

CONWAY PUBLIC SCHOOL DISTRICT

Board Policy Section 4

STUDENTS

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4.0 – STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education possesses the responsibility to offer an education which shall be provided in an orderly, healthy atmosphere, both physical and emotional, and treatment which is both firm and fair, in all matters pertaining to school life.

Every student shall comply with all rules and regulations of both the State and the Board pertaining to pupil behavior. Codes of student conduct shall be based on maintaining within each school a proper atmosphere for learning. Codes of conduct shall be consistent with the policies of the board which, in turn, shall be in full compliance with State and Federal Statutory provisions.

Legal References: U.S. Const. Amend. 1; U.S. Const. Amend. XIV §1; Tinker v. Des Moines Independent Community School District, 89 S.Ct. 733 (1969).

Date Adopted:

Last Revised:

4.0.1 – STUDENT DUE PROCESS RIGHTS

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 Conway Public Schools.

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 their 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 for 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 of the principal and shall file with the principal a written statement of reasons for the student's suspension from class. The principal shall determine whether to reinstate the student in class, to reassign, or take other disciplinary action.
5. The principal or his assistant in charge is authorized to temporarily suspend a student from school for a period not to exceed ten school days and to require a student-parent-principal conference as a condition for considering 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 parent-student-principal conference and shall notify the parents. 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 hearing no decision is reached for reinstatement of the student or if the parent(s) express the feelings that the principal is unfair, the principal shall extend the suspension of the student and furnish the superintendent with a full report on the situation.

9. The superintendent then shall schedule within ten school days a hearing before the Board of Education and shall notify the student and his/her parents or guardian in writing as to the time, place, and purpose of the hearing. The following guidelines shall be used in the hearing procedure:
 - The charges against the student shall be stated in clear and concise terms and shall be in writing.
 - A parent or legal guardian of the student shall be present at the hearing.
 - 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 other evidence. In the event that third persons are called to offer testimony, they shall not be permitted to be present during the testimony of other witnesses.
 - The student shall be allowed to observe all evidence offered against the student.
 - A record may be kept of the hearing.
 - 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.
10. 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 or charges against the student. The superintendent shall then schedule a hearing before the Board and notify parents as provided in "9." The student and parents may waive a hearing scheduled for this purpose.

Date Adopted:

Last Revised: November, 15, 1988

4.0.2 – STAFF-STUDENT RELATIONS

The relationship between the teacher and the student should be one of cooperation, understanding, and mutual respect. The teacher has a responsibility to provide an atmosphere conducive to learning, and to motivate each student to perform to his/her capacity.

The teacher will strive to secure individual and group discipline, and should be treated with respect by the students. Teachers should extend to students the same respect and courtesy which they, as staff members, have a right to demand.

Date Adopted:

Last Revised:

4.0.3 – SUPERVISION OF STUDENTS

The Board of Education directs all school personnel to discharge, in a reasonably prudent manner, all responsibilities relative to the care, safety and welfare of pupils under their jurisdiction. The Superintendent shall direct all principals to establish faculty supervision regulations which assure that students are supervised effectively throughout the school day. In addition to classroom supervision, such regulations shall specify hall duties, recess duties and bus duties before and after school. Supervision of extracurricular activities shall also assure proper care of students.

The Superintendent shall instruct all principals to prepare supervision schedules and present these to assigned teaching personnel. Supervisory duty assignments shall include, but not be limited to the following: (1) bus duty, (2) hall duty, (3) supervision of students prior to, throughout, and following dismissal of school each day, (4) playground duty, and (5) other duties as assigned.

Date Adopted:

Last Revised: March 14, 2006

4.0.4 – STUDENT POLICIES GOALS

Realizing that human potential is never fully reached, the philosophy of Conway Public Schools is to offer leadership which encourages optimum development in every student. We endeavor not only to teach basic skills which will equip students to live productive lives but also to acquaint them with varied experiences which improve the quality of life.

In this way we hope to contribute to the development of fully-functioning individuals who are aware of their personal worth.

In addition, it is our philosophy to establish an atmosphere within our schools that is conducive to learning. We believe, in order to promote this type of an atmosphere, we must establish a school based on discipline, organization and mutual respect between students, faculty and community.

