

The Little Rock School District  
Student Handbook  
2017-2018



Where We Put Children First

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## RIGHTS AND RESPONSIBILITIES

### Little Rock School District Mission Statement

The mission of the Little Rock School District (LRSD) is to equip all students with the skills and knowledge to realize their aspirations, think critically and independently, learn continuously and face the future as productive, contributing citizens.

This mission is accomplished through open access to a diverse, innovative and challenging curriculum in a secure environment with a staff dedicated to excellence and empowered with the trust and support of our community.

*NOTE: This handbook presents LRSD Administration's policies and procedures current at the time the handbook went to press. However, because all policies and procedures are subject to the continuing evaluation process, the District reserves the right to make revisions at any time and without prior notice.*

### Rights and Responsibilities

The *Student Handbook* is the official Board policy of Little Rock School District.

The Board of Education believes that students have the right to know the standards of behavior that are expected of them and the consequences of misconduct. The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through the *Student Handbook* as well as through other documents which may be developed by the local school. It is the responsibility of the student to adhere to the standards of behavior set forth by the Board through the Student Handbook. Students have the right to a free public education; they are responsible for complying with rules and regulations of the District and the reasonable instructions of district personnel.

### Expectations for Student Behavior in the Little Rock School District

The Little Rock School District Board of Education, by its authority, establishes the following student behavioral expectations, and they will be taught to students as a necessary part of the learning process. Therefore, all students will:

- Show respect to others and show respect for the rights of others.
- Respect the authority of all school personnel.
- Behave in a courteous manner.
- Bring to school and to individual classes the necessary materials (books, pencils, paper, and assignments) and actively participate in the learning process.
- Use appropriate personal hygiene habits and dress in a manner that is not disruptive to the learning environment.
- Adhere to all school rules and regulations.

**STANDARDS OF CONDUCT ARE IMPLEMENTED SUCCESSFULLY WHEN THERE IS A TRUE UNDERSTANDING AND ACCEPTANCE OF HIGH EXPECTATIONS FOR EVERYONE WHO WORKS AND INTERACTS IN THE SCHOOL COMMUNITY.**

### **Age of Majority**

Students will reach the age of majority when they have attained the legal age of 18 years and are not considered dependents of their parent/guardian(s) as defined in Section 152 of the Internal Revenue code of 1954. The reference in any policy of the LRSD to a “parent/guardian(s) of a student” will not be valid for students who have reached the age of majority (18 years old) because such students will be considered responsible for their own actions. Whatever your age, if you are a student, you must follow rules and regulations of the Little Rock School District.

If you are 18 years old and are no longer living with your parent/guardian(s), you may continue to attend school from the attendance zone in which you live. If you are under 18 years old, you must attend school from the attendance zone of your parent/guardian(s), unless you are in one of the following situations and have received a reassignment from the Student Registration Office:

- Legally married;
- Parent/guardian(s) have given legal custody of you to another person; or
- Courts have given guardianship of you to the state or some person other than your parents.

### **First Amendment**

***Remember, when exercising your rights,  
you cannot disregard other people’s rights***

#### **Freedom of Speech/Press**

The Little Rock School District recognizes the constitutional right of student’s freedom of speech and the press. Students, who have facts and opinions on topics, are allowed to express them through oral or written communication. However, they must observe the legal responsibilities imposed on all media. They may not speak of or publish articles that are obscene, abusive or libelous or which might incite a riot. This right includes expressions in school-sponsored publications, whether such publications are supported by the school or by use of school facilities, or are produced in conjunction with a class.

Student publications shall recognize that truthfulness, fairness, accuracy and responsibility are essential to the practice of journalism. The school does have the power to put some limits on how you use this right. Nonschool-sponsored materials must be approved by the school administrator or his/her designee before they are distributed. One or more court decisions have stated that the school must:

- Establish where and when materials can be distributed (times cannot be limited to before and after school or the place restricted to outside the school building).
- Have a procedure outlined for turning in your publications for approval.
- Name the persons to whom your materials must be submitted (principal or designee).
- Give a reasonably quick decision on whether materials may be distributed.
- Have a prompt appeal process if the decision is not favorable.
- Give a limited time for appeals.
- Have understandable rules about what cannot be published or distributed.
- Promise to protect those who peacefully express themselves.

If you have followed the rules listed above, your materials cannot be prohibited unless they contain:

- The use of obscene language - those words that describe in an offensive manner, sexual conduct that has little or no political, artistic, or scientific value. It may be characterized as obscene if it meets all three of the following criteria:
  - an average person applying contemporary standards would find that the material taken as a whole, appeals to excessive interests in such subjects as sex, nudity, bodily functions, or masochism;
  - the material depicts or describes such matters in a clearly offensive way going substantially beyond the ordinary limits of candor; and
  - the material taken as a whole lacks serious literary, artistic, political or scientific value.
- The use of libelous or slanderous materials - meaning materials or items that are not true and could cause someone harm. Materials are characterized as libelous if they meet the following criteria: false and/or malicious information which, by printing, writing signs, or pictures, tends to expose a person to public scorn, hatred or ridicule, done knowingly and/or recklessly and/or negligently.
- Disruptive materials - written ideas, comments, and feelings which could be proven to interfere with classrooms or other supervised school activities, including materials that would cause students to break certain rules of behavior.
- Fighting words - words that would make others angry, offend them, cause them to fight, or creates racial, religious, or other group hostility.
- Published works that constitute an unwarranted invasion of privacy.
- Published works that so incite students as to create a clear and present danger of the commission of unlawful acts or violations of school regulations or that substantially disrupts the orderly operation of the school.
- Distribution - means to pass or hand out written materials or information to individuals or groups.
- Publications Produced Without School Sponsorship:
  - Students may distribute in school, during the school day, publications that are not school-sponsored provided these conditions are met:
    - they bear the name of the sponsoring organization or individual;
    - publications that are distributed are published by students enrolled in the Little Rock School District; and
    - the time, place, and manner of distribution have been agreed upon by students and administration in advance of the distribution.
  - The student has a right to be informed by the principal or his/her designee of any policy or procedure regarding distribution of publications which are not school-sponsored.
  - Distribution may be halted, and disciplinary action taken by the principal after the distribution has begun, if the publication:
    - Causes or may be reasonably expected to cause substantial disruption of school activities.
    - Is directed toward and likely to incite or produce imminent lawless action.
    - Encourages actions which endanger the health and safety of students and/or staff.

### **Students' Right to Assemble**

- Students have the constitutional right to meet with fellow students peacefully. There is an appropriate time and place for the expression of opinions and beliefs, but conducting demonstrations, causing a riot or any activity that interferes with the normal operation of the school is a criminal offense and a violation of school district policy. Students may request time from school officials to hold planned and non-disruptive meetings.
- Students are responsible for following school rules and regulations.

## **Fourth Amendment**

### **Search and Seizure**

Students and their property are subject to reasonable searches by school district administrators and teachers. A student may be requested to empty his/her pockets, to raise his/her pant leg, to remove his/her coat or jacket and to turn over his/her belt buckle. Students' book bags and purses are also subject to being searched. A search is reasonable when:

- The school official has reasonable grounds or belief that the search will reveal evidence the student has violated or is violating the law or school rule.
- The scope of the search is reasonably related to the purpose of the search.
- It is not excessively intrusive in light of the age and sex of the student and the nature of the suspected violation.

### **Strip Search**

A strip search is defined as requiring a student to remove clothing that reveals his/her nakedness. School officials will **not** require a student to remove any clothing, except for shoes, socks and coats or jackets, and will not touch a student as part of a search. If school officials believe a further search is justified, two school officials of the same sex as the student should take the student into a private area and request that the student produce the object of the search. If the student refuses, the student will be detained until his/her parent or guardian can come to the school and conduct the search along with two school officials of the same sex as the student. If the parent or guardian will not or cannot obtain the object of the search and the school official still believes that an additional search could produce evidence of a violation, the matter should be referred to the school resource officer or other police officer.

***Note: A school resource officer or police officer may intervene any time probable cause exists.***

### **Scanning of Students, Book-bags, Backpacks and Purses**

Because of the danger presented by students bringing weapons to school, students will be subject to random and periodic general scanning with metal detectors.

Book-bags, backpacks, purses and similar containers are permitted on school property. Such containers and their contents are at all times subject to random scanning with metal detectors. Students will be held responsible for the contents of such containers brought onto school property.

### **Scanning Student Lockers and Desks**

Students' lockers and desks are school property and are subject to random and periodic general inspections by school officials without notice to or the consent of the student. Students will be held responsible for the contents of their locker or desk.

### **Automobiles**

Students are permitted to park on school property as a matter of privilege, not right. School officials may a search of the vehicles parked on school property without the consent of the student if school officials have reasonable cause to believe that evidence of illegal items are contained therein. In addition, the interior, including the glove box, trunk and console, of vehicles parked on school property will be subject to reasonable cause searches by school officials.

## **Community/School Responsibilities**

This Handbook primarily outlines students' responsibilities, but it also stresses that educational quality and personal growth of students depend on the vitality and involvement of all segments of society (parent/guardian(s), professional staff, and the community at large).

### **Community**

School personnel will continue to work with community agencies, and individuals to improve and expand services designed to prevent or to correct student discipline problems.

### **Principals Must:**

- Assume administrative responsibility for the operation of the individual school within established policies of the District and accept the authority required to discharge that responsibility.
- Establish and maintain acceptable standards of student behavior and conduct to ensure an orderly, productive atmosphere for learning that is student-centered and designed to prevent problems.
- Be fair, honest, and impartial in the treatment of all students.

### **Teachers Must:**

- Present an interesting, relevant program of instruction.
- Be fair, honest, and impartial in the treatment of students and must establish standards of conduct in the classroom that will discourage disruptive behavior.
- Assume a proportionate share of the responsibility for preventing disciplinary problems within the total school environment.

Teachers will use every reasonable and available resource in their attempts to solve behavioral problems that occur in the classroom. In no case will students be allowed to remain in classrooms when their attitudes or acts continuously interfere with the learning process.

### **Students Must:**

- Accept clear and definite responsibility for their personal conduct.
- Attend school on a regular basis as mandated by District policy and Arkansas state law.
- Understand they are accountable and liable for disruption and criminal activities they commit on school property or at school-sponsored events.
- Realize the opportunity to gain a meaningful and beneficial education is a privilege that will be withdrawn if they engage in activities that are seriously disruptive or harmful to the safety of others.

## **Parent/Guardian(s) Bill of Rights and Responsibilities**

Every parent/guardian(s) has the right to:

- Be treated with courtesy.
- Be respected as an individual regardless of race, creed, national origin, disability, sex or age.
- Participate in meaningful parent/guardian(s)-teacher conferences to discuss his/her child's school progress and welfare when the need arises.
- Be informed of school policies and administrative decisions.
- Be informed of approved procedures for seeking changes in school policies and for appealing administrative decisions.
- Inspect his/her child's cumulative record and remove or correct any false or misleading statements in conformity with current guidelines established by state and federal governments.
- Be informed of all programs in special education and in the schools generally.
- Appeal the placement, in accordance with established guidelines, of his/her child in a special education class.
- Secure as much help as is available from the Little Rock School District to further the progress and development of his/her child.
- Expect to receive important school news and messages.
- Expect reasonable protection for his/her child from physical harm while he/she is under school authority.
- Support and participate in school organizations and activities.
- Be informed and take advantage of educational opportunities and programs available to youth in the Little Rock area.

Every parent/guardian(s) has the responsibility to:

- Provide for the physical needs of the child.
- Prepare the child emotionally and socially to be receptive to learning and discipline.
- Have the child attend school regularly and on time.
- Assist the child in developing proper habits.
- Know school requirements and procedures.
- Discuss problems with the appropriate persons to prevent misunderstandings.
- Work for the success and improvement of public education in the Little Rock School District.
- To conduct themselves respectfully at all times.

***Note: Use of obscene language or gestures and/or physical or verbal abuse toward school personnel may result in involvement of a law enforcement agency.***

**LAWS/POLICIES/REGULATIONS**

This section of the *Student Handbook* is provided so that students and their parent/guardian(s) are knowledgeable of District policies and procedures that govern students during the educational process. Please note this section is not all inclusive and many other policies and procedures are contained in other LRSD publications.

**NOTICE OF NON-DISCRIMINATION**

The Little Rock School District does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

<p><b>For Title II, Title VII, ADA Contact:</b>                  Ms. Rhonda Benton                  Director of Human Services                  Recruitment/EEO                  810 West Markham                  Little Rock, Arkansas 72201                  501- 447-1106</p>	<p><b>For Section 504 and Title IV Contact:</b>                  Ms. Cassandra Steele                  Director of Special Programs                  810 West Markham                  Little Rock, Arkansas 72201                  501-447-1039</p>	<p><b>For Title IX Contact:</b>                  Dr. Frederick Fields                  Senior Director of Student Services                  501 Sherman Street                  Little Rock, Arkansas 72201                  501-447-2950</p>
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<b>Non-Discrimination Policy</b>	<b>AC</b>
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The commitment of the Little Rock School District to the most fundamental principles of academic freedom, equality of opportunity and human dignity requires that decisions involving students and employees be based on individual merit and be free from discrimination in all its forms.

It is the policy of the Board of Education that there will be no discrimination because of race, color, religion, sex, age, national origin or handicap/disability in the placement, instruction and guidelines of pupils; the employment, assignment, training or promotion of personnel; the provision and maintenance of physical supplies and equipment; the development and implementation of the curriculum, including the activities program; and in all matters relating to the instruction, supervision, administration and Board policy development.

Verbal and/or written civil rights questions should be directed to the Superintendent of Schools or his/her designee, 810 West Markham Street, or 447-1000.

<b>Anti-Harassment Policy</b>	<b>ACH</b>
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It is the policy of the District to maintain a learning environment that is free from harassment. The District prohibits any and all forms of harassment because of race, color, sex, sexual orientation, age, marital status, national origin, religion, disability or protected activity (i.e. opposing unlawful harassment or discrimination or participating in an investigation). Any such conduct will result in disciplinary action and notification of the proper authorities.

It will be a violation of District policy for any student, teacher, administrator or other school personnel of the District to harass a student through conduct of a sexual nature or regarding race, color, sex, sexual orientation, age, marital status, national origin, religion, disability or protected activity as defined by this policy.

It will also be a violation of District policy for any teacher, administrator or other school personnel of the District to tolerate sexual harassment or harassment because of a student's race, color, sex, sexual orientation, age, marital status, national origin, religion, disability or protected activity as defined by this policy, by a student, teacher, administrator, other school personnel or by any third parties who are participating in, observing or otherwise engaged in activities, including sports events and other extracurricular activities, under the auspices of the District. For the purpose of this policy, the "school personnel" includes school Board of Education members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.

The District will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, sexual orientation, age, marital status, national origin, religion, disability or protected activity; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy and/or to take other appropriate action reasonably calculated to end the harassment.

This policy will be broadly interpreted as evidence of the District's commitment to equality of opportunity, human dignity, diversity and academic freedom. No person will retaliate or threaten retaliation against another person for reporting, testifying or otherwise participating in any investigation or proceeding relating to a complaint of harassment.

### **Procedure for Complaints of Harassment**

These regulations are intended to protect the rights of students, employees, administrators, the Board of Education and visitors on District property and to outline procedures that will be followed in the event harassment occurs on District property or at an event sponsored by the District.

### **Definitions**

The following definitions will be used for the purpose of enforcing the Anti-Harassment Policy.

#### **Racial or Color Harassment**

Racial or color harassment includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking and negative references to racial customs.

#### **Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature. It also includes conduct that is not sexual in nature but that is engaged in because of the gender of the victim. It includes conduct that is also criminal in nature such as rape, sexual assault, stalking and similar offenses. Under this policy, sexual harassment is prohibited regardless of the sex of the harasser, i.e., sexual harassment may occur even if the harasser and the person being harassed are the same sex.

#### **Sexual Orientation Harassment**

Harassment on the basis of sexual orientation is unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation, such as negative name-calling and imitating mannerisms.

**Marital Status Harassment**

Harassment on the basis of marital status is unwelcome verbal, written or physical conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

**National Origin Harassment**

Harassment on the basis of national origin is unwelcome verbal, written or physical conduct directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.

**Religious Harassment**

Harassment on the basis of religion or creed is unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious tradition, religious clothing, religious slurs or graffiti.

**Disability Harassment**

Harassment based on a person's disabling mental or physical condition includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interference with necessary equipment.

**Reporting Procedures**

Any person who feels he/she is being harassed may wish to consider informing the offending person the behavior is inappropriate and not appreciated. Often times, this is all that is required to stop the harassing behavior. You are not, however, required to take this step prior to filing a complaint.

Any student, District personnel or visitor who believes he/she has been the victim of harassment by a student, teacher, administrator, other school personnel of the District or by any other person who is participating in, observing or otherwise engaged in activities, including extracurricular activities, under the auspices of the District, is encouraged to immediately report the alleged acts to the building principal. If the principal is the perpetrator of the harassment, the report of the incident will be made to the Associate Superintendent of Elementary or Secondary Education or the Associate Superintendent of Human Resources.

Any teacher, administrator or other school official who has knowledge of or receives notice that a student or visitor has or may have been the victim of harassment by a student, teacher, administrator or other school district personnel is required to immediately report the alleged act(s) to the building principal unless the principal is the perpetrator. If the harassment involves the principal, the incident will be reported to the appropriate Associate Superintendent for Elementary or Secondary Education.

Upon receipt of the report, the principal or Associate Superintendent will notify Safety and Security personnel to conduct an investigation of the allegation. A third party may be involved in the investigation.

The parent/guardian(s) of the student (victim) will be notified immediately unless, after consultation with the student, it is determined not to be in the best interest of the student.

If the alleged harassment is committed by a student, the student's parent/guardian(s) will be notified that an investigation is being conducted.

Complaints will be kept confidential to the extent possible. A prompt, thorough and impartial investigation will be conducted of all complaints of violations of this policy.

Upon completion of the investigation, a written report will be submitted to the principal or Associate Superintendent. The report will include a determination as to whether the allegations have been substantiated as factual and whether they appear to have violated District policy and/or law. Notification of the outcome of the investigation will be sent to all parties involved.

If the allegation is substantiated, the District will take immediate and appropriate corrective action, including the following:

- A student will receive a disciplinary sanction as outlined in the **Student Handbook** and/or notification to the proper authorities;
- A staff member will receive a disciplinary sanction as outlined in the Employee Handbook and/or the proper authorities will be notified; and
- A report of the incident regarding a visitor who committed an act while on District property or at an event sponsored by the District will be referred to the proper legal authorities.

Notwithstanding this policy, employees may file a charge of discrimination with the U.S. EEOC. Employers who wish to file a charge must do so within 180 days of the last act of alleged harassment.

Adopted: July 26, 2001  
Legal References Title VI of the Civil Rights Act, 1965, 42 U. S. C. § 2000d  
Title IX of the Education Amendments of 1972, 20 U. S. C. § 1681  
Section 504 of the Rehabilitation Act of 1973, 29 U. S. C. § 794  
Title II of the Americans with Disabilities Act of 1990 (ADA),  
42 U. S. C. § 12134  
Cross References: **Student Handbook** and Personnel Handbook

<b>ANTI-BULLYING</b>	<b>JICD</b>
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Bullying of any type has no place in a school setting. The Little Rock School District will endeavor to maintain a learning and working environment free of bullying.

Definition

A. "Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence *on a continuous basis, if an incident is repeated or has the potential to be repeated, over time* 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:

1. Physical harm to a public school employee or student or damage to the public school employee's or student's property;
2. Substantial interference with a student's education or with a public school employee's role in education;
3. 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
4. Substantial disruption of the orderly operation of the school or educational environment.

B. "Electronic act" means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager;

C. "Harassment" means a pattern of unwelcome verbal or physical conduct or conduct done through an electronic act that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

D. "Substantial disruption" means without limitation that any one or more of the following are likely to occur as a result of the bullying:

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

Bullying is prohibited:

1. While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or
2. By an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment, 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.

#### Procedures

Any student who is a victim of bullying or who witnesses or has reliable information that a student has been a victim of bullying should report the incident to the building administrator. The student's identity will be kept anonymous if he/she feels in danger of retaliation.

Any school employee who witnesses or has reliable information that a student has been a victim of bullying shall report the incident to any administrator.

The building administrator will act promptly to investigate all complaints of bullying. If it is determined that bullying has occurred, the administrator will discipline any student or group of students according to the consequences listed below.

#### Consequences for Violation of This Policy By Students in Grades K-5

##### **Grades K-5**

***In lieu of ACT 1059 suspensions for grades K-5:***

***The board of directors of a school district may suspend or expel any student from school for violation of the school district's written discipline policies, except that a school district shall not use out-of-school suspension as a discipline measure for truancy.***

***The school district shall not use out-of-school suspension or expulsion for a student in kindergarten through grade five except in cases when a student's behavior:***

1. ***Poses a physical risk to himself or herself or to others; or***
2. ***Causes a serious disruption that cannot be addressed through other means.***

***Arkansas Code 6-18-507(b)***

**Grades K-5**     **Before suspending an elementary student, an SBIT meeting must be held and appropriate interventions must be put in place and followed to ensure compliance with Act 1059.**

**If suspending an elementary student :**

***First Offense:        2-4 day suspension***

***Second Offense:     5-7 day suspension***

***Third Offense:        10 day suspension***

***Fourth Offense:      Long term suspension/SBIT Team recommendation***

**Consequences for Violation of This Policy By Students in Grades 6-12**

**First Offense:** The student or students who are the perpetrators of bullying will receive a *3 – 4 day suspension* and must participate in Behavior Modification, Conflict Resolution Program or other programs, as determined by District personnel. At least one parent or guardian will be required to attend a conference with the principal or his/her designee concerning the student's bullying offense.

**Second Offense:** The second offense will result in a *5 – 10 suspension* and the student must complete a unit of study on bullying, empathy and anger management. The parents/guardians will be required to attend a conference with the principal or his/her designee concerning the student's bullying offense.

**Third Offense:** *If the third offense occurs the student will receive a long term suspension and/or the School Based Intervention Team recommendation(s).*

Legal Reference: Act 1059 2017 (For K-5 students)

Legal Reference: Act 681 2003; Act 115 2007

Cross Reference: Student Handbook

<b>STUDENT/PARENT/GUARDIAN(S) COMPLAINT PROCEDURE</b>	<b>ACG-R3</b>
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The following procedure will be used to address a complaint from a student, parent, or guardian. Complaints can include, but are not limited to, discrimination based on race, color, national origin, religion, handicap, age or gender, sexual harassment, sexual orientation, the handicap/disability in the placement, instruction and guidance of pupils; employment, assignment, training, or promotion of personnel; provision and maintenance of physical supplies and equipment, the development and implementation of the curriculum, including the activities program; and in all matters relating to the instruction, supervision, administration and Board policy development:

1. Report the alleged incident to the principal as soon as possible after the event(s) has occurred. If the complaint involves the principal, the report of the alleged incident should be made to the appropriate Associate Superintendent as soon as possible after the event(s) occurred.
2. The complaint will be investigated and the individual bringing the complaint will be advised of the outcome of the investigation within ten (10) days.
3. If the individual bringing the complaint is not satisfied with the principal's resolution, he/she may appeal to the appropriate Associate Superintendent. The appeal must be made in writing within ten (10) days from receipt of the principal's decision.
4. If the individual is not satisfied with the Associate Superintendent's resolution of the complaint, he/she may appeal to the Superintendent of Schools or his/her designee. The Superintendent of Schools following a documented investigation, may direct the notification of law enforcement authorities where appropriate.

**Complaint Procedure:**

- First Contact: Appropriate building principal
- Follow-Up Contact: Appropriate Associate Superintendent, 810 West Markham, Little Rock, Arkansas 72201;
  - Associate Superintendent High Schools 501-447-1137
  - Associate Superintendent Middle Schools 501-447-1136
  - Associate Superintendent Elementary Schools 501-447-1133
- Appeal: Superintendent of Schools, 810 West Markham, Little Rock, AR; 501-447-1000

Date: November 15, 2012

Date: November 18, 1999

Cross Reference: Student Handbook, District Procedures Handbook for Section 504 of The Rehabilitation Act of 1973

<b>COMPLAINT RESOLUTION</b>	<b>ACG-R2</b>
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**COMPLAINT RESOLUTION FOR TITLE II, TITLE VI, TITLE VII, TITLE IX, ADA, SECTION 504, OR OTHER SIMILAR REQUIREMENTS**

The specific purposes to be served by these procedures are:

- To ensure that a complaint is considered fairly, with all due speed, and without prejudice or reprisal to the aggrieved person;
- To encourage student expression regarding conditions that affect him/her;
- To provide a specific procedure that will facilitate the understanding of district policies affecting students;;
- To build confidence in the sincerity and integrity of the complaint resolution procedure as a means to establish the facts upon which a complaint is based, a problem is stated, and a fair conclusion or solution is reached.

## **Definitions**

- A “complaint” is an allegation of action or inaction by the District or its representatives in violation of Title II, Title VI, Title IX, ADA or Section 504, or the implementing regulations, or other similar requirements.
- The “complainant” is the student, patron, or employee bringing the complaint.
- "Employee" means a person who is a full or part-time employee who is on the payroll of the District.
- “Patron” means any student’s parent or other resident in the LRSD.
- The "responsible official" means the employee designated by the District to coordinate its efforts to comply with and carry out its responsibilities under the above mentioned requirements.
- "Student" means a person enrolled in one of the schools operated by the corporation.
- "Superintendent" means the Superintendent of Schools or his/her designee.

## **Process**

The following process will be used in the review and resolution of complaints regarding compliance with Title II, Title VI, Title IX, ADA, Section 504, or other similar requirements of the Civil Rights Act of 1964 as amended:

### **Step 1 (Informal Resolution)**

The complainant is encouraged to try to resolve any issues relating to implementation and compliance with any of the aforementioned legal requirements at the lowest administrative level possible. The complaint should be brought to the administrator/supervisor at the point where the possible violation exists. Within ten days after receipt of the complaint, the administrator will attempt resolution with the complainant in an informal manner. If a satisfactory informal resolution cannot be reached, the complainant and/or the administrator may seek the assistance of the District’s responsible official.

### **Step 2 (Formal Complaint)**

If the complainant is unable to secure a satisfactory resolution through informal means at step 1, the complainant may file a formal complaint. The complaint should be filed with the LRSD official who has district level responsibility for that area. The complaint must be filed within ten days of the response of the administration at step 1. The complaint should be in writing and give a concise but thorough overview of the alleged problem or violation and indicate the specific relief requested. All relevant documents also should be included. The responsible official will investigate the complaint and collect whatever information is needed to make an informed decision. The responsible official will issue a written finding within fifteen days of the receipt of the complaint or inform the complainant of the reasons that it is not possible to issue a finding in that time frame. If a finding cannot be issued within fifteen days, it will be issued as soon as practicable.

### **Step 3 (Appeal to the Board of Education)**

If the complainant is not satisfied with the finding at step 2, he/she may request a hearing with the Board of Education. The request for the hearing must be made within ten days of the written finding issued at step 2. The request for the hearing must include a statement of the complaint, the finding of the responsible official from step 2, and any response to the finding that the complainant wishes to present. It should include the reasons that the complainant believes the finding is in error.

The individual members of the Board will review the information presented with the written request for the hearing prior to the following month’s Board agenda meeting. The Board will decide at the agenda meeting whether or not to place the appeal on the agenda for a hearing. If the Board decides not to hear the complaint, the written finding of the District’s responsible official will be the position of the LRSD.

**Timelines**

The failure of the complainant to comply with the identified timelines will be considered to be an abandonment of the complaint.

**Effect of Settlement**

Any settlement of a complaint will be applicable to that complaint only and will not be binding authority for the disposition of any other complaint.

**Anonymous Complaints**

The LRSD is committed to compliance with its legal obligations. As a result anonymous complaints will be thoroughly investigated and handled in a serious manner. However, anonymous complaints are more difficult to substantiate and investigate. Therefore, complainants are encouraged to be open, forthcoming, and identify themselves to assist in a satisfactory resolution to the complaint.

The LRSD recognizes that some students, patrons, and employees will not come forward with legitimate complaints because of a fear of retribution. The LRSD will not condone or tolerate reprisals against complainants by any of its employees. Employees who exercise retaliatory behavior against any complainant will be appropriately disciplined.

**Reporting Outside the Process**

In instances where there is a genuine sense of potential reprisal and it is not realistic to report the complaint at the lowest administrative level, the complaint may be made with the District’s responsible official. The responsible official may refer the complaint to another administrator in the department’s organizational structure to attempt a resolution.

Date: Nov. 15, 2012  
Date: July 22, 1999

<b>REGULATIONS FOR AUTHORIZED USE OF COMPUTER NETWORKS</b>	<b>EDCA</b>
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**SCHOOL DISTRICT ACCEPTABLE USE POLICY**

The Little Rock School District has policies in place that address all Children’s Internet Protection Act (CIPA) and Family Education Rights and Privacy Act (FERPA) provisions. Guidelines regulating the use of the District Network (Acceptable Use Policy) also include policies and consequences for violation of policies posted on the LRSD website and printed in the student handbook. Students, parents, all employees and users must sign this agreement if they are to use the district computer network. A handbook is issued to every student at pre-school registration and upon entering the school district. New employees are issued the agreement upon employment.

This policy governs the acceptable use of district technology by all users. User access is a privilege with no entitlement guaranteed and access may be revoked at any time at the discretion of the superintendent or designee. This policy may be revised at any time by a two-thirds vote of the LRSD Administration or as state and federal law dictates.

