning and curriculum of the classroom
- relate directly to the curriculum and current learning objectives
- be on an appropriate level for the student
- be explained by the teacher so that students understand objectives, procedures, content, and expectations
- allow students time for other homework assignments and for family and community activities and responsibilities
- encourage students to develop management strategies and the skills for life-long learning and independent study.

GRADUATION REQUIREMENTS

Graduation Requirements For The Class Of 2009 - 2010 And All Classes Thereafter

A minimum of 22 units is required for graduation for students participating in either the Smart Core or Common Core curriculum. There are some distinctions made between Smart Core units and graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan. The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation are to be earned from the following categories:

SMART CORE: 22 Units

English: four (4) units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Mathematics: four (4) units

- Algebra I or Algebra A & B (Grades 7-8 or 8-9)
- Geometry or Investigating Geometry or Geometry A & B (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math – Choice of Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement mathematics

(Comparable concurrent credit college courses may be substituted where applicable)

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

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units

- Civics or Civics/American Government -1 unit (Classes of 2011, 2012, 2013)
- Civics/Economics (Class of 2014 and after)
- World History – 1 unit
- American History – 1 unit

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

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

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

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

CAREER FOCUS: Six (6) units

Core: 22 units

English: four (4) units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Mathematics: four (4) units

- Algebra 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 four (4) unit requirement

Science: three (3) units (years)

- at least one (1) unit of biology
- one (1) unit of a physical science

Social Studies: three (3) units (years)

- Civics or government, one-half (1/2) unit
- World history, one (1) unit
- U.S. History, one (1) unit

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

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

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

CAREER FOCUS: Six (6) units

Specific graduation requirements of the Conway School District are as follows:

A minimum of 23 units is required for graduation for student participating in either the Smart Core or Common Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

In order to participate in the Conway Public Schools graduation exercises, a student must have completed all required credits or be within one credit of receiving a diploma.

The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan. Additionally, unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or to meet the remediation required of the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

While one-half (1/2) unit of Physical Education is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

At least two of the Career Focus units must be of the same foreign language. 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. The Core and career focus units must total at least twenty-three (23) units to graduate.

MIDDLE SCHOOL CREDIT CLASSES

The following classes taken in grades 7 or 8 will count for high school credit to be calculated in the cumulative grade point average:

Algebra I, Geometry, Physical Science or a Foreign Language

HONOR GRADUATES

Honor graduates from CHS shall have attended a state accredited high school for seven (7) semesters. All CHS students who have attained a cumulative grade point average of 3.5 or greater and have completed the required core curriculum listed below from their freshman (9th) year through and including the first semester of their senior (12th) year shall be eligible to be designated as HONOR GRADUATES.

Honor graduates who have earned a 4.0 or greater cumulative grade point average (including advanced placement class grades of B which are recorded as 4.0) from their freshman year through the first semester of their senior year will be distinguished as HIGHEST HONORS.

Transfer students who have enrolled at CHS at the beginning of their senior year may be eligible to be designated HONOR GRADUATES provided the following criteria has been met:

1. By the completion of the 1st semester of the senior year at CHS, the student will have completed a total of seven (7) semesters from a school accredited by one (1) of the six (6) regional accreditation associations.
2. The student will have attained a cumulative GPA of 3.5 or greater from their freshman (9th) year through and including the 1st semester of their senior (12th) year. Grades transferred from other schools will be adjusted to the grading procedures used at CHS. Additional quality points will be granted ONLY to advanced placement courses transferred to CHS. No college course grades will be weighted.
3. Honor graduates must complete the following core curriculum as developed by the Arkansas State Department of Education:
 - * **4 credits of English**
 - * **3 credits of science**--two (2) must be general biology & chemistry, physics, **or** Principles of Technology I & II
 - * **4 credits of math**—which must be higher than Algebra II and include the following:
 - Algebra I and II and geometry **or** investigative geometry **or** Applied Math I and II **or** Algebra A and B, geometry **or** investigative geometry, and Algebra II
 - * **3 credits of social studies:**
 - 1 American history, 1 world history
 - ½ credit Civics and 1/2 credit social studies elective
 - * **2 credits of the same foreign language**

Code: IKA
vised 2-10-04

CONCURRENT CREDIT

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one-half (1/2) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

Students are responsible for having the transcript for the concurrent credit course(s) they have taken sent to their school in order to receive credit for the course(s). The transcripts are to be received by the school within five (5) school days of the end of the semester in which the course is taken.¹ Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time or at all. This situation may jeopardize students' eligibility for extracurricular activities or graduation.

Students will retain credit applied toward a course required for high school graduation from a previously attended and accredited public school.

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

Legal Reference: A.C.A. § 6-15-902(c)(2)
Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade

AUDITING COURSES GRADES 9-12

In extenuating circumstances, a student may be allowed to audit a course. Audit is defined as attending class and completing assignments but not receiving official transcript credit. If a student audits a course, no grade replacement or addition will be allowed. All course audits require prior approval of the building principal.

PROMOTION AND RETENTION OF STUDENTS

The teacher will communicate student progress at regular intervals as previously outlined. Each student identified as not meeting satisfactory proficiency levels in academic achievement shall participate in his/her activities outlined in his/her academic improvement plan. The district shall notify the student's parent of the parent's role and responsibilities as well as the consequences for the student's failure to participate in the plan. In accordance with ACT 35, students who do not participate in this remediation program may be retained (AR Ann. Code 6-15-2003). A student will be retained if in the judgment of the teacher and the principal the interest of the student is best served. The parent has the right to a conference with the teacher and principal before final determination is made.

5.11—PROMOTION/RETENTION/COURSE CREDIT FOR K-12

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

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

ELEMENTARY: Students who are basic or below basic in two or more areas may be considered for retention.

GRADE CLASSIFICATION

Exiting Eighth grade students must pass four (4) courses with the following in each area: ½ must be in English, ½ in math and ½ in science

Sophomores must have 4 credits (including ½ units of English and ½ unit of math)

Juniors must have 9 credits (including 1 ½ units of English and 1 ½ units of math)

Seniors must have 15 credits (including 2 ½ units of English and 2 ½ units of math)

GRADE LEVEL REQUIREMENTS 5-8

Students in grades five through seven who have two or more F's in their final year averages for classes in their core subjects will be considered for retention. If there is doubt concerning the promotion or retention of a student or their required retaking of a course, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal or his/her designee.

Promotion to the next grade does not guarantee eligibility for extracurricular activities, including athletics.

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

In addition to the Benchmark Exam requirements, students who do not meet the satisfactory passing level on the End –of-Course or on the Grade 11 literacy test shall successfully participate in the remediation program identified in the AIP before they can receive credit for the course. The lack of credit could jeopardize their grade promotion or classification due to insufficient credits to qualify for the next grade.

Beginning in the 2005-2006 school year, any student in grades three through eight (3-8) identified as not passing a benchmark assessment and who fails to participate in the subsequent Academic Improvement Plan (AIP) shall be retained and shall not be promoted to the next appropriate grade, as required by Arkansas Code Annotated 6-15-2009, until

- A. The student is deemed to have participated in an academic improvement plan or
- B. The student passes the benchmark assessment for the current grade level in which the student is retained.

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

Each school in the Conway School District shall notify in writing the parents/guardians and students within the first nine weeks of school the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention shall be included with the quarterly 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

Legal References: A.C.A. § 6-15-402

State Board of Education: Standards of Accreditation 12.04.3

ADE Rules Governing the ACTAAP and the Academic Distress Program 7.05.1, 7.05.2, 7.05.5, 7.05.7

Date Adopted: March 14, 2006

HIGH STAKES END-OF-COURSE TESTS:

ALGEBRA I BEGINNING 2009-2010

ENGLISH 11 BEGINNING 2013-2014

Beginning with the 2009-2010 school year for Algebra I and 2013-2014 school year for English 11, a student identified as not passing an initial high-stakes end-of-course assessment shall not receive an academic credit on his or her transcript for the course related to the end-of-course assessment and is not entitled to graduate from an Arkansas public high school until:

- the student has received remediation and is identified as meeting the requisite passing scale score on a subsequent high-stakes end-of-course assessment; or
- the student has received remediation and is identified as meeting the requisite score established by state board rule on an alternative assessment. (Alternative assessment shall be limited to an ACT assessment or SAT assessment, an advanced placement test, or an International Baccalaureate test.)

If after two subsequent high stakes end-of-course assessments a student does not meet the requisite passing scale score on the high stakes end-of-course assessment, the student shall participate in strand analysis or formative analysis remediation provided by and supported by the ADE before taking a third subsequent high stakes end-of-course assessment.

GENERAL END-OF-COURSE ASSESSMENTS:

GEOMETRY/BIOLOGY I

Beginning with the 2009-2010 school year and each school year thereafter, each and every student required to participate in the statewide program of educational assessments required by §6-15-2009 shall not receive credit on his/her transcript for Biology I, Geometry or any other course that requires a general end-of-course assessment under §§ 4.01 and 4.02 of these Rules for which that student has not received the requisite scale score or an initial and general end-of-course assessment until the student is identified as having participated in remediation through an individual academic improvement plan (IAIP). This is a written plan detailing supplemental or intervention and remedial instruction or both, in deficient areas for any student who has not met the requisite scale score on a high stakes end-of-course assessment (Algebra I now and English 11 beginning school year 2013-2014).

For the purpose of a general end-of-course assessment, remediation does not require that a student re-take a subsequent end-of-course assessment in order to receive academic credit for a course.

EARLY COLLEGE ENTRY

CHS students who have finished their junior year with a "B" average and a minimum ranking of 25 on the ACT may be eligible to enroll in college a year early. A high school diploma may be issued upon completion of thirty earned college hours which includes six (6) hours of English and all remaining high school required subjects.* They will be permitted to participate in graduation exercises with their class if they so request and if they qualify.

***NOTE: Grades earned in college will be figured on the high school GPA exactly as shown on the college transcript. No grades will be weighted.**

- Three (3) college hours equal one-half (1/2) credit at CHSW.

- **All college grades will be recorded on the student's transcript.**

REMEDIATION

All students must participate in appropriate benchmark, norm-referenced, and end of course exams as established by the State Board of Education. Each student identified as not scoring at the proficient level or higher on the Benchmark or End of Course Literacy, Algebra, or Geometry Exams shall participate in a remediation program to address the specific needs of that child. School personnel in conjunction with parents shall develop an appropriate individualized academic improvement plan (AIP) for those identified students.

Any student in grades three through eight identified as scoring basic or below basic on the Benchmark Exam and who fail to participate in the AIP shall be retained and shall not be promoted to the next appropriate grade until

- A. the student is deemed to have participated in an academic improvement plan, or
- B. the student passes the benchmark assessment for the current grade level in which the student is retained.

Any student required to take an End of Course (EOC) Exam that receives a score of basic or below basic for that exam shall participate in remediation activities as required by the student's AIP in order to receive credit on his/her transcript for the course related to the End of Course Exam.