Goals and Objectives

1. To involve students in a coordinated program of study for grades pre-K thru 12.
2. To provide a curriculum that is broad enough to meet both the needs and expresses the interest of the student.
3. To create in the school setting an environment which is stimulating to the learning process.
4. To develop competence in the basic manual and mental skills of listening, thinking, reading, writing, and computing.
5. To help the student develop the attitude that the individual's own efforts are highly important in realizing his/her goals.
6. To help the student develop an awareness of the respect for the needs, rights and talents of others.
7. To help students acquire acceptable social conduct.
8. To provide, as much as possible, a democratic atmosphere in which students may participate.
9. To help the student develop an awareness of community life.
10. To help the student develop through knowledge and understanding a real and growing appreciation for literature, art, and music.

11. To assist the student in understanding and employing basic principles of economics.
12. To provide information that will enable students to make wise vocational choices.
13. To develop in students the habit of inquiry.
14. To provide a knowledge of and an appreciation for leisure time activities.
15. To emphasize the importance of good health habits—mental, emotional, and physical.
16. To help the student recognize the need for the conservation of human and natural resources.
17. To maintain personal contact with each individual student to assist them in decision making.
18. To develop in students a deep sense of patriotic pride and devotion to Country.

Date Adopted:

Last Revised: March 14, 2006

4.0.5 – ACHIEVEMENT GAP COMMITTEE

The committee believes that all students should be challenged to succeed and given the opportunity and support necessary for each student to reach their fullest potential. We are not content to have some students, due to economic, racial or ethnic circumstance, performing at levels below those of other students. It is the committee's belief and understanding that the effects of the achievement gap are felt by all students and that closing the gap will, in turn, benefit the student body as a whole, as well as the community. A well-educated citizenry is in everyone's interest.

Date Adopted: March 14, 2006

Last Revised:

4.0.6 – LANGUAGE INSTRUCTION FOR ENGLISH LANGUAGE LEARNERS

IDENTIFICATION:

- All students new to the District will complete a Home Language Survey (HLS) form at the time of enrollment. This form will be used to identify students whose home and/or native language is other than English.
- District personnel have an obligation to investigate L1 status of students based on information received from various other sources such as comments from students, teachers, family members, staff, etc.

ASSESSMENT

- All students identified as Primary Home Language Other Than English Students (PHLOTES) will be initially assessed with a valid and reliable instrument in the four modalities (reading, writing, speaking, and comprehension).
- Students who are not proficient in English will be assessed annually with a valid and reliable instrument to determine progress being made towards English proficiency.
- All students will be assessed according to state and federal guidelines concerning standardized tests in English.

CURRICULUM AND INSTRUCTION:

- The instructional approach selected for the alternative language program will be ESL.
- The curriculum for the ESL (English as a Second Language) instructional program will be the Arkansas Department of Education's (ADE) English Language Acquisition Frameworks, which will be aligned with the ADE content frameworks.

GRADING POLICY FOR ESL STUDENTS

- Students who qualify for an English as a Second Language program may be graded on P/F (Pass/Fail) basis for all subjects unless they perform well enough in a particular subject to receive a regular grade - C or above or receive proficient or advanced in the particular subject. This includes students who are being served within the regular classroom or those attending ESL classes. The ESL instructor will communicate with the

regular classroom teacher regarding the implementation of this policy for specific students.

GRADE PLACEMENT

- Building ESL teacher must be consulted before grade placement, which will be determined by several factors:

Last grade attended and promotion to the next grade

Age appropriateness

Physical size

Credits earned in former school (for grades 9-12 as determined by a school record or transcript).

PLACEMENT

- All students who are identified as not proficient (English Language Learner [ELL]) will be provided with an English Language Acquisition Plan (ELAP) designed to promote their growth in English proficiency and core content subject areas. This will be created by a Language Proficiency Assessment Committee (LPAC). Primary instruction will be provided by a certified teacher who is fluent in English.

LANGUAGE PROFICIENCY ASSESSMENT COMMITTEE

- An LPAC shall consist of at least one representative from the following areas: ESL building staff, classroom teacher, administrator, counselor and parent. Others may include any staff member who works with the child.

SPECIAL EDUCATION

- All ELL students who qualify for special services may receive both special education services and supplemental English development services.
- All assessments used for PHLOTES will be administered for special education in a form or language that will produce valid results.
- Parents/guardians will be provided, to the extent practicable, information regarding testing results and placement decisions in a form or language they can understand.