**Purpose**

The Internet and its vast access to information provide an enormous resource for education and assistance in our goal to increase student achievement and professional development. The computer, mobile devices and other computer- related technologies and software are valuable tools in the efforts to provide a quality educational process. This combined with the need for

creating and maintaining a safe educational environment, requires an adequate acceptable use policy for the Little Rock School District.

### **Little Rock School District Responsibilities**

The Little Rock School District will take the following steps to assure proper use of the computer network:

- Teachers and/or support staff will supervise Internet sessions while in the classroom or computer lab.
- Filtering and network management software will be used to limit the risk of inappropriate material being accessed by students and other users. These programs monitor 'http' traffic and block inappropriate content based on an expanding database of sites and information related to trends in best practices, known information and constant system monitoring.
- Teachers will be provided with training and resources to understand the current trends and policies of Internet usage and safety practices.
- Staff will be required to instruct students on the proper use of Internet resources enabling them to make appropriate choices for content and its use.
- Current virus protection and anti-malware software will be used as an added layer of protection for users against malicious software that may otherwise expose students and other users to inappropriate or harmful material.

### **Definitions**

**Internet:** A network of computer networks. Networks in the Internet are connected so they can communicate with each other regardless of their manufacturer.

**Mobile Devices:** Portable hand held computing device that mimics desktop computers in their function. These devices include Wi-Fi capability and may or may not have a touch screen, keyboard or cellular data connections. Users may access Internet content, email, stream video and have access to take and or post electronic photos/videos. Devices include, but are not limited to tablet devices, smart phones and e-readers.

**Asynchronous Communication:** A type of communication protocol that allows an amount of time to pass between communications. These communications include, but are not limited to emails, discussion forums, weblogs (blogs) and social networking sites (MySpace, Facebook, etc).

**Synchronous Communication:** A type of communication protocol that allows users to communicate instantly in real time. These communications include, but are not limited to chat rooms, instant messages, voice over IP, virtual field trips and certain 3D environments such as "*Second Life*".

### **Users**

- Users are authorized personnel as defined by the Little Rock School District to operate computers, computer-related devices and other technology related equipment within the boundary of the District.
- Users are described but not limited to: administrators, teachers, students, substitutes, long-term substitutes, parents, support staff and District authorized guests who are identified as vendors and presenters.
- The amount of access to the District equipment and network for each of these uses will be determined by function and need by the appropriate personnel.
- Any user 17 years of age and under is considered a minor as defined by federal law.

**Social Networks:** Websites that are "virtual communities" of people with common interests who are invited to share likes and dislikes on any particular subject, cause and/or theme or to have an online meeting place for extemporaneous discussion. Members create accounts that consist of biographical information including but not limited to birthdays, gender, photos, occupation and email addresses. Communication consists of both synchronous and asynchronous communication such as chat, voice over IP, blogs, discussion forums, mobile devices and video.

**Mobile Apps (Mobile Applications):** Programs specifically designed to run on mobile devices that at times mimic desktop computer programs. These applications may or may not need Internet access. These programs range from games to productivity applications.

**Malware:** Various types of computer programs that use various techniques to duplicate themselves and travel between computers which can cause serious damage to computers such as erasing important data or disrupting a system or network. These programs may collect personal information about the user for exploitation which may or may not be for financial gain.

### **Elementary School**

An elementary school, in the LRSD, is a public entity under the governance of the LRSD Board of Directors that provides education according to state law to students in grades PK-5.

### **Secondary School**

A secondary school, in the LRSD, is a public entity under the governance of the LRSD Board of Directors that houses grades 6-12 and provide education according to state law to students in grades 6-12.

### **Federal Guidelines**

#### **CIPA - Children's Internet Protection Act**

In order to comply with CIPA Guidelines, the Little Rock School District Board of Directors governs Internet access for students and staff as follows:

- Schools and libraries subject to CIPA do not receive the discounts offered by the "E-Rate" program (discounts that make access to the Internet affordable to schools and libraries) unless they certify that they have certain Internet safety measures in place. These include measures to block or filter pictures that: (a) are obscene, (b) contain child pornography or (c) when computers with Internet access are used by minors, are harmful to minors;
- Schools subject to CIPA are required to adopt a policy to monitor online activities of minors:
- Schools and libraries subject to CIPA are required to adopt a policy addressing: (a) access by minors to inappropriate matter on the Internet and World Wide Web; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking", and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them. CIPA does not require the tracking of Internet use by minors or adults.
- The Little Rock School District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, cyber bullying and response through the following means:
  - Instruction by, and not limited to, Library Media Specialists and technology instructors, using ADE Library Frameworks for proper online safety; Connect with Kids Web source for online safety; Common Sense resources, and Gaggle online safety mini course (see appendix D for example).
  - All users will read and sign the Authorized Use Policy (AUP) prior to logging in to any device on the district network. Parents of minors will also be required to sign the AUP acknowledging their awareness of student responsibility for network and equipment use as well as consequences of unacceptable use of the network and equipment. The AUP will be signed upon entering any LRSD school and remain in effect for the tenure of that site unless the AUP is revised. Students transferring to a different site or entering a new site after the beginning of the school year will be required to sign a new agreement.
  - Filtering and network management software is in place to limit the risk of inappropriate material being accessed by students and other users.
  - Student email accounts will be furnished through the district approved provider, Gaggle. These accounts are filtered and monitored through LRSD personnel and

the provider. Suspect email messages are blocked and forwarded to the LRSD Account Manager for disciplinary action, when required.

### **FERPA - Family Educational Rights Privacy Act**

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Students to whom the right has transferred are "eligible students".
- **Copyright:** Copyright is a form of protection provided by the laws of the United States (title 17, U. S. Code) to the authors of "original works of authorship", including literary, dramatic, musical, artistic, and certain other intellectual works.
- This protection is available to both published and unpublished works.

**The Digital Millennium Copyright Act (DMCA)** passed in 1998 to protect software copyright holders, as well as owners of other digital media, from illegal copying of their products. Among other things, the DMCA: (1) prohibits circumventing commercial software's anti-copying or anti-piracy measures; (2) prohibits the "manufacture, sale, or distribution" of programs or devices used to circumvent software's anti-piracy measures, except when these items or programs are used to test anti-piracy measures or to conduct research on encryption; (3) allows nonprofit libraries, archives and educational institutions to make copies of software that is otherwise protected by anti-piracy measures; and (4) requires Internet service providers to remove software programs posted to users' websites, if the programs appear to be posted in violation of copyright. The fair use provisions of the Copyright Act are still available to individuals charged with copyright infringement under the DMCA.

**Fair Use:** One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or phonorecords. This right is subject to certain limitations found in sections 107 through 118 of the copyright law (title 17, U. S. Code). One of the more important limitations is the doctrine of "fair use". The doctrine of fair use was developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law. Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair use for the purpose of researching and teaching.

**Illegal Behavior:** Defined as use that violates all applicable laws, municipal ordinances, state and federal law which includes, but are not limited to gaining unauthorized access to district computers, systems and networks or attempting to gain unauthorized access, copyright violations, distribution of pornography or obscene material, the creation and distribution of malicious code (malware) and theft either on district or personal devices while on district property. Other types of illegal violations include, but are not limited to:

- **Flaming:** To send an email message to others that is abusive and/or offensive. Typing in all capital letters is considered shouting and may be offensive.
- **Spamming:** To send an annoying or unnecessary message to a large number of people. An example might be a chain letter asking a user to forward the message to x number of people.
- **Cyber bullying:** The intentional act of posting, transmitting or displaying of embarrassing, defaming and/or untrue information about a particular person or persons for the purpose of causing intimidation, ridicule, threat, harassment and/or an act of violence towards a student or public school employee. This behavior substantially disrupts the educational process within the classroom, overall school climate and the orderly operation of the school and the educational environment. The information is communicated through all forms of electronic communication

including, but not limited to text messaging, weblogs, podcasts and social networking sites such as but not limited to MySpace, Facebook, and YouTube.

## **Regulations**

### **General**

- Mobile devices, computers, computer-related devices, telephonic and other communication devices and networks are provided for conducting school business and are for the educational development of students and staff. They are not intended for private or personal use. Internet and other network communications are being monitored for effective use and resource management. Users and their immediate supervisors may be notified of suspected abuse of network resources.
- Users of the network are responsible for following local, state, federal and international laws. This includes copyright laws.
- Users are responsible for the use of their own account, including security and proper use. Users are not to allow others to use their username and password. Access to other user profiles is reserved for authorized network administrators. Users assigned usernames and passwords are responsible for safeguarding this information. This includes not posting account/passwords and access codes in public view or giving unauthorized users such as but not limited to students, parents or vendors access to the district network resources. Users in violation will be held accountable for the consequences of intentional or negligent disclosure of this information.
- Users may not store student or employee personal data on their personal computing, mobile or storage device.
- Users are restricted from viewing, downloading or sharing pornographic, sexually explicit, obscene and/or inappropriate content using personal mobile devices in the presence of other users, on school district property and/or while performing school district business.
- Users may not gain unauthorized access or attempt to gain unauthorized access to other users' accounts, computers or devices.
- Users are responsible for respecting the policies of other networks, which they access and for adhering to those policies.
- Users may not deliberately damage or disrupt a network, computer or computer-related device, telephonic or other communication device, and/or removable media that they have been given authorized use. System components such as hardware, software or other property will not be installed, removed, destroyed, modified or abused. Examples of activities that are prohibited: altering security codes or passwords and introducing computer viruses and/or malware, removing memory chips, hard drives and other hardware components.
- No LRSD network, phone, mobile device or computer system will be used to terrorize, intimidate, threaten or harass.
- Users will not use the LRSD network or resources for financial or commercial gain or to advertise, promote or endorse products or personal services.
- The District will not be responsible for financial obligations or legal infractions arising from unauthorized use of the system.
- Network resources, information, Internet and intranet traffic, folders, drives and mobile devices; and district-provided removable media and electronic mail have no expectation of privacy. Routine maintenance and monitoring of the system may lead to the discovery that a violation of a law or regulation has occurred. If there is reasonable suspicion that a law or regulation has been violated, an investigation will be conducted and items seized and searched.
- Long-term substitutes may be granted network privileges at the request of the building principal. If granted, the long-term substitute must sign the Authorized Use Policy.

### **Hardware**

- Only authorized individuals will service or maintain District owned hardware.
- All personal hardware such as media players of any kind and their content are subject to LRSD policies that refer to electronic communication devices.

### **Software**

- Only software that is authorized by the District may be installed on computer hardware.

- Only authorized individuals will install or remove software on District equipment. The district holds the right to remove any software that violates district software policy, software that is deemed illegal or inappropriate, or degrades network performance.
- Authorized users of student and employee data will take proper care to guard the privacy of such information. Any violation of privacy to such information should be reported to authorities immediately
- Mobile Apps that are to be purchased for use in the classroom must be submitted for software approval before purchase.

#### **Internet Access and Email**

- The primary purpose of providing Internet access to employees is for conducting official business. The purpose of providing Internet access to students is for educational benefit only.
- Before a student is allowed to access the Internet, an Authorized Use Policy (AUP) must be signed by both the student and parent and will be kept on site. Students and parents will sign the AUP each time a student enrolls at a new campus.
- Standard email exchange accounts will be issued to District employees. Secondary students in grades 6-12 will be assigned a student email account provided by the current district approved provider. Elementary students will not be issued individual email accounts but may be provided access to email through a classroom account.
- Users will not post personal contact information about themselves or others.
- Users who receive files that contain personal information about employees or students either by intentional or unintentional means must maintain all privacy regulations as stated in this policy. They may not copy, forward or distribute such information.
- Users are not allowed to intentionally transmit or receive obscene, pornographic or inappropriately suggestive content or language in the form of images, files or multimedia file types through any synchronous or asynchronous communication device or software used in the Little Rock School District.
- All users should observe network etiquette. Users are expected to be polite and use appropriate language. Using vulgar or profane language is not appropriate. Engaging in flaming or spamming is not appropriate. Students are prohibited from using chat rooms and instant messenger services unless authorized for educational purposes. Participation in cyber bullying (original, secondary, or distributed) is prohibited.
- Use of the system to access, store or distribute obscene, pornographic, or inappropriately suggestive material is prohibited.
- Use of the LRSD networks and computers to access, store or distribute materials or sites that are considered racially derogatory, homophobic or "hate sites" is strictly prohibited.
- **Students are to immediately report any inappropriate material they access to a teacher or other staff person.** Students are not to share inappropriate materials or their sources with other students.
- Teachers and staff should report any inappropriate, illegal behavior or misuse of district devices, systems or networks immediately to their supervisors.

#### **Supervision of the Computer Network**

- Coordination of the District computer network is under the supervision of the Superintendent or designee. At the building level, the principal or designee will be responsible for coordination of activities related to the network.
- Monitoring for proper use of email, Internet searches, chat rooms and other forms of social media, and/or violations of any type are performed through, but not limited to, Gaggle, LanSchool, teacher observation, filtering and network management software
- The principal or designee will establish a system that ensures that all employees, authorized users, vendors and students receive instruction in District policies that address computer systems and networks. The principal or designee will also establish a process for supervision of students using the system and will maintain user and account agreements.
- The principal or designee will establish a process for reviewing these regulations with employees annually. The Employee Use Agreement must be signed annually by all employees. The students will sign the Acceptable Use Policy, once in Elementary, Middle and Senior High. Parent's signature will be required even when a student transfers to another school.

### **Administrative Access to Programs**

Due to increased demand of data reporting in the district, it becomes necessary to allow certain personnel administrative access to programs. These programs include, but are not limited to GradeQuick/Edline, Site Reporter, AS400 (I-Series) and Parent Link. The access holds an incredible amount of responsibility due to the privacy issues of student records outlined in FERPA. Administrative access to programs should be determined and documented using the following procedures:

- identify the school personnel that needs access;
- document purpose of the access;
- document written approval by supervisor;
- length of time access should be granted; and
- yearly review of users who have access to programs.

### **District Maintained Content Management Site and Pages**

- **Edline Pages and School Sites**

Schools maintaining Edline pages and/or school websites must remain consistent with the purpose of informing parents and the community of school related news and information, student achievement and links to other pertinent educational resources.

- **Social Networks**

All users must maintain a high level of respect when using social media as a district employee or as students. Educators should follow the Arkansas Department of Education Rules Governing the Code of Ethics for Arkansas Educators when dealing with students in online activities.

### **Penalties for Non-Permitted Activities**

Any user who violates this policy and accompanying regulations is subject to loss of computer, phone, and network privileges as well as other District disciplinary actions as outlined in the LRSD Rights and Responsibilities Handbook. This policy may be revised at any time by a two-thirds vote of the LRSD School Board of Directors or as state and federal law dictates.

Date: March 23, 2006

Revised: November 28, 2011

Approved: December 15, 2011 (Appendix E)

<b>HOMEWORK</b>	<b>IKB</b>
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The Little Rock School District maintains that homework can be an important activity to help students learn. Homework should be included as an integral part of the instructional program and a means by which students are provided extended time to master learning concepts and objectives. Homework should be a positive experience and provide students the opportunity to (1) reinforce skill development, (2) extend time for reading and writing activities, (3) manage learning time away from the school setting, (4) communicate to parent/guardian(s) learning activities provided during the school day, and (5) involve other adults in helping them to learn.

In the Little Rock School District, all homework assignments will be:

- Directly related to the curriculum and the current curriculum standards and benchmarks
- Explained thoroughly in terms of content, process, and expectations.
- Reasonable so as not to preclude students from assuming other homework and community responsibilities.
- Designed to encourage and support efforts to develop the skills to learn independently.

Adopted: July 22, 1999

<b>PHYSICAL RESTRAINT</b>	<b>SECTION 20 – PERSONNEL HANDBOOK</b>
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There are times when it becomes necessary for staff to use reasonable restraint to protect others from harm. Reasonable restraint is defined as immobilization of the individual’s opportunity for movement by a staff member(s) through direct contact. Any person employed by the District may, within the scope of their employment, including involvement in extracurricular activities, use and apply such amount of force as is reasonable and necessary to accomplish the following purposes:

- To quell a disturbance threatening physical injury to self or others.
- To obtain possession of weapons or other dangerous objects which are within the control of a student.
- For the protection of self, others, or property.

An act of a teacher or other employee will not be considered child abuse if the act was performed in good faith and in compliance with Board and/or school policies and procedures. Such acts will not be construed to constitute corporal punishment.

In the case of a student with a disability, any restraint used beyond the specific situations listed above should be identified on the Individual Education Plan (IEP) as a form of intervention.

The school employee using physical restraint will:

- Immediately, or as soon thereafter as possible, notify the principal of the incident;
- Provide a written report of the situation indicating why such action was deemed necessary; and
- The principal or his/her designee will inform the parent/guardian(s) of the incident using the appropriate disciplinary reporting form.

<b>SCHOOL ATTENDANCE ZONES</b>	<b>JC</b>
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School attendance zones will be established by the Board of Education in compliance with the Revised Desegregation and Education Plan of 1998. All modifications or alterations in zone boundaries will be approved by the Little Rock School District Board.

The superintendent will make recommendations to the Board of Education on the maintenance or alteration of established attendance zones.

Revised December 11, 2003

<b>TEACHER AUTHORITY AND DISCIPLINE</b>	<b>PN AGREEMENT</b>
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The Board of Education of the Little Rock School District believes that teachers are critical to the learning process and further believes that teachers must have the authority necessary to manage their classrooms in a manner that results in an effective learning climate. However, the responsibility for establishing and maintaining a positive school climate must be shared by all participants: students, teachers, administrators, support staff and parents. Consequently, teachers, as well as all other school staff, must confront, intervene, and report inappropriate student behavior whenever and wherever it occurs within the school environment. Therefore we, the Board of Education, do hereby notify students and parents, through this statement, that we are authorizing teachers and other certified staff to use appropriate disciplinary measures to the degree necessary to maintain order and school control.

<b>TEACHER QUALIFICATIONS</b>	
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At the beginning of each school year, the District will notify parent/guardian(s) they may request information regarding the professional qualifications of students' classroom teachers.

Parent/guardian(s) may be given timely notice the students have been assigned, or have been taught for four or more consecutive weeks by teachers who are not fully certified.

**NOTE: If you have concerns and would like to speak with your child's teacher(s), you may contact your child's teacher(s) at the teacher's classroom phone number or by calling the school's main telephone number. The secretary will direct your call to the teacher. If the teacher is in class, the call will be forwarded to the teacher's mailbox.**

**Arkansas Code 6-17-309**

<b>STUDENT ENROLLMENT AND ATTENDANCE</b>	<b>JE</b>
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The Little Rock School District is open and free to any child five through 21 years old who resides within the District and has not graduated from high school. Children who attain the age of five on or before August 1 will be eligible to attend kindergarten during that school year. School attendance is required until a student's 18th birthday. Parent/guardian(s) seeking enrollment of a child in the District will provide the following:

- Certified copy of birth certificate, visa/passport or military I.D. card, *previous school records, registrar statement, an attested baptismal certificate or an affidavit of the date and place of birth by the child's parent or guardian* as provided by law (A.C.A. 6-18-208).
- Proof of address (lease agreement, current utility bill, house contract, mortgage payment) within 30 days.
- Social Security number or requests the District assign an Arkansas Department of Education (ADE) issued nine-digit number.
- Expulsion records if applicable.
- The child's immunization record.

All students are required to maintain a level of attendance that will enable them to discharge their responsibility as learners and will enable the school to meet its obligations to the students.

**Arkansas Dyslexia Law-ACT 1294 of 2013/amended ACT 1268 of 2015**

In accordance with the Arkansas Dyslexia law, "all K-2 students will be screened annually to determine if they are at risk in areas related to phonological awareness, phonics, and rapid naming fluency. Students in grades 3-12 will be screened when a classroom teacher states that the student is having difficulty in those same areas. If the dyslexia screening indicates that a student has characteristics of dyslexia, the Response to Intervention (RTL) process shall be used to address the needs of the student. Parents with concerns regarding Dyslexia should contact the student's classroom teacher.

## **ATTENDANCE/TRUANCY**

### **ATTENDANCE/TRUANCY**

#### **Attendance Policies and Procedures**

The Board of Education believes the instructional program is vital and the students benefit with regular attendance. It is the responsibility of the parent/guardian(s) to see that the student attends school daily. The parent/guardian(s) is to notify the school attendance office by noon of the date when a student is absent. Failure to do so will result in the absence being recorded as unresolved, unless the principal extends the verification period.

Full day or part day absence will be resolved for personal illness, family emergency or an unusual cause acceptable to the principal.

Teachers will include daily classroom work for which grades will be given as a means of encouraging good attendance. Daily classroom activities provide necessary preparation for maximum levels of achievement on tests and other forms of student evaluation.

#### **Students under IDEA and Section 504 with Excessive Absences**

Students under IDEA and Section 504 may miss school due to medical reasons, reasons documented in the IEP that waives attendance under the regular attendance policies, or other reasons approved by the building level administrator. Policies under IDEA take precedence over school district policies. If a student misses an excessive amount of school, the student's IEP and or Section 504 team must conduct a conference to document the absences and determine how the student will make up any missed assignments. If the student's team meets and it is determined there is no approved reason for the excessive absences, the student will have those missed days documented as unresolved, and district policy on unresolved absences will be upheld.

***Any absence that does not meet Little Rock School District requirements for a resolved absence will be declared an unresolved absence.***

#### **Elementary Attendance Policy and Procedures**

Any parent/guardian(s) or other person residing within the state and having custody or charge of any child may elect for the child not to attend kindergarten if the child or children will be age five on August 1st of that particular school year. If such an election is made, the parent/guardian(s), or other person having custody or charge of the child, must file a signed kindergarten waiver form with the local district administrative office. Such form will be prescribed by regulation of the Department of Education. On filing the kindergarten waiver form, the child will not be required to attend kindergarten in that school year. Any child who has been enrolled in a state-accredited or approved kindergarten program in another state for at least 60 days, who will become five years old during the year in which he is enrolled in kindergarten and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the school district. An alternative Arkansas Department Education (ADE) issued 9-digit number may be requested in lieu of a social security number. This request must be completed and signed by the parent and submitted to the Student Registration Office

### **Denial of credit, promotion or graduation due to excessive absences**

Regulations for student attendance state that for denial of credit, promotion, or graduation, absences cannot be categorized as excused or unexcused. Parents must be notified in writing or by phone when the child has accumulated six (6) absences. **Students who exceed the maximum number of absences (12) allowed under district policy may be denied credit, promotion, or graduation.**

It is the intent of the Little Rock School District that students with excessive absences due to illness, accident or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time **before** a student accumulates 12 absences, the student or the student's parent/ guardian or person in loco parentis may:

1. Petition the school administration or school district administration, in writing, for special arrangements to address the student's absences.
2. If special arrangements are granted by the school administration or the school district administration, the arrangements will be formalized into an Attendance Contract Agreement to include the conditions of the agreement and the consequences for failing to fulfill the requirements of the agreement.
3. The agreement shall be signed by:
  - a. Designee of the school administration or of the school district administration.
  - b. Student's parent/guardian(s) or person in loco parentis.
  - c. Student.
4. When a student exceeds 12 absences **OR** when a student has violated the conditions of agreement granting special arrangement, the school district shall notify the prosecuting attorney and the community truancy board and the student's parent/guardian(s), or in loco parentis shall be subject to a civil penalty not to exceed five hundred dollars (\$500.00) plus cost of court and any reasonable fees assessed by the court.

Absences **may** not count against you for the purpose of discipline, make-up work, participation in extra -curricular activities and other circumstances under the following conditions:

- Personal illness.
- Participation in school functions.
- Absent due to suspension or sent home.
- Religious reasons (parent must provide written request to the principal in advance of the absence).
- Medical and dental appointments.
- Required court appearances.
- Family emergencies (immediate family).
- College visits (high school only).
- Participation in a FFA, FHA, or 4-H sanctioned activity.
- Working as an election page.
- Working as an election official.
- To visit his/her parent/guardian(s) if the parent/guardian(s) is a member of the uniformed services and has been called to active duty, is on leave from active duty or returned from deployment to a combat zone or combat support posting.
- Other reasons approved by the principal.

In order for an absence not to count against you for the purpose of discipline, make-up work, participation in extra-curricular activities, it is the responsibility of the parent to call the school and/or present a written note by 12:00 noon on the day of the absence. Documentation of the absence from the doctor, dentist, court, (or other appropriate documentation) will be submitted to the school within 48 hours. A student missing three (3) or more classes in one day in all high schools counts as a full-day absence; in an elementary or middle school a student missing 3.5 or more classes in one day counts as a full-day absence.

## LRSD Procedure for Reporting Absences/Truancy

### Elementary Schools

**It is the responsibility of the parent to petition the school in writing for special arrangements to address the student's absences at any time BEFORE a student accumulates 11 absences.**

Number of Absences	Person Responsible	Action to be Taken
	Teacher	Within the first 30 minutes of class, enters and sends attendance to GradeQuick.
	Attendance Secretary	Within 30 minutes of the teacher's submission of attendance, retrieves the data and enters into the I-Series. A phone call is generated by Parent Link when the child is absent at 10 am, 1pm, and 6pm.
<b>3</b>	Attendance Secretary	Parent Link notifies the parent of the absence. If the phone call was not completed, notification is sent to the parent by letter the next school day.
<b>6</b>	Attendance Secretary  Administrator	Attendance secretary notifies the student's parent/guardian(s) of number of absences by letter.  Building level administrator schedules a conference with the parent/guardian(s) to discuss interventions and possible denial of credit after 12 accumulated absences. Respective building level administrators will direct attendance secretaries to send a report to the chairman of the Community Truancy Board (CTB) detailing absentee data.
<b>9</b>	Attendance Secretary	Makes a referral to the Juvenile Court and notifies parent/guardian(s) of the referral after the juvenile has reached nine (9) absences.
<b>12</b>	Administrator	Conducts a conference with parent/guardian(s) <u>or</u> documentation of absences sent to the student's address on record. Administrator denies promotion/course credit and notifies parent/guardian(s).*

**\*If the principal or assistant principal denies promotion or course credit, the denial may be appealed to the LRSD Student Hearing Officer (447-3500). The appeal must be requested within 48 (2 business days) hours of the decision.**

### Secondary Schools

**It is the responsibility of the parent to petition the school in writing for special arrangements to address the student's absences at any time BEFORE a student accumulates 11 absences.**

Number of Absences	Person Responsible	Action to be Taken
	Teacher	Within the first 30 minutes of class, enters and sends attendance to GradeQuick.
	Attendance Secretary	Within 30 minutes of the teacher's submission of attendance, retrieves the data and enters into the I-Series. A phone call is generated by Parent Link when the child is absent at 10 am, 1pm, and 6pm.
<b>3</b>	Attendance Secretary	Parent Link notifies the parent of the absence. If the phone call was not completed, notification is sent to the parent by letter the next school day.
<b>5 – Block 6 – Regular</b>	Attendance Secretary Administrator	Attendance secretary notifies the student's parent/guardian(s) of number of absences by letter.  Building level administrator schedules a conference with the parent/guardian(s) to discuss interventions and possible denial of credit after 12 accumulated absences. Respective building level administrators will direct attendance secretaries to send a report to the chairman of the Community Truancy Board (CTB) detailing absentee data.
<b>7 – Block 9 – Regular</b>	Attendance Secretary	Makes a referral to the Juvenile Court and notifies parent/guardian(s) of the referral after the juvenile has reached the correct number of absences for the referral to be sent to the appropriate level.
<b>12</b>	Administrator	Conducts a conference with parent <u>or</u> documentation of absences sent to the student's address on record. Administrator denies promotion/course credit and notifies parent/guardian(s).*

**\*If the principal or assistant principal denies promotion or course credit, the denial may be appealed to the LRSD Student Hearing Officer (447-3500). The appeal must be requested within 48 (2 business days) hours of the decision.**

### **Absences Excused for Other Reasons (Religious Holidays, Holy Days...)**

Students may be excused from classes upon written request from parent/guardian(s) to observe religious or specific holy days. Such absences, if approved by the principal in advance, will not result in loss of credit.

Students may be excused from classes for medical or dental appointments, required court appearances upon presentation of documentation by the court, absences due to family emergencies in cases of serious illness or death within the immediate family, or other reasons acceptable to the principal.

### **Absences Due to Disciplinary Sanction**

When a student is suspended from school or sent home pending a parent/guardian(s) conference, the absence will not be counted as an unresolved absence. The absence will be coded to reflect the type of sanction. If the student remains out of school for a period of time in excess of the number of days of suspension or sent home notice, those days will be unresolved absences.

### **Make-up Work**

Students may make up work for excused absences and for short-term, out-of-school suspensions. It is the student's and/or the parent's/guardian's responsibility to request make-up assignments upon returning from excused absences. Teachers will determine a reasonable amount of time for the completion of make-up work following excused absences. If make-up work is not requested within ***two days*** of returning from an excused absence, the student forfeits the opportunity to make up work missed.

### **Participation in School Functions**

Students or groups of students who participate in school-sponsored activities that are approved in advance by the appropriate Associate Superintendent and/or the building administrator will not be counted as absent during the class periods missed due to that participation.

### **Student Leave**

Extended illness is considered an extenuating circumstance under the Little Rock School District's attendance policy.

