

CONWAY PUBLIC SCHOOL DISTRICT

Board Policy Section 5

CURRICULUM INSTRUCTION

Table of Contents

5.1 – EDUCATIONAL PHILOSOPHY _____	1
5.2 – PLANNING FOR EDUCATIONAL IMPROVEMENT _____	2
5.3 – CURRICULUM DEVELOPMENT _____	3
5.4 – STAFF DEVELOPMENT PROGRAM _____	4
5.5 – INSPECTION/SELECTION OF INSTRUCTIONAL MATERIALS _____	8
Classroom Use of Videos, DVDs, and Movies _____	8
Guidelines _____	9
Teacher Preview and Administrative Approval _____	9
Copyright _____	9
Opt Out Opportunity _____	9
Violation _____	10
5.5.1 – TEXTBOOK SELECTION AND ADOPTION _____	11
5.6 – CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS _____	12
5.7 – COLLECTION DEVELOPMENT POLICY: MATERIAL SELECTION AND ADOPTION _____	14
Philosophy and Objectives _____	14
Library Bill Of Rights _____	14
Access to Resources and Services in the School Library Media Program An Interpretation of the Library Bill of Rights _____	15
Selection of Materials _____	15
Criteria for Retention or Removal of Materials _____	16
Handling of Gifts _____	16
Challenged Materials _____	16
Materials that are challenged should be reviewed on the basis of the following criteria: _____	17
5.7F – CONWAY PUBLIC SCHOOLS REQUEST FOR RECONSIDERATION OF MATERIAL _____	18
5.8 – USE OF COPYRIGHTED MATERIALS _____	20

5.9 – COMPUTER SOFTWARE COPYRIGHT _____	21
5.10 – RELIGION IN THE SCHOOLS _____	22
5.11 – PROMOTION/RETENTION/COURSE CREDIT FOR 5-12 _____	23
5.12 – PROMOTION/RETENTION - ELEMENTARY SCHOOLS - GRADES K-4 ____	26
5.13 – REMEDIATION _____	28
5.14 – HOMEWORK _____	29
5.15 – GRADING _____	30
5.16 – GRADUATION REQUIREMENTS FOR THE CLASSES OF 2010, 2011, 2012, and 2013 _____	32
Smart Core: 22 Units _____	32
Core: 22 units _____	33
5.16.1 – GRADUATION REQUIREMENTS FOR THE CLASS OF 2013-2014 AND ALL CLASSES THEREAFTER _____	35
Smart Core: twenty-two (22) Units _____	35
Core: twenty-two (22) units _____	36
Specific graduation requirements of the Conway School District _____	37
5.17 – HONOR GRADUATES _____	38
5.17F – HONOR GRADUATE OPT OUT FORM _____	39
5.18 – HEALTH SERVICES _____	40
5.19 – EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES - SECONDARY SCHOOLS _____	41
Definitions: _____	41
Academic Requirements: _____	41
Academic Requirements: Senior High _____	42
Students With An Individual Education Program _____	42
Arkansas Activities Association _____	43
5.19.1 – EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES - ELEMENTARY ____	44
5.20 – DISTRICT WEB SITE _____	45
5.20F1 – PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE _____	47
5.20.1 – WEB SITE PRIVACY POLICY _____	48
5.21 – ADVANCED PLACEMENT _____	49

5.22 – CONCURRENT CREDIT _____	50
5.23 – EQUIVALENCE BETWEEN SCHOOLS _____	51
5.24 – STUDENT PARTICIPATION IN SURVEYS _____	52
5.24F1 – PERMISSION TO PARTICIPATE IN A SURVEY, ANALYSIS, OR EVALUATION _____	54
5.25 – MARKETING OF PERSONAL INFORMATION _____	55
5.26 – ALTERNATIVE LEARNING ENVIRONMENTS _____	56
5.26.1 – ALE PROGRAM EVALUATION _____	58
5.27 – ENGLISH LANGUAGE LEARNERS _____	59
5.28 – NATIONAL SCHOOL LUNCH ACT FUNDING EXPENDITURES _____	60
5.29 – WELLNESS POLICY _____	61
Goals _____	61
Advisory Committee _____	62

5.1 – EDUCATIONAL PHILOSOPHY

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

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

Date Adopted: March 14, 2006

Last Revised:

5.2 – PLANNING FOR EDUCATIONAL IMPROVEMENT

Each school in the district shall develop a comprehensive school improvement plan to address deficiencies in student performance based on analysis of students' grade-level benchmark assessments and other relevant data. The purpose of each plan shall be to ensure that all students meet the state assessment standards established by the State Board of Education, as well as student achievement goals established by the District. A cumulative review of all academic improvement plans shall also be part of the data used to develop the comprehensive school improvement plan. Each plan shall be developed with administrator, teacher, other school staff, parent, community, and student (when appropriate) input and shall have as one of its components a plan for a parental involvement program. Professional development activities are to be designed to meet the needs identified in each schools' plan. Each plan is to be reviewed annually and revised to meet the changing needs reflected in student data.

Any school in the district identified by the Arkansas Department of Education as failing to meet the established levels of academic achievement on the state's criterion-referenced tests shall revise its school improvement plan.

The district shall develop, with appropriate staff and community input, a comprehensive district improvement plan. The plan shall coordinate the actions of the various comprehensive school improvement plans within the district. The district plan shall align district resources to help ensure all of its students attain proficiency on the Benchmark exams.