SPECIAL OPPORTUNITY PROGRAMS

- All ELL students shall have equal access to "Gifted and Talented" and "Advanced Placement" programs.

EXTRACURRICULAR ACTIVITIES:

- All ELL students shall have an equal opportunity to participate in extracurricular and nonacademic activities.

STAFF DEVELOPMENT

- All staff will be offered training in ESOL strategies that promote the acquisition of English and growth in core content subject areas.

PARENT INVOLVEMENT

- All parents of PHLOTES will be given equal opportunity and encouragement to participate in the education of their child/children by providing, to the extent practicable, information in a language they can understand.

EVALUATION OF PROGRAM

- The ESL program will be evaluated annually to determine the effectiveness. Adjustments will be made to the program as needed.

MAINTENANCE OF RECORDS

- Records on all PHLOTES will be maintained in two locations. The original testing data for English Competency Level will be kept at the ESL Office, and copies will be maintained in each student's permanent file at the respective school.

Date Adopted: April 17, 2007

Last Revised:

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

4.1.0 – SCHOOL ATTENDANCE AREAS

It shall be the intent of the Conway Public Schools to establish student attendance zones for its elementary schools. The principle place of residence for the child's parent/legal guardian shall determine zone placement.

These zones shall attempt to place each child in a school nearest this principle place of residence, taking into account such factors as building capacity, special needs of the student, racial balance, transportation corridors, financial constraints, and others as may be established by legislative or judicial mandates.

A child is expected to attend the school for which his attendance zone has been established unless permission to do otherwise has been expressly granted by the Superintendent or his designee.

The district reserves the right to designate certain schools as sites for unique programs to serve a limited number of students. In this event, these schools would serve students from throughout the district, regardless of attendance zone.

An Attendance Zone Advisory Committee, consisting of no fewer than three and no more than five persons appointed by the Superintendent shall be established. This committee shall consider requests on behalf of the students to attend a school outside their attendance zones and make recommendations to the superintendent.

Regulations shall be established to implement this policy and to help ensure that its intent is applied fairly and consistently.

Date Adopted: May 12, 1992

Last Revised:

4.1.1 – MOVEMENT OF ELEMENTARY STUDENTS FROM ZONE TO ZONE

Students may move voluntarily with concurrence of both Principals and Superintendent or his designee (Assistant Superintendent of Instruction) from a larger school to a smaller school and from a larger class to a smaller class, provided numbers for State Standards are met.

Whenever feasible, bus routes can be changed to allow balanced numbers in all zones to meet numbers required by State Standards and also balance diversity ratios in each school. Before a bus route is moved to accommodate a larger school, a thorough check will be made to ensure all students are in their proper zone.

In case of changing bus routes or rezoning, parents of students changing schools will be notified through the news media and by letter, allowing as much time for change as possible.

When a school, because of excessive growth in their zone, fills all classrooms to maximum numbers under the standards, the school may send newly enrolled students to a school in another zone that can accommodate them under the standards.

Date Adopted: September 20, 1988

Last Revised: March 14, 2006

4.1.2 – ADMISSION OF EXCHANGE STUDENTS

1. The Conway Public School District will accept a maximum of six (6) students from other nations who come to the city via exchange programs and meet minimum standards for admission and placement as set forth by the Board of Education.
2. Only exchange programs with a local representative living within Faulkner County will be allowed to enroll students.
3. The number of exchange organizations/representatives placing students in a school is limited to six (6).
4. Organizations/representatives must inform the building principal in writing of their request to enroll an exchange student for the next school year between February 1 and March 1.
5. The exchange organizations/representatives placing students will be determined by a committee consisting of the building principal, assistant principal, counselor and foreign language department chairperson.
6. No organization/representative will be allotted more than two (2) slots unless the number of organizations are too few to accommodate the number of slots. The slots allocated to each organization/representative will be determined by the building committee.
7. The Conway Public Schools reserve the right to accept or reject any or all applicants.

Date Adopted: July 11, 1989

Last Revised: December 9, 1997

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

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

Any child may enter first grade in a 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

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 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.
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 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.

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: September 13, 2011

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

4.3.1F – KINDERGARTEN WAIVER

I attest that I am the parent/legal guardian of _____

and hereby declare that I do not wish for my child to enroll in kindergarten during the academic school year _____. I understand that I will be required to provide a picture identification and proof of custody of child.