- A student will not be excluded from the school's education program, including any class or extracurricular activity, on the basis of marriage, pregnancy, childbirth, termination of pregnancy or recovery from pregnancy, unless the student requests voluntarily to participate in a separate program or activity of the school. The school may require a pregnant student to obtain a physician's statement to certify that the student is physically and emotionally able to continue participation in the normal educational program or activities so long as the same requirements are made of all students for other physical or emotional conditions requiring the attention of a doctor. Whether or not a pregnant student leaves school is up to the student, her parent/guardian(s) and her doctor.
- After the birth of an infant, the student may return to school. However, it is recommended that she receive a physical checkup from her doctor before returning to make sure she is physically able to resume her normal school schedule.

### **Students under IDEA and Section 504 with Excessive Absences**

Students under IDEA and Section 504 may miss school due to medical reasons or other reasons approved by the building level administrator. Policies under IDEA take precedence over school district policies. If a student misses an excessive amount of school, the student's IEP and or Section 504 team must conduct a conference to document the absences and determine how the student will make up any missed assignments. If the student's team meets and it is determined there is no approved reason for the excessive absences, the student will have those missed days documented as unresolved, and district policy on unresolved absences will be upheld.

**Tardy Policy**

Each school will create their own tardy policy. All tardy policies must be approved by and on file with the respective Associate Superintendent prior to implementation. Principals are encouraged to appoint a tardy committee to create a policy for their school.

## **ALTERNATIVE LEARNING ENVIRONMENTS**

### **ALTERNATIVE LEARNING ENVIRONMENTS**

**IHBH**

### **Alternative Learning Environments (ALE)/Pursuing and Achieving Success Through Holistic and Systemic Supports**

#### **RATIONALE**

The Little Rock School District recognizes that some student's learning styles can best be met through an alternative education program providing differentiated academic instruction, social skills, guidance, counseling, and academic support necessary for student success. The district affords all students an environment that seeks to eliminate traditional barriers to learning for students who academic and social programs are negatively affected by the student's personal characteristics or situation and is not a punitive environment but is one that is conducive to learning.

A student is referred to a non-traditional program instead of a regular classroom setting when the student's:

- Academic success is in jeopardy.
- Behavior is seriously inappropriate.
- Presence presents a danger of physical harm to the student or other individuals.

#### **Educational Programs**

- The ALE provides a structured program designed to modify behavior and encourage academic success.
- The LRSD Core Curriculum is the focus and classes are limited in size to provide individual instruction.
- Each student will have an action plan to ensure performance at or above grade level.

#### **Placement**

- The School Based Intervention Team (SBIT) determines the placement of students in an ALE program.
- The parent/guardian(s) and student are required to attend an Alternative Education Placement Team (AEPT) Conference when admitted where they will be informed of the rules, expected behaviors and goals of the program as well as the exit criteria.
- A student is eligible for exit if he/she is on Level II or III of the ALE's point system at the end of or near the end of his/her enrollment period.
- When a student exits the program, a Transition Conference is held to determine a transition plan for placement at his/her home school.

#### **Standards**

- Students are required to adhere to the ALE site's established dress code.
- Transportation is provided by the District and is coordinated for each student during the initial referral process.
- Students are to follow all rules and regulations listed in the *LRSD Student Handbook*.
- Attendance and grades will be sent to his/her regularly assigned school.
- Students placed at ALE for a Category Three A or Three B offense (as outlined in the Student Conduct section) cannot participate in activities at their home school with the exception of graduation. The student must meet all requirements for graduation before receiving their diploma at their home school's ceremony (22 credits).

The Alternative Learning Environments (ALE) expects all students to put forth their best efforts during the educational process. To accomplish this, students must recognize their individual responsibilities and they must behave in accordance with the Little Rock School District Student Handbook.

**Student Code of Conduct-All ALE students will:**

- Attend school daily unless there is a lawful purpose for being absent.
- Engage in learning activities.
- Bring to school only those items and material that are appropriate for their education programs.
- Demonstrate positive behavior and language and respect the personal, civil, and property rights of others.
- Accept responsibility for their actions and education while abiding by established LRSD School Board Policies and school procedures.

**Standard**

- The code of conduct for school campuses shall apply to all off-site school sponsored activities.
- All school personnel are expected to effectively deal with students whose behaviors inhibit their own education or unduly hinder others from learning.
- The LRSD Board of Education/Designee recognizes the school system's responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classrooms.

**Categories of Interventions, Supports, and Responses for Violations of the Code of Conduct**

School administrators must exercise informed judgment as to whether a student's actions constitute a violation of the LRSD Board of Education policy and or student handbook. The categories shown on the following pages are designed to guide the ALE to use progressive interventions and responses to teach or motivate students to change their behaviors.

Student disciplinary offenses and the responses to them are divided into three categories. Each category represents progressively more serious offenses; therefore, interventions, supports, and consequences used should be designed to improve the student's behavior or to prevent the student's behavior from continually interrupting the safe and orderly learning environment for other students. Behavior offenses, interventions, supports or disciplinary responses are outlined below. Students who take part in inappropriate behaviors are subject to discipline that may range from staff /administrative responses to expulsions according to the procedures outlined in LRSD's School Board policy and LRSD Student Handbook. The administration of the ALE have the authority to review and assess each individual situation to determine, if any, the type and number of interventions and supports to use prior to any disciplinary action being taken.

## CATEGORY ONE OFFENSES

Disruptive acts of misconduct as determined by school staff that interfere with the orderly conduct of the activities, administration, or classes of a school; a school sponsored activity; or while being transported to and from school or school-sponsored activities. Category One offenses are listed below as identified in the LRSD Student Handbook.

Rule 1: Dishonesty

Rule 2: Failure or Refusal (insubordination) to Follow Reasonable Directives of School Staff and/or School Rules and Regulations

Rule 3: Horseplay/Minor Altercations

Rule 4: Teasing

Rule 5: Leaving School Grounds/ Class Without Permission of a School Official/Skipping/Cutting Class

Rule 6: Failure to Serve Detention

Rule 7: The Use of Verbally Abusive Language, Obscene Gestures, or "Fighting Words"

Rule 8: Failure to Follow Bus Rules and Regulations

Rule 9: Tardies

### **Suggested Interventions and Supports for Category 1 Offenses:**

- Use of proximity control to keep students on task.
- Pre-correct individual student's behavior.
- Use non-verbal cues/signaling.
- Conduct in-class conference with student.
- Determine root causes and functions of student misbehavior and respond appropriately.
- Teach, practice and reinforce positive replacement behaviors.
- Provide special work assignment.
- Provide movement breaks between low-energy activities for individual students as deemed appropriate.
- Use time out method or reflection area in the school.
- Require the student to complete a written reflection/apology for misbehavior.
- Provide movement breaks between low-energy activities for individual students as deemed appropriate.
- Use student behavior strategies, progress reports, behavior contracts, and/or behavior point sheets.
- Use goal setting paired with acknowledgement of improved behavior for individual student.
- Assign a student buddy supporter.
- Recommend peer mediation support.
- Withhold student privilege(s).
- Recommend conflict resolution support.
- Contact parent.
- Hold a parent/student conference.
- Assign in-school suspension.
- Provide small group character building and social skills training.
- Refer student to alternative education placement team (AEPT).
- Develop, implement, review, and or revise student support plan for eligible student that includes interventions, supports, or strategies designed to help the student to behave appropriately.

- Develop, implement, review, and or revise a Section 504 accommodation plan for eligible student, including behavioral accommodations as deemed necessary.
- Conduct functional behavioral assessment (FBA) and, if student is eligible, develop a behavior intervention plan (BIP).
- Review and revise a student’s existing BIP.
- Refer eligible student to individualized education plan (IEP) team.
- Develop and implement IEP for eligible student.
- Include behavior interventions, supports, or strategies as supplementary aides and services in the student’s IEP if deemed necessary.

**Range of Possible Disciplinary Responses for Category 1:**

- Exclude the student from participating in program based activities (temporarily or permanently).
- Assign student to in-school suspension.
- Suspend student from school when appropriate interventions or supports did not result in positive behavior changes by the changes.
- Warn student and parent of Category Two disciplinary action.

**CATEGORY TWO OFFENSES**

More serious acts of misconduct as determined by school administrators that interfere with the orderly conduct of activities, administration or classes of a school; a school sponsored activity; or while being transported to and from school or at school-sponsored activities. Category Two offenses are listed below as identified in the LRSD Student Handbook.

Rule 13: Possession of Mace, Chemical Agents, Multi-fingered Rings, Fireworks or Gaming Material Devices

Rule 14: Gambling

Rule 15: Bullying

Rule 16: Cyberbullying

Rule 17: Fighting

Rule 18: The Use of Profanity/Slander Directed to or About a Staff Person in a Non-Threatening Manner

Rule 19: Loitering

Rule 20: Repeated Violation of Category One Offenses

Rule 21: Forgery/Falsification of Information/Misrepresentation

Rule 22: Participation in Prohibited Clubs, Street Gangs, Fraternities, Sororities or Similar Organizations

Rule 23: Inappropriate Use of Technology/Computers

Rule 24: Spitting

Rule 25: Possession/Use of Paging Devices, Cellular Phones and/or Other Electronic Communication Devices

**Suggested Interventions and Supports for Category Two Offenses**

- Use appropriate interventions and supports from CATEGORY ONE.
- Contact parent (mandatory).
- Hold a parent and student conference.
- Require student to return property, pay for property, pay restitution for property damages, or assign student to an approved supervised service to school.

- Exclude the student from participating in school based programs or activities (temporarily or permanently).
- Review and or revise a Section 504 accommodation plan for eligible student, including behavioral accommodations as deemed necessary.
- Review and revise the Behavior Intervention Plan for student as deemed necessary to help improve student's behavior.
- Offer student supervised campus clean-up as an alternative to suspension.
- Use community partners and interagency partners to provide support and resources to student to help improve behaviors.
- Refer students to school based mental health provider for support in changing behavior.
- Warn student of Category Three disciplinary action.

**Range of Possible Disciplinary Responses for Category Two Offenses:**

- Exclude the student from participating in school based programs or activities (temporarily or permanently).
- Assign student to an in-school suspension.
- Suspend student to school based mental health provider.
- Suspend student from school (must be aware of days out of school, especially for students under IDEA and Section 504).

**CATEGORY THREE-A OFFENSES**

The most serious acts of misconduct as determined by a school administrator in accordance with LRSD Student Handbook. Students who commit these offenses may be suspended from school and /or AEPT. Major acts of misconduct must be reported to the school administrator immediately after the incident and may result in the immediate removal of a student from the school. Category Three-A offenses are listed below as identified in the LRSD Student Handbook.

Rule 26: Assault

Rule 27: Battery

Rule 28: Theft

Rule 29: Theft by Receiving

Rule 30: Indecent Exposure

Rule 31: Sexual Misconduct

Rule 32: Sexual Harassment

Rule 33: Harassment

Rule 34: Public Display of Affection

Rule 35: Breaking and Entering/Vandalism

Rule 36: Breaking and entering/Vandalism in Excess of \$500

Rule 37: Vandalism to Computer Hardware/Software

Rule 38: Repeated Violation of Category Two Offenses

Rule 39: Disorderly Conduct/Hindering/Interfering with a School Function

Rule 40: Harassing Communications

Rule 41: Use of Fireworks

Rule 42: Use, Possession and/or Under the Influence of Drug Paraphernalia, Alcohol, Controlled Substance or Unauthorized Drugs or Substances

Rule 43: False Alarm

Rule 44: Failure to Permit a Lawful Search or Inspection by a School Official

Rule 45: Possession of a Laser Pen Light

Rule 46: Use of Multi-fingered Rings, Chemical Agents or Laser Pen Lights

Rule 47: Extortion/Robbery

Rule 48: Unlawful Assembly  
Rule 49: Inciting to Riot  
Rule 50: Crime of Video Voyeurism

**Suggested Interventions and Supports for Category Three A Offenses:**

- Use appropriate interventions from Categories One and Two.
- Contact parent (mandatory).
- Hold required parent and student conference.
- Contact police if a clear violation of the law is committed that is not ordinarily handled by the school administrator.
- When returning to zone school from ALE, in cooperation with the ALE staff, develop and implement the student's transition plan.

**Range of Possible Disciplinary Responses for Category Three-A Offenses:**

- Exclude the student from participating in school based programs or activities (temporarily or permanently).
- Suspend student from school (must be aware of days out of school, especially for students under IDEA and Section 504).
- Require student to complete mandatory substance abuse program for drug, alcohol, and or tobacco violations.

**CATEGORY THREE-B OFFENSES**

Students found guilty of Category Four offenses will receive an expulsion recommendation. The Little Rock Police Department will be immediately notified and violators will be prosecuted to the fullest extent of the law. (Arkansas Codes 6-18-502 and 6-17-113)

Rule 51: Arson  
Rule 52: Drug/Alcohol Sale or Distribution  
Rule 53: Physical Assault on Staff  
Rule 54: Verbal Abuse of Staff  
Rule 55: Possession of Firearm  
Rule 56: Use of Weapon  
Rule 57: Possession or Use of Explosives  
Rule 58: Possession of Weapon or Facsimile Weapon  
Rule 59: Terroristic Threatening  
Rule 60: Felony Violations

**Suggested Interventions and Supports for Category Three -A Offenses:**

- Use appropriate interventions form Category One, Two and Three A.
- Contact parent (mandatory).
- Hold required parent and student conference.
- Contact police if a clear violation of the law is committed that is not ordinarily handled by the school administrator.

**Range of Possible Disciplinary Responses for Category Three B Offenses**

- Review of AEPT/expulsion recommendation.
- Conduct an IEP and or Section 504 conference to address appropriate due process procedures in accordance to disciplinary sanctions resulting in an alternative placement.

### **Accelerated Learning Center (ACC)**

The Accelerated Learning Center is designed to address learning needs of students who are potential high school dropouts through a combination of LRSD curriculum and computer-assisted instruction. Student's instruction is individualized, with limited class size, allowing for progress at an accelerated pace. Teachers act as facilitators by assisting students in completion of graduation requirements. A flexible schedule allows students the maximum opportunity for attending classes. Students in the ACC may participate in Metropolitan Career - Technical Center's programs of study. The District does not provide transportation for students enrolled in the ACC Program at Metropolitan Career- Technical Center.

### **Admission**

Students seeking enrollment in ACC must:

- Be classified as a high school sophomore, junior or senior;
- Not be age appropriate for his/her current grade level;
- Have not earned sufficient credits to graduate on time with his/her class;
- Have not acquired a discipline history of any Category 3 or 4 Offenses within one year of application for entry into the program;
- Completion of an application for program entrance;
- Completion of a signed ACC Participatory Contract upon acceptance into the program; and
- Have demonstrated one or more of the following characteristics:
  - poor school attendance;
  - economically disadvantaged;
  - eligibility for services under IDEA or 504;
  - failure of two or more academic core courses;
  - currently pregnant or a teen parent/guardian(s);
  - failed to have advanced from one grade level to the next in one or more school years; or
  - acquisition of a minimum of 10 course credits.

Students can apply for admission throughout the year but must complete the ACC Enrollment Application and submit all school-related academic records (transcripts, modifications, etc.) prior to being granted an interview. The interview process includes questions to assist in individualizing his or her learning plan and a review of academic records to determine their individualized program of study. ACC has open enrollment and exit so when students meet state graduation requirements, they may exit the program at the time of completion. The high school diploma is issued by the students' home school and they may attend graduation ceremonies at their home school. All ACC students, classified as seniors, are able to participate in senior activities with their home school but cannot participate in athletic programs or other student organizations. ACC does provide all of its graduates with the opportunity to participate in the ACC Baccalaureate and Graduation Ceremonies.

Students enrolled jointly in the ACC and the Metropolitan Career- Technical Center programs who complete graduation requirements are eligible to participate in the graduation ceremonies of their home school (i.e., Central, Fair, Hall, McClellan, and Parkview).

Students may earn a diploma based on completion of their individualized core curriculum and demonstration of competency.

Arkansas Codes 6-48-101 through 6-18-104

## **CURRICULUM**

<b>AWARD OF CREDIT</b>	<b>IKEC</b>
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The Little Rock School District Board of Education adheres to standards set by the Arkansas Department of Education and the North Central Association of Schools and Colleges in establishing units of credit for grade-level classification and for meeting the graduation requirements of the Little Rock School District.

***A unit of credit will be defined as the credit given for a course which meets for 120 clock-hours over the period of one year. One-half (1/2) credit is given for a course which meets for 60 clock-hours.***

### **Award of High School Credit**

The Little Rock School District will award one-half credit on a semester basis to a student who completes one semester of a course with a passing grade.

The Superintendent is authorized by the Board of Education to award high school credit for the following:

1. Algebra I taken in grade 8.
2. Foreign Language I or II taken in grade 7 or 8.
3. A maximum of one unit of credit per year for courses taken in summer school.
4. Units earned in the LRSD Evening High School Program.
5. Units earned in an approved dual-credit or summer enrichment program in cooperation with an institution of higher education. (See IKEC-R1)
6. Four total units of credit earned through pre-approved correspondence, distance-learning, or Internet courses. (see IKEC-R2)

<b>NINE-WEEK/SEMESTER/YEARLY GRADING PROCEDURES</b>	<b>IKA-R</b>
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### **Interim Progress Reports**

Interim reports are one of the instruments used to report possible or pending failure to students and parents or guardians. Unsatisfactory work must be reported to the student and parent or guardian at the earliest possible time or a failing grade cannot be given at the end of a nine-week grading period. Teachers are encouraged to report the progress of all students during the fifth week of the grading period; however, interim reports are required for all students whose grades would be a "D" or "F" during the fifth week of the grading period. Interim reports may be distributed on District printed forms or on computer generated forms using the District template for interim reports.

If a student's grade drops after the fifth week of the nine-week grading period so that the student is at risk of failure, an Interim Report must be sent to the parents. A failing grade cannot be given at the end of a nine-week grading period unless an Interim Report has been sent to the parents or guardians and filed with the guidance office.

### **IDEA Failing Grades**

In accordance to State and Federal Regulation 17.06.3.3 “Should progress under review at any grading period indicate that a child under IDEA is in danger of failing a content areas course(s), a formal conference must be scheduled immediately with team members.” This conference may be held prior to, during, or after interim reporting. Such time must allow for missed assignments make-up and/or review and revision of modifications. Strategies for student’s success and failing grades must be well documented and parents informed. Students who do not meet the agreed upon revised timelines and make-up strategies may receive a failing grade. Students under IDEA should not receive a failing grade if a confinee is not held according to this regulation.

### **Grading**

Grades assigned to students will reflect educational objectives only.

#### **Grading for Elementary School Students, Grades K-5 and Middle School Students Grades 6-8**

Determining Nine-Week Grades: Accumulated points during a nine-week grading period will be converted to a percentage of points possible. The percentage will then be converted to a letter grade based on the state uniform grading scale.

Example            950 points possible  
                         780 points earned  
                         80 divided by 950 = 82%    B

Yearly Grade: The yearly grade will be the percentage average of the four grades from the nine-week grading periods.

Example            1<sup>st</sup> nine-Weeks 79%  
                         2<sup>nd</sup> nine-Weeks 88%  
                         3<sup>rd</sup> nine-Weeks 96%  
                         4<sup>th</sup> nine-Weeks 98%  
                         361% divided by 4 = 90% A

#### **Grading for High School Students, Grades 9-12**

Determining Nine-Week Grades: Accumulated points during a nine-week grading period will be converted to a percentage of points possible. The percentage will then be converted to a letter grade based on the state uniform grading scale.

Example            950 points possible  
                         780 points earned  
                         780 divided by 950 = 82%B

**Determining Semester Grades:** To determine a semester grade, the percentage grades for the two nine-weeks and the semester exam will be weighted and averaged. Each nine-week grade will be weighted as 2/5 of the total and the semester test grade will be weighted as 1/5 of the total.

Example

To calculate the semester grade the 2/5 weight of each nine-week grade can be obtained by listing each percentage twice and the 1/5 weight of the semester test grade can be obtained by listing the percentage once. The sum of the five percentage grades can be divided by 5 to find the final semester grade.

1<sup>st</sup> nine-weeks = 68%  
1<sup>st</sup> nine-weeks = 68%  
2<sup>nd</sup> nine-weeks = 89%  
2<sup>nd</sup> nine-weeks = 89%  
Semester exam = 86%  
400% divided by 5 = 80% B

Percentage grades for all courses, including Advanced Placement (AP) courses will be converted to letter grades using the State Uniform Grading Scale:

Regular Grading Scale			Weighted Grading Scale for Advanced Placement Courses		
Percentage	Letter Grade	Quality Points	Percentage	Letter Grade	Quality Points
90-100	A	4	90-100	A	5
80-89	B	3	80-89	B	4
70-79	C	2	70-79	C	3
60-69	D	1	60-69	D	2
0-59	F	0	0-59	F	0

In order to receive weighted credit for AP courses the teacher must be trained and the student must take the AP exam.

### **Awarding Grades for Work During the Nine-Weeks**

If a student is in attendance in a Little Rock School District school at least twenty-two (22) days of the nine-week period, he/she is eligible to receive a grade from the Little Rock School District for the grading period. If a student is not enrolled in the Little Rock School District at least twenty-two (22) days, he/she may receive an incomplete for the grading period. Transfer grades from accredited schools may be averaged to determine nine-week grades.

If a student transfers between Little Rock School District schools during a grading period, the school attended at the end of the grading period will record the grade for the grading period. Withdrawal grades will be transferred from the sending school and will be averaged with the grades at the receiving school.

### **Grading Procedures and Guidelines for Secondary Music Courses**

The Little Rock School District will organize and maintain the highest caliber of music experience that any district can provide for its students. Music performances at the middle level and high school level are extensions of classroom instruction. Because of this instructional extension, the music course requirements are regulated as follows:

1. All known dates of music performances will be sent home and signed by students and parent(s) or guardian in September. All unknown dates of music performances will be communicated to students and parents at least 25 days in advance. This notice must be documented in order to lower a student's grade because of lack of participation.
2. Required performances are representative of the quality of the music program in a school district. Therefore, the nine-week grade will be lowered two (2) letters for all 6th through 12th grade students who miss a performance because of an unexcused absence.

Revised: October 18, 2012

Revised: January 2009

Date: October 21, 1999

<b>CREDIT FOR COLLEGE COURSES</b>	<b>IHCD</b>
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It is the policy of the LRSD Board of Education any Little Rock School District student who is enrolled in grades 9-12 shall be eligible to enroll in a publicly-supported community college or four-year college or university in accordance with rules and regulations adopted by each institution consultation with the State Board of Higher Education.

A student in grades 9-12 who enrolls in and successfully completes a course or courses offered by an institution of higher education will be entitled to receive appropriate academic credit in both the institution of higher education and graduation credit in the district school in which such student is enrolled. Three-semester hours of college credit in grades 9-12 at a publicly supported community college, technical college, four-year college or university, or private institution shall be the equivalent of one unit of high school credit in the same subject area. A three-semester hour remedial/developmental education course shall be the equivalent of one-half unit of credit for a high school career focus elective. A remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics. Students are responsible for all costs of college courses taken for concurrent credit. Prior approval of the district is required if the student wants the college course to substitute for a specific district course.

<b>GENERAL EDUCATION GRADUATION REQUIREMENTS</b>	<b>IKF and IKF-R</b>
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**Diploma Earning Options**

A student may earn a diploma from a Little Rock School District high school in one of four ways. Each has different requirements and different numbers of required units of credit.

1. Diploma from any of the five high schools for completion of the required 22 units.
2. Diploma from any of the five high schools for completion of the Little Rock Scholars curriculum of 26 units, including at least six Pre-Advanced Placement and/or Advanced Placement courses.
3. Diploma earned at the Accelerated Learning Center for completion of the 22 units required by the State of Arkansas.
4. Diploma with waived or altered requirements established by an Individual Education Program (IEP) team for a student identified with disabilities.

Even though the graduation requirements may be changed by the Board of Education during the time a student is enrolled in high school, the requirements established for a student’s graduation class (assuming graduation in four years of high school) are those he/she must meet, even though he/she may require more than four years to earn the necessary number of units.

**Transfer Students**

All transfer students must meet the graduation requirements of the Little Rock School District in order to receive a diploma. The LRSD high schools will accept transfer credits, grades and grade placement for students who previously attended Arkansas high schools that are accredited by the Arkansas Department of Education.

Students who transfer into a Little Rock School District high school from a home school must attend school in the LRSD at least Nine( 9) months immediately before graduation before they become eligible to graduate. Students will be evaluated by the staff at the receiving school to determine proper grade level and credits. (Act 863 of 2017)

Foreign Exchange students who complete the senior year in good standing may, at the discretion of the principal, participate in the graduation ceremony.

**Requirement to Attend School for a Full Day**

Students in grades nine through twelve (9-12) to schedule **are not** required to attend school a full day. ( Act 867 of 2017)

### **ADE Seal**

In order to receive the Arkansas Department of Education (ADE) Seal, students must complete the state's recommended core curriculum with a minimum grade point average of 2.75 (See Standards for Accreditation 14.01 and 14.02)

### **Magnet Program Seal**

Students who participate in the District's high school magnet programs may meet the magnet curriculum requirements through completion of the designated Career Focus courses established for each magnet. In order to receive a Magnet Seal, magnet students must complete all the requirements of the magnet program. Students transferring into a magnet program after their freshman year may earn a diploma from that high school, but they will not earn the Magnet Seal.

### **Arkansas Scholars Seal (privately sponsored)**

Arkansas Scholars, a program of the Arkansas Business & Education Alliance, is a partnership between the District and the Little Rock Chamber of Commerce's Education Committee. Many local businesses have agreed to recognize the achievement of Arkansas Scholars status as a symbol of high quality education. A special Arkansas Scholars seal will be affixed to the diploma and transcript of a student who meets the following standards established by the Arkansas Scholars program:

- Earn a grade of "C" or above in all courses.
- Achieve a 95 percent or better attendance record (average over four years).
- Complete the recommended classes to graduate from high school and to prepare for post-secondary education, including:
  - English. 4 units (I, II, III, IV).
  - Science. 3 units (from Biology, chemistry, physics and physical science lab based)
  - Mathematics. 4 units (algebra I, geometry, algebra II and an advanced math course)
  - Social Studies. 3 units (to include World History, U.S. History, Civics/Government) Complete the balance of state mandated high school graduation requirements
- Finish high school in 8 consecutive semesters.

### **Honors Diploma Seal**

- A special Honors Seal will be affixed to the diploma and transcript of a student who meets the following standards: Completes the units required for the Little Rock Scholars curriculum, which includes and goes beyond the requirements of the Arkansas Higher Education Coordinating Board for unconditional admission to any public two-year or four-year institution of higher education in Arkansas and which includes, but goes beyond, the requirements for eligibility for the Arkansas Challenge Scholarship. The Little Rock Scholars curriculum also reflects the admission requirements of the most competitive universities in the United States of America.
- The Little Rock Scholars curriculum requires the successful completion of any combination of at least six Pre-Advanced Placement, Advanced Placement, and/or International Baccalaureate courses over a four-year period. Other approved dual-credit courses offered to LRSD students in collaboration with area colleges/universities may also be substituted for the Pre-AP, AP, or IB requirements.
- Earns a grade-point-average of at least 3.5.

Students designated for valedictory or salutatory recognition must have completed the Little Rock Scholars curriculum.

### **Recognition of Graduates**

Each high school may design its own traditions to commend and celebrate the achievements of the following sets of graduates:

- the valedictorian and salutatorian;

- students earning an overall average of 3.5 or above;
- students earning Magnet Program, Arkansas Scholars, Little Rock Scholars, and/or Honors Diploma Seals;
- members of the National Honor Society or similar honors organization;
- scholarship recipients;
- students with perfect attendance throughout high school; and
- students whose other achievements are worthy of special recognition.

### **Participation in Graduation Ceremony**

In order to be a participant in the graduation ceremony, the student must be within one unit of completing the graduation requirements and must have enrolled in and paid the tuition, if applicable, for the one-half or one unit to be taken in summer school (or, alternately, in another approved credit-earning program). All high school students and their parents will be informed in writing of this expectation when course lists and graduation requirements are published for the spring registration process.

*Principals will make a determination of potential graduates at the end of the junior year and each quarter of the students' senior year and inform students and their parents immediately if it is determined that the student is in danger of not graduating. Such students will be advised of all the appropriate credit-earning options, including, but not limited to, evening high school, summer programs, credit recovery, correspondence courses, online courses, and placement at the Accelerated Learning Center.*

### **Award of Diploma**

The award of the high school diploma will not be made until all graduation requirements are met.

## **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2013-14 AND ALL CLASSES THEREAFTER**

### **Smart Core Curriculum**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students, if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. *Smart Core Informed Consent Forms* and *Smart Core Waiver Forms* are both available for parents to review and sign prior to their students enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. This policy will be included in the student handbook and both students and parents must sign an acknowledgement that they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. The Smart Core Policy, the curriculum, and the courses necessary for graduation will be reviewed by staff, students, and parents every year to determine if changes need to be made to better serve the needs of the district's students.

### **Graduation Requirements**

The number of units that students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum.

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

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

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

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

**Mathematics:** four (4) units (All students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.):

- Algebra or its equivalent – one (1) unit
  - Geometry or its equivalent – one (1) unit
  - All math units must build on the base of algebra and geometry knowledge and skills
  - (Comparable concurrent credit college courses may be substituted where applicable.)
- \*\*A two year algebra equivalent or a two-year geometry equivalent may each be counted as two (2) units of the (4) unit requirement.

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

- At least one (1) unit of Biology or its' equivalent
- One (1) unit of a Physical Science
- One (1) additional unit of Chemistry or Physics

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

- Civics - one-half (1/2) unit
- World History – one (1) unit
- U.S. History – one (1) unit
- Economics – one-half (1/2) unit

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

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

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

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

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

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

**ACT 1280: Digital Learning Act of 2013**

Beginning with the entering ninth grade class of 2014-2015 school year, each high school student will be required to take at least one digital learning course for credit (half or full) to graduate.