Legal References: A.C.A. § 6-15-404 (i)(1)
 A.C.A. § 6-15-404 (i)(2)(B)
 A.C.A. § 6-15-404 (i) (2)(A)(i)(ii)
 A.C.A. § 6-15-419(2)(B)(iii)
 A.C.A. § 6-15-419(9)
 A.C.A. § 6-15-419(12)

ADE Rules Governing the ACTAAP and the Academic Distress Program 3.10, 3.16, 8.0 – 8.04, and 9.04

Arkansas Department of Education Rules for Governing Standards for Accreditation of Arkansas Public Schools and School Districts 7.0, 8.01, and 16.0 – 16.03.5.

Date Adopted: March 14, 2006

Last Revised:

5.3 – CURRICULUM DEVELOPMENT

Sequential curricula should be developed for each subject area. Curricula are to be aligned with the curriculum frameworks and used to plan instruction leading to student proficiency on Arkansas' content standards. Curricula should be in alignment with the District's vision, mission, goals, and educational philosophy. Student achievement is increased through an integrated curriculum that promotes continuity and a growth in skills and knowledge from grade to grade and from school to school. Therefore, the Board desires that unnecessary duplication of work among the various grades and schools be eliminated and that courses of study and their corresponding content guides be coordinated effectively.

The Board of Education is responsible for reviewing and approving all instructional programs offered by the District as well as approving significant changes to courses or course materials before they are implemented. The Superintendent is responsible for making curriculum recommendations.

Each school shall review each curriculum area annually to address the continued relevancy, adequacy, and cost effectiveness of individual courses and instructional programs and to ensure each area is aligned with the current curriculum frameworks and course content standards approved by the State Board of Education. Each school's administration shall implement a monitoring process to ensure that the instructional content of each course offered is consistent with the content standards and curriculum frameworks approved by the State Board of Education.

Legal References: A.C.A. § 6-15-101
A.C.A. § 6-15-1505(a)(b)
Standards of Accreditation 9.01.2, 7.04.2
ADE Rules Governing the ACTAAP and the Academic Distress Program 4.05

Date Adopted: March 14, 2006
Last Revised:

5.4 – STAFF DEVELOPMENT PROGRAM

The District shall develop and implement a plan for the professional development of its certified employees. The district's plan shall, in part, align district resources to address the professional development activities identified in each school's ACSIP. Each certified employee shall receive a minimum of sixty (60) hours of professional development annually to be fulfilled between June 1 and May 31. Professional development hours earned in excess of sixty (60) in the designated year cannot be carried over to the next year. Certified employees who are prevented from obtaining the required professional development hours due to their illness or the illness of an immediate family member as defined in A.C.A. § 6-17-1202 have until the end of the following school year to make up the deficient hours. This extension does not absolve the employee from also obtaining the following year's required 60 hours of professional development. The goal of all professional development activities shall be improved student achievement and academic performance that results in individual, school-wide, and system-wide improvement designed to ensure that all students demonstrate proficiency on the state criterion-referenced assessments. The district's professional development plan shall demonstrate scientifically research-based best practice, and shall be based on student achievement data and in alignment with the ADE Rules Governing Professional Development and current Arkansas code.

Teachers and administrators shall be involved in the design, implementation, and evaluation of the plan for their own professional development. The results of the evaluation made by the participants in each program shall be used to continuously improve the district's professional development offerings and to revise the school improvement plan.

Flexible professional development hours (flex hours) are those hours which an employee is allowed to substitute professional development activities, different than those offered by the district, but which still meet criteria of either the employee's Individual Improvement Plan or the school's ACSIP, or both. The district shall determine on an annual basis how many, if any, flex hours of professional development it will allow to be substituted for district scheduled professional development offerings. The district administration and the building principal have the authority to require attendance at specific professional development activities. Employees must receive advance approval from the Professional Development Committee for activities they wish to have qualify for flex professional development hours. To the fullest extent possible, professional development activities are to be scheduled and attended such that teachers do not miss their regular teaching assignments. Six (6) approved flex hours credited

toward fulfilling the sixty (60) hour requirement shall equal one contract day. Hours of professional development earned by an employee in excess of sixty (60) or not pre-approved by the Professional Development Committee shall not be credited toward fulfilling the required number of contract days for that employee. Hours earned that count toward the required sixty (60) also count toward the required number of contract days for that employee.

Teachers and administrators who, for any reason, miss part or all of any scheduled professional development activity they were required to attend, must make up the required hours in comparable activities which are to be pre-approved by the building principal.

To receive credit for his/her professional development activity each employee is responsible for obtaining and submitting documents of attendance, or completion for each professional development activity he/she attends. Documentation is to be submitted to the building principal or designee.

Teachers and administrators are required to obtain sixty (60) hours of approved professional development annually over a five-year period as part of licensure renewal requirements. At least six (6) of the sixty (60) annual hours shall be in the area of educational technology.

Teachers are required to receive at least two hours annually of their sixty (60) required hours of professional development designed to enhance their understanding of effective parental involvement strategies.

Teachers who provide instruction in Arkansas history shall receive at least two (2) hours of professional development in Arkansas history as part of the sixty (60) hours required annually.

Personnel who are likely to use automated external defibrillators shall receive the training required by Rule. Such training shall count toward the required annual hours of professional development.

Administrators are required to receive at least three hours annually of their sixty (60) required hours of professional development designed to enhance their understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. Each administrator's professional development is required to also include training in data disaggregation, instructional leadership and fiscal management.