Date

Signature of Parent/Legal Guardian

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 at the August and December regularly scheduled school board meeting.

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: September 13, 2011

4.4.1 – NON-RESIDENT STUDENTS

A pupil whose legal residence is outside the Conway School District may become eligible to attend the Conway School, provided one of the following things occurs:

1. A legal transfer between the two Boards of Education is agreed upon.
2. A legal guardianship through Chancery Court transfers guardianship to a resident living in the Conway School District.
3. A student eighteen (18) years of age and older, up to a maximum of twenty-one (21) years, who is a bona fide resident of Conway School District.
4. A hardship situation. (Example: a student having to live with or near a relative or friend because both parents have died.)
5. A non-resident student may be accepted in accordance with the Arkansas Public School Choice Act 1272 of 2003.

Date Adopted: November 11, 1986

Last Revised: August 5, 2003

4.4.2 – ENROLLMENT OF A STUDENT EXPELLED FROM ANOTHER DISTRICT

A student expelled from any other school district shall not be enrolled in the Conway School District during the term of his/her expulsion unless, following a hearing before the Conway School District Board of Directors, the Board approves his/her enrollment.

Prior to the hearing, the Superintendent or his designee shall obtain a full report from the former district concerning the expulsion. At the hearing, the Board shall review the report from the former district, and have an opportunity to question the student and his or her parents/guardians concerning the alleged misconduct. Pursuant to Arkansas Code Ann. § 6-18-507, the hearing may be closed to the public at the request of the parent/guardian.

Legal reference: Act 472 of 1995

Date Adopted: January 9, 1996

Last Revised:

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

4.5F – SCHOOL CHOICE FORM

| | |
|---|--|
| APPLICANT INFORMATION | |
| Applicant Name | |
| Date of Birth | Gender Male <input type="checkbox"/> Female <input type="checkbox"/> |
| GRADE | |
| Does the applicant require special needs or programs? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Is applicant currently under expulsion? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| ETHNIC ORIGIN (CHECK ONE) | |
| African American <input type="checkbox"/> | Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> |
| Native American <input type="checkbox"/> | Caucasian <input type="checkbox"/> Other <input type="checkbox"/> |
| RESIDENT SCHOOL DISTRICT OF APPLICANT | |
| District Name | County Name |
| Address | |
| Phone | |
| NON-RESIDENT SCHOOL DISTRICT APPLICANT WISHES TO ATTEND | |
| District Name | County Name |
| Address | |
| Phone | |
| PARENT OR GUARDIAN INFORMATION OF APPLICANT | |
| Name | Home Phone |
| Address | Work Phone |
| Parent/Guardian Signature | |
| Date | |
| <p>Pursuant to standards adopted by a non-resident school board, a non-resident district may reserve the right to accept or reject applicants based on capacity of programs, class, grade level, or school building. Likewise, a non-resident district's standards may provide for the rejection of an applicant based upon the submission of false or misleading information to the above-listed request for information when that information directly impacts the legal qualifications of an applicant to transfer pursuant to the School Choice Act. However, a non-resident district's standards shall not include an applicant's previous academic achievement, athletic or other extra curricular ability, handicapping conditions, English proficiency level, or previous disciplinary proceedings, except that an expulsion from another district may be included pursuant to Ark. Code Ann. §6-18-510. Priority will be given to applicants with siblings attending the district. The non-resident district shall accept credits toward graduation that were awarded by another district and award a diploma to a non-resident applicant if the applicant meets the non-resident district's graduation requirements. This application must be filed in a non-resident district or post marked no later than July 1 of the year in which the applicant would begin the fall semester at the non-resident district.</p> | |
| DISTRICT USE ONLY | |
| Application | Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> |
| Date notification sent to Parent/Guardian of Applicant | |
| Date Notification Sent to Resident District | |

4.6 – HOME SCHOOLING

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

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences) and at the beginning of each school year thereafter.

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

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

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

Legal References: A.C.A. § 6-15-503
A.C.A. § 6-41-206

Date Adopted: March 14, 2006
Last Revised:

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

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.

Specific Requirements for Grades 1-12

1. The local school shall administer a battery of examinations, either standardized or district developed examinations when deemed necessary for placement or determination of credits.
2. 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.
3. 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.
4. 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.