**. The Core and Career Focus units must total at least twenty-two (22) units to graduate**

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

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

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

**Mathematics:** four (4) units

- Algebra or its equivalent\* - one (1) unit

- Geometry or its equivalent\* - one (1) unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable).  
\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two (2) units of the four (4) unit requirement.

**Science:** three (3) units

- at least one (1) unit of biology or its equivalent
- one (1) unit of a physical science
- one additional unit of Chemistry or Physics

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

- Civics - one-half (1/2) unit
- World History - one (1) unit
- U.S. History - one (1) unit
- Economics – one-half (1/2) unit

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

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

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

**Fine Arts:** one-half (1/2) unit (Dance Technique I can fulfill this requirement)

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

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

ACT 1280: Digital Learning Act of 2013

Beginning with the entering ninth grade class of 2014-2015 school year, each high school student will be required to take at least one digital learning course for credit (half or full) to graduate.

### **The Core and Career Focus units must total at least twenty-two (22) units to graduate**

#### **Little Rock Scholars Curriculum**

The Little Rock Scholars Curriculum requires that students meet the appropriate year's curriculum for Smart Core plus the Career Focus and additional Little Rock School District requirements and four additional units for a total of 26 units. The 26 units must include at least six Pre-Advanced Placement and/or Advanced Placement courses, four (4) units of both science and social studies and two (2) units of any one foreign language.

**Accelerated Learning Center (ACC)** – The Accelerated Learning Center provides effective education to students identified as needing a flexible, nontraditional learning environment with alternative ways to acquire either a high school diploma or a general education diploma. Students must apply to become a student at the ACC through their high school counselor, must be 18 years of age or older, and must have failed one or more courses.

**English:** 4 units - English 1, English 2, English 3, English 4

**Oral Communication:** ½ unit: Oral Communication 1A

**Mathematics:** 4 units - Algebra I, Geometry, Algebra II, one or more additional units of advanced mathematics

**Science:** 3 units - Physical Science, Biology, Chemistry I or Physics I

**Social Studies:** 3 units - Civics/Economics, World History, US History

**Physical Education:** – ½ unit - Physical Education

**Health and Safety:** ½ unit - Health and Safety

**Fine Arts:** ½ unit - One unit from art, dance, drama, or music

**Career Focus:** 6 units: - Six units from any of the approved Career Focus programs  
**Total – 22 units**

<b>GRADUATION REQUIREMENTS FOR SPECIAL NEEDS STUDENTS</b>	<b>IKFC</b>
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The Board of Education believes in and is committed to the provision of educational programs through individualized instruction and related services for students who have special needs.

Essential to providing appropriate programs for students with handicapping conditions is acceptance of the premise that the instruction and training provided will culminate in graduation.

All students are required to complete the course of study as prescribed by the Arkansas Board of Education and the Little Rock School District. Students placed in special education will complete this course of study as prescribed in their Individual Education Plan. Coursework will be presented at a level commensurate with the student's ability. The student's transcript shall identify which courses were completed through special education.

#### **Academic Improvement Plan (AIP) (Regulation IHBDA-R2)**

In compliance with Act 2243 of 2005, elementary classroom teachers and both middle and high school teachers of English language arts and mathematics will develop an Academic Improvement Plan (AIP) for each student who:

- Is not performing on grade level (K-2) as measured by developmentally appropriate testing.
- Is not “proficient” on any part of the state’s Benchmark examinations in grades three through eight (3-8).
- Is not scoring “proficient” on End-of-Course examinations for Geometry, Algebra I, Biology, and Literacy.

The following sanctions apply:

- A student who is not proficient on benchmark or end of course exams is required to participate in remediation activities outlined in the student’s individualized Academic Improvement Plan (AIP). *The activities could include required participation in after school tutoring programs and/or summer learning programs.*
- With regard to benchmark assessments, a student will not be promoted to the next grade until the student is deemed to have participated in an Academic Improvement Plan or the student passes the appropriate benchmark assessment.
- With regard to end-of-course assessments, students must participate in remediation activities outlined in the student’s individualized Academic Improvement Plan in order to receive credit on his/her transcript.
- Students not scoring “proficient” on End-of-Course examinations in Literacy, Geometry, Biology and/or Algebra I are required to complete the remediation activities outlined in the student’s Academic Improvement Plan to receive credit.

Schools and individual teachers are encouraged to develop plans for additional students who, in their judgment, require remediation or intervention.

The Academic Improvement Plan (AIP) will document a student’s achievement through District-adopted assessment tools, consideration of personalized education services (special education, English-as-a-Second Language, Title I, gifted programs, etc.), identification of areas of need, specific skills to improve, strategies that will be implemented (see IHBDA-R), and progress.

The Academic Improvement Plan (AIP) and the student’s progress toward grade-level or “proficient” performance must be shared with parent/guardian(s) at the parent-teacher conferences that are regularly scheduled. If parents do not attend the scheduled parent-teacher conferences, alternate conference times may be scheduled or the form may be mailed. The principal must review and sign all AIPs. The AIP will be used to document parent-teacher conferences.

Academic Improvement Plans are to be filed in the students’ permanent record folders at the end of each school year or when the student withdraws from the school.

<b>PROMOTION, ACCELERATION, RETENTION, AND ADMINISTRATIVE PLACEMENT OF STUDENTS, PRE K-12</b>	<b>IKE-R</b>
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**Purpose**

The purpose of the following regulations is to provide guidelines for teachers and campus-level administrators to use in making decisions relating to promotion, acceleration, retention, and administrative placement of students from one grade to the next. Failure of students to take part in their Academic Improvement Plan (AIP) remediation will result in retention in grades K-8 and loss of credit for high school courses.

**Elementary School, Pre K-1**

Students in grades Pre K-1 are not to be retained except under extenuating circumstances where the best interest of the child would clearly be served, according to multiple criteria and in consultation with the parent/guardian(s). Extenuating circumstances include, but are not limited to, excessive absences, lack of participation in pre-kindergarten, fetal alcohol syndrome, fetal drug addiction, and developmental delays.

**Elementary School, Grades 2-5**

Act 2243 of 2005 requires that a student who is not proficient on the Benchmark Exam in math, literacy or science must participate in his/her Academic Improvement Plan (AIP) for that subject in order to be promoted from one grade to the next. Students take Benchmark Exams in both math and literacy in grades 3-8 and in science in grades 5 and 7.

If a student is proficient on the Benchmark Exams for math, literacy, and science or if a student is not proficient but participates in an Academic Improvement Plan (AIP) promotion of the student from one elementary grade to the next will be determined by the degree to which the student has achieved the District’s curriculum standards identified in the curriculum at each grade level as evidenced by multiple criteria (e.g., criterion-referenced tests, state examinations in literacy and mathematics, norm-referenced tests, grades, teacher/counselor predictions of success at the next level, extenuating circumstances, etc.). Achievement in reading/language arts and mathematics are of primary importance.

The decision to accelerate (double-promote) a student will be made, based on multiple criteria, and in consultation with the parent/guardian(s), classroom teacher(s), principal, counselor, staff from the gifted/talented office, and other appropriate curriculum and assessment staff. Students not performing at or above the proficient level on the most recent standards-based assessments or the state Benchmarks in both literacy and mathematics are not generally candidates for acceleration. A four-year-old is not permitted to skip pre-kindergarten and be “double-promoted” to kindergarten since he/she would not be old enough to enter kindergarten under state law.

The decision to retain a student in a grade will be made based on multiple criteria and in consultation with the parent/guardian(s), classroom teacher(s), and principal. Achievement in English language arts and mathematics are of primary importance, and for that reason, students performing at the Below Basic level on state assessments, if substantiated by other criteria, may be considered for retention, even though scores may be reported during the summer after the end of the school year.

Prior to a decision to retain, the student's Academic Improvement Plan (AIP) must be implemented fully by the teacher, and Progress Reports must be sent home each quarter of failing work so that parents are alerted. In addition, contact with parents must be documented (such as the Parent-Teacher Conference Form and/or the parent-teacher conference relating to the AIP) to show efforts made to prevent student failure or retention through intervention and remediation.

Parent/guardian(s) must be notified by the end of the third nine weeks grading period and given reasons for the probable retention of the student. This notification (or attempts to encourage the parent's participation) must include a good-faith effort to include the parent/guardian(s) in a parent-teacher conference and must be documented in writing. Parent/guardian(s) must be advised of all available programs and services provided by the District to support the child's remediation. The documentation must include the date, persons involved, and results of the conference, and it must be placed on file.

If a student will reach age eleven (11) before June 1 of his/her third grade year, he/she may be administratively assigned from grade 2 to grade 4. If a student will reach age thirteen (13) by June 1 of his/her fifth grade year, he/she may be administratively assigned from grade 4 to grade 6.

### **Middle School, Grades 6-8**

The following regulations are established to guide decision-making at grades 6-8. Any exceptions to these regulations will be the result of a collaborative decision involving the classroom teacher(s), the counselor, the principal, parent/guardian(s), and other appropriate staff. Such an exception must be based on multiple criteria, including criterion-referenced tests, grades, teacher/counselor predictions of success at the next level, extenuating circumstances, etc. An exception can be made for those students who can successfully earn credit for a failed course through a District-approved correspondence or distance-learning program or through summer school.

Act 2243 of 2005 requires that a student who is not proficient on the Benchmark Exam in math, literacy or science must participate in his/her Academic Improvement Plan (AIP) for that subject in order to be promoted from one grade to the next. Students take Benchmark Exams in both math and literacy in grades 3-8 and in science in grades 5 and 7. If a student is proficient on the Benchmark Exams for math, literacy, and science or if a student is not proficient but participates in an Academic Improvement Plan (AIP) promotion of the student from the sixth grade to the seventh grade, from the seventh grade to the eighth grade, or from the eighth grade to the ninth grade, requires that a student must earn a passing grade (D) or above in both English and mathematics and in either science or social studies. Grades will reflect the degree to which the student has achieved the core curriculum standards appropriate for the grade level.

Although a student may be accelerated (double-promoted) from grade 4 to grade 6, acceleration is rarely an option in middle school and should only be considered under extenuating circumstances. Any decision to accelerate will be based on multiple criteria (e.g., criterion-referenced tests, examinations in literacy and mathematics, norm-referenced tests, grades, teacher/counselor

predictions of success at the next level, extenuating circumstances, etc.) Students not performing at or above the proficient level on the most recent standards-based assessments or the state Benchmarks in both English language arts and mathematics are not generally candidates for acceleration.

The parent/guardian(s) of any student likely to be retained must be notified through teacher-parent conferences relating to the Academic Improvement Plan (AIP) and quarterly Progress Reports of the student's low performance. In addition, parent/guardian(s) must be notified, in writing, by the end of the third nine-weeks grading period of the likelihood of retention and the need to attend summer school to make up failing grades.

A student who fails either English or mathematics and one other core curriculum course may be promoted to the next grade level if he/she earns a passing grade or above in summer school in either the English or mathematics course that was failed.

At the discretion of school officials, the student may be required to retake the other failed course or enroll in an extra remedial course during the next school year instead of allowing an elective course.

A student who fails both English and mathematics must attend the full-day summer school program and earn passing grades in both subjects in order to be promoted.

A student who fails both English and mathematics and either science or social studies must attend the full-day summer school program and earn passing grades in both English and mathematics in order to be promoted.

A student who fails either English or mathematics and both science and social studies must attend the full-day summer school program and earn passing grades in English/mathematics and in science/social studies – two of the three failed courses.

A student who fails all four core curriculum areas is not eligible for promotion and must be retained.

A student who performs at the Below Basic level on the most recent criterion-referenced assessments or state Benchmarks in both literacy and mathematics may be retained if other student performance data verify the low performance and if scores are received by the school before the beginning of the next school year.

A student who does not earn promotion the second year at a grade level in grades 6 or 7 may be administratively assigned to the next grade level. A student who will be age sixteen (16) before June 1 of his/her eight-grade year and who has not successfully completed the requirements for grade 8 may be administratively assigned to an alternative education program if program eligibility and placement criteria are met.

### **High School, 9-12**

A high school student must earn a minimum of 6 ½ units of credit each year in order to be promoted to the next grade level, as follows:

Sophomore (grade 10)	6 ½ units
Junior (grade 11)	13 units
Senior (grade 12)	19 ½ units

Over-age and credit-deficient students may be administratively assigned to an alternative education program if program eligibility and placement criteria are met.

## ***STUDENT SERVICES***

### **What To Do When Things Go Wrong**

1. Go to the teacher.
2. Seek help from the Counselor.
3. Go to the Assistant Principal.
4. Go to the Principal.
5. Contact Student Hearing Officer (447-3500).
6. Call Appropriate Associate Superintendent - Elementary (477-1133) Secondary (447-1136).
7. Call the Superintendent of Schools (447-1008).
8. Present your case to the Board of Education.
9. Go outside the school system.

The procedure for referring a matter to the Board is to address a letter to the Board in care of the Superintendent of Schools. The following actions may be taken through the appeal process as outlined beginning with the step indicated:

1. **Student/Teacher Problem**  
Start at Step 1 and proceed through 6, if necessary.
2. **Parent/School Problem**  
Start at Step 4 and proceed through 6, if necessary.
3. **School Suspension Appeal**  
Start at Step 4 and proceed through 5, if necessary.

### **Before and After School CARE – Elementary**

The before and after school CARE program is a non-profit, self-supported program provided for the students and parents of the Little Rock School District. CARE students participate in a variety of large group and independent activities. These activities consist of outdoor recreational activities, arts and crafts, music, games and supervised study.

CARE is available at all elementary schools in the Little Rock School District at a reasonable cost. DHS vouchers are accepted. There must be at least 15 full time participants at a school in order to establish a CARE program. Each program operates from 7:00 a.m. until school opens and from the close of school until 5:30 p.m. on regular schools days. CARE is open during most school holidays, at an additional cost, at specified sites. Students attend these days by reservation only. Contact your building principal or call the CARE office at 447-1880 for additional information.

### **Child Nutrition Programs**

Little Rock School District's (LRSD) Child Nutrition Program participates in the National School Lunch and National School Breakfast Program and the After School Snack Program. Child Nutrition provides nutritious meals with a variety of choices for all students daily. Nutritious school meals contribute to better learning opportunities for our students. LRSD is a participant in the implementation of the Healthy Hunger Free Kids Act of 2010.

### **Menu Planning**

The Traditional Food-Based Menu Planning system is used for LRSD. This plan requires specific food group components, in specific amounts, for specific age groups. It has been the plan that most schools have used since the inception of the National School Lunch Program in 1946 and the School Breakfast Program in 1966. The goal of the Traditional Food-Based System is to provide each student over time 1/3 of the Recommended Dietary Allowances (RDA) for lunch and 1/4 of the key nutrients for breakfast. Menus are planned monthly and are available via the District's web

site or by registering on the child nutrition website for receipt of monthly menus electronically to a subscribed email address.

### **Special Dietary Needs**

A parent requesting a special diet for a student must submit a request from a licensed medical doctor. A sample form is available through the Principal's office or school nurse. The request will not be honored upon parental request without medical authorization and documentation. The completed form can be submitted to the Principals Office, School Nurse or mailed to: Child Nutrition, Attn.: Special Diets, 1501 Jones Street, Little Rock, AR 72202.

### **Free and Reduced Application Processing**

All students will be provided a Free and Reduced Meal Application on the day of registration at their school sites. Exception: schools which are participants in the Provision 2 Alternative Meal Service Programs. **Households** should complete **ONE** application for the entire household and return it by one student family member. Household members who attend Provision 2 school sites must also be included on an application with a student not attending a Provision 2 site. In order to be considered for eligibility, a new application must be received from the household each school year. Parent/guardian(s) is encouraged to complete applications during the student registration process. Applications received will be processed and notices of eligibility determination will be sent home with one of the household students.

### **Eligibility for Free or Reduced Price Meals**

#### **New Student Eligibility**

New enrollees to the Little Rock School District are not eligible to participate in the school meal program under free or reduced status until an application is approved and eligibility determined. Payment is required for new enrollee meals until an application is received and eligibility determined. A notification letter will be provided to the household parent/guardian(s).

#### **Sibling Status**

New students to LRSD who have sibling(s) approved on prior year status may receive meals on that sibling(s) status for the first thirty days of school or until a new household meal application is received, processed, and eligibility determined.

The following procedures must be followed to use/govern sibling status:

- parent/guardian(s) must make a request to the Child Nutrition main office for the new enrollee(s) to be added on the household application from the prior year;
- request must be made prior to meals being served; and
- request must allow twenty-four hours for status to be updated.

Note: A district employee cannot update a parent's application.

#### **Returning Students**

All students who were enrolled in Little Rock School District as of the last day of school for the prior school year are eligible to participate in the school meal program at last school year's eligibility status. The prior year's eligibility status can be used for the first thirty calendar days of school or until a new meal application is received and processed. A notification letter will be provided upon completion of processing.

#### **Meal Service Pre-Payments**

The student pre-pay program is available through each school cafeteria at the final point of service. Payments may be made by receipt of cash or check. Funds received are immediately posted to the student's meal account for usage. Funds in a student account may be utilized for breakfast and/or

lunch or ala-carte sales, if available. Deposits into the pre-payment systems may be for weekly, bi-weekly, bi-monthly, monthly or yearly amounts. It is the parent(s) responsibility to stay current with their child’s lunch account balance. Access to balance information is available via the pre-payment system, and the school messenger service, ParentLink. Fund balances remaining at the end of the year are transferred with the student ID to the next school year. Graduates and/or withdrawal students may request a refund through the child nutrition main office.

**Online: Credit Card or Debit Card Payments Available for Student Meals**

In addition to accepting cash and checks for school meals at each site, parents have the option of utilizing the online pre-payment system for payment of meals or extra foods/ala carte sales. Payments received are “real time” and appear on the student’s account within minutes. Access to the pre-payment system is available any time of the day or night, seven days a week. Making online payments is safe and secure, convenient and easy and may be completed by going to the Little Rock School District website at [www.lrsd.org](http://www.lrsd.org) and following the links to Pre-Payment or School Menus.

**Reduced Co-Pay Subsidy**

Households approved for reduced price meals are eligible to receive the breakfast and lunch meal at no cost. The cost of the reduced price meal is subsidized through the National School Lunch Act Fund of Little Rock School District.

<b>Meal Pricing</b>	<u><b>LUNCH</b></u>
Elementary Student	2.70
Secondary Student	2.80
Reduced-Price Meals	.40**
Adults (non-students) Meal with or without Milk	3.35
All Milk Sold	.40
4 oz. Juice, Individual	.40
	<u><b>BREAKFAST</b></u>
Student	1.90
Reduced-Price Student	.30**
Adults	2.20

*\*\*Cost of meals at “no charge” to eligible households.*

**Field Trips**

The Board of Education endorses the use of field trips for students. Such trips must be planned and have direct relevance to the specific grade-level or course curriculum content standards/benchmarks in which the student is enrolled. All field trips must be curriculum-related and be accessible to all students. All students must be afforded the opportunity to attend the field trip(s). A student may not be denied participation in field trips unless the student is serving a disciplinary sanction. The teacher or other school employee supervising the trip must have obtained from a parent/guardian(s) of each participating student, written permission for the student to participate in the field trip

## **Health/Wellness**

The Board of Education and the Little Rock School District are committed to creating a healthy school environment and promoting lifelong wellness practices including healthy eating and physical activity. [The District's Wellness website](#) and [the Child Nutrition website](#) have information for families regarding how to support the health of our students and families. A complete copy of the Wellness Policy and regulations can be found on the [www.lrsd.org/?q=content/wellness](http://www.lrsd.org/?q=content/wellness).

The Wellness Policy regulations provide detailed descriptions about Nutritional Standards, Rewards for students, Fundraising, Physical Activity, Physical Education and Vending Machine Sales. A committee of parents, community leaders and school staff meet regularly to monitor the Wellness Policy and make recommendations to the school Board regarding student wellness. Some details of the Wellness Policy are:

### **Vending**

Only high school students have access to vending machines before or after lunch time. The machines are stocked with healthier food items that contain less than 35% of total calories from fat, less than 10% of calories from trans fat and saturated fat combined, and 35% of total weight from added sugar (if added sugar not on label use total sugar).

### **Parties**

Each school will determine no more than nine (9) celebrations/events per school year where food and beverage is provided. During these events, exceptions are permitted to the food and beverage limitations defined by the Arkansas Department of Education and the LRSD Wellness Policy. A birthday party in a single classroom is considered a school event and counts toward the nine (9) events per school. **Parents are not to send food to school to celebrate holidays or birthdays without the approval of the building principal. Home-made food items are not to be shared with students.**

### **Rewards**

Food and beverages are not to be used as rewards for academic, classroom or sports performance. [A list of non-food rewards is posted on the LRSD website in the Wellness Policy.](#)

### **Fundraising**

Schools are encouraged to host non-food related fundraisers. All fundraising activities are to have a 50/50 balance of healthy and less healthy offerings for sale on or off campus. Fundraisers that promote physical activity are preferred.

### **Physical Activity**

- Students in grades K-5 receive a minimum of 150 minutes per week of physical activity including 60 minutes of scheduled physical education.
- Students in grades 6-8 receive 60 minutes of physical education weekly.
- Students in grades 9-12 are required to take one semester of physical education.

### **Physical Education**

The district follows the Arkansas Department of Education Physical Education and Health Curriculum Frameworks in grades K-8 and Health and Safety Curriculum Frameworks in grades 9-12. Grades K-8 implements the SPARK curriculum.

### **Health Services**

The LRSD Health Services is available to support health care in the educational setting as necessary. The school nurse and health services coordinator, are responsible for the following:

- maintaining a safe and healthy environment;
- completing state mandated health screenings;
  - Hearing and Vision---Pre K, K, 1, 2, 4, 6, 8
  - Height and Weight---K, 2, 4, 6, 8, 10
  - Scoliosis--- 6<sup>th</sup> and 8<sup>th</sup> grade girls and 8<sup>th</sup> grade boys
  - Dental and Blood Pressure (as time allows)
- providing assessment and treatment of illness and injuries as needed;
- enforcing the Arkansas Department of Health policies and procedures and the laws of the state of Arkansas;
- administering required medication safely and training staff to administer medication when the nurse is not present in the building;
- training staff in First Aid, ADE and CPR so that trained staff are on campus at all times prepared and ready to provide first aid and emergency medical care;
- providing health education on Growth and Development for 4<sup>th</sup> and 5<sup>th</sup> grade students and AIDS education and other requested topics as time allows;
- maintaining a confidential school health record on each individual student; and
- sharing health concerns of students with the appropriate staff with parent consent.

Care will be provided to students in accordance with the Districts' Health Services Operations Manuel.

**An up-to-date immunization record is due before the student may attend the first day of school. (Students with immunization records that are out of compliance with the law will be excluded from school.) Record must include vaccinations for the following:**

**DTP**

- 4 doses or 3rd dose within last 6 months or 1 dose within last 8 weeks for P3
- 4 doses, with the last dose given after the 4<sup>th</sup> birthday for Pre K through 12<sup>th</sup> grade

**Polio**

- 3 doses or 1 dose within last 8 weeks for P3
- 4 doses with the last dose given after the 4<sup>th</sup> birthday

**Tdap** - 1 dose for students 11 years old

**MMR** - 2 doses or 2 doses of measles and 1 dose of rubella and mumps

**Hepatitis A** – 1 dose before 1<sup>st</sup> birthday for kindergarten

– 2 doses before first birthday for 1<sup>st</sup> grade

**Hepatitis B** - 3 doses

**Chicken pox** - (Varicella) - 2 doses

**Pneumococcal** - 3 to 4 doses for students under 5 years old

**Hib** - 3 to 4 doses for students under 5 years old

**Meningococcal** – 1 dose for 7<sup>th</sup> grade

– 2<sup>nd</sup> dose for students 16 years old by September 1st

If a student is unable to receive immunizations for a medical or non-medical reason, the parent must take the following steps before the child is eligible to attend school:

- Contact the Arkansas Department of Health, Division of Communicable Disease at 501-661-2169.
- Submit a request and documentation for exemption to ADH.
- ADH will give the parent a letter granting or denying exemption which must be returned to the school nurse who will send it to the Health Services coordinator to be kept in a district file. ***Exemptions must be renewed yearly by the parent.***

### **Current Physical**

A physical is required when the student is entering school for the first time (P3, Pre K or K). Copies of physicals done within the last year are acceptable. Students participating in athletics, spirit groups and marching bands must have a current physical every year on file with their athletic sponsor or coach and a copy filed with the school nurse.

### **An Individual Health Care Plan or Emergency Action Plan**

If the student requires any health care procedures at school or has a chronic health condition that requires monitoring (i.e. diabetes, asthma, allergies, seizures, feeding problems, etc.) **an Individual Health Care Plan or Emergency Action Plan signed by the parent and doctor must be in place before the student can start the first day of school.** The IHP defines the plan for keeping the student safe and healthy during the school day. The plan is written by the student's doctor, parents and school nurse.

### **Dietary Form**

A parent requesting a special diet for a student must submit a Certificate of Dietary Disability form signed by a medical doctor. A form is available through the Principal's office or school nurse and can be submitted to either office.

### **Sick or Injured Students**

**Students who become ill or are injured at school must be picked up within the hour of being called. Parents who leave ill or injured students at school for an excessive amount of time will be reported to the Department of Human Services.**

In the event of a life-threatening emergency, an ambulance will be called and parents will be notified. The school assumes no financial responsibility for treatment or ambulance charges. In order to reach parents in a timely manner, it is extremely important that parents keep the school informed of changes in phone numbers and addresses.

Students who have fever (temperatures 100.4 or higher), vomiting or diarrhea, should be free of these symptoms for **24 hours** without the aid of fever or stomach medication before returning to school. If antibiotics are prescribed for an infection, the student must have taken the medication for 24 hours before returning to school.

### **Medication Protocol**

Narcotic pain medication will not be administered at school. Students who require this type of medication may not attend school until the medication has been discontinued. Students are permitted to carry Rescue Medications (EpiPen, Albuterol MDI) if an Individual Health Plan is on file in the Health office and the student has demonstrated proficiency in giving these medications.

**Elementary students** may not bring their own medication to school.

- Parents must bring the medication to school in the original container and fill out a medication consent form for each medication. (Parents should request a second labeled prescription container for school use from their pharmacist.)
- The medication will be counted by the parent and a designated school employee and the amount of medication recorded on the consent form.
- The left over medication must be picked up by the parent at the end of the year. Any medication left at the school will be properly destroyed.

- The school does not provide any over the counter medications.
- **A doctor's statement is required for any over the counter medication to be given at school.** *Cough drops are considered medication and require the same rules as any other OTC medication.*
- Under certain circumstances, special arrangements may be made for a student to keep an asthma inhaler and/or EpiPen in the classroom.

### **Middle School**

- With prior approval by the school nurse, middle school students may carry their own over the counter medications, rescue medications (EpiPen, Albuterol MDI), and certain prescription medications, if the medication is in the original container and contain only enough doses for **one day** (or **one canister of an inhaler**).
- Students may not share the medication with any other student under any circumstance.
- If prescription medications are administered by the nurse:
  - The parents must bring the medication to school in the original container and fill out a consent form for each medication. (Parents should request a second labeled prescription container for school use from their pharmacist.)
  - The medication will be counted by the parent and a designated school employee and the amount of medication recorded on the consent form.
  - The left over medication must be picked up by the parent at the end of the school year. Any medication left at the school will be properly destroyed.

### **High School**

High School students may carry their own over the counter and prescription medications as long as they bring a dose for **one day only** or **one canister of inhaler** and do not share medications with any other student under any circumstance.

### **Infectious and Communicable Diseases**

The Little Rock School District will adhere to the Arkansas Department of Health Policies and Procedures relating to the prevention of and response to infectious/communicable diseases. The student's return to school is determined by the Health Department guidelines or written statement from the physician. The staff has a responsibility to notify the principal when a student is suspected of having a communicable disease. The principal or nurse will annually review with the staff the procedures to be used for handling a student who is suspected of having a communicable disease. The school physician, school nurse and Coordinator of Health Services serve in an advisory capacity to the principal on health related issues. The principal has the final responsibility for exclusion from school of a student with a communicable disease.

### **Confidentiality**

Student health information is confidential. However, in connection with an emergency, personally identifiable information from a student's health record may be disclosed to appropriate parties to protect the health and safety of the student or other individuals. Any suspicion of abuse or neglect of a student will be immediately reported to the Department of Human Services as directed by Arkansas Code Annotated 12-12-504. It is the responsibility of DHS to conduct an investigation and determine what actions, if any, are taken regarding the allegations.

Adopted: May 2002

Legal References: Family Educational Rights, Privacy Act of 1974 and Buckley Amendment A.C.A. 6-18-702  
A.C.A. 6-17-102 LRSD "Standing Orders for Accidents and Illnesses"

Cross References: Arkansas Department of Health Policies and Procedures Board of Education Policies, JE, JLCR-R

### **Insurance Policy**

**The Little Rock School District does not assume liability for accidental injuries sustained by school children on its campuses.** Therefore, it is very important that our patrons be made aware of the School Injury Benefit Plan, which is an approved coverage offered through an independent agency.

Parent/guardian(s) will be provided with an insurance brochure and application at Check-In. These forms can be picked up at any school or by calling the Safety and Security Office at 447-2075. The brochure will explain the types of coverage available and list the cost associated with each.