Teachers required by the superintendent, building principal, or their designee to take approved training related to teaching an advance placement class for a subject covered by the College Board and Educational Testing Service, shall receive up to thirty (30) hours of credit toward the sixty (60) hours of professional development required annually.

Certified personnel may earn up to twelve (12) hours of professional development for time they are required to spend in their instructional classroom office or media center prior to the first day of student/teacher interaction provided the time is spent in accordance with the state law and current ADE rules that deal with professional development.

Teachers are eligible to receive fifteen (15) professional development hours for a college course that meets the criteria identified in law and the applicable ADE rules. A maximum of thirty (30) hours may be applied toward the sixty (60) hours of professional development required annually.

Employees who do not receive or furnish documentation of the required annual professional development jeopardize the accreditation of their school and academic achievement of their students. Failure of an employee to receive sixty (60) hours of professional development in any given year, unless due to illness as permitted by law, shall be grounds for disciplinary action up to and including termination.

Approved professional development activities may include conferences, workshops, institutes, individual learning, mentoring, peer coaching, study groups, National Board for Professional Teaching Standards Certification, distance learning, internships, district/school programs, and approved college/university course work. Professional development activities should be consistent with the objectives developed by the National Staff Development Council Standards.

Professional development activities shall relate to the following areas: content (K-12); instructional strategies; assessment; advocacy/leadership; systemic change process; standards, frameworks, and curriculum alignment; supervision; mentoring/coaching; educational technology; principles of learning/developmental stages; cognitive research; and building a collaborative learning community.

Legal References: A.C.A. § 6-15-404(f)(2)
A.C.A. § 6-10-122, 123
A.C.A. § 6-17-703
A.C.A. § 6-17-704
A.C.A. § 6-17-705
A.C.A. § 6-17-1202
A.C.A. § 6-15-1004(c)
A.C.A. § 6-15-1703
A.C.A. § 6-20-2303 (14)

Date Adopted: March 14, 2006

Last Revised: February 16, 2010

5.5 – INSPECTION/SELECTION OF INSTRUCTIONAL MATERIALS

The use of instructional materials beyond those approved as part of the curriculum/textbook program must be compatible with school and district policies. If there is uncertainty concerning the appropriateness of supplemental materials, the personnel desiring to use the materials shall get approval from the school's principal prior to putting the materials into use.

All instructional materials used as part of the educational curriculum of a student shall be available for inspection by the parents or guardians of the student. For the purposes of this policy, instructional materials is defined as instructional content provided to the student regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats. The term does not include academic tests or academic assessments.

Parents or guardians wishing to inspect instructional materials used as part of the educational curriculum for their child may schedule an appointment with the student's teacher at a mutually agreeable time. Parents/guardians wishing to challenge the appropriateness of any instructional materials shall follow the procedures outlined in Policy 5.6—CHALLENGE OF INSTRUCTIONAL/ SUPPLEMENTAL MATERIALS.

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

Classroom Use of Videos, DVDs, and Movies

It is the policy of the Conway School District School Board of Directors to assure that time spent by students in pursuit of an education is wisely and prudently used. The Board recognizes that movies, videos, DVDs, and other audiovisual materials are important tools in the educational process. However, the use of such materials should be limited so that they are legally and appropriately used in achieving legitimate educational objectives that supplement approved course curriculum. The Board therefore, promotes the appropriate educational use of videos, movies, DVDs, and audiovisual materials when such use maximizes classroom instructional time, encourages parental participation, and fosters community values.

Guidelines

Education Relevance

1. The showing of videos, DVDs, movies and other instructional materials must be limited to a specific educational purpose.
2. General selection criteria would include the following:
 - quality of the overall work;
 - fair and accurate representation of the facts;
 - the reputation and significance of the writer, director, and/or performer; and
 - critical acclaim of the work itself.
3. Videos, DVDs, or movie clips used in the classroom shall not include inappropriate language, depictions of violence, nudity, or inappropriate behavior.

Teacher Preview and Administrative Approval

1. Videos, DVDs, movies, or other audiovisual material including You Tube must be previewed by the teacher before requesting approval for use in the classroom.
2. Prior to showing any video, DVD, movie or other audiovisual material, or materials downloaded from Internet sources to students, Classroom Use of Videos and Movies Form, located in the Principal's office, must be filled out, submitted to the building principal, and receive approval. (This does not include those audiovisual materials approved through curriculum development and that show up in the resource section of each curriculum guide.)

Copyright

1. Any use of videos, DVDs, movies or other audiovisual materials must adhere to all federal copyright laws as well as publisher licensing agreements.

Opt Out Opportunity

Parents and students must be provided an "opt-out" opportunity.

1. Teachers should provide an optional lesson for opt-out students.
2. Opt-out students should be treated fairly, discreetly and with respect.

Violation

1. Teachers who show videos, DVDs, movies, or other audiovisual material, not part of the adopted curriculum, without previewing or receiving administrative approval are in violation of this policy.
2. Teachers and other school officials who show television programs for entertainment purposes are in violation of this policy as well as federal copyright law.
3. Discipline for violation of this policy may involve actions up to dismissal.

Legal Reference: 20 USC § 1232h (a), (b), (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(C)(i)(ii), (2)(A)(i), (5)(B), (6)(A)(C)]

Date Adopted: March 14, 2006

Last Revised: March 8, 2011

5.5.1 – TEXTBOOK SELECTION AND ADOPTION

The Board of Education shall delegate to the Superintendent of Schools authority to appoint a selection committee for each subject area set up for adoption by the State Board of Education. The selection committee shall be composed of not less than three (3) teachers or supervisors employed in the school district.

Date Adopted: 5-09-89

Last Revised:

5.6 – CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS

Instructional and supplemental materials are selected for their compatibility with the District's educational program and their ability to help fulfill the District's educational goals and objectives. Individuals wishing to challenge or express concerns about instructional or supplemental materials may do so by filling out a Challenge to Instructional Material form available in the school's office.

The contesting individual may present a copy of the form to the principal and request a conference be held at a time of mutual convenience. Prior to the conference, the principal shall consult with the teacher regarding the contested material. In the conference, the principal shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the principal's response to those concerns to the Superintendent.

If the contesting individual is not satisfied with the principal's response, the individual may, after the five (5) working day period, request a meeting with the Superintendent where the individual shall present the same Challenge to Instructional Material form previously presented to the principal. The Superintendent shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the Superintendent shall have five (5) working days to write a summary of the concerns expressed by the individual and the Superintendent's response to those concerns. The Superintendent shall create a file of his/her response along with a copy of the principal's response and a copy of the contesting individual's Challenge to Instructional Material form.

If, after meeting with the Superintendent, the contesting individual is not satisfied with the Superintendent's response regarding the appropriateness of the instructional or supplemental material, he/she may appeal the Superintendent's decision to the Board. The Superintendent shall present the contesting individual's Challenge to Instructional Material form to the Board at the next regularly scheduled meeting along with the written responses to the challenge. The Board

may elect, if it so chooses, to hear brief verbal presentations from the parties involved in the challenge.

The Board shall decide at that meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The Board's primary consideration in reaching its decision shall be the appropriateness of the material for its intended educational use.

Legal Reference: 20USCS 1232(h)(c)(C)

Date Adopted: March 14, 2006

Last Revised: February 16, 2010

5.7 – COLLECTION DEVELOPMENT POLICY: MATERIAL SELECTION AND ADOPTION

Philosophy and Objectives

The school library media center functions as a basic requirement for quality education, implementing and enriching all parts of the teaching and learning process. It reflects and supports the philosophy of the school, and shares its aims and objectives.

The administrators and media center specialists endorse the statement of philosophy and objectives expressed by the National Council of Teachers of English and the American Library Association.

The selection of books and materials shall be guided by the principles expressed in the American Library Association's Library Bill of Rights:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Library Bill Of Rights

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Libraries which make exhibit spaces and meeting rooms available to the public

they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980. Inclusion of “age” reaffirmed January 23, 1996 by the ALA Council.

Access to Resources and Services in the School Library Media Program An Interpretation of the Library Bill of Rights

The school library media program plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library media program, the principles of the Library Bill of Rights apply equally to all libraries, including school library media programs.

Adopted July 2, 1986; amended January 10, 1990; July 12, 2000, January 19, 2005, by the ALA Council. [ISBN 8389-7053-2]

Selection of Materials

Responsibility

Selection of library media materials is the legal responsibility of the Board of Education and is delegated to licensed library media specialists.

Criteria

Library media specialists working cooperatively with other instructional staff and students, will consider contents of the existing collection needs of the curriculum in planning for purchase of materials. Reputable, unbiased, professionally prepared selection aids shall be consulted as guides. No one publication need determine selection and the critical opinions of reviewers should be checked against each other. Criteria for selection of materials include the following:

Print materials

1. Authority
2. Accuracy and objectivity
3. Timeliness or permanence
4. Format
5. Readability

Periodicals

1. Accuracy and objectivity
2. Content available through indexes
3. Need in reference work to supplement book collection
4. Local interest in subject matter for recreational reading

Non-print Materials

1. Accuracy and objectivity
2. Timeliness or permanence
3. Authoritativeness
4. Format
5. Compatibility with equipment available

Criteria for Retention or Removal of Materials

Selection is an ongoing process which should include the removal of materials no longer appropriate to school needs and the replacement of lost and damaged materials still of educational value. The decision to remove or retain an item in the collection is to be based on the following criteria:

1. Physical condition of the materials
2. Number of copies remaining in the media center
3. Provision of adequate coverage in the field
4. Availability of similar materials in the collection
5. Duplicates no longer in heavy demand
6. Obsolete materials – those outdated in style, theme and contents
7. Materials with superseded editions
8. No item will be discarded that will have historical significance to the State of Arkansas

Handling of Gifts

Gifts of book and non-book materials will be evaluated and selected for inclusion in the library media collection on the same basis as materials added to the collection. Professional library media staff are delegated the responsibility to assign gifts wherever the need is greatest or to dispose of gift materials which do not meet criteria for acceptable media.

Challenged Materials

If contents of the media center materials shall be criticized by a parent or district employee, the following procedures shall be followed:

1. The principal and media specialist shall be notified of the receipt of a complaint.
2. If a parent or district employee wishes to submit a formal, written and signed request for the reconsideration of the materials, a printed form is available for the purpose from the media specialist. A copy of the completed form will be provided for the principal and media specialist.
3. Upon the presentation of the reconsideration request form, a committee to re-evaluate the material will be appointed. The committee shall consist of
 - A central office administrator
 - The building level principal
 - The building library media specialist
 - A teacher from the subject area of the material being questioned
 - A parent of a student from the building making the request
4. Challenges to the usage of the book or materials will not cause their removal from library circulation until a final decision is reached by the Board of Education.
5. The decision of the committee shall be subject to the approval of the Board of Education.

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

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

Date Adopted: March 14, 2006

Last Revised: April 14, 2009

5.7F – CONWAY PUBLIC SCHOOLS REQUEST FOR RECONSIDERATION OF MATERIAL

Request initiated by _____
Date _____ Telephone _____
Address _____

Person making request is a PARENT or DISTRICT EMPLOYEE. (circle one)

MATERIAL CHALLENGED:

Type of Media _____ Title _____
Author _____ Publisher _____

Answer each question completely after reading or viewing the material in its entirety.

Did you read or view the entire work? _____

If not, which sections did you read or view? _____

What do you find objectionable in this material? (Please be specific, cite passages, pages or frames, etc.) _____

What do you feel might be the impact of the material in question? _____

For what age group would you recommend this material? _____

What do you believe is the main idea or theme of this material? _____

Is there any value to this material? Yes No (circle one) Explain: _____

What action would you like taken with regard to this material? _____

What title(s) of equal quality would you recommend that would convey as valuable a picture of the subject treated and why? _____

COPIES MUST BE PROVIDED OF ALL REVIEWS READ AND SOURCES INDICATED

Date _____ Signature _____

Adapted from NCTE The Student's Right to Read, 1981
Legal Reference: 17 USC § 117 Amended Dec. 12, 1980

Date Adopted: March 14, 2006
Last Revised: April 14, 2009

5.8 – USE OF COPYRIGHTED MATERIALS

The Board of Education encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted materials, the Superintendent, or his designee, will provide district personnel with information regarding the “fair use” doctrine of the U.S. Copyright Code as detailed in the “Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals” and “Guidelines for Educational Uses of Music.”

The District will not be responsible for any employee violations of the use of copyrighted materials.

Legal Reference: 17 USCS § 101 to 1010 (Federal Copyright Law of 1976)

Date Adopted: March 14, 2006

Last Revised:

5.9 – COMPUTER SOFTWARE COPYRIGHT

The District shall observe copyright laws governing computer software reproduction. Unless specifically allowed by the software purchase agreement, the Copyright Act allows the purchaser of software to

1. Make one copy of software for archival purposes in case the original is destroyed or damaged through mechanical failure of a computer. However, if the original is sold or given away, the archival copy must be destroyed;
2. Make necessary adaptations to use the program; and/or
3. Add features to the program for specific applications. These improvements may not be sold or given away without the copyright owner's permission.

The District shall abide by applicable licensing agreements before using computer software on local-area or wide-area networks.

Legal Reference: 17 USC § 117 Amended Dec. 12, 1980

Date Adopted: March 14, 2006

Last Revised:

5.10 – RELIGION IN THE SCHOOLS

The First Amendment of the Constitution states that “Congress shall make no law respecting the establishment of religion, or prohibiting the free exercise thereof...” As the Supreme Court has stated (*Abington School District v. Schempp*, 374 U.S. 203) the Amendment thus, “embraces two concepts—freedom to believe and freedom to act. The first is absolute but, in the nature of things, the second cannot be.” Therefore, it is the Board’s policy that the school system, as an agency of the government, shall be neutral in matters regarding religion and will not engage in any activity that either advocates or disparages religion. The District shall assume no role or responsibility for the religious training of any student.

The need for neutrality does not diminish our school system’s educational responsibility to address the historical role of religion in the development of our culture. Since we live in a diverse society, the District’s goal shall be to address the subject of religion objectively in such a way that it promotes an understanding of, and tolerance for, each other’s religious or non-religious views.

Discussions concerning religious concepts, practices, or disciplines are permissible when presented in a secular context in their relation to an inclusive study of religion or to the study of a particular region or country. The discussions shall be so that they are objective and academically informational and do not advocate any particular form of religious practice.

Instructional activities in the schools that are contrary to a pupil’s religious beliefs or teachings shall be optional.

The teacher in charge of each classroom may, at the opening of school each day, conduct a brief period of silence with the participation of all students in the classroom who desire to participate.*

Students and employees may engage in personal religious practices, such as prayer, at any time, and shall do so in a manner and at a time so that the educational process is not disrupted.

*Legal Reference: A.C.A. § 6-10-115

Date Adopted: March 14, 2006

Last Revised:

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

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

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

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

- Eighth grade students must earn four (4) credits (including required ½ English, ½ math and ½ Science)
- Freshmen must have successfully completed 8th grade math and English
- Sophomores must have 4 credits (including ½ unit of English and ½ unit of math)
- Juniors must have 9 credits (including 1½ units of English and 1½ units of math)
- Seniors must have 15 credits (including 2½ units of English and 2½ units of math)

Grade Level Requirements 5-8

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

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

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

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

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

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

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

Students transferring into the district from an out-of-state public, private, or home school or an Arkansas private or home school who can demonstrate by an official

transcript that he/she has received academic credit for Algebra I is not required to take the Algebra I high stakes end of course assessment. The district, however, has the right to assess the student's education status to determine if the student possesses the requisite passing knowledge of Algebra I.

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

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

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

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

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

Legal References: A.C.A. § 6-15-402

State Board of Education: Standards of Accreditation 12.04.3

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

Date Adopted: March 14, 2006

Last Revised: February 16, 2010

5.12 – PROMOTION/RETENTION - ELEMENTARY SCHOOLS - GRADES K-4

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

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

Students who do not score proficient or above on their grade level Benchmark Exams (grades 3 and 4) shall be required to participate in an individualized Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan.

In addition to the Benchmark Exam requirements, students who take a course requiring a general end-of-course (EOC) assessment must receive a score of proficient on the initial assessment or successfully participate in the AIP created for them to receive academic credit for the course and to be able to graduate. If the course is Algebra I, the student must take the high stakes EOC assessment and receive a score of passing on a subsequent assessment or receive a passing score on an alternative assessment as provided by law to be able to receive academic credit for the course and to be able to graduate.

Beginning in the 2005-2006 school year, any student in grades three through eight (3-8) identified as not passing a benchmark assessment and who fails to

participate in the subsequent Academic Improvement Plan (AIP) shall be retained and shall not be promoted to the next appropriate grade, as required by Arkansas Code Annotated 6-15-2009, until

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

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

Legal References: A.C.A. § 6-16-705
State Board of Accreditation Standards 12.04.3
ADE Rules Governing the ACTAAP and the Academic Distress Program 7.05.1, 7.05.2, 7.05.5

Date Adopted: March 14, 2006
Last Revised: February 16, 2010

5.13 – REMEDIATION

The Conway School District shall offer remediation programs during the school year to those students in kindergarten through third grade (K-3) not performing at grade level.

Legal Reference: A.C.A. § 6-16-704

Date Adopted: March 14, 2006

Last Revised:

5.14 – HOMEWORK

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

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Legal Reference: State Board of Education Rules & Regulations: Accreditation Standards 10.07

Date Adopted: March 14, 2006

5.15 – GRADING

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period to keep parents/guardians informed of their student's progress.

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grading scale for all schools in the district shall be as follows:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69-60

F = 59 and below

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

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

Legal References: A.C.A. § 6-15-902

State Board of Education: Standards of Accreditation 12.02

Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools

Date Adopted: March 14, 2006

Last Revised: February 16, 2010

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

Smart Core: 22 Units

English: four (4) units

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

Mathematics: four (4) units

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

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

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

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

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

Social Studies: three (3) units

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

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

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

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

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

CAREER FOCUS: Six (6) units

Core: 22 units

English: four (4) units

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

Mathematics: four (4) units

- Algebra or its equivalent*
- Geometry or its equivalent*
- All math units must build on the base of algebra and geometry knowledge and skills.
- *A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement

Science: three (3) units (years)

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

Social Studies: three (3) units (years)

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

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

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

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

CAREER FOCUS: Six (6) units

Specific graduation requirements of the Conway School District

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

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

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

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

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

Date Adopted: March 14, 2006

Last Revised: March 9, 2010

5.16.1 – 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 14.01

Date Adopted: May 11, 2010

Last Revised:

5.17 – HONOR GRADUATES

Students who have successfully completed the minimum core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education and have a cumulative GPA of 3.5 will be designated as honor students. The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12).

Notes: Students with an IEP or 504 plan are included to the extent that the courses that they have taken and successfully completed meet the course requirements prescribed by the State Board of Higher Education for preparation for college.

Legal References: A.C.A. § 6-18-101 (a) (1)
A.C.A. § 6-18-101 (a) (2)
A.C.A. § 6-18-101 (b)
A.C.A. § 6-18-101(e)
A.C.A. § 6-61-217(a)

Date Adopted: March 14, 2006

Last Revised: April 17, 2007

5.17F – HONOR GRADUATE OPT OUT FORM

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to having the student named below publicly identified as an honor roll or honor graduate student.

Name of student (Printed)

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

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

5.18 – HEALTH SERVICES

The Board believes that healthy children promote a better learning environment, are more capable of high student achievement, and will result in healthier, more productive adults. Therefore, the goal of the District's health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils.

While the school nurse is under the supervision of the school principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules and Regulations Chapter Five: Delegation of Nursing Care.

Date Adopted: March 14, 2006

Last Revised:

5.19 – EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES - SECONDARY SCHOOLS

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

Definitions:

Extracurricular/Co-Curricular activities are defined as any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral, math, or science competitions, and club activities.

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

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

Academic Requirements:

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth

grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.

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

Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate in the fall semester of their tenth-grade year.

Academic Requirements: Senior High

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

Have earned a minimum Grade Point Average of 2.0 from all academic courses the previous semester; or

If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in a supplemental instruction program to maintain their competitive interscholastic extracurricular eligibility.

Students With An Individual Education Program

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

Arkansas Activities Association

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

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

Date Adopted: March 14, 2006

Last Revised:

5.19.1 – EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES - ELEMENTARY

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

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

For the purposes of this policy, extracurricular activities are defined as any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral, math, science competitions, or club activities.

Legal References: State Board of Education Standards for Accreditation 10.05 and 10.06

Date Adopted: March 14, 2006

Last Revised:

5.20 – DISTRICT WEB SITE

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

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

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

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

1. All pages on the District's web site may contain advertising and links only to educational sources.
2. The District's home page shall contain links to existing individual school's web pages and the school home pages shall link back to the District's home page. The District's home page may also include links to educational extracurricular organization's web pages which shall also link back to the District's home page.
3. Photos shall only be posted on web pages after receiving written permission from the student or their parents if under the age of 18.
4. The District's web server shall host the Conway District's web site.
5. No web page on the District web site may contain public message boards or chat rooms.

6. All web pages on the District web site shall be constructed to download in a reasonable length of time.
7. The District's home page shall contain a link to a privacy policy notice which must be placed in a clear and prominent place and manner.
8. With the exception of students who may retain the copyright of material they have created that is displayed on a District web page, all materials displayed on the District web site are owned by Conway School District.
9. The following shall be included on the District's web site:
 - Local and state revenue sources;
 - Administrator and teacher salary and benefit expenditure data;
 - District balances, including legal balances and building fund balances;
 - Minutes of regular and special meetings of the school board;
 - The district's budget for the ensuing year;
 - A financial breakdown of monthly expenditures of the district;
 - The salary schedule for all employees including extended contract and supplementary pay amounts;
 - Current contract information (not including social security numbers, telephone numbers, personal addresses or signatures) for all district employees;
 - The district's annual budget;
 - The annual statistical report of the district;
 - The district's personnel policies.

The information and data required in 9 above shall be the actual data for the previous two school-years and the projected data for the current school-year.

Legal References: 20 U.S.C. § 1232 g
15 U.S.C. § 6501 (COPPA)
A.C.A. § 6-11-129

Date Adopted: March 14, 2006
Last Revised: December 13, 2011

5.20F1 – PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE

I hereby grant permission to the Conway School District to display the photograph or video clip of me/my student (if student is under the age of eighteen (18) on the District’s web site, including any page on the site, or in other District publications without further notice. I also grant the Conway School District the right to edit the photograph or video clip at its discretion.

Names will not be used in conjunction with picture or video clip. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District’s web site.

I (we) agree to defend and hold harmless the members of the Conway School Board, the Conway School District, its officers, employees, agents, successors and assignees from and against any and all claims and liabilities resulting from displaying my or my student’s photograph or video clip.

Name of student (Printed)

Signature of student (only necessary if student is over 18)

Signature of parent (required if student is under 18)

Date

Date Adopted: March 14, 2006
Last Revised: April 17, 2007

5.20.1 – WEB SITE PRIVACY POLICY

The Conway School District operates and maintains a web site for the purpose of informing the citizens of the district about its activities. The web site does not use “cookies” or ISP addresses to collect or retain personally identifying information about visitors to its web site nor is any such information given to “third parties.” Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

The site serves no commercial purpose and does not collect any information from individuals for such purpose.

Photographs of students shall not be displayed on any page of the district’s web site without the prior written consent of the parent (or the student if 18 or older).

The site provides for email communication between the District and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students. The site may also provide for password protected communication between the District and its staff.

Legal References: 15 U.S.C. § 6501 (COPPA)

Date Adopted: March 14, 2006

Last Revised: April 17, 2007

5.21 – ADVANCED PLACEMENT

Students who take Advanced Placement courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 and below

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

A = 5 points

B = 4 points

C = 3 points

D = 2 point

F = 0 points

Students taking AP courses shall receive weighted credit as described in this policy. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses approved by the Arkansas Department of Education.

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

Date Adopted: March 14, 2006

Last Revised: April 17, 2007

5.22 – CONCURRENT CREDIT

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

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9 – 12 (see policy 4.44) are to be received by the school within ten (10) school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities and/or graduation.

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

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

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

Date Adopted: March 14, 2006

Last Revised: May 8, 2008

5.23 – EQUIVALENCE BETWEEN SCHOOLS

The Conway School District is committed to providing a quality education for all students in each of the district's schools. The equitable distribution of district resources is one means the district shall use to ensure all of its students receive a quality education. The Board directs that services in Title I schools, when taken as a whole, are substantially comparable to services in schools that are not receiving Title I funds. Curriculum materials, instructional supplies, and the percentages of highly qualified personnel shall be equivalent between all schools in the district when compared on a grade-span by grade-span basis, school-by-school basis. Specifically, the goal of the district is to have its students given an equitable opportunity to learn regardless of the school they attend within the district.

The Board understands that the equivalence between schools shall not be measured by such things as

1. Changes in enrollment after the start of the school year;
2. Varying costs associated with providing services to children with disabilities;
3. Unexpected changes in personnel assignments occurring after the beginning of the school year;
4. Expenditures on language instruction education programs and;
5. Other expenditures from supplemental state or local funds consistent with the intent of Title I.

Legal References: 20 USC § 6321(a),(b), and (c) [NCLB Act of 2001 Section 1120A]

Date Adopted: March 14, 2006

Last Revised: April 17, 2007

5.24 – STUDENT PARTICIPATION IN SURVEYS

Section One: No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section Two: No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party or funded, in whole or in part, as part of any US Department of Education administered program containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Section Three: Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10) days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding

how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Section Four: Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following:

1. A student's name;
2. The name of the student's parent or member of the student's family;
3. The address, telephone number, or email address of a student or a member of a student's family;
4. A personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;
5. Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

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

Legal Reference: 20 USC § 1232h (a), (b), (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(A)(i)(ii)(B), (2)(A)(i)(ii)(B)(C)(ii), (5)(A)(ii)(B), (6)(C)(F)(G)]
ACA § 6-18-1301 et seq.

Date Adopted: March 14, 2006

Last Revised:

5.24F1 – PERMISSION TO PARTICIPATE IN A SURVEY, ANALYSIS, OR EVALUATION

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby grant my permission for the student named below to participate in the following survey, analysis, or evaluation.

Name of survey

Name of student (Printed)

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

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

5.25 – MARKETING OF PERSONAL INFORMATION

The Conway School District shall not collect, disclose, or use personal information for the purpose of marketing or for selling that information or to otherwise provide that information to others for that purpose.

Personal information is defined, for the purposes of this policy only, as individually identifiable information including:

1. a student or parent's first and last name,
2. a home or other physical address (including street name and the name of the city or town),
3. telephone number, and
4. social security identification number.

The district may collect, disclose, or use personal information that is collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazines, and programs providing access to low cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school related or education related activities; and
6. Student recognition programs.

Legal Reference: 20 USC § 1232h (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(E), (2)(A)(C)(i), (4)(A), (5)(A)(i)(B), (6)(C)(E)]

Date Adopted: March 14, 2006

Last Revised:

5.26 – ALTERNATIVE LEARNING ENVIRONMENTS

The district shall have an alternative learning environment (ALE) which shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems.

The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. The team should consist of at least a school counselor, the ALE director or principal, a parent or legal guardian, and a regular classroom teacher.

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

- disruptive behavior,
- drop out from school,
- personal or family problems or situations,
- recurring absenteeism, or
- transition to or from residential programs.

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

- abuse: physical, mental, or sexual,
- frequent relocation of residency,
- homelessness,
- inadequate emotional support,
- mental/physical health problem,
- pregnancy, or
- single parenting.

The teachers and administrator of the ALE shall determine exit criteria for students assigned to the district's ALE on which to base the student's return to the regular school program of instruction.

The district's ALE program shall follow class size, staffing, and expenditure requirements identified in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of these Funds.

Legal References: A.C.A. § 6-48-102, 103
A.C.A. § 6-20-2305(b)(2)

ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds - 3.01, 3.05, 4.00, and 8.0

Date Adopted: March 14, 2006

Last Revised: April 17, 2007

5.26.1 – ALE PROGRAM EVALUATION

The ALE program shall be evaluated at least annually to determine its overall effectiveness. The evaluation shall specifically address how the use of ALE funds is in alignment with the district's ASCIP in addressing identified achievement gaps and student performance deficiencies.

Legal Reference: A.C.A. § 6-15-426(f)

Date Adopted: March 14, 2006

Last Revised: May 8, 2008

5.27 – ENGLISH LANGUAGE LEARNERS

The district shall utilize the special needs funding it receives for identified English Language Learners on activities and materials listed in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds..

The expenditures of ELL supplemental funding shall be evaluated at least annually to determine their overall effectiveness. The evaluation shall specifically address how the use of ELL funds is in alignment with the district's ACSIP in addressing identified achievement gaps in student performance deficiencies.

Legal Reference: A.C.A. § 6-20-2305(b)(3)
A.C.A. § 6-15-426(f)

ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds – 3.04, 5.00, 8.00

Date Adopted: March 14, 2006

Last Revised: May 8, 2008

5.28 – NATIONAL SCHOOL LUNCH ACT FUNDING EXPENDITURES

Funding received from the state based on the number of students eligible for free and reduced-priced meals under the National Student Lunch Act shall be expended in accordance with guidelines outlined in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

The district shall at least annually evaluate programs supported by NSLA funds to determine the effectiveness of the programs and to ensure they are providing intervention/prevention services designed to increase student achievement which is in alignment with the district's Arkansas Consolidated School Improvement Plan (ACSIP).

Legal Reference: A.C.A. § 6-20-2305(b)(4)
A.C.A. § 6-15-426(f)

ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds 3.06, 3.07, 3.10, 6.00, 8.00

Date Adopted: March 14, 2006

Last Revised: May 8, 2008

5.29 – WELLNESS POLICY

The health and physical well-being of our students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the board of directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

The problem of obesity and inactivity is a public health issue. The board is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Department of Education, but with the community and its residents, organizations and agencies. Therefore, the district shall enlist the support of the larger community to find solutions which improve the health and physical activity of our students.

Goals

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the district will adhere to the Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools. Adhering to these Rules will include, but is not limited to district effort to

1. Appoint a district school health coordinator who shall be responsible for ensuring that each school fulfills the requirements of this policy;
2. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
3. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
4. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
5. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;

6. Not use food or beverages as rewards for academic, classroom, or sports performances;
7. Ensure that drinking water is available without charge to all students;
8. Establish class schedules, and bus routes that don't directly or indirectly restrict meal access;
9. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
10. Establish no more than nine (9) school wide events which permit exceptions to the food beverage limitations established by Rule. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar;
11. Abide by the current allowable food and beverage portion standards;
12. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's Nutrition Standards for reimbursable meals and a la' carte food served in the cafeteria;
13. Restrict access to vended foods, competitive foods, and foods of minimal nutritional value (FMNV) as required by law and Rule;
14. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of FMNV.
15. Provide professional development to all district staff on the topics of nutrition and/or physical activity;
16. Utilize the School Health Index available from the Center for Disease Control (CDC) to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students;

Advisory Committee

To enhance the district's efforts to improve the health of our students, a School Nutrition and Physical Activity Committee (SNPAAC) shall be formed. It shall be structured in a way that ensures age-appropriate recommendations are made which correlate to our district's grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by the statute and Rule. The overarching goal of the committee shall be to promote student wellness by monitoring how well the district is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, and 8 of the CDC's School Health Index as a basis of assessing each school's progress toward meeting the requirements of this policy. The results of the annual

assessment shall be included in each school's ACSIP, provided to each school's principal, and reported to the board.

Legal References: A.C.A. §§ 20-7-133, 134, and 135
Richard B. Russell National School Lunch Act 42 U.S.C. §1751 et seq.
Child Nutrition Act of 1966 42 U.S.C. § 1771 et seq.
ADE Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools
Allowable Competitive Foods/Beverages – Maximum Portion Size List for Middle, Junior High, and High School
Nutrition Standards for Arkansas Public Schools (Commissioner's Memo FIN-06-106)

Date Adopted: January 10, 2006

Last Revised: May 8, 2008