5. Parents must present a written list of subjects taught and materials used to the counselor or principal at the time of the registration.
6. 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.
7. 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.
8. Rank in class and grade point average will be determined only by credits earned while attending an accredited high school.
9. 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.
10. 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.
11. 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:

**4.6.1F – RE-ENTRY FORM FOR HOME SCHOOL STUDENTS OR
NON-ACCREDITED SCHOOL STUDENTS**

I (We), as parents of _____
who was home schooled in grades _____ understand
that any student transferring from a school that is not accredited by the
Arkansas Department of Education to the Conway Public Schools shall be
evaluated by the staff of the Conway School District to determine which credits
will be accepted and to determine that student's proper placement in Conway
Public Schools.

_____/_____
Signature Date

_____/_____
Signature Date

4.6.12 – HOME SCHOOL INFORMATION SHEET

Students and their parents interested in home schooling need to be aware that

1. Some college scholarships are based on GPA. Students receiving “cr” and not letter grades would not be eligible for these scholarships.
2. It is the sole responsibility of the school district to determine the method by which credits are earned in order to receive a high school diploma. There is no requirement that the school honor the credits from home schooling experience.

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

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: May 10, 2011

4.8 – MAKE-UP WORK

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence according to procedures defined in the student handbook of the respective school.

Date Adopted: April 25, 2006

Last Revised:

4.10 – CLOSED CAMPUS

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

Date Adopted: March 14, 2006

Last Revised:

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:

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. 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;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

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

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

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 – PRIVACY OF STUDENTS’ RECORDS/ DIRECTORY INFORMATION

All students’ education 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 education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information 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 articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

For purposes of this policy, the 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

Date Adopted: March 14, 2006

Last Revised: March 9, 2010

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:

1. 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.
2. 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.
3. 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.
4. 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

1. not contain any non-educational advertisements.
2. 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.
3. 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

1. be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. be uniformly applied to all forms of literature;
3. allow no interference with classes or school activities;
4. specify times and places where distribution may and may not occur; and

5. not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

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:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing from other students, school employees, or school property;
7. 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;
8. 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.
9. Inappropriate public displays of affection;
10. Cheating, copying, or claiming another person's work to be his/her own;
11. Gambling;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;
14. Truancy;

15. Excessive tardiness;
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
17. Hazing, or aiding in the hazing of another student;
18. 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 signs" or other gestures known to be associated with gangs/deviant groups are prohibited;
19. Sexual harassment;
20. Bullying (please refer to the anti-bullying policy); and
21. 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:

1. 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.
2. A student may walk to a school, such as elementary school, and then be transported by school bus to his/her attendance school.
3. 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.
4. 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.
5. 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.

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:

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang/deviant group;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang/deviant group;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang/deviant group; and/or
4. Extorting payment from any individual in return for protection from harm from any gang/deviant group.
5. 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:

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

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is

committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; 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:

1. **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. [Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
 - Using the Internet for other than educational purposes;
 - Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - Making unauthorized copies of computer software;
 - Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;

- Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- Posting anonymous messages on the system;
- Using encryption software;
- Wasteful use of limited resources provided by the school including paper;
- Causing congestion of the network through lengthy downloads of files;
- Vandalizing data of another user;
- Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- Gaining or attempting to gain unauthorized access to resources or files;
- Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- Invading the privacy of individuals;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email (personally identifying information includes full names, address, and phone number).
- Using the network for financial or commercial gain without district permission;
- Theft or vandalism of data, equipment, or intellectual property;
- Attempting to gain access or gaining access to student records, grades, or files;
- Introducing a virus to, or otherwise improperly tampering with the system;
- Degrading or disrupting equipment or system performance;
- Creating a web page or associating a web page with the school or school district without proper authorization;
- Providing access to the District's Internet Access to unauthorized individuals;
- Failing to obey school or classroom Internet use rules;

- 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.
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations.
 6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.
 7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.
 8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

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:

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

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

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

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

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), 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

1. Sustain the decision of the building administrator
2. Modify the decision
3. 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:

4.34.1 – COMMUNICABLE DISEASE GUIDELINES

The CPS Board and its administration reserves the right to exclude any student whose physical condition interferes with the ability to learn or exposes other students to communicable diseases. CPS will follow the guidelines set forth by the Arkansas Departments of Health and Education in the Arkansas School Health Services Manual. Communicable disease control procedures for exclusion and non-exclusions are noted in this manual and will be available in each school health room.