Parent/guardian(s) are encouraged to take advantage of this outstanding offer which provides quality coverage for your child at the very low cost to you.

### **Preventative Interventions**

When a student begins to show evidence of “not making it” in school, preventive measures may be undertaken to get at the source of the student’s problem. A variety of approaches may be necessary. The following list represents approaches used by the District to assist each child in developing his/her potential:

- individual and group counseling at all schools;
- teacher/parent/student conferences;
- referral to community agencies for appropriate services;
- peer counseling program;
- peer tutoring program;
- emphasis on reading and math skills development;
- programs for the gifted student;
- administrative reassignment;
- individualized instruction;
- identification of children with special needs;
- use of counselors for home and community contact;
- opportunities for career/vocational training;
- opportunities for parent and community participation in schools;
- student Assistance Program Support Groups and
- school-based Academic and/or Behavior Teams.

### **Student Assistance Program**

The Student Assistance Program is a comprehensive primary prevention and early intervention program for middle school and senior high school students, that operates at all Little Rock School District middle and senior high schools. The program includes a systematic effort to identify, assess, refer and support students with substance abuse problems and other high-risk behaviors that interfere with their education and life development.

Upon referral to the program, the student will be interviewed by trained staff. Recommendations are made to involve the student in an in-school educational group, or a referral is made to a community resource. All contact with the student is kept confidential. Involvement in the program is completely voluntary.

#### **Services offered include:**

- **Screening** - Referred students are interviewed by Student Assistance staff to determine the extent of the problem, and then an appropriate referral to in- school programs or outside agencies is made.
- **Individual Education** - The referred student is put in contact with a Student Assistance staff member who provides information and assistance regarding the student’s problem(s) or concerns.
- **Special Group** - This small group is designed to provide specific education and assistance to those students who are minimally to severely involved in alcohol/drug abuse, experiencing academic problems, or exhibiting other stress-related behavior.
- **Concerned Others Group** - This small group is designed to meet the needs of those students who are concerned about or affected by someone else’s use of alcohol or other drugs.
- **Recovering Students Group** - This group provides support for students who have returned from an inpatient alcohol/drug treatment program or who are currently involved in outpatient care. The

major goal of the program is to support the student in his/her attempt to maintain a drug-free life style. Involvement with AA or other treatment plans is recommended.

Parent/guardian(s), teachers, and other school staff, as well as students themselves, may make referrals to the Student Assistance Program. A trained Student Assistance staff member may be contacted directly or contact may be made through a guidance counselor who will make the necessary referral. All referrals to the Student Assistance Program are strictly confidential. Parent/guardian(s) who objects to their child's participation in the Student Assistance Program must notify the principal or guidance counselor by the third week of school at the beginning of each school year.

### **Student Records**

#### **Notice to all Parent/guardian(s) and Students Attending the Little Rock School District:**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parent/guardian(s) of students or students if they are at least 18 have the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parent/guardian(s) or the student is limited and generally requires prior consent by the parent/guardian(s) or the student. The Little Rock School District has adopted a written policy governing all the rights of parents and students under FERPA. Copies of the policy may be found in the Superintendent's office and in the principal's office of each school within the District.

#### **Custodial and Noncustodial Parent Rights and Responsibilities**

In accordance with the Family Educational Right and Privacy Act (Buckley Amendment), the Board of Education makes no distinction between the custodial and noncustodial parent with regard to access to school records unless evidence has been provided through a court order, state statute, or legally binding document that specifically revokes these rights.

"Parent" means a parent of a student and includes a natural parent, a legal guardian, or an individual acting as a parent in the absence of a parent or guardian. For the school's purposes, the parent who enrolls the student in school and with whom the student resides is considered the custodial parent unless school officials are informed otherwise by a certified court order.

Parents have the right to:

- Inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents to review the records. Schools may charge a fee for copies.
- Request that a school correct records which they believe to be inaccurate or misleading.

Both parents can see the student at school unless prohibited by court order. Only the custodial parent has the right to remove the student from school property or grant permission for the student to be removed from school property by others.

Adopted: May 2000

Legal References: Family Educational Rights and Privacy Act of 1974, Buckley Amendment; A.C.A. 9-13-104; A.C.A. 13-301; A.C.A. 9-13-302

Student records are defined to be all official records, files, and data directly related to students, including all material that is found in each student's cumulative record folder. This includes those intended for school use or made available to parties outside the school or school system, and including, but not limited to, the following identifying data:

- academic work completed;

- grades and standardized test scores;
- attendance data;
- scores on standardized intelligence, aptitude and psychological tests;
- interest inventory results;
- health data;
- family's background information;
- teacher or counselor rating and observations; and
- verified reports of serious or recurrent behavior patterns.

### **Access to Records**

Those who have the right to inspect and review the education records (Cumulative Record Folder (CRF) kept about the student includes:

- Parent/guardian(s) of students who are under 18 years of age.
- Parent/guardian(s) who claim students who are at least 18 as dependents under Section 152 of the Internal Revenue Code.
- Students who are at least 18 years of age (here after called eligible students).

Once the student becomes eighteen (18) or attends an institution of post-secondary education (even if he/she is not yet 18), he/she becomes eligible to see all of his/her education records except financial records of parent/guardian(s). The student has a right to see any letters of recommendation placed in his/her file after unless he/she waives the right to see them.

Any student (between the ages of 18 and 21) who does not wish his/her parent/guardian(s) to have access to his/her cumulative record folder (CRF) must so inform the principal of the school where the records are kept and prove that he/she is not a tax dependent of his/her parent/guardian(s).

If a parent/guardian(s) of a student who is at least 18 and no longer attending a school within the District wishes to inspect and review his/her child's CRF, he/she must prove to the principal that he/she claims the student as a dependent for federal income tax purposes. Parent/guardian(s) or eligible students who wish to inspect and review the cumulative record folder will submit a request in writing to the principal of the student's school. When the principal receives a written request for review of the records from a parent/guardian(s) or eligible student, the principal will schedule a time as soon as possible but no later than 45 days after a request is made. The inspection/review will be made in the office of the principal or at another place designated by him/her. A school employee competent in interpreting student records will be present to explain the implications of the records that are examined. After an inspection, parent/guardian(s) or eligible students may request copies of the records they inspected.

Each school must keep a register of all requests for and grants of access to a student's education records except disclosures to the student, his/her parent/guardian(s), or school officials; disclosures of directory information; and disclosures pursuant to the parents'/guardians' or eligible student's written consent. Student health records will be returned to graduating seniors prior to graduation.

### **Hearing to Correct Inaccuracies**

The parent/guardian(s) of a student who has not yet reached the age of 18 and eligible students has the right to challenge the content of records in the student's cumulative folder. No later than five days after he/she receives a request to amend, the principal will decide whether to amend the records in accordance with the request. If he/she finds the challenge is not justified, he/she will inform the person who made the request of his/her finding and will also inform that person of his/her right to request, in writing, a hearing before the Senior Director of Student Services. If a parent/guardian(s) or eligible student requests a hearing, the director will set a date for the hearing as soon as possible but not more than 10 school days after the request for the hearing was made

and will give the parent/guardian(s) or the student at least two school days' advance written notice of where and when the hearing will be held. At his/her own expense, the parent/guardian(s) or student may be assisted at the hearing by an attorney or anyone else of his/her choice. The parent/guardian(s), student, or his/her counsel may present relevant evidence at the hearing.

A parent/guardian(s) or student who is dissatisfied with the decision of the Senior Director of Student Services may appeal to the Board of Education. The review will be recorded.

### **Release of Information Outside of the School System**

Persons with Authorized Access:

Schools may, without the consent of either the student or his/her parent/guardian(s), disclose information kept in the student's CRF to the following persons:

- school officials who have a legitimate educational interest in examining the information. The term "school official" includes any teacher, administrator, assigned student teacher, teacher intern, instructional aide, or other professional employees of the school district and members of the School Board. The principal of the school determines whether a school official is seeking the information to carry out his/her official duty and whether the specific information sought will help in carrying out that duty;
- accrediting organizations that seek information to carry out their accrediting functions;
- persons or organizations conducting studies for or on behalf of the school administration or another educational agency to develop or validate predictive tests, administer student aid programs, or improve instruction. Any report released on the basis of data collected under this paragraph may not include information that personally identifies students or their parent/guardian(s);
- persons who seek the information in connection with a student's application for, or receipt of, financial aid;
- officials of another school in which the student seeks or intends to enroll. Within three school days, the principal or other record custodian will notify the parent/guardian(s) or student of the request for the record and seek his/her consent. If the parent/guardian(s) or student so requests, he/she will be furnished a copy of records to be transferred and given an opportunity to correct any inaccuracies in accordance with established procedures;
- persons who seek information in connection with a health or safety emergency that threatens the health or safety of the student or other persons; and
- directory information which includes a student's name, address, telephone number, date and place of birth, extra-curricular activity participation, dates of attendance, awards and diplomas received, and the most previous or recent school attended may be made available to outside institutions or agencies upon request. However, any eligible student or parent/guardian(s) who objects to the release of directory information must notify the principal or registrar at the beginning of each school year of this decision.

No one else may have access to personally identifiable information from the cumulative record folder, other than directory information, except under one of the following circumstances:

- When written consent is given by the parent/guardian(s) or the eligible student, education records will be released pursuant to the request. A consent form will be completed stating what records are to be released, to whom they will be released, and the reason for the release. A copy of the student record being sent will be made available to the person signing the release form upon request.
- When a request is in compliance with judicial orders or pursuant to any lawfully issued subpoena, the parent/guardian(s) and students will be notified in advance in writing and a copy placed in the student's files.
- When a school official discloses information from the student's cumulative record folder, other than directory information, to anyone other than the parent/guardian(s) of the student, the student himself/herself or other school officials, the person who receives the information will be informed that the information may not be transferred to any other party without the consent of the parent/guardian(s) or the eligible students.

### **Inspection Log**

The principal will maintain in each cumulative folder for which he/she is responsible a cumulative record inspection log. The inspection log will include the name and reason for the inspection of each person requesting access to the cumulative record folder but will not disclose to the parent/guardian(s), the student, school officials, or persons who have student or parental/guardian consent or disclosures of directory information. The inspection log may be inspected by the student's parent/guardian(s) or the eligible student.

### **Cost of Student Records**

Copies made of student records will be charged at the rate of 10 cents per sheet.

Legal Reference: P.L. 93-380 - Family Educational Rights and Privacy Act 1974

### **Students with Disabilities**

The Individuals with Disabilities Education Act (IDEA) and Arkansas Act 102 of 1973 ensures that all children with disabilities in the Little Rock School District have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs, and prepare them for further education, employment and independent living. The Little Rock School District makes every effort to locate and identify all students who may be disabled through Child Find Activities. Procedures consistent with state and federal regulations are utilized in referring, evaluating and delivering specialized instruction and related services to students with disabilities.

To be eligible for special education, a student must have an identifiable disability which results in an adverse effect on educational performance and the corresponding need for special education services. Appropriate services are provided for students with the following disabilities under IDEA:

- Autism
- Deaf-Blindness
- Deafness
- Emotional Disturbance
- Hearing Impairment
- Mental Retardation
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech Language Impairment
- Traumatic Brain Injury
- Visual Impairment

Once eligibility has been established, a program is designed which meets the individual needs of the student. Eligibility for special education services means that a child is determined eligible upon completion of the administration of assessments and other evaluation measures by a group of qualified professionals.

### **Programming**

Programming consists of the development and review of an Individualized Education Plan (IEP) for each student receiving special education and related services. It is the responsibility of the Educational Management Team to review all data compiled during the referral and evaluation process. The IEP must be completed prior to placement of students in special education and related services. During the process of programming the team must:

- Provide Special Education and Related Services based on the student's IEP.

- Determine, at least annually, the need for continued placement in Special Education.

Curriculum for students with disabilities must be designed to meet individual needs and to include appropriate sections of the general curriculum. Modifications of materials, methods of instruction, and/or curriculum must be made to assist the student with a disability.

### **Procedural Safeguards**

There are a number of specific procedures written into the law and expanded in the regulations to protect the rights of students and their parent/guardian(s). These safeguards include the following: due process, nondiscriminatory testing, least restrictive environment, native language, confidentiality and the right to representation. For further information, refer to the District's Procedural Manual for Special Education and Your Rights as the Parents under IDEA.

Federal law and school district policies provide safeguards to ensure that students who receive special education services are appropriately placed. Parents are involved in all phases of the process. The District encourages full participation at all conferences in which the educational needs of the students are being considered. For further information, contact the Division of Special Programs at 447-1033.

### **Least Restrictive Environment**

LRSD policy ensures that, to the maximum extent appropriate, students with disabilities are educated with their non-disabled peers. A full continuum of services is available in the District. Determination of the least restrictive environment will be made on an individual basis, taking into account services needed and the program placement which would be most conducive to learning. Based on the programming team's recommendations of needed special education and related services, it will be the responsibility of the special education administrator(s) to locate and place a student in the most appropriate school/site.

### **Disciplining students with disabilities within the Individuals with Disabilities Education Act (IDEA) Guidelines**

The District recognizes that there are times that students with disabilities will need to be disciplined as a result of inappropriate and/or unpredictable behavior which interferes with his/her personal or educational welfare or the welfare of others. Specific procedures have been developed and must be used when determining the type of disciplinary action(s) for these students and for students suspected of having a handicapping condition. Procedures are identified in the District's Procedural Manual for Special Education.

A student with disabilities who engages in misbehavior and disciplinary infractions is subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free and appropriate public education. Care should be taken that any disciplinary action does not constitute a unilateral change in a student's receipt of special education and related services. **For a student with disabilities, an exclusion from school for more than a total of ten (10) school days (within a school year) constitutes a change in placement and is subject to procedural safeguards.**

The Individualized Education Plan (IEP) team for a student with a disability will convene to consider whether a functional behavioral assessment and particular discipline procedures should be adapted for that individual student and included in his/her IEP.

If a long-term suspension or expulsion recommendation is recommended, the team must complete a functional behavioral analysis and a manifestation determination review before any disciplinary action can be completed. At this point, a special education supervisor must be involved in the process. Contact the Division of Special Programs at 447-1033, if assistance is needed.

### **Disciplining students with disabilities within the Section 504 Guidelines**

The District recognizes that there are times that students with disabilities will need to be disciplined as a result of inappropriate and/or unpredictable behavior which interferes with his/her personal or educational welfare or the welfare of others. Specific procedures have been developed and must be used when determining the type of disciplinary action(s) for these students and for students suspected of having a physical or mental impairment that substantially limits a major life activity under Section 504.

For a student under Section 504, an exclusion from school for more than ten (10) school days (long-term exclusion) constitutes a change in placement and is subject to procedural safeguards. If a long-term suspension or expulsion recommendation is made, the student's 504 team must complete a manifestation determination review conference before any disciplinary action can be completed. The purpose of this conference is to determine if the student's behavior has a direct relationship to their physical or mental impairment identified under Section 504.

At this point, The District Section 504 Coordinator must be involved in the process. When appropriate, a student under Section 504 should have as a part of his/her accommodation plan a component that addresses a pattern of behavior. Contact the District Section 504 Coordinator in the Division of Special Programs at 447-1033, if assistance is needed.

### **Students with Special Health Care Needs**

Parent/guardian(s) of students with special health care needs, which necessitate consideration such as transportation, classroom placement/adjustment or special procedures during the routine school schedule, should contact the building administrator, school nurse and or the Division of Special Programs for assistance.

Arkansas law requires that all students with special health care needs, including chronically ill, medically fragile and technology dependent students must have an "Individual Health Care Plan (IHP)," which includes input from the parent/guardian(s) and the physicians. Forms are available from the school nurse or registrar. Students that have a chronic condition such as asthma, diabetes, or seizures must have an emergency "Action Plan" written by the student's physician or nurse practitioner. Individual Health Care Plans (IHPs) and Action Plans are to be updated annually.

Parent/guardian(s) of students with medical conditions that may require specific dietary restrictions must have a physician complete the "Certification of Disability for Special Dietary Needs" annually. This form may be obtained from the school nurse or the Child Nutrition Department.

### **Specialized Transportation**

Most Special Needs Students require adult supervision at home. The parent/guardian(s) is responsible to inform the school system whether or not his/her child can be left without supervision. Forms are available at the Transportation Office to indicate a child may be left without supervision at the request of the parent/guardian(s) (Parent Consent Form).

- School buses will no longer sound any horn or signal device to alert parents and students that the school bus has arrived to pick up or drop off students. School buses run on a timed schedule and

should arrive within a ten-minute time-span of the scheduled arrival time in the A.M. Please allow at least thirty minutes after schools dismissal in the P.M. for a student to be delivered home.

- Remember, please have your child/children dressed, and ready to go ten (10) minutes prior to the scheduled pick-up time.
- Someone must receive your child/children in the p.m., if there is no one there to receive the child/children, they will be taken to Romine Elementary (3400 Romine Road). If any student that has been transported to Romine is not picked up, by 5:00 p.m. the Little Rock Police Department will be notified along with the Department of Human Services, and the student or students will be declared as abandoned, and turned over to either of these entities.
- Please make address changes well in advance, as it takes approximately three to five days for route changes to occur.
- No address changes can be made by telephone to the Transportation Department. You must call the Department of Special Programs to make address changes, 447-1033, or 447-1035. Additionally, you must report these changes to Student Services.
- In the event that your child/children will not be riding the bus for the A. M. or the P.M. route or for extended periods, please notify the dispatcher at 447-7550. Telephones will be answered 5:30 a.m. until 6:30 p.m. After any extended absence, the parent/guardian(s) must notify the Transportation Department 24 hours in advance to assure next day transportation from the same address. If address has changed, please notify the Special Needs Department and Student Services at least five days in advance with date transportation is to be reinstated.
- Students who have specialized transportation may be picked up or dropped off at locations other than the home bus stop upon written approval from the Division of Special Programs.
- Students requiring constant care and supervision will not be left unattended when delivered to their homes in the afternoon. Parent/guardian(s) will be responsible for providing the necessary supervision.

### **Students under IDEA and Section 504 with Excessive Absences**

Students under IDEA and Section 504 may miss school due to medical reasons, reasons documented in the IEP that waives attendance under the regular attendance policies, or other reasons approved by the building level administrator. Policies under IDEA take precedence over school district policies. If a student misses an excessive amount of school, the student's IEP and or Section 504 team must conduct a conference to document the absences and determine how the student will make up any missed assignments. If the student's team meets and it is determined there is no approved reason for the excessive absences, the student will have those missed days documented as unresolved, and district policy on unresolved absences will be upheld.

### **Textbooks - Lost/Damaged**

Students and their parent/guardian(s) are responsible for payment of lost/damaged textbooks. If a book is lost, not returned, or is damaged beyond use, the student will be charged for the entire cost of the book. Students who return books damaged beyond an acceptable condition may be assessed a damage fine at the school's discretion. Guidelines are as follows:

- Minor damage will be assessed at 25% of book cost (removal of bar code); and
- Major damage will be assessed at 50% of book cost.

It is the student's responsibility to clear all fines. Principals are to use reasonable efforts to collect fines including payment plans for parents.

### **Transportation Regulations**

The purpose of the Transportation Department of the Little Rock School District is to provide the safest, most efficient transportation possible for those students who are to be transported between their homes and schools. This process is the responsibility of the entire community and requires the cooperation of all students, parent/guardian(s), school personnel and citizens who drive on the streets in the presence of the school buses.

Students and parent/guardian(s) are expected to read these regulations carefully. They must be followed if we are to provide safe, efficient transportation for the students of this District.

- If the student does not use his/her assigned stop for more than two weeks, the parent/guardian(s) must notify the School's transportation Coordinator and the First Student Routing Department (447-4139) to prevent its deletion.
- Any deleted stop will not be reinstated if an existing stop is within six blocks or .375 miles of a student's address.
- Only use the stop nearest to your residence unless written permission is obtained from the Principal or Transportation Coordinator and provided to the bus driver.

The LRSD encourages any person who observes an incident jeopardizing the safety of the students on a school bus to report the incident to the LRSD Transportation Department. It is helpful when the person can identify the bus by its number when making such reports. Any recommendations that will assist the department in its operation are also encouraged. The telephone number of the LRSD Transportation Department is 447-7550.

### **Arrival at the Bus Stop**

- Be at the bus stop 10 minutes before the bus is scheduled to arrive. Do not arrive earlier than 10 minutes.
- Be on the proper side of the road while you wait, even if you must cross the street to enter the bus.
- Before crossing a street to enter the bus, wait until the bus has come to a complete stop and the driver has given you directions.
- Respect the property rights of others while waiting for the bus. Do not litter or make unnecessary noise. Do not gather under carports, or porches, or on lawns without permission.
- Stand back at least 10 feet from the bus stop, and do not approach the bus until it has come to a complete stop and the door is opened.
- If you miss the bus, do not attempt to (1) ride another bus, (2) walk to or from school, or (3) hitchhike. Call the Transportation Department at 447-7550 or First Student dispatch at 447-4130/4158 or call your school.

### **Getting On and Off the Bus**

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

### **Riding the Bus**

- Ride only the bus to which you are assigned.
- Visitors are not allowed to ride buses unless permission is first obtained from the Director of Transportation. Arrangements should be made by calling 447-7550.
- Obey the instructions and directions of the driver. Students are under his/her supervision. The driver will submit a written report of all bus violations to the school principal.
- Do not distract the driver or disturb other riders on the bus. This means that students must remain reasonably quiet while on buses.
- Remain seated while the bus is in motion or stopped, unless directed by the driver.
- Legs and feet should not be in the aisle.
- Keep all books, lunches, coats, etc., out of the aisle of the bus.
- Knives, firearms, sharp objects, clubs or animals are never allowed on a school bus.
- Students are not permitted to ride another bus when they are suspended from their assigned route bus.

- Keep arms, hands, head or any other body parts out of the bus window at all times.
- Students are not permitted to sit on the front engine cowling or the dash board.
- Students will not tamper with any of the safety devices on the bus.
- Do not throw anything inside or out the bus window. Any student caught throwing items out the window and damaging a vehicle will be responsible for the cost of repairs.
- Students who refuse to properly identify themselves to the driver or an administrator upon request shall be suspended from riding the bus.
- Students are not permitted to carry any objects too large to be held when seated (i.e. presentation boards, science projects, etc.)
- Musical instruments may be transported by students on the bus with the following stipulations:
  - a) The following instruments must be held in the student's lap during transport: violin, viola, piccolo, bells, trumpet/coronet, oboe, clarinet (b-flat), alto clarinet, and flute. They cannot be placed on or under the seat and must not interfere with other students sharing their seat.
  - b) The following musical instruments must be placed on the floor between the student's feet: bassoon, bass clarinet, alto saxophone, tenor saxophone, and trombone. They cannot be held in the lap of the students or placed on the seat.
  - c) The following musical instruments are not permitted on the bus during the regular morning and afternoon runs: tuba, all types of drums, baritone horn, string bass, cello and French horn.

### **Parent Expectations**

Parents are an important part of their child's success at school. A positive experience on the school bus can enhance a child's potential. Parents are expected to assist each school day by:

- Instructing their child to be 10 minutes early to the stop.
- Review all safety and conduct expectations with their child.
- Determine procedure for child between home and the stop.
- Encourage appropriate dress for protection against inclement weather.
- Be courteous to the school bus driver.
- Establish a schedule with neighbors to monitor student safety.
- Monitor the bus stop area for damage and cleanliness.
- Report to police any unusual vehicles near a bus stop or suspicious individuals who are not routinely at the bus stop.
- Instruct their child to never accept a ride with a motorist.
- Contact the school or Transportation Department if their child is late or cannot be located following the school bus arrival.

### **Emergency Procedures**

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

- If the exit is through the front door, students sitting in the front seat to the left of the aisle will move out first, followed by those in the right front seat and proceeding in this manner until all seats are emptied.
- If the exit is through the rear emergency door, those students sitting next to the aisle will leave first, beginning with those students in the rear of the bus.
- If a rapid exit is necessary and it is possible to exit from both doors, students in the rear half of the bus should move out the back door, and those in the front half should move out the front door.
- In the event of an accident resulting in injury, persons injured should, if possible, be moved only under competent medical supervision.
- If the bus should be overturned, students should evacuate through windows or through either door.
- Upon leaving the bus in an emergency, students are to move immediately off the roadway and a safe distance from traffic. They should not cross the road unless instructed by the driver.

- In the event of a tornado or other natural disaster, students should follow the instructions of the bus driver regarding emergency procedures.

### **Visitors to Schools**

The Board of Education encourages visits to schools by parents and community members. In consideration of safety issues, visitors are required to register at the school office. Parents or citizens who wish to observe a classroom while school is in session are urged to arrange such visits in advance with the teacher so that class disruptions may be kept to a minimum.

Principals have the authority to refuse entry onto school grounds or buildings to persons who do not have legitimate business at the school and to require any unauthorized person or persons engaging in unacceptable conduct to leave the school or premises.

## **Resources**

### **ARKANSAS PTA**

P.O. Box 1015  
North Little Rock, AR 72114  
753-5247

### **AIDS**

**Arkansas AIDS Foundation**  
376-6299

### **ABUSE AND NEGLECT**

**Child Abuse Hotline – Arkansas**  
**State Police** 1-800-482-5964

### **BIRTH CONTROL**

**Family Planning Clinic**  
280-3340

**Planned Parenthood**  
666-7526

**Arkansas Children's Hospital**  
Adolescent Center 364-8336

### **COUNSELING**

Contact individual school counselors

### **Child Study Center**

Arkansas Children's Hospital  
364-5150

**Centers for Youth & Families**  
5905 Forest Place, Suite 100  
666-4949

### **DRUG COUNSELING/**

### **TREATMENT**

**Recovery Centers of Arkansas**  
6301 Father Tribou  
Little Rock, AR 72204

372-4611

**Family Service Agency of Central AR**  
628 Broadway, NLR  
372-4242

**Professional Counseling Associates**  
9110 Geyer Springs Road  
568-4294

**Arkansas Rehabilitation Center**  
9601 I-630, Exit 7  
202-7000

### **The Bridgeway**

#12 Bridgeway Road, NLR  
771-1500

### **Pinnacle Point Hospital**

11501 Financial Parkway, Little Rock  
223-3322

**UAMS Adolescent Substance Abuse**  
**Treatment Program**

Walker Family Clinic, Suite 252  
4224 Shuffield Drive  
Little Rock, AR 72205

526-8446

### **EMERGENCY RESOURCES**

#### **Family Planning**

222 E. 8<sup>th</sup> St 372-0733

**Homeless Education Program**  
501 Sherman St. Little Rock, AR  
72202 447-2988

**Women and Children First**  
**(Battered Women's Shelter)** 376-  
3219 or 1-800-322-4443

**St. Francis House** (food, clothing,  
shelter, transportation, and  
counseling)

2701 South Elm, Little Rock, AR  
664-5036

#### **Our House Family Shelter**

302 E. Roosevelt Road, Little Rock,  
AR 72206 375-2416

**United Methodist Children's Home**  
2112 S. Fillmore, Little Rock, AR  
72204 614-3418

#### **Union Rescue Mission**

3201 Confederate Blvd., Little Rock,  
AR 72206 374-1748

#### **Hope Center**

7600 S. University, Little Rock, AR  
72209 562-0333

#### **Watershed, Inc.**

3701 Springer Blvd., Little Rock, AR  
72206 378-0176

#### **Helping Hand**

1601 Marshall St., Little Rock, AR  
72202 372-4388

#### **Arkansas Cares**

2002 S. Fillmore, Little Rock, AR  
72204 661-072

#### **Centers for Youth & Families**

6425 W. 12th, Little Rock, AR 72204  
666-7233

#### **Compassion Center**

4210 Asher Ave., Little Rock, AR  
72204 296-9114 663-2972

#### **ABBA House**

1014 S. Oak, Little Rock, AR 72204  
666-9718 663-3596

#### **DHHS (welfare eligibility)**

682-1001

#### **CADC (utility assistance)**

5620 W. 12th, Little Rock, AR  
603-0909

#### **Arkansas Children's Hospital**

364-4353

#### **Arkansas Workforce**

333 Main St., No. Little Rock, AR  
376-4119

#### **Pulaski County Youth Services**

340-8250

#### **Family Service Agency**

628 W. Broadway, NLR, AR  
372-4243

#### **Salvation Army (shelter, clothing)**

1111 West Markham, Little Rock, AR  
72201 374-9296

#### **Simone's Home**

3400 W. 14th Street  
Little Rock, AR 72206

772-4987

#### **Goodwill Industries of Arkansas**

1110 West 7th, Little Rock, AR  
72201 372-5100

#### **Juvenile Justice Center**

Family In Need of Supervision (FINS  
Petition)

3201 West Roosevelt, Little Rock, AR  
72206 340-6700

#### **Dorcas House** 24 hours crisis line

374-4022

#### **Child Abuse/Neglect Reporting**

1-800-482-5964

### **IMMUNIZATIONS**

#### **Southwest Health Clinic**

4918 Baseline 565-9311  
(Spanish available)

661-2169

### **MEDICAL SERVICES**

#### **Arkansas Children's Hospital**

800 Marshall Little Rock, AR 72201  
364-1100

#### **General Pediatric Clinic**

After Hours Care for sick children  
No emergency No immunizations.  
Appointments only 364-1202

#### **Adolescent Center**

1201 Bishop, Little Rock, AR  
Care for teens age 12-21. Sports  
physicals. Immunizations,  
Counseling. Appointment only.

364-8336

#### **Baptist Medical Center**

Care for sick children.  
Immunizations for preschoolers only  
No appointment necessary 202-1313

#### **Baptist Medical Center ER** 9600

Interstate 630, Exit 7, Little Rock, AR  
72205 202-2000

#### **St. Vincent Infirmary ER**

2 St. Vincent Circle, Little Rock, AR  
72205 552-2680

#### **University Medical Center**

4301 West Markham, Little Rock, AR  
72201 686-5000

#### **PARENTING CLASSES**

The Parent Center 666-6833

#### **PREGNANCY CARE**

**Community Women's Clinic**

661-2480

#### **TOPPS Clinic – Thursdays**

(University Hospital service at  
Arkansas Department of Health)

526-7425

#### **Promise House**

(Residential Care for pregnant teens)

228-9720

#### **Pulaski County Health Department**

**(STD)** 3915 W. 8th Street, Little Rock  
280-3125

#### **PSYCHIATRIC RESIDENTIAL**

#### **TREATMENT**

#### **Arkansas State Hospital –**

#### **Adolescent Unit**

4313 West Markham, Little Rock, AR  
72201 686-9000

#### **The Bridgeway Hospital**

21 Bridgeway Road  
NLR, AR 771-1500

#### **Pinnacle Point Hospital**

11501 Financial Centre Parkway,  
Little Rock, AR 223-3322

#### **Rivendell Behavioral Health**

100 Rivendell Drive  
Benton, Arkansas

316-1255

#### **LRSD STUDENT SERVICES**

Dropout Prevention 447-2074  
Health Services 447-7383

BOOST/Homeless Education  
Program 447-2988

## **STUDENT CONDUCT**

### **Student Conduct**

The Little Rock School District Board of Education, administration and staff are committed to assuring a school climate which is appropriate for students to learn and ensures the safety and welfare of everyone in the school environment. Because education is vital to the lifelong success of students and to the growth and development of society, all members of the school community, parent/guardian(s), school staff and students, must be part of this effort.

Disciplinary measures are intended to help students understand their obligations to others in the school setting and the role of law, rules and school district policies in meeting these obligations. Little Rock School District actions for misconduct may range from a warning to a recommendation for expulsion.

The LRSD is committed to providing fair and equitable treatment to students in academic and disciplinary matters. A section of the Revised Desegregation and Education Plan (1998) dealing with discipline states the following:

- LRSD will implement programs, policies and/or procedures designed to ensure there is no racial discrimination with regard to student discipline.
- LRSD will strictly adhere to the policies set forth in the ***Student Handbook*** to ensure that all students are disciplined in a fair and equitable manner.
- LRSD will purge students' discipline records after the fifth grade and eighth grade of all offenses, except weapons offenses, arson and robbery, unless LRSD finds that to do so would not be in the best interest of the student.
- LRSD will work with the students and their parents to develop behavior modification plans for students who exhibit frequent misbehavior.

### **Restorative Justice**

**In 2013, LRSD established a restorative justice initiative with the implementation of Positive Behavior Intervention and Supports (PBIS)), which creates interventions to address behavior in lieu of the out of school suspension options due to disciplinary sanctions.**

### **Student Conduct Applies To:**

- School activities on LRSD property.
- Travel on school buses and at bus stop.
- School-sponsored activities away from school.
- Incidents which occur on the way to school or from school.
- Criminal offenses or other serious offenses committed away from school, but which may affect the school climate (This code applies to these kinds of offenses regardless of whether or not a student has been convicted in a court of law.).

### **Automobiles on Campus**

Students who drive to school are expected to adhere to all related state laws governing operation of motor vehicles and motorcycles. Safe driving precautions must be followed. All vehicles must be registered in the school's principal's office. Students must provide the office with a copy of the following information:

1. Driver's license
2. Vehicle registration
3. Proof of insurance

***DRIVING IS NOT A RIGHT – IT IS A PRIVILEGE***

**NOTE: Conduct not specifically mentioned might also call for disciplinary action if it is disruptive or harms others.**

In addition to these district rules, each local school or building principal will develop additional rules and regulations that govern student behavior and discipline at his/her building. However, these local rules and procedures must be consistent with those established by the Board and the Superintendent.

**NOTE: Students are accountable for their behavior throughout the school year. Any violation of the rules on the last day of school will be reviewed for disciplinary action at the opening of the following school term.**

### **Possible Consequences for Breaking Rules**

Failure to follow school rules while on school property, including buses, at school-sponsored events, or on the way to and from school, may result in disciplinary action ranging from a minimum of reprimand to a maximum of expulsion and possible prosecution. The Little Rock School District Board of Education and Administration have approved the following actions to be used by school personnel in dealing with students who break school rules:

- reprimand (Warning);
- referral to other school personnel;
- parent/guardian(s) conferences;
- school counseling (determined by principal or designee);
- team conferences;
- probation (loss of privileges);
- sent home (24 hours);
- detention;
- Saturday School;
- behavior Management Plan;
- in-school suspension;
- short-term suspension (exclusion from school 2-10 days);
- long-term suspension/Alternative Learning Environment Placement;
- expulsion (school board action to exclude for the entire school year or permanently); and
- referral for prosecution under municipal, state and federal laws that apply to the behavior.

Building administrators and/or other authorized District personnel will decide the type of disciplinary action to be used. The offenses and penalties that accompany them are divided into four categories. In Category One, building principals will decide the type of disciplinary action to be used as a positive means of correcting unacceptable behavior. Category Two offenses may receive a recommendation from the School Based Intervention Team for a long-term suspension or placement at an ALE. Category Three and Four offenses are those defined under city and state law as criminal in nature and which may result in suspension or expulsion.

We believe that for students, parent/guardian(s) need to understand exactly what responsibilities their children must accept and the consequences for breaking rules. Therefore, these consequences are set out in this section of the handbook. The rules and regulations apply to all children. Parent/guardian(s) should study them thoroughly and share as much as possible with their children.

Category One offenses are considered minor in nature and should be addressed by the classroom teacher prior to referral to the building administrator. The school building administrator(s) and staff, in consultation with the student's parent/guardian(s) and other appropriate resources, should address Category One rule violations with effective, positive alternative interventions different from a punitive disciplinary reaction.

Normally, the recommended disciplinary actions that follow provide opportunity to address or resolve disciplinary challenges, protecting ALL students' rights to an education as they also work to ensure a safe and orderly teaching and learning environment. The building administrator may choose a more severe penalty at any time based on the

student's past disciplinary record or may reduce disciplinary sanctions when warranted. Repeated violations of Category One offenses may result in a suspension under Category Two.

### **Category One**

Possible disciplinary actions for Category 1 Offenses are listed below:

- warning ;
- parent contact (verbal or written);
- student, staff, administrator and/or parent/guardian(s) conferences;
- in school time out – elementary;
- before-school/after-school/lunch detention;
- Saturday detention;
- behavior Management Plan;
- in-school suspension;
- sent-home;
- school-site probation/contract;
- school-site Service (Optional – not during instructional time and must have parental consent);
- conflict mediation; and
- school-based Team SBIT Conference/Referral
  - student Behavior Support/Modification Plans
  - counseling
  - teacher support
  - parent support

#### ***Rule 1: Dishonesty***

Cheating on tests (plagiarism), copying, or allowing the copying of the work of another student/person will not be tolerated. Photographing, possession or use of unauthorized exam materials is also considered academic dishonesty. For all offenses involving academic assessments, the student will receive a grade of zero on the assessment or test. Forgery of parent/guardian(s)'s signature(s) or falsifying information will not be tolerated.

#### ***Rule 2: Failure or Refusal (insubordination) to Follow Reasonable Directives of School Staff and/or School Rules and Regulations***

Failure or refusal to obey reasonable instructions from teachers, administrators, instructional aides, bus drivers, or any other authorized school district employee is prohibited.

#### ***Rule 3: Horseplay/Minor Altercations***

Horseplay is defined as the act of pushing, grabbing, patting, etc., another child, playfully and with care not to harm the recipient of the physical conduct and where no injury occurs. Horseplay is forbidden because it can result in accidental injury or hurt feelings that lead to minor altercations and/or fights. All participants engaged in horseplay and/or minor altercations will be disciplined according to the degree of involvement of each student. Students must participate in Mediation for minor altercations.

#### ***Rule 4: Teasing***

Behavior or actions that violate a person's right to privacy is prohibited. Peer Mediation/Conflict Resolution is required.

- Annoyance - To "pick or tease" (verbal or physical) OR
- Communication - Non-solicited oral or written communication offensive to the recipient

#### ***Rule 5: Leaving School Grounds/Class Without Permission of a School Official /Skipping/Cutting Class***

No student is to leave or miss a class without permission. No student is to leave the school campus after arrival unless the student is checked out by a parent/guardian(s) or given approval by a school administrator. **There is no open campus during lunch at any LRSD school.**

**Rule 6: Failure to Serve Detention**

A student who fails or refuses to serve detention when directed to do so by a school administrator or other authorized school personnel will be subject to progressive discipline.

**Rule 7: The Use of Verbally Abusive Language, Obscene Gestures, or “Fighting Words”**

The use of profanity, inflammatory or verbally abusive language, obscene gestures, intimidation and/or the instigation of a fight or altercation among peers are prohibited in the school environment. Mediation/Conflict Resolution is required.

**Rule 8: Failure to Follow Bus Rules and Regulations**

All school rules and regulations governing student behavior apply to conduct on the school bus and at bus stops. If a student misbehaves on a bus or at a bus stop, he/she will receive a disciplinary sanction as it is outlined in the **Student Handbook**. All regulations and sanctions pertaining to student behavior and safety that apply during the school day are applicable to students while they are riding buses until they arrive at school or their residences.

**Rule 9: Tardies**

A student is tardy when he/she fails to be in the classroom or other assigned location by the time the tardy bell stops ringing. The tardy policy becomes effective one week after the opening of each school year to allow students time to learn their schedules. Tardies will accumulate on a semester basis, rather than on a nine-week basis. Teachers will record all tardies for students in their classes.

**Category Two**

**Consequences for Violations of Rules 10-23**

**Grades K-5** *In lieu of ACT 1059 suspension for grades K-5:  
The board of directors of a school district may suspend or expel any student from school for violation of the school district’s written discipline policies, except that a school district shall not use out-of- school suspension as a discipline measure for truancy.*

*The school district shall not use out-of-school suspension or expulsion for a student in kindergarten through grade five except in cases when a student’s behavior:*

- 1. Poses a physical risk to himself or herself or to others; or*
- 2. Causes a serious disruption that cannot be addressed through other means.*

*Arkansas Code 6-18-507(b)*

**Grades K-5** *Before suspending an elementary student, an SBIT meeting must be held and appropriate interventions must be put in place and followed to ensure compliance with Act 1059*

*If suspending an elementary student :*

- 
- First Offense: 2-4 day suspension*  
*Second Offense: 5-7 day suspension*  
*Third Offense: 10 day suspension*  
*Fourth Offense: Long term suspension/SBIT Team recommendation*

**Secondary**      **First Offense:**      **3-4 day suspension**  
**Second Offense:**      **5-10 day suspension**  
**Third Offense:**      **Long term suspension /SBIT Team recommendation**

**Note: After second offense refer to SBIT Team for intervention.**

**Note: LRSD will provide an opportunity for students who have been sanctioned for tobacco use/possession to receive information/in-service through the City of Little Rock Tobacco Prevention program.**

**Rule 10: Smoking or Use of Tobacco Products/Possession of Matches, Lighters, Lighter Fluid or Tobacco Products** (Arkansas Code 5-78-101-102)

**Rule 11: Smoking or use of tobacco products/products containing tobacco in any form, E-cigarettes, or any other alternative nicotine products on school district property, at a school-related activity or on the school bus is prohibited** (Arkansas Code 6-21-609)

**Rule 12: Possession of matches, lighters, lighter fluids and/or tobacco products of any kind on school district property, at a school-related activity or on the school bus is prohibited**

**Rule 13: Possession of Mace, Chemical Agents, Multi-fingered Rings, Fireworks or Gaming Material Devices**

The possession by students of mace, pepper spray or other chemical agents that may cause irritation or physical discomfort and/or bodily harm on school district property is prohibited. The possession of multi-fingered rings, fireworks and gaming devices is also prohibited on school district property. These items will be confiscated by school district personnel.

**Rule 14: Gambling**

The unauthorized possession or use of any gambling paraphernalia will not be tolerated. Any confiscated funds will not be returned and will be deposited into the school's Activity Fund.

**Rule 15: Bullying**

The intentional harassment, intimidation, humiliation, ridicule, defamation or threat or incitement of violence on a continual basis by a student against another student or public school employee through written, verbal, electronic or physical act causing or creating a clear and present danger.

**Rule 16: Cyber Bullying**

Electronic communication of information of a person's choosing between or among points specified by the person without change in the form or content of the information as sent and received and electronic means of text, visual, written or oral communication of any kind made through the use of a computer online service, internet service, telephone or any other networking site or an online messaging service.

(A.C.A. 5-71-217)

**Rule 17: Fighting**

Mutual combat in which participants intentionally inflict bodily injury to another person is prohibited. All participants in a fight, whether physical, instigating, or verbal, will be disciplined according to the degree of involvement of the participants. The student who started the altercation will receive a more severe punishment. Conflict Resolution or Mediation is mandatory. (Arkansas Code 6-18-502)

**Rule 18: The Use of Profanity/Slander Directed To or About a Staff Person in a Non-threatening Manner**

The use of profanity or slander directed to or about a school staff member in a non-threatening manner will not be tolerated. If it is possible, the student is required to participate in conflict resolution with his/her teacher. (Act 6-18-506)

**Rule 19: Loitering**

Lingering on the grounds of a school or within 100 feet of the school without permission of a school administrator is prohibited. No suspended and/or expelled student is allowed on District property for any purpose while serving a suspension/expulsion. Students from another school campus or non-students are not allowed on school property during school hours without permission from a school official.

**Rule 20: Repeated Violation of Category One Offenses**

Habitual or repeated violation of school rules and regulations will not be tolerated. The administrator must have exhausted and documented all steps in the school's discipline plan before issuing a sanction. One (1) intervention must be a conference with the parent, student, teacher and/or administrator.

**Rule 21: Forgery/Falsification of Information/Misrepresentation**

The following will not be tolerated:

- The act of falsifying teacher/administrator signatures or information on official school records, hall passes, documents and any items requiring staff signatures.
- Giving a false name or information/misrepresentation or refusal to give name to a principal, teacher, security guard, School Resource Officer, police officers, District official, or other school officials.

**Rule 22: Participation in Prohibited Clubs, Street Gangs, Fraternities, Sororities or Similar Organizations**

Students will not participate in secret societies or organizations of any kind while on school property, at school-sponsored activities or while on the way to or from school. Street gangs, hate groups, cults or similar groups, whether organized in the community or in other settings, are prohibited on school grounds or at any school-sponsored activity.

Behaviors such as the use of signs, signals, visible body markings/adornments or verbal or written language that connotes street gang affiliations and/or membership in other prohibited groups or organizations at school or at school-related activities are prohibited and will be considered to be in violation of this rule. (Arkansas Codes 6-18-603, 605 and 606)

**Rule 23: Inappropriate Use of Technology/Computers**

The use of the computer to access, store or distribute obscene, pornographic or inappropriately suggestive material is prohibited. Any user who violates this policy and accompanying regulations is subject to loss of network privilege, as well as other District disciplinary actions. Any student who finds inappropriate material on a computer or Internet site is to immediately inform the teacher. (Arkansas Code 6-21-107)

**Rule 24: Spitting**

The act of forcibly ejecting saliva or other substances from the mouth onto another person is prohibited.

The following sanctions shall apply to any violation of **Rule 24 ONLY**:

**Elementary:**

- |                        |   |
|------------------------|---|
| <b>First Offense:</b>  | <b>Confiscation of the device for 3 school days*</b>  |
| <b>Second Offense:</b> | <b>Confiscation of the device for 5 school days*</b>  |
| <b>Third Offense:</b>  | <b>Confiscation of the device for 10 school days*</b> |

**Secondary:**

<b>First Offense:</b>	<b>Confiscation of the device for 5 school days*</b>
<b>Second Offense:</b>	<b>Confiscation of the device for 10 school days*</b>
<b>Third Offense:</b>	<b>Confiscation of the device for 15 school days*</b>

**Rule 25: Possession/Use of Paging Devices, Cellular Phones and/or Other Electronic Communication Devices**

For purposes of this rule, "Electronic Device" shall mean a cellular telephone, pager, music player, video game player, camera or any other similar device capable of (1) communicating by voice, text message or email; (2) playing music or video; (3) recording voice or video images, or (4) otherwise sending or receiving electronic information.

Cell phones and other electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and students to use electronics and other 21<sup>st</sup> Century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, the policy for cell phones and other electronic devices during school hours:

- cell phones and other electronic devices may be used for educational purposes in the classroom setting at the discretion of the teacher.
- cell phones and other electronic devices may be used for non-educational purposes before the morning tardy bell and after school.
- cell phones and other electronic devices must be turned OFF at the sound of the Tardy Bell.
- cell phones and other electronic devices must be stored in a location that is not visible to the staff and other students (purse, backpack, locker, main office).
- if cell phones or other electronic devices ring, ding, vibrate or are visible during instructional time or class changes, or if caught using a cell phone or electronic devices, a staff member has the right to confiscate (*without regard to ownership of the device*) and turn the device into the main office where consequences will be assigned.
- the use of cell phones or other electronic devices to photograph or video other students or employees is absolutely forbidden on campus and could result in consequences up to and including expulsion recommendation.
- if assigned to the ISSP Program, the ISSP teacher will hold cell phone or electronic device during the school day.
- the district bears **no** responsibility for lost/stolen electronic devices brought to school by a student.

Any student in possession of a cell phone or other electronic devices that violates the Policy shall immediately surrender the device. If the student refuses to relinquish the cell phone or electronic device, the student will be considered in violation of Category One Offense - Rule 2: Failure or Refusal (insubordination) to Follow Reasonable Directives of School Staff and/or School Rules and Regulations. If the student exhibits other inappropriate behavior, the student will receive a discipline sanction according to the Student Handbook. Any adult listed on the student's Pupil Information Form may pick up the cell phone or electronic device on or after the specified date from 9 a.m. – 4:00 p.m. The adult must show identification and a copy of the identification card will remain on file in the main office.

## Category Three -A

### Consequences for Violations of Rules 25-45

**Grades K-5** *In lieu of ACT 1059 suspensions for grades K-5:*

*The board of directors of a school district may suspend or expel any student from school for violation of the school district's written discipline policies, except that a school district shall not use out-of- school suspension as a discipline measure for truancy.*

*The school district shall not use out-of-school suspension or expulsion for a student in kindergarten through grade five except in cases when a student's behavior:*

*3. Poses a physical risk to himself or herself or to others; or*

*4. Causes a serious disruption that cannot be addressed through other means.*

*Arkansas Code 6-18-507(b)*

**Grades K-5** Before suspending an elementary student, an SBIT meeting must be held and appropriate interventions must be put in place and followed to ensure compliance with Act 1059.

If suspending an elementary student :

*First Offense: 2-4 day suspension*

*Second Offense: 5-7 day suspension*

*Third Offense: 10 day suspension*

*Fourth Offense: Long term suspension/SBIT Team recommendation*

**Secondary** *First Offense: 5-10 day suspension*

*Second Offense: Long term suspension /SBIT Team recommendation*

**Note:** *After second offense refer to SBIT Team for intervention.*

#### **Rule 26: Assault**

An act initiated by one or more persons or groups of students that purposely or recklessly creates apprehension of imminent physical injury to another person such as a threatening or menacing gesture is prohibited. **Conflict Resolution or Mediation is mandatory. Police notification is required by law.** (Arkansas Codes 5-13-204-207, 6-18-502, and 6-17-113)

#### **Rule 27: Battery**

The act of purposely and/or recklessly causing physical injury to another person by beating or striking either directly or with an object is prohibited. **Conflict Resolution or Mediation is mandatory. Police notification is required by law.** (Arkansas Codes 6-18-502 and 6-17-113)

#### **Rule 28: Theft**

The act of burglary and/or larceny will not be tolerated. To steal school property or property belonging to another person or to knowingly receive stolen property is prohibited. Items stolen valued in excess of \$500 will require police notification. Student and parent/guardian(s) will be responsible for making full restitution for any property stolen and for all damages to property caused by the student's actions. (Arkansas Codes 6-18-502)

#### **Rule 29: Theft by Receiving**

Items stolen/received that are valued at \$500 are prohibited. Police notification is required by law. (Arkansas Code 6-17-113)

**Rule 30: Indecent Exposure**

The act of deliberately showing private body parts/organs or touching yourself or others in a sexually suggestive manner will not be tolerated. Any student violating this rule will be required to participate in counseling sessions with a school counselor or administrator. (Arkansas Code 5-14-112)

**Rule 31: Sexual Misconduct**

To engage in or attempt to engage in a sexual act with another person, to touch in a sexually offensive manner or send sexually explicit pictures sexting on District property or at a school-related activity is prohibited. (Arkansas Code 5-14-111)

**Rule 32: Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature. It also includes conduct that is not sexual in nature but that is engaged in because of the gender of the victim. It includes conduct that is also criminal in nature such as rape, sexual assault, stalking and similar offenses. (Arkansas Code 6-18-514)

**Rule 33: Harassment**

A pattern of unwelcome verbal or physical conduct or conduct done through an electronic act that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment. (Arkansas Code 6-18-514)

**Rule 34: Public Display of Affection**

The act of physical intimacy or affection in the view of others e.g. kissing, holding hands, sexual acts that is not conducive to concentration or learning.

**Rule 35: Breaking and Entering/Vandalism Less than \$500**

The following acts are prohibited:

- Breaking into property belonging to another person or belonging to the school district.
- Intentionally destroying property, cutting, defacing or otherwise damaging property belonging to another person, including class assignments, buses or property belonging to the District
- Physically damaging, modifying or abusing computer hardware, software or computer files or accessing or hacking into the computer files of others.

The parent/guardian(s) will be responsible for all damages to property caused by his/her child. An administrator may reduce disciplinary sanctions according to the value of the property. (Arkansas 6-18-502)

**Rule 36: Breaking and Entering/Vandalism in Excess of \$500**

The act of breaking into property belonging to another person or belonging to the school district that is valued in excess of \$500.00 is prohibited. **Police notification required by law.** (Arkansas Codes 6-18-502 and 6-17-113)

**Rule 37: Vandalism to Computer Hardware/Software**

The act of distributing a virus or seriously tampering with computers that results in the loss of school records and/or programs or disrupts the normal learning/classroom environment is prohibited. **Violators will be prosecuted.**

**Rule 38: Repeated Violation of Category 2 Offenses**

A student who repeatedly violates Category 2 Offenses will be disciplined if he/she:

- Violates a single rule two or more times.
- Violates a combination of rules two or more times.

**Rule 39: Disorderly Conduct/Hindering/Interfering with a School Function**

Inappropriate behavior that **substantially** disrupts or interferes with or is likely to disrupt or interfere with the classroom setting or any portion of the school day, school function, bus or bus stop, activity or program is prohibited. (Arkansas Code 5-71-207)

**Rule 40: Harassing Communications**

Harassing communication on school property is prohibited. Use of the voice, the telephone, the mail, Email, Fax or any other form of written, verbal or cyber bullying which constitutes electronic communication that intimidates, annoys, bullies, causes alarm or threatens harm to another person is in violation of this rule. To knowingly allow another person to use a telephone or other electronic device under your control for such a purpose is a crime. To violate another person by using sexually explicit language or gestures is also prohibited (Anti-Harassment Policy or Anti-bullying Policy) (Arkansas Code 5-71-208)

**Rule 41: Use of Fireworks**

The use of fireworks on a school campus or at a school-related activity is prohibited.

**Rule 42: Use, Possession and/or Under the Influence of Drug Paraphernalia, Alcohol, Controlled Substances or Unauthorized Drugs or Substances**

The use and/or possession of drug paraphernalia, non-prescribed narcotic drugs, hallucinogens, marijuana or any unauthorized drug or substance is a violation of district policy. In addition to suspension, students must show proof of having enrolled in an approved drug/alcohol-counseling program prior to reinstatement. Failure to complete the prescribed drug/alcohol counseling program will result in an expulsion recommendation. **Police notification required for possession of a controlled substance.** (Arkansas Code 6-18-502 and 6-17-113)

**Rule 43: False Alarm**

The act of pulling or attempting to pull or calling in an alarm of a fire, bomb threat, or other emergency without a lawful purpose is prohibited. The unauthorized use of defibrillator is also prohibited. The act of communicating a false alarm to or about a school, a school bus, at a school-sponsored or related activity or any public facility is a Class D Felony. **Fire Marshall and/or Police Notification are required.** (Arkansas Codes 5-71-210, 6-18-502 and 6-17-113)

**Rule 44: Failure to Permit a Lawful Search or Inspection by a School Official**

The act of preventing or impeding a school official from conducting a search or inspection authorized by this handbook is prohibited.

**Rule 45: Possession of a Laser Pen Light**

The possession of a laser pen light on a school campus or at school-related activities is prohibited. Violators will be prosecuted. (Arkansas Codes 5-60-122 and 6-18-512)

**Rule 46: Use of Multi-fingered Rings, Chemical Agents or Laser Pen Lights**

The use of pepper spray, mace or similar chemical agents, laser penlights or multi-fingered rings on school district property or at a school related activity is prohibited. (Arkansas Code 5-60-122)

***Rule 47: Extortion/Robbery***

Obtaining or attempting to obtain money or property from an individual by force or threat of force is prohibited. The violent taking of any goods, money or other valuable items from another person by force, threats with a weapon will not be tolerated. (Arkansas Codes 6-17-113 and 6-18-502)

***Rule 48: Unlawful Assembly***

Two or more students assembling with the intent to commit an unlawful act will not be tolerated. (Arkansas Code 5-71-205)

***Rule 49: Inciting to Riot***

An act or conduct that results in a riot or that urges others to commit acts of force and violence or participation in a gang fight or similar disturbance at school or at school-related activities is prohibited. (Arkansas Codes 6-17-113, 6-18-502, and 6-18-603)

***Rule 50: Crime of Video Voyeurism***

The unlawful use of a camera, video tape, photo-optical, photoelectric or any image recording device used for the purpose of secretly observing, viewing, photographing, filming, or videotaping on any LRSD property or school function without the consent of any person(s) who has reasonable expectations of privacy is prohibited.

A person shall be guilty of this offense if they voluntarily participate in placing the photographic image(s) obtained in any public viewing area, i.e. internet, cell phone, camera, etc.

The Little Rock Police Department will be immediately notified of any violation and violators will be subject to arrest under Arkansas State Statute 5-16-101.

## **Category Three -B**

**Students found guilty of Category 3B Offenses will receive an expulsion recommendation.** The Little Rock Police Department will be immediately notified and violators will be prosecuted to the fullest extent of the law. (Arkansas Codes 6-18-502 and 6-17-113)**Rule 51: Arson**

The willful and deliberate burning of or attempting to burn school property is prohibited. (Arkansas Code 6-18-502)

### ***Rule 52: Drug/Alcohol Sale or Distribution***

The sale and/or distribution of alcohol, marijuana, non-prescribed/prescribed drugs, hallucinogens or similar substances is prohibited. Students expelled for this violation will be required to submit proof of successful completion of alcohol counseling and/or treatment program prior to petitioning the Board for Reinstatement. (Arkansas Code 6-18-502)

### ***Rule 53: Physical Assault on Staff***

The act of striking or attempting to strike a teacher or other school personnel will not be tolerated. (Arkansas Code 6-18-502 & 6-17-113)

### ***Rule 54: Verbal Abuse of Staff***

The use of violent, abusive or obscene language or gestures addressed to a teacher or staff person in a threatening manner will not be tolerated. (Arkansas Code 6-18-502)

### ***Rule 55: Possession of Firearm***

The act of possessing a firearm, whether loaded or unloaded, on school district property or at a school-related event is prohibited. Expulsion for a full calendar year is required by law. (Arkansas Codes 5-27-206, 5-73-119, 6-17-113, 6-18-502, and 6-18-507)

A firearm as defined in the Arkansas Code means:

- any device designed, made, or adapted to expel a projectile by the action of an explosive;
- any device readily convertible to that use, including such a device that is not loaded or lacks a clip or other component to render it immediately operable; or
- components that can readily be assembled into such a device.

### ***Rule 56: Use of Weapon***

The act of using a weapon, firearm, or other such objects capable of inflicting bodily harm or to threaten injury to another person is prohibited. Expulsion for a full calendar year is required by law. (Arkansas Codes 5-73-119, 6-17-113, 6-18-502, and 6-18-507)

### ***Rule 57: Possession or Use of Explosives***

Possession, use or threat to use any explosives or other such devices capable of inflicting bodily harm is prohibited. Expulsion for a full calendar year is required by law. (Arkansas Codes 5-73-119, 6-17-113, 6-18-502, and 6-18-507)

### ***Rule 58: Possession of Weapon or Facsimile Weapon***

The possession of a knife, box cutter, dirk, brass knuckle, martial arts implement, razor, ice pick, BB gun, pellet gun, pump gun, stun gun, blackjack, unauthorized tools, sword, spear in a cane, billy-club, sap, facsimile weapon or any other instrument that is specifically designed, made or adapted, or is capable of inflicting physical injury to another person, is prohibited at school or at any school-related activity. Expulsion for a full calendar year is required by law. (Arkansas Codes 5-73-119, 5-27-206, 6-17-113, 6-18-502 and 6-18-507)

***Rule 59: Terroristic Threatening***

The act of threatening to cause death or serious physical injury to another person or substantial damage to school property with the purpose of terrorizing another person will not be tolerated. (Arkansas Codes 5-17-101, 6-17-113, and 6-18-507)

***Rule 60: Felony Violations***

The act of committing a felony not already referenced in this handbook on a school campus, a school bus or bus stop or at a school-sponsored or related activity or an act committed in the community that substantially disrupts or has the potential to disrupt the school's environment will not be tolerated. (Arkansas Codes 6-18-502 and 6-17-113)

## **General Rules/Definitions – Conduct**

### **Citizenship Grading**

Citizenship grades are used to determine participation in incentive programs. The criteria for these programs will be published and/or given to students in advance of starting the incentive program.

#### **Citizenship Grade of 0**

A student is eligible to receive an outstanding (0) citizenship grade if he/she has not received more than two behavior documents during a grading period; however, the documents may not result in a sanction for a 1 in citizenship.

#### **Citizenship Grade of 1**

A student becomes ineligible for an outstanding (0) citizenship grade upon the receipt of any Category 1 sanction resulting in a disciplinary sanction, except an in-school suspension.

#### **Citizenship Grade of 2**

A student becomes ineligible for a citizenship grade of 1 upon receipt of any Category 1 sanction resulting in an in-school suspension.

#### **Citizenship Grade 3**

A student becomes ineligible for a citizenship grade of 2 upon:

- Being referred for disciplinary action from the classroom to a building administrator when he/she evidences an emerging pattern of inappropriate behavior. Once the student is referred from the classroom or other assigned area to an administrator for disciplinary action, a citizenship grade of 3 will be assigned provided the allegation is substantiated by the administrator, due process is accorded, and the disciplinary action results in an out-of-school suspension.
- Receiving an out-of-school suspension for violations of an offense in Category 2 of the student conduct code.

#### **Citizenship Grade 4**

If a student receives a long-term suspension or expulsion recommendation, a citizenship grade of 4 will be automatically assigned provided the allegation is substantiated, the procedure has been followed, and due process has been accorded. A student has the right to appeal a citizenship grade using the procedures outlined in the *Student Handbook*. In the event that a student violates school rules or regulations while he/she is not under direct supervision of a classroom teacher (who would normally document the infraction and record the appropriate grade on the report card), the responsibility for handling the manner rests with the administration. The assignment of the appropriate citizenship grade for the report card will be recorded by the registrar at the direction of the administrator. Similarly, citizenship grades of 3 and 4 are to be recorded on the report card by the registrar at the direction of the administrator. The administrator will be responsible for identifying the classroom teacher who will record the citizenship grade that is as signed during the grading period.

### **Detention**

The principal or designee has the authority to assign students, with notification to the parent/guardian(s), to before or after school detention. Detention should not extend beyond two hours before or after school. Transportation for students to serve detention is the responsibility of the parent/guardian(s).

### **Disciplinary Probation**

Any student who has been involved in a violation of school rules may be placed on disciplinary probation by the Board of Education, the Superintendent, his/her designee, the building principal, his/her designee in addition to, or in lieu of suspension. Probation should be for a definite time period during which critical examination and evaluation of the student's behavioral progress will take place. The terms of probation, length and consequences for violation will be discussed in a formal conference with the student and the parent/guardian(s). Written documentation bearing the parent/guardian(s) and student signatures will be kept on file as official verification. Students who violate their probationary status may be recommended for long-term suspension or expulsion. During the probationary period, the student may be denied the privilege of participation in, or attendance at, all extracurricular activities. The student will be removed from probation upon completion and satisfactory adjustment has been made as outlined in the probationary agreement.

## **Dress Code**

Student dress and grooming are the responsibility of the student and his/her parent/guardian(s). When a student's dress or grooming disrupts the learning process, the principal or his/her designee has the responsibility to take action.

The following guidelines are to be used in determining appropriate dress and grooming in the school environment:

- Dress and grooming are to be in keeping with health, safety, and sanitary practices.
- Students may not wear clothing or hairstyles that can be hazardous in educational activities such as lab, shop, physical education or art classes.
- Shoes must be worn as required by law. Flip-flops (made of rubber or plastic), beach footwear, slippers, heelys (skate shoes) and similar footwear are inappropriate for school and are not to be worn.
- Clothing and accessories are not to substantially disrupt the education process.
- Students are not to wear clothing, buttons, patches, jewelry or any other items with words, phrases, symbols, pictures or signs that are indecent, profane, suggestive or inflammatory or that have negative overtones that appear to be derogatory or discriminatory.
- Students are not to wear suggestive or revealing clothing that diverts attention from the learning process.
- Students are not to wear sunglasses, caps, coats or hats in the building. Coats may be worn in breezeway or open areas of the building during inclement weather. Students are not to wear clothing, outerwear, pins, symbols or insignia of prohibited organizations or street gangs while at school or at any school-related activity.
- Students are prohibited from wearing, while on the grounds of a public school during the regular school day and at school sponsored activities and events the following:
  - ***No tank tops (wife beaters and A-shirts) or underwear as outer garments;***
  - ***No spandex clothing/leggings worn as outer garments;***
  - ***No shorts or skirts more than four (4) inches above the knee;***
  - ***No pajamas;***
  - ***No clothing with negative overtones that appear to be derogatory or discriminatory;***
  - ***No clothing or accessories that are profane, suggestive or inflammatory;***
  - ***No shirts or blouses tied at the midriff, clothing with bare midriff, or not properly fastened;***
  - ***No clothing or accessories of prohibited organizations or street gangs ;***
  - ***No pants that fall/sag below the waistline;***
  - ***No bandannas;***
  - ***No head coverings (unless for religious reasons); and***
  - ***No clothing that exposes underwear or clothing worn as under garments, buttocks or the breast of a female or male.***

***It is suggested that students not wear expensive jewelry or other expensive accessories to school. It is difficult to recover such items when they are lost. The local school and/or the Little Rock School District are not responsible for replacing lost or stolen property.***

## **The Role of the School Based Intervention Team (SBIT)**

Each school must have a school-based intervention team (SBIT) in order to complete the referral process and compliance steps outlined in the LRSD Student Handbook regarding discipline in accordance with approved alternative learning environment (ALE) regulations. The purpose of SBIT is to collaboratively address minor, inappropriate behaviors in the school setting prior to recommending a student for an ALE setting. The SBIT members can include, but not limited to:

- building principal, assistant principal, and/or designee,
- school guidance counselor,
- parent/guardian of the student,
- one or more of the student's general education classroom teachers,
- special education and/or building level 504 representative, if applicable,
- school based mental health provider representative,
- advocate for student.

Once school administration determines the discipline violation in accordance with the LRSD Student Handbook, the school administration and SBIT must conduct a mandatory review for **ALL Category 1, 2, 3- A and 3-B** offenses. The SBIT referral conference for discipline should include the parent/guardian in order to (1) review the discipline violation allegation, and (2) review the Positive Behavior Intervention Services (PBIS) compliance packet and document supports and or services as needed.

After the SBIT has determined and implemented appropriate interventions and supports to address the discipline violation(s), the team can make the following:

1. Recommend a modified discipline sanction in accordance with the LRSD Student Handbook.
2. Recommend alternative PBIS sanction in lieu of out of school suspension.
3. Recommend student to ALE program.

School administration will be responsible for submission of all Category 2, 3 and 4 long term recommendations to the Student Hearing Office (SHO) and/or LRSD Due Process Review Committee (SHO and/or Student Services designees). If necessary, the school and parent will contact the SHO in order to schedule an appeals and/or due process review hearing.

### **Exclusion from Class**

The Board agrees that all teachers have the right to exclude a student from class when his/her presence is intolerable to the learning process. Under such circumstances, the student will be referred to the principal. Within 48 hours of the exclusion, a meeting will be arranged by the principal. Such meeting will include the principal, the teacher, the student's parent/guardian(s) and any specialist deemed necessary by any of the parties. Following the meeting, the principal and teacher will make a joint decision on the disposition of the case. In the event the teacher and principal do not reach a joint decision, the matter will be referred to the appropriate Associate Superintendent. In an elementary school, if a student is excluded a second time, he/she may be transferred to another teacher's class or to another school. In a middle or senior high school, if the student is excluded from the same class a second time, he/she may be dropped from that course for the remainder of the semester or school year.

If the student continues to be disruptive to the learning process in his/her new environment, placement in an alternative setting or a recommendation for expulsion for the remainder of the year is in order.

### **In-School Suspension**

An in-school suspension is issued to the student for minor misbehaviors based upon the building principal's recommendation.

- Each in-school assignment may be up to five (5) days for elementary and secondary students.
- In-school suspensions should not exceed 15 days per semester.
- Students may not receive in-school suspension more than twice for the same offense.
- The building principal's decision is final in the appeal process governing in-school suspensions.
- Students are not allowed to participate in school-sponsored extracurricular activities while serving an in-school suspension.
- Students with disabilities under IDEA should be allowed to access their Special Education Services while in in-school suspension.

***NOTE: Students must be reinstated on the following day after serving an in-school suspension. Students will then be eligible to participate in extracurricular activities.***

### **Parent/guardian(s) Notification of Suspension/Sent Home**

Before the student is sent home, school officials will make every reasonable effort to notify the parent/guardian(s) of a suspension and the reasons for the action. In no case will a student with a disability be sent home before parent/guardian(s) contact is made.

The parent/guardian(s) will be informed that the student's suspension includes a loss of opportunity to participate in any school-related activity. The student is also prohibited from entering any Little Rock School District school or other District property without prior authorization of the principal or designee.

### **Exclusion from School**

#### **Emergency Removal**

A building administrator may remove a student without an informal hearing if it is determined that the student's continued presence poses an immediate danger to persons or property or may substantially disrupt the school's orderly operation. A written notice will be provided to the parent/guardian(s) explaining the reason for the student's emergency removal from school. Whenever a student is removed under these conditions, a parent/guardian(s) will be notified when the informal suspension hearing will be held. This hearing will normally be provided within three school days. The student will not be allowed to participate in any school-related activity while on emergency removal. The student is also prohibited from entering any Little Rock School District school or other District property without prior authorization of the principal or designee.

#### **Sent Home**

A sent home is used to establish contact with a parent/guardian(s) to resolve problems that do not require suspension. It is used only for a short period of absence, not to exceed 24 hours, and its purpose is to have the parent/guardian(s) come to the school for a conference with an administrator within 24 hours. Telephone conferences are acceptable at the discretion of the principal.

#### **Short-term Suspension**

A short-term suspension is used to exclude students from school attendance for a period of 3-10 days for middle and senior high school students for violations of LRSD rules. Days designated by the District as non-student attendance days are not included in the length of the suspension (for example, staff development and/or teacher record days, student holidays, and parent/guardian conference days, inclement weather or emergency closings).

Before a short-term suspension is imposed, the following process will be followed:

- The student will be informed orally or in writing of the charges against him/her including a summary of the evidence upon which charges are based and be given an opportunity to give his/her side of the story.
- A copy of the suspension recommendation stating the offense(s) and an explanation of the appeal process will be delivered or sent by certified mail to the parent/guardian(s) at the student's address of record within 36 hours following the principal's decision to recommend a short-term suspension.
- The administrator will make every effort to notify the parent/guardian(s) by phone within 24 hours of the student being suspended.
- A Manifestation Determination must be conducted, when students with disabilities (IDEA) are being considered for exclusion that constitutes a change of placement (long-term suspension/expulsion more than 10 days).

#### **Short-term Suspension Appeals Procedure**

To appeal of a short-term suspension:

- The parent/guardian(s) must request within 24 hours after notification of the suspension, their wish to appeal by contacting the administrator or principal by phone or in person
- The appeal must be scheduled and conducted within ten (10) school days

- An appeal of the principal's decision must be requested within 24 hours of the decision. The principal will advise the student and his/her parent/guardian(s) to call the Student Hearing Office at 447-3500 to schedule an appeal hearing.
- The student will be allowed to continue bus transportation and his/her regular educational program until the appeal process has been completed and a final decision has been made by a Student Hearing Official.
- The Student Hearing Office will schedule an appeal hearing within 10 school days.
- At the hearing, the school administrator will present, to the Hearing Officer, the evidence supporting the charge and the school's recommendation. The student will be represented by his or her parent/guardian(s); no attorneys will be permitted.
- The Hearing Official will render his/ her decision. Written notice of the decision will be provided to the student's parent/guardian(s) and the principal at the conclusion of the hearing. **The decision of the Hearing Officer is final.**
- If the suspension is upheld, the student will immediately begin serving the suspension.
- If the suspension is overturned it will be expunged from the student's record and all missed assignment and/or tests may be made up.

***NOTE: Students on a short term suspension are not permitted on school campuses or at any District-sponsored activities during the duration of the suspension.***

### **Reinstatement Conference**

When a student returns from a short-term suspension, a conference (on site or by phone) should be held with the parent/guardian(s) and the student to seek resolution of the misconduct and to consider the reinstatement requirements.

### **Make-up Work During Short-Term Suspension**

The teacher will arrange with the student and parent/guardian(s), upon the student's return to school, a timeline in which missed assignments will be made up. A middle or senior high school student may make up classroom assignments and tests for a short term suspension. The work must be completed within five days of returning. Parents may request and pick-up requested assignments during the suspension period. All assignments must be requested no later than 48 hours after the return from the suspension.

***NOTE: A student who has been in an alternative learning environment, other disciplinary facility, a residential or day treatment facility or not attending any school for ten (10) consecutive days must be reinstated through the Student Hearing Office.***

### **Long-term Suspension/Expulsion**

Before a long-term suspension or expulsion is recommended, the following process will be followed:

- The student will be informed orally or in writing of the charges against him/her including a summary of the evidence upon which charges are based and be given an opportunity to give his/her side of the story.
- A copy of the long-term suspension or expulsion recommendation stating the offense(s) and an explanation of the appeal process will be delivered or sent by certified mail to the parent/guardian(s) at the student's address of record within 48 hours following the principal's decision to recommend a long-term suspension/expulsion.
- The administrator will make every effort to notify the parent/guardian(s) by phone within 24 hours of the student being suspended.

### **Long-term Suspension**

A long-term suspension is the exclusion of a student from his/her assigned school for serious violations of disciplinary policies for a period in excess of ten school days. The student may be assigned to an alternative educational setting upon the recommendation of the Student Based Intervention Team (SBIT).

### **Reinstatement from a Long-term Suspension**

All students who receive a long-term suspension must be reinstated through the Student Hearing Office. A letter of reinstatement must be presented at the time the student seeks a school assignment and/or school enrollment.

***NOTE: Students on a long-term suspension are not permitted on school campuses or at any District-sponsored activities during the duration of the suspension.***

### **Expulsion**

An expulsion is the exclusion of a student from school attendance for very serious violations of district policy. Expulsions are issued by the Board of Education for the duration of the current school year and until the student is reinstated by the Board of Education. In lieu of being expelled from the District, students may be assigned, by the Board of Directors, to an alternative educational setting. The student is also denied the right to take part in, or attend, any school function during the expulsion until reinstated by the Little Rock School District Board of Education. Expulsions for handgun and weapons violations will be for one calendar year.

### **Expulsion Appeals Procedure**

All appeal hearings for students recommended for expulsion will be conducted by the Board of Education. An expelled student loses all academic credit during the expulsion period.

- The hearing will be conducted at the next regularly scheduled meeting of the LRSD Board of Education. In cases where both the parent/guardian(s) and the District representative agree, the hearing may be scheduled for another time.
- Notice of date, hour and place where the School Board will consider and act upon the long-term suspension/expulsion recommendation will be hand delivered or sent by certified mail to the student's parent/guardian(s).
- A list of witnesses who will furnish information supporting the principal's recommendation, as well as those who will appear at the hearing, will be made available to the student as soon as practicable, at least 24 hours prior to the Board hearing.
- The President of the Board or his/her designee presides at the hearing. The student will have the factual basis for the alleged offense(s) read to him/her by the presiding officer of the Board, or his/her designee, and will be asked if the facts are true.
  - If the student denies the truth of the factual allegations or is not present, the Board will proceed with the hearing for its factual determination.
  - If the student admits the truth of the factual allegations, the Board will proceed with the hearing for determination of any disciplinary action.
- The student is entitled to representation by a lawyer or lay counsel. Written notice of representation must be provided to the Superintendent's Office at least 48 hours before the Board hearing. If the student fails to provide notice, the Administration will be entitled to have the hearing rescheduled.
- At the hearing, the principal or his/her designee will present evidence or circumstances for the recommendation for expulsion. The procedure may include:
  - Presentation of statements, documents and other evidence by, and on behalf of, the District from people who witnessed the alleged offense(s) and others involved. Members of the Board and the student and his/her parent/guardian(s) or legal representative may ask questions.
  - Presentation of statements, documents and other evidence by and on behalf of the student, if the student so desires. Members of the Board may ask questions.
  - The Board votes on the question of whether or not the student had committed the specified offense(s) and announces its decision. If the vote is the affirmative, the procedures continue.
- The student may testify and may offer the statements of others; however, the student will not be required to testify during the hearing.
- The presiding officer may permit cross-examination of witnesses. The cross-examination may be limited if the presiding officer believes it is abusive or interferes with the conduct of an orderly hearing.
- Factual determination by the Board of any punitive action to be taken:
  - The student's records and disciplinary background can be made available to the Board members.
  - The Superintendent makes a recommendation to the Board.

- The student or his/her representative can make any desired statement or present evidence that might influence the Board's decision in his/her favor.
- The Board votes on any disciplinary action to be taken and announces its decision. The Board may go into executive session to discuss the evidence before making a decision.
- A record of the hearing is kept, and if a written request is made, a parent/guardian(s) will be furnished a record of the hearing.

***NOTE: The District may at any time during the discipline process decide to assign a student to an alternative education setting in lieu of removing the student from the District. No formal appeal process exists for such a decision.***

### **Long-term Suspension/Expulsion Appeals Procedures**

The process below will be followed for the appeal of a long-term suspension/expulsion:

- The student's parent/guardian(s) should, within 72 hours of the student being notified of the long-term suspension/expulsion recommendation, give notice, in person or by phone, of their student's desire to appeal the recommendation to the LRSD Student Hearing Office (447-3500).
- A prompt hearing will be scheduled by the Hearing Officer as soon as practicable, not to exceed 10 school days from the date of the long-term suspension/expulsion recommendation.
- The student is entitled to representation by a lawyer or lay counsel.
- If the student will be represented by an attorney, written notice of representation must be provided to the LRSD Hearing Officer at least 48 hours before the hearing.
- The Administration reserves the right to be represented by an attorney at any hearing where the student will be represented by an attorney. If notice is not given, the Administration will be entitled to have the hearing rescheduled to a date and time when an attorney can be present on the District's behalf.
- A formal hearing will be provided to the student by the Hearing Officer. The following guidelines must be adhered to:
  - A list of witnesses who will furnish information supporting the principal's recommendation, as well as those who will appear at the hearing, will be made available to the student by the building principal prior to the formal hearing at the Hearing Office.
  - The Hearing Official presides at the hearing. The student will have the factual basis for the alleged offense(s) read to him/her by the Hearing Officer and will be asked if the facts are true.
  - If the student admits to the truth of the factual allegations, the Hearing Officer or his/her designee will proceed with the hearing for determination of any disciplinary action.
  - If the student does not admit to the allegations, the Hearing Officer will proceed with the hearing for determination of facts.
  - At the hearing, the principal or his/her designee will present evidence of the events and circumstances to support the recommendation for long-term suspension/expulsion. The presentation will include statements, documents and other evidence by, and on behalf of, the school, from people who witnessed the alleged offense(s) and from others involved.
  - Presentation of statements, documents and other evidence by, and on behalf of, the student may be presented if the student so desires. The student may testify and may offer the statement of others. However, the student may not be required to testify.
  - The student may present witnesses on his/her behalf. The Hearing Officer may permit cross-examination of witnesses. The cross-examination may be limited if the Hearing Officer believes it is abusive or interferes with the conduct of an orderly hearing. The student or his/her representative can make any desired statement or present evidence which might influence the decision in his/her favor.
  - The Hearing Officer may ask questions.
  - Based on the written and oral evidence, the Hearing Officer determines the disciplinary action to be taken. Written notice of the decision will be provided to the student's parent/guardian(s) and the school's administrator at the conclusion of the hearing.
  - A record of the hearing will be kept, and if a written request is made, the parent/guardian(s) guardian will be furnished a record of the hearing.
  - The student will be advised of his/her right to appeal the decision to the Senior Director of Student Services. The Hearing Officer will schedule the long-term suspension appeal with the Senior Director of Student Services. The final level of appeal is to the Little Rock School District Board of Education.

- If the Senior Director of Student Services upholds the long-term suspension, the student’s parent/guardian(s) may appeal the decision by giving notice in person or by phone to the Hearing Officer within 24 hours of the Senior Director of Student Services decision.
- If a long-term suspension is to be appealed to the Board, the student’s parent/guardian(s) should give notice in person or by phone of the desire to appeal the recommendation within 72 hours of the hearing. The Hearing Office will schedule the appeal for the next regularly scheduled meeting of the LRSD Board of Education.

***NOTE: Students who have been expelled from other schools or districts may not enroll in the LRSD unless approval is given by the Little Rock School District Board of Education.***

***NOTE: Students on a short or long-term suspension, or expulsion, are not permitted on school campuses or at any District-sponsored activities during the duration of the suspension.***

### **Reinstatement from an Expulsion**

Expelled students must petition the Little Rock School District Board of Education for reinstatement to the Little Rock School District at the end of the expulsion. Students who desire to petition the Board for reinstatement must contact the Student Hearing Office (447-3500) to indicate that intent.

***NOTE: A student who has been assigned to an alternative learning environment or expelled for a weapon violation and/or other violent-related offense must complete a Conflict Mediation Training Program prior to being reinstated to the District or the student’s regular school assignment.***

***NOTE: A student will lose all academic credit for the semester(s) in which the expulsion occurs.***

### **Failure to Appear at an Appeal Hearing**

The failure of the student and his/her parent/guardian(s) to appear at an appeal hearing will be considered a waiver of the student’s right to appeal. The LRSD representative hearing the appeal will determine if good cause exists and if an appeal hearing will be rescheduled.

### **Record of Proceedings**

No audio, video or stenographic recording of any kind will be permitted for any conference or hearing except as provided for in the previously established rules.

### **Reduction of Sanction**

The Superintendent, Associate Superintendents, Senior Director of Student Services, the Student Hearing Officer, or the Principal may at any time reduce the sanction imposed against a student. Reduction of the sanction does not affect the student’s right to appeal the lesser sanction.

### **Saturday School**

The principal or designee has the authority to assign students to Saturday School, with notification to the parent/guardian(s), for misbehavior. Transportation for students to serve Saturday School is the responsibility of the parent/guardian(s).

### **Tardies/Early Check Outs**

School/class tardiness or early check-outs can negatively impact student’s academic success. Parents and students should make every effort to ensure that students are **always** punctual to school and class. Good communication between the home and school can improve the chance that students do not accumulate excessive tardies or lose learning opportunities because of early checkouts.

## ***CO-CURRICULAR/EXTRA CURRICULAR ACTIVITIES***

Student activities provide opportunities to explore areas of interest and skill, teamwork, sportsmanship, discipline, leadership, pride and fairness.

Student co-curricular/extracurricular activities are to be considered learning experiences and are to be planned, developed and implemented with this purpose in mind. Student co-curricular and extracurricular activities are to be included in each school's annual plan. Co-curricular/extracurricular activities will be available to all students without discrimination. The Little Rock School District is committed to providing equitable co-curricular/extracurricular activities. All LRSD sanctioned activities are subject to AAA regulations. The Title IX Coordinator for the District is the Senior Director of Student Services (447-1000). **Hazing is strictly prohibited.**

### **Co-Curricular Activities**

Co-curricular student activities are district-sponsored and directed activities designed to extend learning experiences through group or individual activities at school or public events. These activities are directly connected with academic courses.

### **Extracurricular Activities**

Extracurricular student activities are district-sponsored and directed activities designed to provide opportunities for students to explore areas of interest that complement and enrich the curriculum.

### **Student Organizations**

- Students are encouraged to participate in recognized and approved student organizations within the school which are formed for the purpose of sharing common interests, performing service, have a honorary or interest orientation or are an integral part of the educational program of the Little Rock School District.
- All student organizations will operate according to established and approved guidelines and procedures and will not discriminate on the basis of race, sex, religion, disability or national origin.
- Honorary clubs are those which grant membership to students on the basis of special achievement in attaining openly published standards in defined areas of school life.
- Interest clubs may be organized in any areas of the curriculum of the school or in any other areas which are regarded by the school as providing valuable experiences which supplement the educational program.
- Clubs will not promote any political party or political cause.

### **Chartering**

All student organizations must obtain approval of and be chartered by the building principal according to district regulations and guidelines.

### **Adult Supervision**

Each school-related club/organization will be supervised by an adult sponsor approved by the building principal.

### **Athletics**

## **Admission**

Participants who are scheduled to perform will be admitted without admission charge to LRSD athletic events.

## **Discipline**

Coaches/sponsors are responsible for maintaining discipline among student participants in activities they coach/sponsor. In addition, the coach/sponsor may have rules and impose discipline not included in this Handbook, but approved by the school administration and Athletic Director.

- Coach/sponsors must provide student participants with a written code of conduct. The student's parent/guardian(s) will be given a copy of the code of conduct, and a signed parent/guardian(s) form will be maintained by the sponsor.
- When a coach/sponsor is considering excluding a student from participation, **all previously established due process procedures must be followed.**

***NOTE: Any person(s) attending a Little Rock School District-sponsored event removed or arrested at the request of District staff for disruptive activities, will not be allowed to attend a District-sponsored event(s) for a period of one (1) year.***

## **Interscholastic Athletics/Cheerleading/Drill Team/Pep Club**

- The principal is responsible for designating the coaches/sponsors of athletic teams and spirit groups.
- An 8th grade student cannot participate on a 9th grade team except when they are ineligible for middle school participation either by their age or semester rule.
- Interscholastic athletic/spirit group activities will be scheduled so that they do not conflict with semester and final exam schedules.
- Schools will follow rules and regulations of the Arkansas Activities Association, State Department of Education and North Central Association.
- When racial disparities are identified in interscholastic athletic or spirit groups, the principal will work with the school to develop a plan for improvement where appropriate.

## **Physical Examinations**

The student must have a consent form signed by the parent/guardian(s), along with the physical form signed by a physician, on file at the Athletic Director's office and at the school site with the coach.

It is mandatory that all students trying out or participating in Athletics (interscholastic sports) have a physical exam before any activity occurs. It is the parent/guardian(s) responsibility to see this is provided.

## **Selection of Cheerleader/Drill Team Officers**

- After being selected, each squad will nominate its candidates for office.
- Nominees must meet requirements set forth in the group's constitution.
- Only squad members will be allowed to vote by secret ballot.

## **Transportation**

Interscholastic athletes and all spirit groups will be provided transportation to attend regularly scheduled conference games and post season competitions.

***Note: If you are not eligible for transportation due to staff preference, Transfer–No–Transportation (TNT), or students who were granted school choice by the Student Registration Appeals Committee, then you are***

*only eligible for transportation to extra-curricular events, and not eligible for transportation home from extra-curricular events.*

## **Middle School**

### **Age**

The age rule is an attempt to equalize competition among athletes in our member schools.

A middle school student whose 15th birthday is on or before September 1 may not participate in a middle school interscholastic event. In the year a student in middle school becomes too old for middle school participation, he/she may be allowed to participate for the high school team.

### **Academic Eligibility**

- A student promoted from the 6th to the 7th grade automatically meets the academic requirements.
- A student promoted from the 7th to 8th grade automatically meets the academic eligibility requirements for the first semester. The second semester, 8th grade students meet the academic requirements by successfully passing four academic courses the previous semester, three of which shall be in the core curriculum.
- A student repeating either the 6th or 7th grade for any reason shall not have the opportunity for eligibility during the complete year that is repeated.
- A student who is socially promoted or is administratively promoted will be eligible.
- An 8th grade student who is ineligible for middle school due to the age rule may compete for the high school and the eight consecutive semesters of opportunity for eligibility shall begin.

### **Summer Practices**

No summer practices will be required for middle school students.

## **High School/Home School**

### **Academic Eligibility**

Students who wish to participate in extracurricular activities must have a 2.0 grade point average for the semester preceding the semester in which they participate in athletics and other extracurricular activities. No more than two correspondence courses may be used on a student's entire transcript for GPA purposes. Students transferring from other districts bring their eligibility status with them. They will then use their first full nine-week grades in LRSD to meet LRSD GPA requirements. If a student's GPA is below 2.0, he/she must attend the Supplement Instructional (tutoring) Program (SIP) to maintain eligibility until his/her GPA is 2.0.

### **Summer Practice**

Mandatory summer practices cannot begin until two weeks before school starts for all spirit groups. Volunteer practices can be held in the summer.

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

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

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

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

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy.

Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if the superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District.

Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of his or her enrollment in a home school.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11<sup>th</sup>) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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

A home-schooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and
- participation or activity fees.

- A home-schooled student who is not a resident of the District may begin participating in interscholastic activities:
- a. Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
  - b. One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7<sup>th</sup>) grade if the student were enrolled in public school.

A home-schooled student who is not a resident of the District and is prohibited under this policy from participating in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

Cross Reference: 4.59—ACCADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS

Legal References:       A.C.A. § 6-15-509  
                              A.C.A. § 6-18-232  
                              A.C.A § 6-18-712  
                              Arkansas Activities Association Handbook

Date Adopted:

Last Revised:

## **GENERAL INFORMATION**

### **Safe and Unsafe Schools**

Pursuant to the requirements of the Every Student Succeeds Act legislation, the following information is to be provided to parents:

#### **Safe Schools**

Safe schools are those where students, staff members and visitors feel safe and welcome and have the opportunity to learn, teach, work, and engage in activities without being threatened, intimidated, bullied, harassed, or made the victim of crime. Such schools provide an environment in which students are challenged academically, respected and supported socially and emotionally by peers and staff, held accountable for their actions, and able to work without fear. A safe school is one where students are connected and feel a part of the school. This broad definition of a safe school extends the concept of safety beyond the realm of physical well-being to include the related areas of social climate and order.

#### **Unsafe Schools**

For the purpose of Every Student Succeeds Act, the definition of a persistently dangerous public school implies a pattern of unsafe behaviors as demonstrated over time, not just a single event. The National Committee on Safe Schools recommended a period of two consecutive years during which the following are evidenced prior to designating a school as “persistently unsafe”.

A school would be considered persistently dangerous if the following conditions are observed:

- For each year during the past two consecutive years, the school has had a federal or state gun-free school violation as allowed by the USC and/or Arkansas Criminal Code Annotated, or at least one violent criminal offense has been committed on school property (Violent criminal offense means homicide, rape, robbery and/or aggravated assault).
- For each year during the past two consecutive years, the school has experienced expulsions for drugs, alcohol, weapons or violence that exceeds 3% of the total school population as reported on October 1<sup>st</sup> of each year.

***NOTE: If a school is designated as an unsafe school, students will have an opportunity to transfer to another school, if space is available.***

### **The City of Little Rock Minor Curfew Ordinance**

The City of Little Rock’s Minor Curfew Ordinance is provided so that students and their parent/guardian(s) are aware of the law and its penalties and assessments. The Board of Directors of the city finds that special circumstances exist within the city that call for the special regulation of minors within the city in order to protect them from each other and from other persons on the street during the nocturnal hours and during normal school hours, whether public, private or home schooling, to aid in crime prevention, to promote parental supervision and authority over minors and to decrease nocturnal crime rates and crime rates during school hours.

#### **Section 17.5-24. Curfew for minors**

(a) It shall be unlawful for any minor to be upon the streets, sidewalks, parks, playgrounds, public places and vacant lots, or to ride in or upon, drive or otherwise operate or be a passenger of any automobile, bicycle, or other vehicle

in, upon, over or through the streets, or other public places between the hours of 10:00 p.m. and 5:00 a.m., Sunday through Thursday, or 12:00 midnight and 5:00 a.m., Friday and Saturday.

(b) It shall be unlawful for any minor to be upon the streets, sidewalks, parks, playgrounds, public places and vacant lots, or to ride in or upon, drive or otherwise operate or be a passenger of any automobile, bicycle, or other vehicle in, upon, over or through the streets, or other public places:

- (1) Between the hours of 9:00 a.m. and 3:45 p.m., when the public schools are in session; or
- (2) If the hours in subsection (a) are different from the hours of a regular school day at the school where the minor is registered to attend, the time between the normal start time and normal dismissal time for students at the school where the minor is registered to attend.

(c) It shall be unlawful for any parent to permit a minor to be upon the streets, sidewalks, parks, playgrounds, public places and vacant lots, or to ride in or upon, drive or otherwise operate, a vehicle in, upon, over or through the streets, or other public places as set forth in subsections (a) or (b) the fact that a minor is in violation of the provisions of subsections (a) or (b) hereinabove, without a defense as set forth in section 17.5-25, shall create a rebuttable presumption that a parent is in violation of this subsection.

### **Section 17.5-25. Exceptions to curfew**

(a) Notwithstanding the provisions of section 17.5-24, the Minor Curfew Ordinance does not apply if:

- At any time a minor that is accompanied by a parent, or by a responsible adult authorized by a parent to take the parent's place to accompany the minor for a designated period of time and purpose within a specified area.
- If the minor is employed, for a period of time 45 minutes after work, provided that circumstances suggest the minor is returning from work to a place of residence.
- When a minor is returning home from an activity that is supervised by adults and sponsored by the city, a civic organization, a public or private school, or any entity that takes responsibility for the minor provided that the activity has not concluded for more than 45 minutes.
- At any time the minor is on a legitimate parentally approved errand.
- At any time the minor is on a trip in interstate commerce.
- At any time the minor is required to leave a residence because of an emergency.
- At any time the minor is engaged in an activity that is protected by the First Amendment to the United States Constitution, or the freedom of speech, religion or expression provisions in Article II of the Arkansas Constitution.

(b) If a minor being questioned about the possible violation of the Minor Curfew Ordinance provides a law enforcement officer with sufficient reason to believe that the minor is entitled to an exemption under subsection (a) above, the law enforcement officer shall take no more enforcement actions under this article, provided the officer may make a report of the minor's identity, the exemption claimed and other necessary information to note the possible violation of this article.

### **Section 17.5-26. Penalties and law enforcement**

(a) In addition to any other criminal or traffic penalties that may be imposed, any minor found to be in violation of this article shall be cited the first time for such violation. Also, the minor's parent shall be notified of the violation and issued a notice that any subsequent citation shall result in the parent's receiving a warrant for the parent's arrest.

(b) A parent found to be in violation of this article shall be subject to the penalties provided in section 1.9 of the Little Rock, Ark., Revised Code of Ordinances.

(c) At the discretion of the law enforcement officer, any minor receiving a citation for violation of the Minor Curfew Ordinance may be released to immediately return home, may be escorted to their home or may be taken into custody and delivered to an appropriate juvenile authority to be held until a parent can be located to take custody of the minor.

(d) Nothing in this section shall preclude a law enforcement officer from taking any or all appropriate actions for a minor's violation of any other local or state law.

## **Interaction with Police**

### **Incident Reporting Involving Law Enforcement Agencies**

Little Rock School District administrators will cooperate with local law enforcement agencies in the reporting of serious incidents occurring on school property or while students are under school supervision. The commission of an act of violence or any crime involving a deadly weapon on school property, or a threat to commit the same, is to be reported immediately to the Little Rock Police Department (Act 1520, 1999).

### **Role of the School Resource Officer**

A cooperative program between District and the Little Rock Police Department includes the placement of a School Resource Officer (SRO) in each secondary school. The role of the SRO consists of six priorities:

- Protect students and staff from negative outside influences and assist in maintaining an orderly environment;
- Act as an advisor to staff in safety matters, violence reduction strategies, and legal aspects of activities of students;
- Facilitate learning in citizenship, related law education through specialized presentations to classes and arrange for guest lectures on topics discussed by staff;
- Provide a positive role model to the students and foster better understanding between the law enforcement community and the staff;
- Assist students through counseling in law-related problems and in mediating disputes;
- Attempt to identify problems with students and guide them in addressing their problems in a non-violent manner.

### **Law Enforcement Interviews of Students**

The District strongly discourages police interviews with students at school during school hours. The police will have ample opportunity to talk to a student away from school or before or after school. Police interviews of students should be conducted at school during school hours only when:

- Requested by a school administrator or the Superintendent.
- Other reasonable attempts to locate and interview a student have failed.
- Circumstances where the health, life or safety of the student would be at risk if the interview were conducted at home, e.g., an investigation into allegations of child abuse by a parent/guardian(s).

The principal or the principals' designee shall not provide notification if a request is made to interview a student during the course of an investigation of suspected child maltreatment and a parent, guardian, custodian or person standing in loco parentis is named as an alleged offender. The investigator shall provide the school with documentation that notification to the parents, custodial, or person standing in loco parentis is prohibited. This shall apply to: (1) a law enforcement officer, (2) an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, (3) an investigator or employees of the Department of Human Services.

When a police interview with a student must be conducted at school during school hours, the police should first report to the principal's office. The principal should then attempt to contact the student's parent/guardian(s) unless the interview relates to an investigation of the parent/guardian(s). If not the subject of the investigation, the parent or guardian should be given the opportunity to come to the school before the interview begins.

All reasonable measures should be taken to avoid embarrassing the student and disrupting the educational program of the student and the school. The interview should be conducted in a private room removed from observation by other students and school personnel. Where practicable, the interview should be conducted by the School Resource Officer with a school administrator present; if not practicable, the School Resource Officer should be present during the interview in addition to a school administrator. A student may be questioned by the police, but he/she is not obliged to answer questions which might incriminate him/her. The parent/guardian(s) and/or principal should be present during questioning by police.

If the police officer wishes to take a student from school before the parent or guardian can be notified, he/she should give the principal appropriate personal identification.

### **LRSD TITLE I DISTRICT WIDE 2017-2018 PARENTAL INVOLVEMENT PLAN**

All current school year Parent Involvement Plans must be submitted for approval to the Arkansas Department of Education by October 1, 2017. Therefore, the LRSD Title I 2017-2018 Parent and Family Engagement Plan will be posted to <http://www.lrsd.org/?q=content/parental-involvement-home> after October 1, 2017. Contact persons: Dr. Sheketa McKisick (447-3351) or Kaye Rainey (447-3358) or email [kaye.rainey@lrsd.org](mailto:kaye.rainey@lrsd.org).

### **LRSD TITLE I DISTRICT WIDE 2016-2017 PARENT INVOLVEMENT PLAN**

The Little Rock School District will support programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation and involvement with parents of participating children.

The school district will be governed by the following statutory definition of parental involvement, and expects its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring —

- (A) that parents play an integral role in assisting their child’s learning;
- (B) that parents are encouraged to be actively involved in their child’s education at school;
- (C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- (D) the carrying out of other activities, such as those described in Section 1118 of the ESEA.

Little Rock School District Title I and non-Title I schools will involve parents in the development and implementation of the District’s policy and the process of school review and improvement through the following goals and strategies.

**Goal 1:** The District will foster effective parental involvement strategies and support partnerships among schools, parents, and the community to improve student achievement by utilizing the Johns Hopkins University National Network of Partnership Schools (NNPS) model designed to enhance parent participation and involvement in the school and community. The District and schools will utilize the six types of involvement: parenting, communication, volunteering, student learning, decision making and community collaboration. Contact persons: Dr. Sheketa McKisick (447-3350); Kaye Rainey (447-3357); [kaye.rainey@lrsd.org](mailto:kaye.rainey@lrsd.org).

Strategies for reaching the goal:

1. Continue to implement parental involvement policy and activities as well as disseminate information to the community to promote parental involvement and engagement throughout the District.
2. Conduct an annual spring meeting with Parent Involvement Committee to update policy for the next year's Title I, Part A program, school improvement and District parent involvement. (May 2017)
3. Involve parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
4. Coordinate parental involvement activities with those of other programs (i.e. Early Childhood).

5. Ensure that each Title I, Part A school will have a parent involvement contact person serving as the Parent Facilitator. (See the attachment for the list of Parent Facilitators).
6. Conduct an annual review of the effectiveness of the Title I, Part A parental involvement policy and school improvement. (May, 2017)
7. Ensure that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form they can understand.
8. Adhere to providing mandatory reports and notices as outlined by Arkansas state regulations – Act 1373 and Act 2243/1307.

**Goal 2:** The District will provide coordination, technical assistance, and other support necessary to assist participating Title I, Part A schools in planning and implementing effective parental involvement. Contact persons: Dr. Sheketa McKisick, 447-3351; Kaye Rainey, 447-3357; [kaye.rainey@lrsd.org](mailto:kaye.rainey@lrsd.org);

Strategies for reaching the goal:

1. Conduct ongoing site visits to observe parental involvement and family engagement practices.
2. Provide materials and training not otherwise available to assist parents in supporting their child's academic achievement.
3. Enhance the awareness and skills of teachers, pupil services personnel, principals, and staff in reaching out to, communicating with, and working with parents as equal partners.
4. Ensure, to the extent possible, that information is sent home in a language and form parents can understand. (Translators)
5. Provide information on adult literacy training available in the community. (Linda Kindy, 447-1850)
6. Monitor schools to ensure that each school performs the following tasks:
  - a. Utilizes a compliance checklist to ensure the required components are implemented.
  - b. Updates the parental involvement policy.
  - c. Offers flexible meeting times.
  - d. Provides information to parents about the school's program, including parent information guides.
  - e. Develops and uses a School–Parent Compact. The compact will discuss how parents, students, teachers, and administrators will work collaboratively to improve the academic achievement of the student.
  - f. Supports the importance of the role of parents in setting high expectations for their child's performance, motivating students to achieve, and asking the right questions regarding what's happening at school.
  - g. Involves parents on committees as participants in decision-making capacities.
  - h. Provide families in transition the necessary information to support their child's well-being.
  - i. Provide volunteer training (ViPS Department. 447-ViPS).
7. Reinforce parenting skills to support the academic skills and their application in real–life situations.
8. Encourage parents to visit/volunteer at school by assisting staff in developing volunteer opportunities as well as training staff to encourage and build volunteer efforts. (Tamara Blaylock, 447-4455)
9. Encourage parent participation through innovative scheduling of activities through strategies such as holding meetings at a variety of times, such as morning and evenings, in order to maximize the opportunities for parents to participate in school–related activities.
10. Convene annual school meetings to inform parents of their school's participation in the development of the parental involvement policy and their right to be involved.
11. Provide families in transition the necessary information to support their child's well- being.

**Goal 3:** The District will build the school's capacity for strong parental involvement. Contact persons: Dr. Sheketa McKisick (447-3350); Kaye Rainey (447-3357); [kaye.rainey@lrsd.org](mailto:kaye.rainey@lrsd.org);

Strategies for reaching the goal:

1. Provide information to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I, Part A.
2. Assist in the development of parent engagement activities at each school.
3. Encourage the formation of partnerships between schools and local parent involvement organizations that include a role for parents.
4. Provide resources for parents to learn about child development, child rearing practices, and academic strategies that are designed to help parents become full partners in the education of their child. Utilize the six types of involvement.
5. Involve parents through an annual survey to improve school effectiveness.
6. Approve reasonable and necessary expenses associated with parental involvement activities.
7. Provide any reasonable support for parental involvement at the request of participating Title I, Part A parents.
8. Distribute information regarding the Title I Parent Involvement Plan through website, meetings, and District communication.
9. Collaborate with community partnerships to provide incentives to increase parent engagement.
10. Collaborate with the District's Communication Department to broaden and provide appealing advertisement regarding parent engagement activities.

**Goal 4:** The District will conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parental involvement policy as it relates to strategies for increasing parental participation and identifying barriers to greater parent participation. Utilize the six types of involvement. Contact persons: Kaye Rainey (447-3357); [kaye.rainey@lrsd.org](mailto:kaye.rainey@lrsd.org); or Dr. Ed Williams (447-3386); [ed.williams@lrsd.org](mailto:ed.williams@lrsd.org)

Strategies for reaching the goal:

1. Survey parents annually, including questions to identify barriers to parental involvement and family engagement.
2. Provide an opportunity for parents to assist in the development of the evaluation procedures, including analysis of data collected.
3. Develop procedures for collecting parent participation documentation through sign-in lists for workshops, meetings, and conferences; schedules; brochures; meeting notes; and other means as appropriate throughout the school year.
4. Use findings from evaluation processes to:
  - a. Make recommendations to each participating school for parent involvement policy revisions.
  - b. Provide suggestions for designing school improvement policies, as they relate to parental involvement.
5. Develop and disseminate an annual parent activity evaluation report to share with parents, staff, and the community.

**Goal 5:** The District will involve parents in the joint development of the District Title I Application under Section 1112 (ACSIP). Dr. Sheketa McKisick, Jr. (447-3350); Kaye Rainey (447-3357); [kaye.rainey@lrsd.org](mailto:kaye.rainey@lrsd.org);

Strategies for reaching goal:

1. Recruit parents to serve on District ACSIP Committee to develop the Title I Application.
  - a. Parents will be selected from and by a core group of parents who are members of the Title I Parental Involvement Committee.

- b. Selected parent(s) will meet with the district team and share information with the Title I Parental Involvement Committee and School Cluster Team meetings. The selected parent(s) will also share parent concerns about school improvement with the district leadership team.
  - c. The three (3) Cluster Teams (Central-East, Southwest and West) are comprised of all the schools in the district and parents are invited to attend Cluster Team meetings at their child's school. Additionally, parents are invited to become members of one of the three Cluster Teams.
- 2. Involve parents in understanding strategies for assisting students identified as low achievers.
  - a. Provide information and workshops regarding core subject interventions for students.
  - b. Provide information and resources regarding curriculum and career readiness that are utilized throughout the district.
- 3. Provide information to parents regarding the selection process of resource materials to be purchased by utilizing Title I funds.
  - a. Provide information regarding how the district distributes the Title I allocation to Title I schools.
  - b. Provide examples of grade level materials provided to the school parent center and for workshops.
  - c. Meet with the LRSD Parent Involvement Committee each semester regarding purchases made utilizing Title I funds.
- 4. Involve parents in District workshops on classroom strategies for identified students.
  - a. Provide information regarding technology available to students.
  - b. Provide information to parents regarding college and career opportunities for students.
  - c. Provide parents with information and resources regarding grade level transition.

## SAMPLES OF FORMS

### Little Rock School District Truancy/Attendance Notification Letter / Elementary Schools

Dear Parent/guardian(s):

Please be advised that your child **John Doe**, as of **Date**, has accumulated # absences of which #, count toward truancy. Attached is a copy of your child's attendance report.

The attendance procedures for the Little Rock School District and **Name of School** are as follows:

1. On the **3rd** absence in a semester, you must contact your child's Assistant Principal/Principal to arrange a conference to discuss the attendance policy, procedures, and prevention methods to keep your student from becoming truant.
2. On the **6th** absence, in a semester, the building-level administrator will schedule a conference with the parents/guardian(s) to discuss intervention methods and **your child is referred to the Community Truancy Board.**
3. **On the 9th absence in a semester, I am required by Arkansas State Law, Act 1308 to refer you and your child to the Pulaski County Juvenile Court.**
4. **BEFORE the 12<sup>th</sup> absence, you must petition the school administration in writing for special arrangements to address the student's absences to prevent denial of promotion/course credit.**
5. **After the 12th absence in a semester PROMOTION/COURSE CREDIT MAY BE DENIED.**

Again, it is crucial that we conduct a conference to discuss your child's absence /tardy pattern and its effects, together with appropriate interventions.

Please, contact us and ask for the Attendance Office at **School Phone Number** to discuss any questions that you may have pertaining to your son's/daughter's attendance and to prevent a court referral.

### Little Rock School District Truancy/Attendance Notification Letter / Secondary Schools

Dear Parent/guardian(s):

Please be advised that your child **John Doe**, as of **Date**, has accumulated # absences of which #, count toward truancy. Attached is a copy of your child's attendance report.

The attendance procedures for the Little Rock School District and **Name of School** are as follows:

1. On the **3rd** absence in a semester, you must contact your child's Assistant Principal/Principal to arrange a conference to discuss the attendance policy, procedures, and prevention methods to keep your student from becoming truant.
2. On the **6th** absence, in a semester, the building-level administrator will schedule a conference with the parent/guardian(s) to discuss intervention methods and **your child is referred to the Community Truancy Board.**
3. On the after the **7<sup>th</sup> consecutive** absence in a semester, your child is **referred to the Department of Finance and Administration for possible suspension of driving privileges** (14 years or older).
4. On the **7th** absence in a semester (block schedule) and the **9th** absence in a semester (regular schedule), I am required by Arkansas State Law, Act 1308 to **refer you and your child to the Pulaski County Juvenile Court.**
5. **BEFORE the 12<sup>th</sup> absence, you must petition the school administration in writing for special arrangements to address the student's absences to prevent denial of promotion/course credit.**
6. **After the 12th absence in a semester PROMOTION/COURSE CREDIT MAY BE DENIED.**

Again, it is crucial that we conduct a conference to discuss your child's absence /tardy pattern and its effects, together with appropriate interventions.

Please, contact us and ask for the Attendance Office at **School Phone Number** to discuss any questions that you may have pertaining to your son's/daughter's attendance and to prevent a court referral.

### PETITION FOR SPECIAL ARRANGEMENTS CONCERNING STUDENT ABSENCES

I am requesting a conference with the school administration concerning the excessive absences of my child.

NAME OF STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

NAME OF PERSON REQUESTING \_\_\_\_\_

RELATIONSHIP TO STUDENT \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

DATE RECEIVED BY SCHOOL \_\_\_\_\_

Outcome:

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

**LITTLE ROCK SCHOOL DISTRICT ATTENDANCE CONTRACT**

NAME \_\_\_\_\_ GRADE \_\_\_\_\_ ID \_\_\_\_\_  
 PARENT/GUARDIAN(S) \_\_\_\_\_ PHONE \_\_\_\_\_

THE PARENT/GUARDIAN(S) WILL: (Parent's initials required for each item to be included)

1. \_\_\_\_\_ Ensure the child arrives at school every day on time
2. \_\_\_\_\_ Refrain from early-checkout
3. \_\_\_\_\_ Receive a copy of the policy and understand the consequences for excessive absences
4. \_\_\_\_\_ Notify the school before 12:00 noon. on the day the student is absent
5. \_\_\_\_\_ Present documentation of absence within 48 hours of the absence
6. \_\_\_\_\_ Other:

THE STUDENT WILL: (Student's initials required for each item to be included)

1. \_\_\_\_\_ Attend school every day
2. \_\_\_\_\_ Be on time to all classes
3. \_\_\_\_\_ Maintain academic progress
4. \_\_\_\_\_ Take responsibility for make-up work
5. \_\_\_\_\_ Other

I/We agree to participate in the above agreement and understand that if I/We fail to abide by the terms, course credit/promotion may be denied. This contract is in effect until: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent/guardian(s): \_\_\_\_\_ Date: \_\_\_\_\_  
 Administrator: \_\_\_\_\_ Date: \_\_\_\_\_



**Little Rock School District  
Photo Release**

I, \_\_\_\_\_, (parent/guardian(s) of \_\_\_\_\_ (child's name), consent that the above-named child may be photographed (by still camera, movie camera or video camera) by the Little Rock School District or district-authorized media or video production representatives. I further give permission to the Little Rock School District and/or district-authorized representatives to use my child's name, voice and/or likeness in any and all promotional material that benefits the Little Rock School District. I understand my child will NOT receive a publicity fee.

Parent/guardian(s) Signature \_\_\_\_\_  
 Address (please print) \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Child's School \_\_\_\_\_  
 Date \_\_\_\_\_

**Little Rock School District Authorized Use of Computer Networks Policy  
Student Use Agreement**

**Student Section**

- I have received the District Authorized Use of Computer Networks Policy.
- I will read and familiarize myself with the policies and regulations.
- I agree to follow the rules contained in this policy.
- I understand that if I violate the rules my computer privileges can be terminated and I may face other disciplinary measures.

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

**Parent or Guardian Section**

- I have received the District Authorized Use of Computer Networks Policy.
- I will read and familiarize myself and my child with the policies and regulations.
- I hereby release the District, its Board of Directors, staff, employees, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District computer network. This includes, but is not limited to claims that may arise from the unauthorized use of the system to purchase products or services.
- I will instruct my child regarding any additional restrictions I wish to be followed in addition to those outlined in these regulations. I will emphasize to my child the importance of following the rules for personal safety.

**Check one:**

\_\_\_\_\_ YES. I give permission for my child to participate in the District's electronic communications systems and certify that the information contained on this form is correct.

\_\_\_\_\_ NO. I do not give permission for my child to participate in the District's electronic communications system.

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

Print Parent Name \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent's email address \_\_\_\_\_

Print Name of Student \_\_\_\_\_

Grade \_\_\_\_\_ ID# \_\_\_\_\_ School \_\_\_\_\_

**Smart Core Informed Consent Form (GRADUATING CLASS OF 2014 AND AFTER)**

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

**Name of Parent/guardian(s):** \_\_\_\_\_

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

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

I have been informed of the Smart Core curriculum and the required course of study for graduation as well as the optional Core curriculum and course of study for graduation. This document indicates my choice of curriculum and course of study for graduation for the above named student.

**Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.**

**Please mark the selected curriculum choice in the box below:**

**I select Smart Core curriculum (22 units)**

**English - 4 units**

English 9<sup>th</sup> grade

English 10<sup>th</sup> grade

English 11<sup>th</sup> grade

English 12<sup>th</sup> grade

**Oral Communications – ½ unit**

**Mathematics - 4 units**

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

Geometry or Investigating Geometry or Geo. 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 - 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 - 3 units**

Civics – ½ unit

World History – 1 unit

U.S. History – 1 unit

Economics-one-half (1/2) unit

**Physical Education – ½ unit**

**Health and Safety – ½ unit**

**Economics – ½ unit** (may be counted toward SS or Career Focus) —

**Fine Arts – ½ unit**

**Career Focus – 6 units**

**English - 4 units**

English 9<sup>th</sup> grade

English 10<sup>th</sup> grade

English 11<sup>th</sup> grade

English 12<sup>th</sup> grade

**Oral Communications – ½ unit**

**Mathematics - 4 units**

Algebra I or its equivalent\*

Geometry or its equivalent\*

All math units must build on the base of algebra and geometry knowledge and skills.

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

**Science – 3 units**

At least 1 unit of Biology

At least 1 unit of a physical science

One additional unit of Chemistry or Physics

**Social Studies –3 units**

Civics – ½ unit

World History – 1 unit

U.S. History – 1 unit

**Physical Education – ½ unit**

**Economics – ½ unit** (may be counted toward Social Studies or Career Focus)

**Health and Safety – ½ unit**

**Fine Arts – ½ unit**

**Career Focus - 6 units**

**Parent/guardian(s) Signature Date School Official Signature Date**

Arkansas Department of Education (Revised – February 2010)

**I select Core curriculum (22 units)**

LITTLE ROCK SCHOOL DISTRICT BUS/BUS STOP BEHAVIOR REFERRAL  
Riding a bus is a Privilege – NOT a Right!

Route No. \_\_\_\_\_

Date: \_\_\_\_\_ A.M. P.M.

Pupil Name: \_\_\_\_\_ School: \_\_\_\_\_

Driver Name: \_\_\_\_\_

**BEHAVIORS:**

**LEVEL 1**

- \_\_\_ A. Out of seat while bus in motion
- \_\_\_ B. Sassing/Failure to follow directive
- \_\_\_ C. Simple Bad Language
- \_\_\_ D. Eating-Drinking-Gum use-Littering
- \_\_\_ E. Horseplay
- \_\_\_ F. Excessive talking
- \_\_\_ G. Misconduct at Bus Stop
- \_\_\_ H. Deliberate delay of loading

**SEQUENTIAL CONTROL MEASURES**

- \_\_\_ 1. Warning
- \_\_\_ 2. Move to front – Conference with Parent
- \_\_\_ 3. Off bus 3 days
- \_\_\_ 4. Off bus 5 days
- \_\_\_ 5. Meeting Student/Principal/Parent –off bus 10 days
- \_\_\_ 6. Meeting Student/Principal/Parent –off bus long term

**LEVEL 2**

- \_\_\_ A. Objects thrown on bus
- \_\_\_ B. Failure to properly identify self to driver
- \_\_\_ C. Spraying
- \_\_\_ D. Obscene gestures / Extremely offensive language
- \_\_\_ E. Harassment

- \_\_\_ 1. Off bus 3 days – Conference with Parent
- \_\_\_ 2. Off bus 3 days
- \_\_\_ 3. Off bus 5 days
- \_\_\_ 4. Off bus 10 days
- \_\_\_ 5. Meeting Student/Principal/Parent –off bus 10 days
- \_\_\_ 6. Meeting Student/Principal/Parent –off bus long term

**LEVEL 3**

**Carries a suspension from school according to Handbook in addition to bus sanction**

- \_\_\_ A. Throwing objects off bus
- \_\_\_ B. Tobacco use
- \_\_\_ C. Vandalism (must pay damages)
- \_\_\_ D. Fighting
- \_\_\_ E. Stink bombs-Ignited material

- \_\_\_ 1. Off bus 10 days
- \_\_\_ 2. 2<sup>nd</sup> Offense off bus all year

**LEVEL 4**

- \_\_\_ A. Weapons
- \_\_\_ B. Drug / Alcohol

- \_\_\_ 1. School Suspension / Expulsion Contact Law Enforcement

*Written documentation required at each step; all measures subject to applicable laws, regulations and policies.*

Driver: (Please give details and sign)

Driver's Signature: \_\_\_\_\_

Administration (Principal/Asst. Principal – Circle One): Please check action taken, comment if needed and sign.

\_\_\_\_\_  
Administrator's Signature

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

- WHITE COPY- to parent after action is taken
- GREEN COPY- to Transportation after action is taken
- YELLOW COPY- to Security after action is taken
- PINK COPY- retained for school record after action is taken
- GOLD COPY- to driver before action is taken

#920009  
REVISED 6/2013

**Little Rock School District  
Vision and Hearing Screenings**

The Little Rock School District provides annual Vision and Hearing Screenings to students in grades PK, K, 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> grades. This service is free to families but Health Insurance is billed.

Please SIGN BELOW to consent to release education records related to vision and hearing screenings.

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

I, \_\_\_\_\_, give permission for my child \_\_\_\_\_  
(Parent/Guardian Name) (First /Last Name)

Personally identifiable information/student education records to be disclosed to a Third Party Billing Agent for the purpose of billing Medicaid and/or private insurance .

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Parent/Guardian Signature

# WARNING



Knives and other Weapons are not PERMITTED on school Property

**VIOLATORS WILL BE DISCIPLINED AND PROSECUTED**

If you should mistakenly bring a weapon to school, you must IMMEDIATELY turn it over to a school administrator or staff person without fear of disciplinary action.

Failure to do so will result in severe disciplinary action.