The student's AIP shall include remediation activities focused on areas in which the student failed to pass on the Benchmark or EOC.

Loss of Credit Due to Excessive Absences (Grades 9-12)

Students with ten (10) unexcused absences in a course in a semester shall not receive credit for that course. If a student has 10 unexcused absences during a semester (in any class), the following procedures will be followed:

- A. The student must stay in the class and do the assigned work for the remainder of the semester.
- B. If the student has a failing grade in the course at the end of the semester, he will receive a grade of "F". The student must repeat the class in order to gain credit. Neither credit recovery (PLATO) nor summer school will be an option.
- C. If the student has a passing grade in the course at the end of the term, he will receive a grade of "No Credit."

The student will have the opportunity to make up the credit in summer school only. There will be no opportunity for credit recovery (PLATO).

MAKE-UP REGULATIONS

1. Missed assignments required by the teacher will be made up. Required assignments not made up will be graded "0"/"F."
2. All make-up work must be made up within the same number of days missed up to a maximum of five (5) days.
3. A student may be expected to take a test the day he/she returns to school if the test was announced prior to the absence.
4. A student serving a **home** suspension **will not** be given credit for any work that he/she missed during the suspension.
5. A student serving a **class** suspension **will** be required to make up work.
6. Teachers will be encouraged to include daily work as part of the grade a student may earn.
7. Exceptions to the above policy may be made for extenuating circumstances on a case by case basis at the discretion of the principal or his designee.

Section IV-Student Behavior

The Conway School 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 established 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:

1. At any time on school grounds
2. Off school grounds at a school sponsored function, activity, or event
3. Going to and from school or a school activity.

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

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

A. Infractions and Consequences

The minimum penalty for student misconduct will be a verbal warning and the maximum penalty will be expulsion by the Board or legal action dependent upon the severity and frequency of the misconduct. The range of consequences is as follows:

- Reprimand/Warning
- Parent Contact
- Parent Conference
- Denial of Recess or Privileges
- Class Suspension
- Detention
- Saturday School
- In School Suspension
- Out of School Suspension
- Referral to Alternative Learning Environment
- School Suspension with Recommendation to Expel
- Other

*The principal/designee reserves the right to exercise his/her discretion based on the frequency and severity of the infraction(s).

Prohibited Conduct

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. CPS personnel recognize that each student discipline case must be handled on its own merits. While it is important that parents be notified about the behavior of students, it is also recognized

that not every case of discipline needs to be reported to parents at the time of the offense. The circumstances of each may dictate a different approach. On offenses that result in either an in-school or out of school suspension, a concerted effort will be made to notify parents immediately. Also, it is important to note that school officials cannot discuss the discipline and/or consequences imparted on other students. Each student is protected the privacy of non-disclosure to other parties. (See Board Policy 4.18)

B. Definitions

1. **Insubordination**-Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
 - a. *Minimum-Reprimand/Parent Conference/Parent Notification*
 - b. *Maximum-Expulsion*
2. **Disorderly Conduct**-Disruptive behavior that interferes with orderly school operations;
 - a. *Minimum-Reprimand/ Parent Conference/Parent Notification*
 - b. *Maximum-Expulsion*
3. **Physical Abuse, Threat or Assault on a Student**-Willfully and intentionally assaulting or threatening to assault or physically abusing any student;
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Expulsion*
4. **Verbal Abuse of a School Employee**- Harassing, threatening, or inappropriate behavior directed toward any school employee;
 - a. *Minimum-Suspension*
 - b. *Maximum-Expulsion*
5. **Physical Abuse, Threat, or Assault on a School Employee**-Willfully and intentionally assaulting or threatening to assault or physically abusing any school employee;
 - a. *Minimum-Suspension*
 - b. *Maximum-Expulsion*
6. **Weapons**-Possession of any weapon or object that can reasonably be considered capable of causing bodily harm to another individual;
 - a. *Recommended Expulsion-See Policy 4.22*
7. **Tobacco**- Possession or use of tobacco or any tobacco related paraphernalia in any form on any property owned or leased by any public school;
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Suspension*
8. **Vandalism/Theft**-Willfully or intentionally damaging, destroying, or stealing school property;
 - a. *Minimum-Conference/Parent Notification/Restitution*
 - b. *Maximum-Expulsion/Restitution*
9. **Electronic Communication Devices**-From the time of the first bell until after the last bell, students are forbidden from using cell phones, any paging device, beeper, lasers, or similar electronic devices such as cameras, MP3 players, iPods, computer games, PSP's, game boys, and other portable music devices. The device should be turned OFF and out of sight. **The student and or the students' parents or guardians expressly assume any risk associated with students owning or possessing technology equipment. The school district is not responsible for the destruction or theft of items mentioned above.**
 - a. *Minimum-Saturday School*
 - b. *Maximum-Suspension*

10. **Drug/Alcohol**-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;
 - a. *Minimum-Suspension*
 - b. *Maximum-Expulsion*

ILLEGAL DRUGS----See Board Policy 4.24

When it has been established at the discretion of the teacher, principal, or designee that a student possesses, is under the influence, or has consumed alcoholic beverages, controlled substances (illegal drugs), or other materials prohibited by federal, state, or local laws, or materials presented as illegal substances, he/she will be suspended for a period not to exceed ten (10) days. The local law enforcement officials will be notified.

Students found in possession of pharmaceutical ingredients or substances presented as illegal drugs (counterfeit drugs) with the intent to use or sell the drugs will be subject to the same disciplinary action as for possession and use of illegal drugs. He or she will be suspended for a period not to exceed ten (10) days. Local law enforcement officials will be notified.

The parents of the student will be notified and informed that the student is being suspended for ten (10) days, and parents will be requested to come to the school to transport the student home. **The student will not be allowed to make up any tests or assignments during the ten (10) day suspension. If suspension falls during semester test days, the student WILL BE allowed to take the test. He/she WILL NOT be allowed to test during the designated test days. Alternate arrangements must be made with the principal or assistant principal.** The parents will be informed that the student may return to school after serving the suspension by submitting proof that they and the student have made an appointment with an approved counseling agency. The cost of the counseling is the responsibility of the student and family.

The principal will provide the confirming letter for the parents, student, and agency to sign, and this letter must be presented to the school for the student to re-enter after serving his/her suspension. It will be the responsibility of the parent(s) to make the first appointment, secure the appropriate signatures and a statement from the selected agency that treatment has been prescribed, and request that a telephone call be made to the principal of the school verifying that the student is receiving appropriate counseling and treatment. The parent(s) will be responsible for returning the signed letter to the school at which time the student may re-enter school.

The student and his/her parents will be responsible for appointments, attendance of counseling sessions, and provisions for continued notice of these sessions until the counseling agency determines that treatment is complete. The parent(s) will provide the letter of release and recommendations for the student to the school.

Failure of the student and his/her parents to complete the counseling sessions will result in the student not being allowed to remain in school until the sessions resume.

When it has been established that a student is involved in the sale of items described in paragraph one or possesses an illegal drug which could result in a felony charge, he/she may be recommended for expulsion. When the student is under the influence or possesses an illegal drug which could result in a misdemeanor for the second time, he/she may be recommended for expulsion. The local law enforcement officials will be notified and charges will be filed.

11. **Public Display of Affection**-Inappropriate public displays of affection;
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*
12. **Cheating**-Cheating, copying, forging, or claiming another person's work to be his/her own;
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*
13. **Gambling**-Participation in any game of chance;

- a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*
- 14. **Dress Code**-Inappropriate student dress;
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*
- 15. **Profanity**-Use of vulgar, profane, or obscene language or gestures;
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*
- 16. **Truancy**-Absence from school or a class without parent and/or school authorities prior knowledge or consent; This includes from the time students enter a bus or walk onto school property;
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*

*A court referral will be submitted after 6 trancies
- 17. **Tardies**-Excessive tardiness;
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*
- 18. **Discrimination**-Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*
- 19. **Hazing**-Hazing or aiding in the hazing of another student;
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*
- 20. **Gangs or Gang-Related Activities**-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;
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Expulsion*
- 21. **Sexual Activity**-Sexual harassment, sexual activity, or sexual misconduct to include possession of or distribution of pornographic media;
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Expulsion*
- 22. **Harassment or Bullying**-Harassing, verbally assaulting or inappropriately threatening another student;
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Expulsion*
- 23. **Disrupting the Learning Environment**-Any behavior that disrupts or threatens the learning environment including bomb threats, false alarms, inciting a riot, etc.
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Expulsion*
- 24. **Loitering**-Inappropriate entry or assembly on a school campus;
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Expulsion*

25. **Failure to identify self-** Upon request, all persons must identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events.
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-In School Suspension*

26. **Computer Usage-** Students found to be in violation of this policy will be subject to disciplinary action which depends on the severity of the infraction. Infraction(s) may result in permanent denial of internet or computer access.
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Suspension*

27. **Behavior that is subversive to good order and discipline even though such behavior is not explicitly listed in the above rules-**
 - a. *Minimum-Conference/Warning/Parent Notification*
 - b. *Maximum-Expulsion*

Conway Board of Education directs each school in the district to develop implementation regulations for prohibited student conduct with applicable Board policy, State and Federal laws, and judicial decisions.

The Conway School District reserves the right to pursue disciplinary, legal action or contact juvenile authorities for behaviors that justify such actions.

In extreme circumstances where law enforcement must be contacted immediately, every effort will be made to contact parents before students are removed from the campus by authorities.

Legal References: ACA. 6-18-502; 6-15-1005;6-21-609;6-18-506;6-18-222;6-5-201;6-18-514

Adopted by BOE: Approved

OUT-OF-SCHOOL SUSPENSION---See Board Policy 4.30

Repeat offenders, students dismissed from In School Suspension Program (ISSP), first offenders of drug/alcohol policy, and students refusing to attend ISSP may receive up to ten (10) days of out-of-school suspension. **THE STUDENT WILL NOT BE ALLOWED TO MAKE UP WORK MISSED AFTER THREE (3) TRIPS TO ALTERNATIVE.**

SCHOOL SUSPENSION WITH RECOMMENDATION TO EXPEL---See Board Policy 4.31

The following infractions of school rules may result in but not be limited to a school suspension with recommendation to expel:

- suspension on three (3) occasions during the same school year for reasons stated in the handbook
- possession of a weapon such as a handle, knife, razor, ice pick, explosive, pistol, fist packs, brass knuckles, heavy chains, rifle, shotgun, pellet gun, mace, chemical spray, or any other object that reasonably can be considered a weapon or a dangerous instrument.
- threats or attempts to strike or cause physical injury or behavior that could reasonably cause physical injury to a school employee----said student may also be subject to prosecution.
- possession of illegal drugs that constitute a felony----second possession or use of drugs or alcohol that constitute a misdemeanor during the school day or at any school activity---- the proper law enforcement agency will be contacted.
- sexual misconduct such as rape, attempted rape, sexual molestation, or indecent exposure.
- fighting or violence involving more than two (2) students.
- making a bomb threat to any district facility will be subject to expulsion from school and possibly charged with a class D felony in accordance to Act 567 of 2001.

***** The principal reserves the right to suspend or recommend to expel students whose behavior is subversive to good order and discipline in the school even though such behavior is not specified in the already mentioned rules.**

DRESS CODE----See Board Policy 4.25

The Conway School Board of Education believes that it has a responsibility to create a culture that is conducive to student learning. On the secondary level, many steps are being taken to create a culture that promotes and fosters respect for one's self as well as others, sensitivity to the diverse population in which we live, and a true understanding of the value of education. As a part of that culture, the way students dress has a definite impact on their learning environment. Although the Conway Board recognizes that dress is a matter of personal taste and expression of one's self, it also recognizes the need to help students understand and avoid the negative impact that inappropriate grooming can have in the classroom. To accomplish this task, the Board has established the following guidelines for appropriate dress in the Conway secondary schools:

- All students shall wear shoes.
- Boys shall wear pants or shorts and a shirt.
- Dresses, shirts, and blouses must not expose any part of the midriff or back.
- Dresses, shorts, and skirts will be at least finger tip length (middle finger)
- Dress code for special events such as graduation, prom, dances etc. will be determined by the school principal.

Items not allowed include but are not limited to the following:

PANTS

- **NO sagging**
- **NO holes** above the top of the knee that exposes skin.
- **NO pajamas or lounge-wear.**
- **NO spandex unless covered by another garment.**
- **NO clothing related to gangs** --- one leg of pants rolled up; towels hanging from any pocket or draped over shoulder; overalls with one strap unbuttoned; bandanas, etc.

SHIRTS

- **NO see-through blouses.**
- **NO bare midriff** – when a student lifts his/her arms to shoulder level the midriff should not be exposed. The shirt needs to come down at least two (2) inches over the top of the pants' waistline. When a student sits, his/her back should not be exposed; when in doubt, wear an undershirt!!!
- **NO halters, backless, fishnet, or tank tops** ---shoulder straps must be 2 inches in width.
- **Boys' shirts must have sleeves.**
- **NO revealing necklines** --- there should be **NO** cleavage showing.
- **NO suggestive slogans** (such as Hooters); vulgar captions; pictures or advertisements for tobacco or alcoholic products; logos, that depict death or violence.

HEAD COVERINGS AND SHOES

- **NO baseball caps, skullies, du-rags, hats, hoods, sweatbands, sunglasses, combs, picks, curlers, or rakes – male or female. NO hair styles or coloring** that would be considered a classroom distraction.
- **NO house shoes.**

***** Each infraction will require a change of clothes in order to remain at school.**

C. DUE PROCESS

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is approved with regard to the administration of discipline in CHS.

1. The hallmark of the exercise of disciplinary authority shall be fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. Teachers and other school personnel have the authority to give reasonable instructions to any student while under school jurisdiction and the responsibility of reporting the violation of a school regulation by a student.
4. A teacher has the authority to suspend a student from class. The teacher shall send the student to the office and shall follow up with a report detailing the reasons for the student's suspension from class. The principal shall determine whether to reinstate the student in class, reassign, or take other disciplinary action in accordance to Act 1281 of 1999.
5. The principal or the assistant in charge is authorized to temporarily suspend a student from school for a period not to exceed ten (10) days and to require a student/parent/principal conference as condition for reinstatement.
6. When a student has been notified of a suspension from school, the student shall leave the building and grounds immediately and shall remain away from school premises until a parent or guardian returns with the student for a student/parent/principal conference.
7. The principal shall schedule the student/parent/principal conference and notify the parent/guardian(s). The principal may make and retain a record of the conference. If in the conference a decision is reached for the student to be reinstated, then no further action is necessary at this time.
8. If in the conference no decision is reached for reinstatement of the student or if the parent/guardian(s) expresses the feelings that the principal's decision is unfair, then the principal shall extend the suspension of the student and furnish the superintendent with a full report of the situation.
9. The superintendent then shall schedule within ten (10) days a hearing before the Board of Education and shall notify the student and his parent(s) or guardian in writing as to the time, place, and purpose of the hearing.

THE FOLLOWING GUIDELINES SHALL BE USED IN THE HEARING PROCEDURES:

1. The charges against the student shall be stated in clear and concise terms and must be in writing.
2. A parent or legal guardian of the student shall be present at the hearing.
3. The student shall be given an opportunity to present the student's version of the facts and their implications. The student should be allowed to offer the testimony of other witnesses and evidence. In the event third persons are called to offer testimony, they shall not be permitted to be present during the testimony of other witnesses.
4. The student shall be allowed to observe all evidence offered against them.
5. A record may be kept of the hearing.
6. The hearing authority shall state within a reasonable time after the hearing its findings as to whether or not the disciplinary action should be revoked, affirmed, or altered.

7. When the principal decides to recommend that a student be expelled, he shall make such recommendation to the superintendent along with a written statement of the charge(s) against the student. The superintendent shall then schedule a hearing before the Board and notify the parent/guardian(s). The student and parent/guardian(s) may waive a hearing scheduled for this purpose.

C. TRANSPORTATION REGULATIONS FOR STUDENTS

The purpose of the Transportation Department of Conway Public Schools is to provide the safest most efficient transportation possible for those students who are to be transported between their homes and schools. Students and parent/guardian(s) are asked to read these regulations carefully. They must be followed if the district is to provide safe, efficient transportation for the students of this district. The telephone number of the Transportation Department of the Conway School District is 450-4892; the number of the administration office is 450-4800.

SUSPENSION: LOSS OF BUS RIDING PRIVILEGES OR OTHER DISCIPLINARY SANCTIONS MAY BE IMPOSED WHEN STUDENTS VIOLATE THE REGULATIONS OUTLINED AS FOLLOWS:

PROCEDURES

➤ **MEETING THE BUS**

1. Be at the bus stop before the bus is scheduled to arrive.
2. Try to be on the proper side of the road while you wait even if you must cross the street or road to enter the bus.
3. Wait until the bus has come to a complete stop and the driver has given you directions before crossing a street to enter the bus.
4. NEVER PUSH OR SHOVE WHILE STANDING IN LINE OR LOADING.
5. Respect the property rights of others while waiting for the bus. Don't litter or make unnecessary noises. Don't gather under carports, on porches, or on lawns without permission.
6. Stand back at least ten (10) feet from the bus stop and do not approach the bus until it has come to a complete stop and the door is open.

➤ **ENTERING AND LEAVING THE BUS**

1. Enter and leave the bus quickly and in an orderly manner.
2. Do not enter or leave the school bus by the back door except in the case of an emergency or unless directed by the driver to do so.
3. If you must cross the street after leaving the bus in the afternoon, go to a point on the shoulder of the street ten (10) feet in front of the bus and wait until the driver has signaled you to cross.
4. If you drop any object (book, paper, pencil) while leaving the bus, do not attempt to retrieve the object until the bus has left the scene and the street is clear of other vehicles.

➤ **RIDING THE BUS**

1. Ride ONLY the bus to which you are assigned. Visitors are not allowed to ride buses.
2. Obey the instructions and directions of the driver. Students are under his/her supervision. The driver will report violations to the school principal.
3. Do not distract the driver's attention or disturb other riders on the bus. This rule means students must remain reasonably quiet while on the buses.
4. Remain seated while the bus is in motion or stopped except as the driver directs.
5. Legs and feet should not be in the aisle.
6. Keep all books, lunches, coats, etc., OUT of the aisle of the bus.
7. Knives, firearms, sharp objects, clubs, pets, or other animals are not allowed on a school bus.

➤ **EMERGENCY EVACUATION**

In an emergency, students should remain calm and quiet and listen for instructions from the driver. If the driver is unable to conduct emergency measures, students should follow the procedures below in leaving the bus:

1. If the exit is through the front door, students sitting in the front seat to the left of the aisle will move out first, followed by those in the right front seat and proceeding in this manner until all seats are emptied.
2. If the exit is through the rear emergency door, those students sitting next to the aisle will leave first, beginning with those students in the rear of the bus.
3. If a rapid exit is necessary and it is possible to exit from both doors, students in the rear half of the bus should move out the back, and those in the front half of the bus should move out the front door.
4. In the event of an accident resulting in injury, persons injured should, if possible, be moved only under competent medical supervision.
5. If the bus should be overturned, students are to move immediately off the roadway to a safe distance from traffic. They should **NOT** cross the road unless instructed by the driver.
6. In the event of a tornado or other natural disaster, students should follow the instructions of the bus driver regarding emergency procedures.

STUDENT CONDUCT ON SCHOOL BUSES

➤ **SCHOOL BUS RULES**

1. Follow directions the first time they are given.
2. Remain properly seated at all times -- keep all parts of your body and all objects inside the bus.
3. Keep hands, feet, and objects to yourself.
4. Do not swear, use rude gestures, or tease anyone on the bus.
5. Do not litter, write on, or damage the bus in any way.
6. Cell phones must be off and out of sight.
7. All school handbook rules are to be followed.

➤ **CONSEQUENCES FOR BREAKING BUS RULES**

1. First bus discipline report--written warning
2. Second bus discipline report—five (5) day bus suspension.
3. Third bus discipline report—ten (10) day bus suspension.
4. Fourth bus discipline report--bus privileges denied for remainder of school year.
5. Severe Clause: Students who distract a bus driver from his/her responsibility of safely driving the bus or who engage in conduct endangering other students such as but not limited to fighting, smoking, or disrespect toward the driver will receive an immediate bus suspension from riding the bus. The driver may temporarily suspend students if a severe infraction occurs. Suspension time for a severe infraction could result in the denial of bus riding privileges for the remainder of the school year.

****A bus suspension from one bus constitutes suspension from all Conway Public School buses.***

Section V-Student Services

STUDENT HEALTH SERVICES

1. Health Guidelines and Emergency Health Services

Facilities for sick students are extremely limited. If a student becomes ill, parents and or emergency contacts will be expected to pick up their child as soon as possible. When parents and/or emergency contacts cannot be reached, school officials shall act in *loco parentis* and secure medical attention. Only emergency first aid may be provided at school. In the event of an accident or illness requiring emergency medical attention, every effort will be made to contact the parent or emergency contacts. However, 911 may be called to dispatch an ambulance to the school if needed.

Please make sure that you have listed on your child's registration form at least two other people who can transport your child in an emergency. Parents should immediately notify the school in writing any change in their mailing address, telephone numbers, emergency contacts or places of employment. The school reserves the right to exclude any student whose physical condition interferes with the ability to learn or exposes other students to potential communicable diseases in accordance with the Arkansas Department of Health.

Students with a temperature of 100.0 or above will be excluded from school. They are required to remain at home until they are free from fever for 24 hours without the aid of fever reducing medication.

Any student with vomiting or diarrhea will be excluded from school and shall remain home until they are free of these conditions for 24 hours without the aid of medications.

In regard to any potentially communicable conditions, Conway Public schools follows the guidelines and policies for exclusion vs. non-exclusion set forth by the Arkansas Department of Health and the Arkansas Department of Education in their School Health Services Manual located in the nurses office of each school building.

In accordance with the Arkansas Department of Health, all foods brought to school for students must be commercially packaged.

4.41—PHYSICAL EXAMINATIONS OR SCREENINGS

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

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

Any pupil may be excused from the examination if the parent/guardian presents certification from a reputable physician that the physician has recently examined the pupil or on presentation of a written statement of the pupil's parent or guardian that the parent or guardian objects to the examination of his child or ward. However, this provision shall not be applicable in case of a pupil suspected of having a contagious or infectious disease.

Legal Reference: A.C.A. § 6-18-701 (b), (c), (f)

Date Adopted: June 26, 2007

Last Revised: March 9, 2010

2. Administration of Medications – See Board Policy 4.35.1

3. Immunizations

State law requires every student in the public school setting to be immunized against certain diseases. A record from the health department or the student's physician documenting these required vaccinations and dates given must be kept on file in the school office. It is the parent's responsibility to provide these documents to the school. Religious, Medical, and Philosophical exemptions can be obtained through the Arkansas Department of Health. However, proof of exemption letters must be obtained each year and provided to the school for their records. (AR Code Annotated 20-7-109, 6-18-702, 6-60-504, 20-78-206)

4. Pregnancy – See Board Policy 4.17.1

It is the policy of the Board of Education that a student who becomes pregnant while enrolled in the local schools shall notify the school principal as soon as possible after the pregnancy has been confirmed.

A pregnant student shall provide the principal a written statement from a licensed physician, including recommendations concerning advisability of school attendance for the pregnant student.

A pregnant student who chooses to remain in school during the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements, and rules and regulations as all other students. However, the physical education program shall be adapted to the special needs of the student. In no case shall a student be removed from school or failed solely because of her pregnancy. A student shall be readmitted to school after delivery upon a statement from her physician recommending her readmission.

5. Counseling Services

Counseling Services are available in the counseling center. Student's cumulative files, including their medical history, standardized tests, and academic records from previous schools, are stored in the center for teacher and parent/guardian accessibility. Students are allowed the freedom to come to the center with permission from their teacher.

Counselors assist in setting up and conducting parent/guardian-teacher conferences and are easily accessible through the use of a private office and phone number. The counselors also initiate student conferences when the need arises.

All new students are registered, inventoried, and scheduled through the counseling center. Referrals of students with possible learning difficulties are made to the counselor, who then gathers the data on the student and then holds a parent/guardian referral conference. Once permission is granted, the counselor refers the student to the Special Services Department, who evaluates the student. An evaluation conference is attended by a member of the Special Services Department, the counselor, parent/guardians, and teachers. The counselor then uses the recommendation in appropriately placing the student. Social skills training will be provided for targeted students in group and individual sessions. Students may be assigned to sessions for repeated offenses of desired/expected skills with follow-up sessions as needed.

6. Homeschooling

4.6.1 GUIDELINES FOR PLACEMENT AND/OR SCHEDULING OF FORMER HOME SCHOOL STUDENTS AND STUDENTS FROM NON-ACCREDITED SCHOOLS (SCHOOLS NOT ACCREDITED BY STATE OR REGIONAL ASSOCIATION)

General Requirements for Grades 1-12

1. The parent shall provide current standardized achievement test results or the local school shall administer an achievement test currently used by the district.
2. The parent shall provide the school with a list of textbooks used by the student and a list of the courses taught.
3. Students required by state law to take state mandated tests must supply a copy of the results.

Adopted: March 14, 2006

7. Emergency Drills-SEE BOARD POLICY 4.37

1. **FIRE DRILLS:** Fire drills are held at various times throughout the school year to prepare students to exit the buildings in case of fire or other dangers. The following procedures must be followed to insure maximum safety:
 - a. A fire evacuation plan is posted in every room. Students should become familiar with the plan for each room.
 - b. When the fire alarm sounds, students must obey orders promptly and leave the building according to the evacuation plan.
 - c. Students are not to run, talk, pass others, or engage in any "horseplay" during the drills or alerts.
 - d. Students should move far away from the building with their teachers until the all clear signal is given. This signal will be one (1) ring of the bell at the conclusion of the drill.
 - e. Any student caught pulling the fire alarm when there is no fire will receive a five (5) day home suspension. The local authorities will be notified and charges filed.
2. **BOMB THREAT DRILL:** The regular fire drill evacuation routes will be followed in case of a bomb threat. Students will be notified by sound system when there is a bomb threat. Any student found to have made a bomb threat to any district facility will be subject to expulsion. Local authorities will be notified, and charges filed.
3. **TORNADO DRILL:** The signal for a tornado alert will be given over the intercom. Should an actual emergency occur and the electricity become interrupted, the warning signal will be one (1) long blast on an air horn. Teachers will review the tornado drill plan for moving to a safe position with their students at the beginning of tornado season. A plan to be followed will be posted in each classroom. Practice drills will be conducted prior to tornado season.
4. **LOCK-DOWN DRILL:** A predetermined, coded announcement will be made at which time all students will remain in their assigned classrooms or report to the nearest classroom. Teachers will be responsible for securing their classroom doors. All students, staff, and teachers will remain in their rooms until an all clear is announced.

8. Food Service

The Conway School Food Service serves a national school breakfast and lunch every day. Menus for the week are printed in the local newspaper. Students may purchase meals by the day or may purchase multiple lunch or breakfast meals in advance. Students are encouraged not to charge, however, if charges are incurred up to the amount of \$9.00, an alternate meal will be provided.

Breakfast will be served prior to the instructional day.

Children who bring their lunch to school may buy one or two cartons of milk.

The national breakfast and lunch program allows for free and reduced price meals. Application for free and reduced price meals is sent home at the beginning of the school year and is also available to anyone at any time. (Each school will devise, adopt and implement procedures which protect the privacy rights of students who participate in free or reduced price meals.)

Lunch menus and additional information may be found at www.conwayschools.org.

Parents may use www.EZSchoolPay.com Internet service to help manage their child's school meal account. Meal balances may be monitored and pre-payments for meals may be made using VISA or MasterCard.

Notices will be sent home from the school with price information. Students are encouraged to eat quietly in the cafeteria.

Section VI-School Board Policies

ASSURANCE

In keeping with the guidelines on Title VI, Section 601, Civil Rights Act of 1964; Title IX, Section 901; Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, the Conway Public Schools assures that no person in the United States shall on the basis of race, color, national origin, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Equity and Grievance Coordinator for Conway Public Schools and may be contacted at 450-4800.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

A parent or guardian has the right to inspect his or her child's educational records and a student who has reached the age of 18 has the right to inspect his own records. To insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of such inappropriate data, said parents or students have the right to a hearing should they choose to challenge the contents of such records. They may insert into such record a written explanation concerning the desired correction. The request to inspect such records shall be complied with as soon as administrators can arrange it, and in no case will more than forty-five (45) days elapse from the receipt of the request. The same time limits apply for a request for a hearing to challenge the content of such records. The principal in each building has a copy of the district's policy on student records which may be examined. Complaints with the Federal Office of Education concerning alleged failures of the district to comply with the requirements of 98.380 may be filed.

FREEDOM OF SPEECH AND ASSEMBLY

1. Students are entitled to verbally express their personal opinions. Such verbal expressions shall not interfere with the rights of others, the learning environment of the classroom, or with the educational process. The use of obscenities is prohibited.
2. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.
3. Students have the freedom to assemble peacefully. There are appropriate times and places for such assembly and for the expression of opinions and beliefs. Participation in demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited.

FREEDOM TO PUBLISH

1. Students are entitled to express in writing their personal opinions. The distribution of handwritten, duplicated, or printed material on school premises must be with the prior consent of the principal and may not interfere with or disrupt the educational process. Written expressions which are distributed must be signed by the authors.
2. A student who wishes to distribute written material on school premises must present such material to the principal in the form in which it is to be distributed at least 48 hours prior to planned distribution with a written statement setting forth the purpose of distribution.
3. The principal shall within 24 hours thereafter either accept or reject said material for distribution in writing, and if he rejects same, he shall state the reason for such rejection in writing.

4. If the student is aggrieved over such rejection, the student shall have the right to appeal such rejection to the superintendent by presenting to the superintendent a copy of such written material proposed to be distributed together with a copy of his written statement setting forth the purpose of distribution and a copy of the written statement of the principal rejecting same.
5. Within forty-eight (48) hours, the superintendent shall either approve or reject such material for distribution.
6. If the student is dissatisfied with the decision of the superintendent, the student shall have the right to present such material to the school board for their review of the action of the principal and superintendent at the next regular meeting of the school board.
7. Students who edit, publish, or distribute handwritten, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.
8. Libelous and obscene matter is prohibited in all publications.
9. Unauthorized commercial solicitation will not be allowed on school property at any time.

4.13 – PRIVACY OF STUDENTS’ RECORDS/ DIRECTORY INFORMATION

All students’ educational records are available for inspection and copying by the parents/legal guardian of any 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 10 days of the request. The district forwards education records, including discipline records, to schools that have requested them and in which the student seeks or intends to enroll.

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

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

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

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

The District discloses personally identifiable information 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 personally identifiable information 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 articulatable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. For purposes of this policy, the Conway Public School District does not distinguish between a custodial and non-custodial parent with respect to gaining access to a student's records. The fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent or guardian 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. 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" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. "Directory information" includes, but is not limited to, the student's name, address, telephone listing, student's photograph which may be electronic, date and place of birth, video/audio recordings, grade classification, dates of attendance, height/weight, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities. 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. A student's name when associated with their physical address, telephone number, or photograph will only be displayed on the district or school's web page after receiving the written permission of 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. Failure to file an objection by that time is considered a specific grant of permission.

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

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

Legal References: 20 U.S.C. § 1232g
20 U.S.C. § 7908 (NCLB Section 9528)
34 CFR 99.3, 99.7, 99.31, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34,
99.35, 99.36, 99.37, 99.63, 99.64

Cross References: Policy 5.20 – District Web Site
Policy 5.20.1 – Web Site Privacy Policy
Policy 5.20F1 – Permission to Display Photo of Student on Web Site

Date Adopted: March 14, 2006

Last Revised: March 9, 2010

Objection to Publication of Directory Information Form

I, the undersigned, being a parent/legal guardian of a student, hereby note my objection to the disclosure or publication by the Conway School District of directly information as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below.

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

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

I wish to deny the disclosure or publication of directory information as follows:

- _____ Deny disclosure to potential employers
- _____ Deny disclosure to public newspapers for school events
- _____ Deny disclosure for publication in the school's yearbook
- _____ Deny disclosure for school publications such as school newspapers, school magazines, and athletic event programs.

Name of Student (Printed)

Signature of Parent

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

4.1 – RESIDENCE REQUIREMENTS

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 legal, lawful control of the student under order of a court, or persons standing in loco parentis reside in the school district.

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

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

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools.

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.

Legal References: A.C.A. § 6-18-202
A.C.A. § 6-18-203
A.C.A. § 6-27-102, 112

Date Adopted: March 14, 2006

Last Revised: March 9, 2010

4.17 – STUDENT DISCIPLINE

The Conway 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; or going to and from school or a school activity.

Minimum and maximum penalties ranging from a warning to expulsion for violations of offenses and other practices prohibited by school discipline policies are described in Conway School District School Handbooks.

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

The District's personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Conway School Board. The Board shall approve any changes to student discipline policies.

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

It is required by law that the principal or the person in charge report to the police any incidents where 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.

Legal Reference: A.C.A. § 6-18-502
A.C.A. § 6-17-113
Date Adopted: March 14, 2006
Last Revised: March 9, 2010

4.2 – ENTRANCE REQUIREMENTS

To enroll in a school in the Conway Public School District, the child must be a resident of the Conway Public School District as defined in District policy 4.1—Residence Requirements, meet the criteria outlined in policy 4.40—Homeless Students, be accepted as a transfer student under the provisions of policy 4.4—Student Transfers, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August 15 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-

accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the Conway Public School District.

A child who was enrolled in and attended a state-approved prekindergarten program for children three (3) years of age for a minimum of one hundred (100) days during the 2008-09 school year and also enrolled in and attended a state-approved prekindergarten program for a minimum of one hundred (100) days during the 2009-10 school year will be eligible to enroll in kindergarten for the 2010-11 school year if the child will be at least 5 years of age no later than September 15 of the 2010-11 school year.

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

Any child may enter first grade in a Conway Public School 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 Conway Public School District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the Conway Public School District to determine their appropriate grade placement.

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

Prior to the child's admission to a Conway Public School District school

- the parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
- The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - A birth certificate;
 - A statement by the local registrar or a county recorder certifying the child's date of birth;
 - An attested baptismal certificate;
 - A passport;

- An affidavit of the date and place of birth by the child’s parent or guardian; United States military identification; or
- Previous school records.
- The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
- The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. As required by state law, each pupil shall be immunized against diphtheria, pertussis, tetanus, poliomyelitis, red measles, and rubella, including any other immunization that may be required by state law, before enrolling in any school of this School District provided that such immunization shall not be required in the case of a child whose health, in the opinion of a reputable physician, would be endangered thereby, or where the parents (guardian) of the child object to immunization on the grounds that such immunization conflicts with the religious tenets and practices of the parent’s or guardian’s recognized religion or church. Such immunizations shall be secured in consonance with rules and regulations of the State Board of Health. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student’s age.

Cross References: 4.1 – RESIDENCE REQUIREMENTS
 4.4 – STUDENT TRANSFERS
 4.5 – SCHOOL CHOICE
 4.40 – HOMELESS STUDENTS

Legal References: A.C.A. § 6-18-201 (c)
 A.C.A. § 6-18-207
 A.C.A. § 6-18-208
 A.C.A. § 6-18-702
 A.C.A. § 6-15-504 (f)
 A.C.A. § 6-27-102, 105
 A.C.A. § 9-27-103
 Plyler v Doe 457 US 202,221 (1982)

Date Adopted: March 14, 2006

Last Revised: March 9, 2010

4.3 – COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy 4.1— Residence Requirements, within the District shall enroll and send the child to a District school with the following exceptions:

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

Legal Reference: A.C.A. § 6-18-201
 A.C.A. § 6-18-207
 Date Adopted: March 14, 2006
 Last Revised: June 14, 2011

4.4 – STUDENT TRANSFERS

The Conway School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis as received.

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

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school.

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

The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the student’s expulsion time has expired and background checks have been conducted. The Board of Education also reserves the right to admit a student on a conditional basis.

The responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student’s parents. The District and the resident district may enter into a

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

Legal References: A.C.A. § 6-18-316
A.C.A. § 6-18-510
A.C.A. § 6-15-504 (f)
State Board of Education Standards of Accreditation 12.05
Date Adopted: March 14, 2006
Last Revised: June 10, 2008

4.5 – SCHOOL CHOICE

The Superintendent will consider all applications for School Choice postmarked not later than the July 1 preceding the fall semester the applicant would begin school in the District. The Superintendent shall notify the parent or guardian and the student's resident district, in writing, of the Superintendent's decision to accept or reject the application within 30 days of its receipt of the application.

The District shall advertise in appropriate print and broadcast media 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 procedure for participation in the program. Such pronouncements shall be made in the spring, but in no case later than June first.

When considering applications, priority will be given to applications from siblings or stepsiblings residing in the same residence or household of students already attending the District through school choice.

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

The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school.

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this district under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

Legal References: A.C.A. § 6-18-206
A.C.A. § 6-18-510
Date Adopted: August 5, 2003
Last Revised: June 10, 2008

4.6.1 – GUIDELINES FOR PLACEMENT AND/OR SCHEDULING OF FORMER HOME SCHOOL STUDENTS AND STUDENTS FROM NON-ACCREDITED SCHOOLS (SCHOOLS NOT ACCREDITED BY A STATE OR REGIONAL ASSOCIATION)

General Requirements for Grades 1-12

- The parent shall provide current standardized achievement test results or the local school shall administer an achievement test currently used by the district.
- The parent shall provide the school with a list of textbooks used by the student and a list of the courses taught.
- Students required by state law to take state mandated tests must supply a copy of the results.

Specific Requirements for Grades 1-12

- The local school shall administer a battery of examinations, either standardized or district developed examinations when deemed necessary for placement or determination of credits.
- A placement conference shall be held for any student who scores 8 months or more below grade level on any of the basic areas (language arts, reading, and mathematics) or on the required achievement test. Conference participants shall include an administrator, a counselor, the parent(s), and other personnel deemed necessary. Based on data presented during the conference, the school administrator shall determine class and grade placement. The local school shall retain the option to reconsider placement at anytime during the school year.
- Each student enrolled in a home school who is at least seven (7) years old on May 1 must be tested each year by May 1, using a standardized test approved by the Arkansas Department of Education. A copy of the standardized test scores must be given to the school at the time of registration.
- In the event that a student who has received home instruction has not taken or passed an approved standardized test, he/she will be tested at the school before permanent grade placement is assigned. The school counselor will administer the district-approved test, and it will be scored at the district level.
- Parents must present a written list of subjects taught and materials used to the counselor or principal at the time of the registration.
- The maximum credits that will be accepted for each year in attendance in home school cannot exceed the number of credits earned by a student enrolled in the Conway Public Schools during a regular school year.
- Students who receive home instruction will not have letter grades entered on their permanent record cards. When they enroll, "Home Schooling" will be written in the attendance and

grade section of the card. At the secondary level, courses will be listed and credit will be recorded by marking “cr” in the space provided for a grade.

- Rank in class and grade point average will be determined only by credits earned while attending an accredited high school.
- A student must attend accredited public or private schools for a minimum of 6 semesters to be considered for an honor graduate. Summer school may not be substituted for a regular semester.
- The Conway Public Schools will not award a diploma to any person who has not attended Conway High School during the last semester of his/her senior year.
- A copy of the Conway policy and guidelines on home schooling will be given to parents or legal guardians when they apply to the Conway Public Schools for home schooling.

Date Adopted: August 27, 1991

Last Revised:

4.7—ABSENCES

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

Excused Absences

1. Excused absences are those where the student was on official school business, extenuating circumstances approved by the principal or when the absence was due to one of the following reasons:
2. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal;
3. Death or serious illness in their immediate family;
4. Observance of recognized holidays observed by their faith;
5. Official documentation of attendance at an appointment with a government agency;
6. Official documentation of attendance at a medical appointment;
7. Exceptional circumstances with prior approval of the principal;
8. Participation in a AAA-sanctioned activity, activities approved by principal, and 4-H-sanctioned activities; or

9. Students who serve as pages for a member of the Arkansas 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.
10. Participation in the election poll workers program for high school students.

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 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 up to 5 days per military deployment.

It is the Arkansas General Assembly's intention that students who have excessive excused absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences. Students with 10 (ten) 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 five (5) 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 ten (10) 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.

If a student under eighteen (18) years of age becomes truant, the parent or legal guardian of said student may be guilty of a misdemeanor and subject to punishment by law.

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

A student who is in a location other than their assigned location without permission will be considered truant. Any student who is absent from school without knowledge and permission of his/her parents or school authorities is truant. Absences, even with the approval of the parents, that are excessive and/or that interfere with the student's educational program may be interpreted as truancy.

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 students' operator's license unless he/she meets certain requirements specified in the code.

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.

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.

Legal References: A.C.A. § 6-18-209
A.C.A. § 6-18-220
A.C.A. § 6-18-222
A.C.A. § 6-18-229
A.C.A. § 6-27-113
A.C.A. § 7-4-116
A.C.A. § 27-16-701

Date Adopted: April 25, 2006

Last Revised: May 10, 2011

4.11 – EQUAL EDUCATIONAL OPPORTUNITY

No student in the Conway Public 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.

Date Adopted: March 14, 2006

Last Revised:

4.12 – STUDENT ORGANIZATIONS/EQUAL ACCESS

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

- The meeting is to be voluntary and student initiated;
- There is no sponsorship of the meeting by the school, the government, or its agents or employees;
- The meeting must occur during non-instructional time;
- There will be a certified school employee in attendance at all meetings to be obtained by the student group. The certified employee shall not participate or take part in the meeting, but will only serve in a supervisory capacity to protect the school property and to insure that school policies and procedures are not violated;
- The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria.

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

Date Adopted: March 14, 2006
Last Revised:

4.12.1 – STUDENT GOVERNMENT

The Board of Education authorizes each secondary school to establish a student council organization to offer practice in self-government and to serve as a channel for the expression of student opinion. The student council organization will comply with rules and regulations of the Arkansas Activities Association and other applicable policies of the district.

Date Adopted: December 13, 1988
Last Revised:

4.13.2 – STUDENT PHOTOGRAPHS

Recognizing that most students and parents want to retain some permanent impression or keepsake as a reminder of their school experiences from year to year, the Board sanctions the practice of negotiations and contractual obligations between commercial photographers and the principals of the schools as a service to the students, and as part of the total school program.

No student, however, will be required to have a picture taken or will be pressured for the purchase of photographs.

Date Adopted:
Last Revised:

4.14 – STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

Student Publications

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the

District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

- Advertising may be accepted for publications that do not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
- Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
- Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.

Prohibited publications include

- those that are obscene as to minors;
- those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
- those that constitute an unwarranted invasion of privacy as defined by state law;
- publications that suggest or urge the commission of unlawful acts on the school premises;
- publications which suggest or urge the violation of lawful school regulations; or
- hate literature that scurrilously attacks ethnic, religious, or racial groups.

Student Publications on School Web Pages

Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall not contain any non-educational advertisements. Additionally, student web publications shall

- not contain any non-educational advertisements.
- Additionally, student web publications shall 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 18.
- State that the views expressed are not necessarily those of the School Board or the employees of the district.

Non-school Publications

School authorities shall review non-school publications prior to their distribution and will bar from distribution those 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 disruption will likely result from the distribution.

Distribution of Literature

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of literature.

The regulations shall

- be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
- be uniformly applied to all forms of literature;
- allow no interference with classes or school activities;
- specify times and places where distribution may and may not occur; and
- not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

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

Legal References: A.C.A. § 6-18-1202, 1203, & 1204
Tinker v. Des Moines ISD, 393 U.S. 503 (1969)
Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Date Adopted: March 14, 2006
Last Revised: June 9, 2009

4.15 – CONTACT WITH STUDENTS WHILE AT SCHOOL

Contact By Parents

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

Contact By Non-Custodial Parents

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

Unless prior arrangements have been made with the school's principal, Arkansas law provides that 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.

Contact By Law Enforcement, Social Services, Or By Court Order

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

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

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

Legal References: A.C.A. § 6-18-513
 A.C.A. § 12-12-509, 510, and 516
 A.C.A. § 9-13-104
Date Adopted: March 14, 2006
Last Revised:

4.16 – 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.

Date Adopted: March 14, 2006
Last Revised:

4.17 – STUDENT DISCIPLINE

The Conway 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; or going to and from school or a school activity.

Minimum and maximum penalties ranging from a warning to expulsion for violations of offenses and other practices prohibited by school discipline policies are described in Conway School District School Handbooks.

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

The District's personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Conway School Board. The Board shall approve any changes to student discipline policies.

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

It is required by law that the principal or the person in charge report to the police any incidents where 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.

Legal Reference: A.C.A. § 6-18-502
 A.C.A. § 6-17-113
Date Adopted: March 14, 2006
Last Revised: March 9, 2010

4.17.1 – PREGNANT STUDENTS

It is the policy of the Board of Education that a student who becomes pregnant while enrolled in the local schools shall notify the school principal as soon as possible after the pregnancy has been confirmed.

A pregnant student shall provide the principal a written statement from a licensed physician, including recommendations concerning advisability of school attendance for the pregnant student. An additional statement from her physician shall be provided each six weeks, verifying that she is physically able to continue in school.

A pregnant student who chooses to remain in school during the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements, and rules and regulations as all other students. However, the physical education program shall be adapted to special needs of pregnant students. In no case shall a pregnant student be removed from school or failed solely because of her pregnancy.

A student shall be re-admitted to school after delivery, upon a statement from her physician recommending her readmission.

Legal References: US Const. amend XIV §1: 20 USC §1681 et.seq
Cleveland Board of Education v LaFLEUR, 94 s. Ct. 791 (1974)
Ark. Stat. Ann §§80-509, 80-1656.

Date Adopted:

Last Revised:

4.17.2 – DISCIPLINING HANDICAPPED STUDENTS

Conway Public Schools will follow IDEA guidelines when disciplining handicapped students.

Date Adopted: August 12, 1986

Last Revised: March 14, 2006

4.18 – PROHIBITED STUDENT 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:

- Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
- Disruptive behavior that interferes with orderly school operations;
- Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
- Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
- Possession or use of tobacco in any form on any property owned or leased by any public school;
- Willfully or intentionally damaging, destroying, or stealing from other students, school employees, or school property;
- Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, or the inappropriate use or sharing of prescription or over the counter drugs, use of unauthorized inhalants, or other intoxicants, or anything represented to be a drug;
- Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and it will be treated as contraband and may not be returned to the student.
- Inappropriate public displays of affection;

- Cheating, copying, or claiming another person's work to be his/her own;
- Gambling;
- Inappropriate student dress;
- Use of vulgar, profane, or obscene language or gestures;
- Truancy;
- Excessive tardiness;
- Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
- Hazing, or aiding in the hazing of another student;
- Gangs/deviant groups or gang/deviant group-related activities, including belonging to secret societies of any kind, are forbidden on school property and school sponsored activities on or off campus. Gang/deviant group insignias, clothing, —throwing signsll or other gestures known to be associated with gangs/deviant groups are prohibited;
- Sexual harassment;
- Bullying (please refer to the anti-bullying policy); and
- 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.

The Board will annually review rules of conduct for students. These rules (1) will not infringe upon constitutionally protected rights; (2) will be clearly described; and (3) will be printed in a publication made available to students and parents.

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

Legal References: A.C.A. § 6-18-502
 A.C.A. § 6-15-1005
 A.C.A. § 6-21-609
 A.C.A. § 6-18-506
 A.C.A. § 6-18-222
 A.C.A. § 6-5-201
 A.C.A. § 6-18-514

Date Adopted: March 14, 2006

Last Revised: April 19, 2011

4.19 – CONDUCT TO AND FROM SCHOOL

Students who are transported to school or school-sponsored activities on district school buses are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules. Refer to student handbook for disciplinary actions.

Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's

bus transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent or legal guardian.

Students are eligible to receive district bus transportation if they meet the following requirements:

- The bus area of a school will begin at least a mile from the school. It will be the responsibility of the superintendent or his/her designee to measure the distance.
- A student may walk to a school, such as elementary school, and then be transported by school bus to his/her attendance school.
- An additional bus route or pick up may not be added unless the requesting student lives more than three-quarters of a mile off the normal route, a suitable turning point is available, and sufficient concentration of students is great enough to warrant establishment of an additional route.
- Bus stops shall not be scheduled closer than three-hundred feet (one hundred yards) apart, unless undue safety hazards exist in routes. Only the superintendent or his/her designees may give permission to deviate from this policy.
- A parent who is not satisfied with the superintendent's decision regarding a transportation problem may request a conference with the Board's Transportation Committee. This committee of three board members is appointed annually by the Board President for the purpose of advising the entire Board regarding district transportation policy or problems.

Legal Reference: A.C.A. § 6-19-119 (b)
Arkansas Division of Academic Facilities and Transportation Rules Governing
Maintenance and Operations of Ark. Public School Buses and Physical
Examinations of School Bus Drivers 4.0.
Date Adopted: March 14, 2006
Last Revised: April 17, 2007

4.21 – STUDENT ASSAULT OR BATTERY

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

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; or c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

Each school will include in its handbook the minimum and maximum penalty prescribed.

Legal Reference: A.C.A. § 6-17-106 (a)
Date Adopted: March 14, 2006
Last Revised:

4.22 – WEAPONS AND DANGEROUS INSTRUMENTS

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

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a 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. 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. The age and intent of the student will determine which disciplinary action will be used. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm visibly stored inside a locked vehicle on school property nor to 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. A firearm brought inadvertently to school by a student shall be grounds for disciplinary action against the student, but the School Board of Directors may consider the "inadvertent circumstances" of the incident in determining the student's discipline.

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

Cross Reference: Policy 4.31 - EXPULSION

Legal References: A.C.A. § 6-18-502 (c) (2)(A)(B)
A.C.A. § 6-18-507 (e) (1)(2)
A.C.A. § 6-21-608
A.C.A. § 5-4-201
A.C.A. § 5-4-401
A.C.A. § 5-27-210
A.C.A. § 5-73-119(e)(8)(9)(10)
20 USCS § 7151
US Department of Education Guidance Concerning State and Local
Responsibilities Under the Gun-Free Schools Act
Date Adopted: March 14, 2006
Last Revised: March 9, 2010

4.23 – TOBACCO AND TOBACCO PRODUCTS

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

With the exception of recognized tobacco cessation products, this policy’s prohibition includes any tobacco or nicotine delivery system or product.

Legal Reference: A.C.A. § 6-21-609
Date Adopted: March 14, 2006
Last Revised: June 14, 2011

4.24 – DRUGS AND ALCOHOL

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

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

Prohibited substances shall include but are not limited to alcohol, or any alcoholic beverage, inhalants that alter a student’s ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, “designer drugs,” look-alike drugs, or any controlled substance.

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

Date Adopted: March 14, 2006
Last Revised:

4.25 – STUDENT DRESS AND GROOMING

The Conway Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency. When a student is participating in school activities, his/her dress and grooming will not disrupt the performance or constitute a health threat to the individual or other students.

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

Date Adopted: March 14, 2006

Last Revised:

4.26 – GANGS/DEVIANT GROUP 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/deviant groups and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions. Gang/deviant group is defined as a group of individuals, juvenile and/or adult, who associate on a continuous basis, form an allegiance for a common purpose, and are involved in delinquent or criminal activity.

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

- Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang/deviant group;
- Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang/deviant group;
- Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang/deviant group; and/or
- Extorting payment from any individual in return for protection from harm from any gang/deviant group.
- Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

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

Date Adopted: March 14, 2006

Last Revised: April 19, 2011

4.27 – STUDENT SEXUAL HARASSMENT

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

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

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

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

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

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

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

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

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

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

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.
A.C.A. § 6-15-1005 (b) (1)

Date Adopted: March 14, 2006

Last Revised:

4.29 – COMPUTER USE POLICY

The Conway School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Student's use of computers 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 computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

The designated District Technology Administrator or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose. In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Legal References: (Children's Internet Protection Act; PL 106-554)
20 USC 6777
47 USC 254(h)
A.C.A. § 6-21-107
A.C.A. § 6-21-111

Date Adopted: June 26, 2007

Last Revised: March 9, 2010

4.29F – STUDENT INTERNET USE AGREEMENT

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

School _____ Date _____

The Conway 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:

- **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.
- **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
- **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. [Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]
- "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
 - Using the Internet for other than educational purposes;
 - Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - Making unauthorized copies of computer software;
 - Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - Posting anonymous messages on the system;
 - Using encryption software;
 - Wasteful use of limited resources provided by the school including paper;
 - Causing congestion of the network through lengthy downloads of files;
 - Vandalizing data of another user;
 - Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - Gaining or attempting to gain unauthorized access to resources or files;
 - Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - Invading the privacy of individuals;

- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email (personally identifying information includes full names, address, and phone number).
 - Using the network for financial or commercial gain without district permission;
 - Theft or vandalism of data, equipment, or intellectual property;
 - Attempting to gain access or gaining access to student records, grades, or files;
 - Introducing a virus to, or otherwise improperly tampering with the system;
 - Degrading or disrupting equipment or system performance;
 - Creating a web page or associating a web page with the school or school district without proper authorization;
 - Providing access to the District's Internet Access to unauthorized individuals;
 - Failing to obey school or classroom Internet use rules;
 - Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools; or
 - Installing or downloading software on district computers without prior approval of the technology director or his/her designee.
- Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations.
 - 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.
 - 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.
 - 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 _____

Note: The Neighborhood Children's Internet Protection Act (PL 106-554, 47 USC 254 (h) (I)) requires districts to hold at least one public hearing on its proposed Internet safety policy. The regulations do not require this to be a special meeting and it is allowable for it to be part of a regular school board meeting.

Date Adopted: June 26, 2007

Last Revised:

Last Revised:

4.30 – SUSPENSION FROM SCHOOL

Students absent from school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which

- is in violation of school policies, rules, or regulations;
- substantially interferes with the safe and orderly educational environment;
- school administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
- is insubordinate, incorrigible, violent, or involves moral turpitude.
- The school principal or designee shall proceed as follows in deciding whether or not to suspend a student:
 - The student shall be given written notice and/or advised orally of the charges against him/her;
 - If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
 - If the principal finds the student guilty of the misconduct, he/she may be suspended.

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

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

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

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

The district shall keep a log of contacts attempted and made to the parent or legal guardian.

Out-of-school suspensions shall be treated as unexcused absences and during the period of suspension students shall not be permitted on campus except to attend a student/parent/administrator conference.

Students with disruptive behavior patterns should not be allowed to remain in regular classrooms; yet when such students are suspended from school it often adds to the problems of the students, the school, and the community. Therefore, the Board endorses the concept of in-school suspension.

In-school suspension shall be treated as if the student was present at school. The student 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.

Legal References: A.C.A. § 6-18-507
Goss v Lopez , 419 U.S. 565 (1975)
Date Adopted: March 14, 2006
Last Revised: June 10, 2008

4.31 – EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

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

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

The President of the Board, 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 may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing the Superintendent, 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, and the student or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

Legal Reference: A.C.A. § 6-18-507

Date Adopted: March 14, 2006

Last Revised: June 9, 2009

4.31.1 – STUDENT EXPULSION-APPEAL REVIEW COMMITTEE

Purpose

The Administrative Review Committee will function in all requested reviews relating to the recommendation for expulsion of a student.

Procedure

When a student is recommended for expulsion, he/she and their parent(s) or guardian shall be promptly notified in writing of the reason(s) by the principal or administrator. (In most cases, suspension will be invoked until the review hearing.) The following procedure is to be followed if re-admission to school is sought.

A hearing of the recommendation for expulsion will be held by the Administrative Review Committee under the supervision of the Director of Student Services when a request is made in writing within three regular school days from the date of the student's notification of pending expulsion. This hearing will normally be conducted within five regular school days after receiving the request for a hearing. If a hearing is not requested within the three day period, the decision of the building administrator will be considered final.

The Review Committee has the authority to hear evidence concerning the circumstances leading up to the decision to recommend expulsion. Upon hearing the evidence the committee may

- Sustain the decision of the building administrator
- Modify the decision
- Overturn the decision

The recommendation of the Administrative Review Committee for expulsion shall be final unless an appeal is made to the Board of Education at its next regular meeting or unless an appeal is made to the Board of Education. At the conclusion of the Administrative Review hearing, the Director of Student Services shall furnish to the student and his parents: (a) complete instructions on their procedure for re-admission to school should the committee find in the student's favor; (b) information on their right to appeal to the Board and the procedure to be followed should the committee endorse the administration's recommendation for expulsion.

No appeal will be heard by the Board unless the student has appeared before and received a decision from the Administrative Review Committee. Written notification of appeal to the Board must be presented to the Superintendent within three regularly scheduled school days following the decision of the Administrative Review Committee.

Date Adopted: June 10, 2008
Last Revised:

4.32 – SEARCH, SEIZURE, AND INTERVIEWS

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 and safety. 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 suspicion to believe such student or property contains illegal items or other items in violation of Board policy or present a danger to the school community. Except in an emergency situation, if suspicion requires additional search beyond a general pat down of a student, parental notification and compliance must be obtained in lieu of legal notification. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found that appears to be in violation of the law shall be reported to the appropriate authorities.

School property shall include but not be limited to lockers, desks, and parking lots as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness. However, searches may be done at any time with or without notice or the student's consent. A personal search of the student must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. The search must be conducted by appropriate school personnel of the same sex in the presence of at least two other personnel, at least one of whom must be the same sex as the student being searched.

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

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

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

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

Legal Reference: A.C.A. § 6-18-513
 A.C.A. § 12-12-509, 510, and 516
 A.C.A. § 9-13-104
Date Adopted: March 14, 2006
Last Revised: April 17, 2007

4.33 – STUDENTS' VEHICLES

Students who have presented a valid driver's license and proof of insurance to the appropriate office personnel may drive their vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking.

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

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle.

Date Adopted: March 14, 2006
Last Revised:

4.34 – COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with parasites shall demonstrate respect for other students by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

The parents or legal guardians of students found to have live lice or nits will be asked to pick their child up at school. The parents or legal guardians will be given information concerning the eradication and control of head lice. Before students may be readmitted following an absence due to head lice, the school nurse or designee shall examine the student to make sure they are free of any lice or nits.

Each school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

Date Adopted: March 14, 2006

Last Revised:

4.35 – STUDENT HEALTH SERVICES

Every child is entitled to a level of health, which permits maximum utilization of education opportunities. Federal and State statutes grant each child the right to a free appropriate public education (FAPE) in the least restrictive environment (LRE). The student health program through the components of health services, health education, and concern for the environments, provide knowledge and understanding on which to base decisions for the promotion and protection of the individual student, families and community health.

It shall be the responsibility of the Board of Education, through its school officials to evaluate students should they become ill or require first aid while attending school. Policies regarding the administration of medication, student illness/accident, immunizations, and communicable diseases will be adhered to district wide. In the absence of the school nurse, the designated school officials will follow the health policies, guidelines and procedures for first aid and all health care provided as set forth in the collaborative Health Services Policy and Medication Administration Guidelines located in the nurse's office of each school building.

The school nurse is placed in school locations by the administration of Conway Public Schools based on student demand and in accordance with Arkansas Code § 6-18-706. The school nurse promotes wellness and disease prevention by early identification of hidden health problems that may interfere with learning. Health care in the schools include identification of health problems, preventative health measures, identification of students with possible communicable diseases, health maintenance care and necessary therapeutic intervention. Parents have the basic responsibility for the health of their children; however, the school health services exist to assist parents in carrying out their responsibility.

Date Adopted: September 12, 2006

Last Revised:

4.35.1 – STUDENT MEDICATIONS

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

Unless authorized to self-administer, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the nurse or in the absence of the nurse to the principal's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. Medications, including those for self-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.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an asthma inhaler or auto-injectable epinephrine or both and 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. Students are 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 an asthma inhaler or auto-injectable epinephrine or both does not require him/her to have such on his/her person. The parent or guardian of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

Nonprescription medications such as PRN (as needed) or OTC (over the counter) medications are strongly discouraged. If a physician feels that a student will require these medications while at school then a note from the physician shall be provided that states the student's name, medication, dose, time to be given, and the physician's name. A prescription label should be placed on the medication container.

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 destroyed by the nurse with a witness present.

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities
A.C.A. § 6-18-707
Date Adopted: September 12, 2006
Last Revised: June 12, 2007

4.36 – STUDENT ILLNESS/ACCIDENT

The Board of Education instructs the school principal to make a written report to the Superintendent of Schools concerning every accident requiring the services of a doctor which occurs on school property or during school-related activities. This report shall be given to the Superintendent within forty-eight

(48) hours after the accident. In the event of an athletic injury, the school principal is to use his own judgment concerning whether the Superintendent is to be advised. If the injury is of a serious or permanent nature, the principal shall report the matter to the Superintendent.

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. In case of an emergency, 911 may be called to dispatch an ambulance to the school. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

Date Adopted: March 14, 2006
Last Revised:

4.36.1 – STUDENT SAFETY

Instruction in courses in industrial arts, science, home-making, art, physical education, and health and safety will include and emphasize accident prevention.

The objectives of safety instruction will include the following as applicable to each unit of work in each course:

To help students —

- Learn how to work, play, and exercise safely and how to prevent accidents.
- Learn proper procedures to reduce the possibility of accidents.
- Develop habits of good housekeeping, proper storage and handling of materials.
- Become familiar with personal protective devices and the proper clothing to be worn for safety purposes.
- Develop skills in the safe use of tools and equipment.
- Learn how to cooperate with others in the promotion and operation of a safety program in the school.

Safety instruction will precede the use of materials and equipment by students in applicable units of work in the courses listed above, and instructors will teach and enforce all safety rules set up for the particular courses. These will include the wearing of protective eye devices in appropriate activities.

Date Adopted:
Last Revised:

4.37 – EMERGENCY DRILLS

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than four (4) times per year with at least one each in the months of September,

October, January and February. Students who ride school buses shall also participate in emergency evacuation drills at least twice each school year.

Other types of emergency drills may also be conducted. These may include, but are not limited to

- Lock-Down
- Reverse and/or controlled evacuation
- Earthquake
- Act of terrorism
- Chemical Spill
- Airplane crash.

Legal Reference: A.C.A. § 12-13-109

Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.03.1.

Date Adopted: April 17, 2007

Last Revised: June 10, 2008

4.38 – PERMANENT RECORDS

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. Upon the transfer of the student to another district, 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.

Date Adopted: March 14, 2006

Last Revised: June 9, 2009

4.40 – HOMELESS STUDENTS

The Conway 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 or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

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

The District shall act, according to the best interests of a homeless child and to the extent feasible do one of the following (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):

- Continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
- Continue educating the child in his/her school of origin who becomes permanently housed during an academic year for the remainder of the academic year; or
- 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. The 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

- a. are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- b. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- c. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- d. are migratory children who are living in circumstances described in clauses (a) through (c).

Legal References*: 42 U.S.C. § 11431 et seq.
42 U.S.C. § 11431 (2)
42 U.S.C. § 11432(g)(1)(H)(I)
42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II)
42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii)
42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii)
42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii)
42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii)
42 U.S.C. § 11432 (g)(3)(G)
42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E)
42 U.S.C. § 11434a

*42 U.S.C. §11431 et seq. as it is included in the NCLB Act of 2001 is Title X, Part C, Subtitle B, Sections 721 through 726. If you prefer to locate the legal references through the NCLB Act, change the 42 U.S.C. §11431 to 721, 42 U.S.C. §11432 to 722, etc. with the numbers and letters that follow those references remaining the same.

Date Adopted: March 14, 2006

Last Revised:

4.41 – PHYSICAL EXAMINATIONS OR SCREENINGS

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

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

Any pupil may be excused from the examination if the parent/guardian presents certification from a reputable physician that the physician has recently examined the pupil or on presentation of a written statement of the pupil's parent or guardian that the parent or guardian objects to the examination of his child or ward. However, this provision shall not be applicable in case of a pupil suspected of having a contagious or infectious disease.

Legal Reference: A.C.A. § 6-18-701 (b), (c), (f)

Date Adopted: June 26, 2007

Last Revised: March 9, 2010

4.42 – STUDENT HANDBOOK

It shall be the policy of the Conway 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 parents of the student or the student if 18 years of age or older, have acknowledged receipt of the controlling language.

Date Adopted: March 14, 2006

Last Revised: April 17, 2007

4.43 – BULLYING

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their 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 the school grounds, 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.

Definition

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 causes or creates a clear and present danger of

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

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communication device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

Harassment means a pattern of unwelcome verbal or physical contact 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.

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.

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

- Sarcastic "compliments" about another student's personal appearance,
- Pointed questions intended to embarrass or humiliate,
- Mocking, taunting or belittling,
- Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,

- Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics,
- Blackmail, extortion, demands for protection money or other involuntary donations or loans,
- Blocking access to school property or facilities,
- Deliberate physical contact or injury to person or property,
- Stealing or hiding books or belongings, and/or
- Threats of harm to student(s), possessions, or others.

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

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

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

Notice of what constitutes bullying, the District’s prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Copies of this policy shall be available upon request.

Legal Reference: A.C.A. § 6-18-514
 Date Adopted: March 14, 2006
 Last Revised: June 10, 2008

4.44 – ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9 - 12

Students in grades nine through twelve (9-12) are required to schedule and attend at least 350 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students’ enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

Study Halls

Students may be assigned to no more than one (1) class period each day for a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building.

Extracurricular Classes

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

Course Enrollment Outside of District

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

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

In any instance where a provision of a student's Individual Education Plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail.

Legal References: A.C.A. § 6-18-210, 211
Arkansas Department of Education Rules Governing the Mandatory Attendance Requirements for Students in Grades Nine through Twelve
Date Adopted: March 14, 2006
Last Revised:

4.45 – SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2010-2011, 2011-12, AND 2012-13

Smart Core: *twenty-two (22) Units*

English: four (4) units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Mathematics: four (4) units

- Algebra I or Algebra A & B (Grades 7-8 or 8-9)
- Geometry or Investigating Geometry or Geometry A & B (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math – Choice of Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement mathematics

(Comparable concurrent credit college courses may be substituted where applicable)

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

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units

- Civics or Civics/American Government – 1 unit
- World History – 1 unit
- American History – 1 unit

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

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

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

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

CAREER FOCUS: Six (6) units

Core: *twenty-two (22) units*

English: four (4) units

- English 9th grade
- English 10th grade

- English 11th grade
- English 12th grade

Mathematics: four (4) units

- Algebra 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 four (4) unit requirement

Science: three (3) units (years)

- at least one (1) unit of biology
- one (1) unit of a physical science

Social Studies: three (3) units (years)

- Civics or government, one-half (1/2) unit
- World history, one (1) unit
- U.S. History, one (1) unit

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

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

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

CAREER FOCUS: Six (6) units

Specific graduation requirements of the Conway School District

The number of units students must earn to be eligible for high school graduation is to be earned from the following categories. A minimum of 22 units is required for graduation for students participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 1 unit to graduate for a total of 23 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan. Additionally, unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or to meet the remediation required of the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

While one-half (1/2) unit of Physical Education is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

At least two of the Career Focus units must be of the same foreign language. 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. The Core and career focus units must total at least twenty-three (23) units to graduate.

Cross Reference: 5.16—GRADUATION REQUIREMENTS for the Classes of 2011, 2012, and 2013

5.11—PROMOTION/RETENTION/COURSE CREDIT for 5-12 SCHOOLS

5.12—PROMOTION/RETENTION ELEMENTARY SCHOOLS GRADES K-4

Legal Reference: State Board of Education; Standards of Accreditation 9.03—9.03.1.9, 14.01
ADE Guidelines for the Development of Smart Core Curriculum Policy
Smart Core Informed Consent Form

Date Adopted: June 9, 2009

Last Revised: June 14, 2011

4.46 – PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.

Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

Legal Reference: A.C.A. § 6-16-108

Date Adopted: March 14, 2006

Last Revised:

4.47 – 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, safely, and efficiently operate its education program. The school board believes it is necessary to restrict student use 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.

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any other audible sound coming from the phone or device.

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

From the time of the first bell until after the last bell, students are forbidden from using cell phones, any paging device, beeper, or similar electronic communication devices, cameras, as well as MP3 players, iPods, and other portable music devices. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic devices, cameras, MP 3 players, iPods, and other portable music 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. Students have no right of privacy as to the content contained on any cell phones and other electronic devices.

Students who use a school issued cell 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.

Legal Reference: A.C.A. § 6-18-502 (b)(3)(D)(ii)

Date Adopted: July 28, 2005

Last Revised: April 19, 2011

4.48 – ACTIVITIES FUND MANAGEMENT

In accordance with the policy of the Board of education, the monies of all school-sponsored student organizations shall be deposited with the school's accounts in the bookkeeper's office with written notification sent to the principal.

The system of accounting for school monies shall be in conformity with the system of accounting recommended by the State Department of Education, the State Board of Education and accrediting agencies.

Officers of the affected school-sponsored organization, the sponsor of that organization, and the principal shall jointly determine use of such funds.

Date Adopted:

Last Revised: March 14, 2006

4.49 – VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

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

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as restrooms 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 10 (ten) days after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

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

Legal References: 20USC 1232(g)
34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

Date Adopted: June 9, 2009
Last Revised: June 14, 2011

5.11 – PROMOTION/RETENTION/COURSE CREDIT FOR 5-12

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

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

GRADE CLASSIFICATION beginning with the 8th grade class and all subsequent classes 2007-08

Eighth grade students must earn four (4) credits (including required ½ English, ½ math and ½ Science)

Freshmen must have successfully completed 8th grade math and English

Sophomores must have 4 credits (including ½ unit of English and ½ unit of math)

Juniors must have 9 credits (including 1½ units of English and 1½ units of math)

Seniors must have 15 credits (including 2½ units of English and 2½ units of math)

Grade Level Requirements 5-8

If there is doubt concerning the promotion or retention of a student, or their required retaking of a course, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal or his/her designee.

Promotion to the next grade does not guarantee eligibility for extracurricular activities including athletics.

Students in grades five through seven who have two or more F's in their final year averages for classes in their core subjects will be considered for retention.

Students who do not score proficient or above on their grade level Benchmark Exams, or do not meet the satisfactory passing level on all general end-of-course (EOC) tests shall be required to participate in an individualized academic improvement plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan.

All students, unless exempted by the student's individualized education program (IEP), must successfully pass all general EOC assessments they are required to take. To receive academic credit in a course requiring a student to take a general EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her AIP. A student is not eligible to graduate if he/she fails to receive academic credit in a course requiring a general EOC. Additionally, the lack of credit could jeopardize their grade promotion or classification.

All students, unless exempted by the student's IEP, must successfully pass the Algebra I EOC assessment to receive academic credit for the course and be eligible to graduate from high school. This is a high stakes assessment and students failing to receive a passing score the first time they take the assessment must receive a passing score on a subsequent assessment or on an alternative assessment as provided by law.

Students from an Arkansas public school who have completed and received credit on an Algebra I EOC assessment prior to the 2009-10 school year are not required to take the high stakes Algebra I EOC. Students not in grades 10, 11, or 12 in the 2009-10 school year who have taken Algebra I but not received proper academic credit on their transcript for the course are now required to take the high stakes Algebra I test before they can receive academic credit for the course. Students in grades 10, 11, or 12 in the 2009-10 school year are exempt from the high stakes Algebra assessment requirement, but must meet the general EOC assessment requirements to receive credit for the course.

Students transferring into the district from an out-of-state public, private, or home school or an Arkansas private or home school who can demonstrate by an official transcript that he/she has received academic credit for Algebra I is not required to take the Algebra I high stakes end of course assessment. The district, however, has the right to assess the student's education status to determine if the student possesses the requisite passing knowledge of Algebra I.

A student transferring into the district who does not have academic credit in Algebra I must take the Algebra I high stakes EOC assessment and meet its requirements to be eligible for graduation.

Beginning in the 2005-2006 school year, any student in grades five through eight (5-8) identified as not passing a benchmark assessment and who fails to participate in the subsequent Academic Improvement Plan (AIP) shall be retained and shall not be promoted to the next appropriate grade as required by Arkansas Code Annotated 6-15-2009 until:

The student is deemed to have participated in an academic improvement plan; or

The student passes the benchmark assessment for the current grade level in which the student is retained.

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

Legal References: A.C.A. § 6-15-402

State Board of Education: Standards of Accreditation 12.04.3

ADE Rules Governing the ACTAAP and the Academic Distress Program 7.05.1, 7.05.2, 7.05.5, 7.05.7

Cross References: 3.29—PARENT-TEACHER COMMUNICATION

4.45—GRADUATION REQUIREMENTS

Date Adopted: March 14, 2006

Last Revised: February 16, 2010

5.16 – GRADUATION REQUIREMENTS FOR THE CLASSES OF 2010, 2011, 2012, and 2013

Smart Core: 22 Units

English: four (4) units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Mathematics: four (4) units

Algebra I or Algebra A & B (Grades 7-8 or 8-9)

- Geometry or Investigating Geometry or Geometry A & B (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math – Choice of Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement mathematics

(Comparable concurrent credit college courses may be substituted where applicable)

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

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units

- Civics or Civics/American Government -1 unit
- World History – 1 unit

- American History – 1 unit

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

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

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

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

CAREER FOCUS: Six (6) units

Core: 22 units

English: four (4) units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Mathematics: four (4) units

- Algebra 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 four (4) unit requirement

Science: three (3) units (years)

- at least one (1) unit of biology
- one (1) unit of a physical science

Social Studies: three (3) units (years)

- Civics or government, one-half (1/2) unit
- World history, one (1) unit
- U.S. History, one (1) unit

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

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

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

CAREER FOCUS: Six (6) units

Specific graduation requirements of the Conway School District

A minimum of 23 units is required for graduation for student participating in either the Smart Core or Common Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan.

Additionally, unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or to meet the remediation required of the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

While one-half (1/2) unit of Physical Education is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

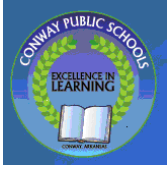
At least two of the Career Focus units must be of the same foreign language. All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate. The Core and career focus units must total at least twenty-three (23) units to graduate.

Cross Reference: 4.45—GRADUATION REQUIREMENTS

Legal Reference: State Board of Education; Standards of Accreditation 14.01

Date Adopted: March 14, 2006

Last Revised: March 9, 2010



CONWAY PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT
Greg Murry, Ed.D.

July 1, 2009

Patrons of the Conway Public School District:

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted to determine the extent and develop solutions for any problems schools may have with asbestos. Our facilities were inspected by an AHERA certified asbestos consulting firm. This study was completed in September 1988. The inspectors located, sampled, and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos. The findings of this study are in the Asbestos Management Plan for Conway School District Administration office and each administrative office.

The management plan for our facilities include this notification letter, education and training of our employees, a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular six month surveillances of the asbestos-containing materials. We have begun implementing the Asbestos Management Plan and are committed to complying with all regulations.

Bruce Harrell, Maintenance Supervisor, is the school's contact person concerning asbestos. He can be reached at 615 East Robins Street (450-4891). We appreciate your cooperation in our attempt to insure that your children and our employees have a healthy, safe environment in which to learn and work.

Respectfully yours,

Greg Murry, Ed.D.
Superintendent of Schools