For diseases not clearly referred to in this manual and in cases where proof of treatment cannot be clearly verified, the school officials may require a licensed health care provider's statement for readmission to school.

Legal Reference: School Laws of Arkansas 80-1219, 80-1516

Date Adopted: September 12, 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

4.35.2 – MEDICATION ADMINISTRATION POLICY

The administration of medications by school personnel is a Board of Education approved procedure instituted to meet the health requirements of individual students so that they can attend school. The following guideline and policies are written in accordance with the standards of the State Department of Education.

Before assuming the responsibility of administering medicine the school personnel will make every effort to determine if the medication can be given in the home instead of the school environment. If the administration deems the medication necessary during the school day, the following guidelines must be adhered to

1. The Medication Administration Release Form must be completed and signed prior to the medication being administered. Hand written notes are not acceptable.
2. The medication must be in a properly labeled prescription container.
3. PRN (as needed) and OTC (over the counter) medications at school are strongly discouraged. If a physician feels that a student will require these medications at school then a note from the physician shall be provided that states the student's name, medication, dose, time to be given, and physician's name. A prescription label should be placed on the medicine container.
4. Asthma inhalers and auto-injectable epinephrine in properly labeled prescription containers may be administered in accordance with Alex's Law (§ 6-18-707).
5. Medications ordered three times a day or less will not be given at school with the exception of those medications strictly prescribed for behavior management.

Date Adopted: September 12, 2006

Last Revised:

4.35F – MEDICATION ADMINISTRATION RELEASE FORM

Date: _____ School _____

I request that you give medication to my child during the school day in accordance with Board policy printed below. The school staff/designees are authorized to administer the prescribed medication. I will not hold the school responsible for any undesired reaction that may occur as a result of taking this medication and the school will not be held responsible for failing to give the medication. I will be responsible for payment of any emergency care/ambulance service for treatment and/or transportation of my child. The school nurse has my permission to consult with my child's physician regarding his/her medication and condition. In accordance with "Alex's Law", § 6-18-707, I understand that my signature below allows my child to carry and self-administer any prescribed inhaled bronchodilators and auto-injectable epinephrine unless otherwise noted in the comments area of this release form.

(Parent/guardians signature)

Comments _____

Student's name: _____ Grade _____ Teacher _____

Name of Medication _____

Dosage _____ Time of administration _____

Physician _____ Phone _____

For the treatment of the following illness: _____

In case of emergency call: _____ Phone _____

_____ Phone _____

Medication Policy and Guidelines

Administering medications by school personnel is a Board approved procedure instituted to meet the health requirements of individual students so that they can attend school. These guidelines and policies are written in accordance with the standards of the State Department of Education. Before assuming the responsibility of administering medicine, school personnel will make every effort to determine if the medication can be given before school, after school or

during the lunch hour by the parent. If administration at school is deemed necessary, the following guidelines must be adhered to:

1. The medication must be in a properly labeled prescription container.
2. The Medication Administration Release Form must be completed and signed. Hand written notes are NOT acceptable.
3. PRN (as needed) or OTC (over the counter) medications at school are strongly discouraged. If a physician feels that a student will require these medications while at school, a note from the physician shall be provided that states the student's name, medication, dose, time to be given, and physician's name. A prescription label should be placed on the medicine container.
4. Asthma inhalers and auto-injectable epinephrine in properly labeled containers may be administered in accordance with the above mentioned "Alex's Law".
5. Medications ordered three times a day or less will not be given at school with the exception of those medications strictly prescribed for behavioral disorders.

This consent form must be signed prior to any medication being administered at school.

Date Adopted: September 12, 2006

Last Revised:

4.35F2 – MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

The following must be provided for the student to be eligible to self-administer asthma inhalers and/or auto-injectable epinephrine.

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

The student shall demonstrate his/her skill level in using the asthma inhalers and/or auto-injectable epinephrine to the school nurse.

Medications for self-medication shall be supplied by the student's parent or guardian and be in the original container labeled with the student's name. The parent or guardian may choose to provide the school with additional appropriate medication (use Form 4.35F) for the school to have available to deal with an asthma or anaphylaxis emergency.

Eligibility is only valid for this school for the current academic year. This consent form must be renewed each year and/or anytime a student changes schools. My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent/legal guardian signature _____ Date _____

Date Adopted: September 12, 2006

Last Revised:

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 —

1. Learn how to work, play, and exercise safely and how to prevent accidents.
2. Learn proper procedures to reduce the possibility of accidents.
3. Develop habits of good housekeeping, proper storage and handling of materials.
4. Become familiar with personal protective devices and the proper clothing to be worn for safety purposes.
5. Develop skills in the safe use of tools and equipment.
6. 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:

4.36.2 – MANDATED REPORTING OF CHILD ABUSE

The CPS Board intends fully to comply with the laws in regard to reporting of known or suspected child abuse and neglect.

Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse and/or neglect, or observes the child being subjected to conditions or circumstances which would reasonably result in abuse and/or neglect are required to make a report to the Department of Human Services or Child Abuse Hotline as mandated by Act 1341 of 1998 (mandated reporting).

Any person who, in good faith, participates in making such reports or in any judicial proceeding resulting thereof will be exempt from civil or criminal liability in regard to that participation. It is not the responsibility of the school official or reporting persons to prove or disprove that the child abuse and/or neglect occurred.

Legal References: A.C.A. 12-12-507 (Act 1341 of 1998)

Date Adopted: September 12, 2006

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

1. Lock-Down
2. Reverse and/or controlled evacuation
3. Earthquake
4. Act of terrorism
5. Chemical Spill
6. 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

4.38.1 – HEALTH RECORDS

The value of the cumulative school health record lies in the information it contains and the manner in which it is utilized. These records are kept and maintained by the school nurse and provide for the continuity of care for a child and gives other nurses the knowledge as to documentation of state required immunizations, admission information, screening results as well as other forms of care provided. Health records may be kept in standard Arkansas State Health Department folders which are provided by the District Co-op. Records of immunization and other health related information are also documented in the Arkansas Department of Education data system, Apscn Plus.

Health records are strictly confidential and “only school officials” shall have access to these records. Release of information to persons other than parents/guardians is strictly controlled and documented. These records can NOT be released to another school or school district without written permission of the parent. A signed and dated permission form may be faxed for review so that expeditious transfer of records may occur. Should the health record be transferred in the absence of the school nurse by another school official, documentation is required as to the name of the person transferring the record as well as the date and time it was pulled for transfer.

As health records and documentation are a vital part of the school health services program, they should be stored in a locked, fire safe cabinet in the health room or area designated by the school principal.

Legal References: HIPPA/FERPA

Date Adopted: September 12, 2006

Last Revised:

4.39 – CORPORAL PUNISHMENT

The Conway School Board prohibits the use of corporal punishment by any employee of the District against any student.

Legal Reference: A.C.A. § 6-18-505 (c) (1)

Date Adopted: March 14, 2006

Last Revised:

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):

1. 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;
2. 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
3. Enroll the homeless child in the school appropriate for the attendance zone where the child lives.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.

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

Conway Public Schools Parent-Student Document Verification

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

Date: _____

Parent/Guardian's Name Printed: _____

Student's Name Printed: _____ Grade: _____

Homeroom Teacher: _____

My signature verifies receipt of the following information:

- Receipt of Parent-Student Handbook
- Form objecting to Publication of Directory Information
 - (Attach form located in the back of the handbook if you object)
- Form objecting to Physical Examinations or Screenings
 - (Attach form located in the back of the handbook if you object)

Parent/Guardian's Signature: _____

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 user of the Conway Public Schools' computer network, I hereby agree to comply with the Network Acceptable Use Policy printed in the student handbook.

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 areas listed above.

Conway Public Schools must have parental permission to video tape, photograph, and make a voice recording or motion picture of you or your minor child. These may be used in connection with newspaper, 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. I agree to the web publication of these items to the District website. I understand that names will not be used in conjunction with any of the above.

Please initial by your choice:

_____ Yes, I give my permission for areas listed above to be published on the District website.

_____ No, I do not give my permission.

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:

1. Sarcastic "compliments" about another student's personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.

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.

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

4.45.1 – SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2013-2014 AND ALL CLASSES THEREAFTER

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

Economics: 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

Economics: 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.

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: May 11, 2010

Last Revised:

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

4.50 – SCHOOL LUNCH SUBSTITUTIONS

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

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

Legal References: Commissioner's Memo FIN-09-044
7CFR 210.10(g)

Date Adopted: March 9, 2010

Last Revised: