

GUY-PERKINS
SCHOOL DISTRICT

STUDENT HANDBOOK

2019-20



TABLE OF CONTENTS

Table of Contents	2
SECTION 1 – GENERAL INFORMATION	
Contact Information	4
Student Handbook Introduction	4
Equal Educational Opportunity	4
Privacy of School Records / Directory Information	4
Closed Campus	7
Contact with Students	8
Classroom Disruptions	8
Field Trips	8
Off-Campus Events	8
Extracurricular Activities	9
Appeals Procedure	9
Emergency Drills	10
Severe Weather Procedure	10
Alternative Method of Instruction Policy	10
Food Service	12
Allergies / Diet	12
Transportation	13
Travel Arrangements	13
Parental Involvement	13
Communication with Parents	13
SECTION II – RESIDENCY AND ENROLLMENT	
Residence Requirements	16
Entrance Requirements	17
Attendance Requirements	19
Transfers	20
School Choice	20
Home Schooling	26
SECTION III – ACADEMIC INFORMATION	
Smart Core & Graduation Requirements	29
Honor Graduates	32
Classification by Credits Earned	32
Grading	32
Retaking a Failed Course	33
Advanced Placement Courses	33
Online Courses	34
Make-up Work	34
Homework	35

No Zero Policy	35
Textbooks	35
Semester Test Exemption	35
Promotion/Retention	36
Acceleration	38
Student Records	39

SECTION IV – STUDENT BEHAVIOR

Absences	41
Tardies	43
Tardy and Absent Defined	43
Student Discipline	43
Prohibited Conduct	44
Bus Conduct	45
Disruption of School	47
Assault or Battery	47
Weapons or Dangerous Instruments	47
Tobacco and Tobacco Products	49
Drugs and Alcohol	49
Gangs and Gang Activity	50
Sexual Harassment	50
Bullying	53
Vehicles	56
Dress Code	56
Range of Consequences	57
Infractions Defined and Consequences	58
After-School Detention	62
Corporal Punishment	62
Suspension	63
Expulsion	65
Video Surveillance	66
Search, Seizure and Interrogation	67

SECTION V – TECHNOLOGY

General Information	70
Technology Protection Measures	70
Internet Use and Safety	70
Cellphones and Other Electronic Devices	71
Bring Your Own Device Policy	72
Google Apps	73

SECTION VI – HEALTH AND MEDICINE

Immunization Requirements	76
Communicable Diseases and Parasites	78
Student Medications	79

Student Illness / Accidents	82
Physical Examinations and Screenings	82
Extracurricular Drug Testing for Students in Grades 7-12	83

MAILING ADDRESS

Guy-Perkins School District
 492 Highway 25 North
 Guy, AR 72061

TELEPHONE NUMBERS

Central Office 501-679-7224
 Elementary Office 501-679-3509
 High School Office 501-679-3507
 Fax 501-679-3508

STUDENT HANDBOOK INTRODUCTION

The administration of the Guy-Perkins School District publishes this handbook so that new students may be able to adjust quickly to their new school, and so current students may become acquainted with the policies and traditions of the Guy-Perkins School District. It is the responsibility of each student and parent to become thoroughly familiar with all operational procedures contained within this handbook since they serve as guidelines for student responsibilities and expected conduct. Although the Handbook attempts to thoroughly provide guidelines for conduct and student responsibilities, the District realizes that there may be issues that have not previously been addressed. The building Principal (with the guidance of the Superintendent) has the authority to interpret local, state and federal laws; enforce policies developed by the district; and support educational, safety and other procedural “best-practices,” including those not contained within this Handbook. Information in this handbook can also be found in the Guy-Perkins School Board Student Policy located on www.gptbirds.org under “State Required Information.” Policy numbers are included for your reference where available.

EQUAL EDUCATIONAL OPPORTUNITY

No student in the Guy-Perkins School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boys Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to the Superintendent, who may be reached at 492 Highway 25 North, Guy, AR 72061 or 501-679-7224. ***GPSD Board Policy 4.11***

PRIVACY OF SCHOOL RECORDS / DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students’ education records are available for inspection and copying by the parent of his/her

student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty-five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

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

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

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

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

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

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

The District discloses PII from an education record to appropriate parties, including parents, about an emergency if knowledge of the information is necessary to protect the health or safety

of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

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

For the purposes of this policy, the Guy-Perkins School District does not distinguish between a custodial and noncustodial parent or a non-parent (such as a person acting in loco parentis or a foster parent) with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as a parent or guardian, alone, enables that parent or guardian to review and copy his/her child's records.

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

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

Unless the parent or guardian of a student (or student, if above the age of eighteen [18] objects), "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, email address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or receipt of other types of honors), as well as his/her participation in school clubs and

extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or another factor known or possessed only by the authorized user.

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

The form for objecting to making directory information available is in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for the school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

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

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

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

GPSD Board Policy 4.13

CLOSED CAMPUS

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by a school official. In the event the parent/guardian is unable to enter the building and the student is leaving school early, a note or phone call from the parent/guardian is acceptable. If the note or phone call is questionable, office personnel will make every effort to contact the parent/guardian to verify permission. Students eighteen (18) or older may check themselves out and/or in (provided they meet the conditions below). However, students who abuse the policy as written will face disciplinary action.

Students who check out must leave campus immediately and may not check back into school on the same day unless one of the following conditions is met with documentation listed below:

- Doctor/Dentist appointment with note from the medical office
- Court appearance with note from court requiring appearance
- Driver's testing with note or driver's license/permit
- Attendance at a funeral upon presentation of funeral program/obituary
- College Day with note from institution visited (on letterhead)
- School business with notification by coach/sponsor
- With prior approval of school administration

Students must provide the documentation listed above prior to their return to class.

GPSD Board Policy 4.10

CONTACT WITH STUDENTS

Parents wishing to speak to their children in person during the school day shall register first with the office. For the safety and privacy of our students, classroom visitors must be pre-approved by the building administrator and the classroom teacher. All visitors are required to sign in and receive a visitor pass. Failure to do so will result in removal from campus. The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so. Visitors who are disruptive become "trespassers" as defined in A.C.A. § 6-21-606. As such, they lose their right to be on campus.

GPSD Board Policy 4.15/6.5

CLASSROOM DISRUPTIONS

The Board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. All visitors must enter the building through the main entrance, register at the office, and wear a visitor's pass at all times while on campus. Visitors must remain in the office until they are escorted by school personnel to their destination.

GPSD Board Policy 4.16

FIELD TRIPS

Written permission must be obtained from the parent or guardian before students are taken on educational field trips. Field trips cannot be made without the permission of the principal. Students attending must ride the school bus to the destination. Parents may check students out at the end of the field trip. If a student does not ride the bus with the class to the field trip destination, the student will be counted absent. Parents may not ride the bus without an invitation from the principal. Only students for which the field trip is intended may participate.

OFF-CAMPUS EVENTS

Students at school sponsored events, both on and off campus, shall be governed by school regulations and are subject to the authority of school personnel. Actions by students that violate these regulations, or the refusal to obey reasonable instructions of school personnel, may result in the loss of the privilege to attend these events and may result in disciplinary action applicable under the regular school program.

Any student who misbehaves at a school related activity is subject to losing the privilege of attending all school-related activities for the remainder of the year, as well as being subject to all applicable discipline policies.

Elementary students should not be left at school or dropped off to attend school related activities, such as ballgames, without adult supervision. *GPSD Board Policy 4.19*

EXTRACURRICULAR ACTIVITIES

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

All students are eligible for extracurricular activities unless specifically denied eligibility based on criteria outlined in school board policy 4.56. A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities because of disciplinary action taken by the administration for inappropriate behavior.

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

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

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms

of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity. *GPSD Board Policy 4.56*

APPEALS PROCEDURE

The Guy-Perkins School Board recognizes that there are times when parents do not agree with the actions taken or the decisions made by school personnel. If a parent wishes to appeal a decision or action taken by a school official, the parent must begin with the person who made the decision. Further appeals should be made to the next level in the organization. The organization levels are as follows:

Level 1: Teacher

Level 2: Principal

Level 3: Superintendent

Level 2 (or 3) personnel will refer any complaint or request for appeal to the previous level personnel prior to discussing any appeal. To address the school board with an appeal or complaint, the parent/guardian must contact the superintendent of schools at least one week prior to the school board meeting and request to be placed on the agenda for the meeting.

GPSD Board Policy 6.7

EMERGENCY DRILLS

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than three (3) times per year with at least one each in the months of September, January and February. Bus evacuation drills will also be conducted two times per year for all students.

The District shall conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel annually. The training will include a lockdown exercise with panic button alert system training. Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day and/or during non-instructional time periods (lunch, transitions, etc.)

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency, or the District's Panic Button alert system. Students shall be included in the drills to the extent practicable. *GPSD Board Policy 4.37*

SEVERE WEATHER PROCEDURE

School will close when weather conditions make it dangerous for school buses to run. Little Rock television stations will announce school closings as early as possible. Calls will be made by an automated information system. The superintendent will notify radio and television stations

and request an immediate broadcast of the dismissal times should school have to be dismissed during the regular school day due to severe weather or other emergency.

ALTERNATIVE METHOD OF INSTRUCTION (AMI) POLICY

The Guy-Perkins School District believes that learning can take place at anytime and anywhere. Guy-Perkins will use a variety of alternative methods to provide student instruction on days designated as alternative methods of instruction (AMI) days. As the method of delivery may be altered, the rigor and relevance will NOT, as ALL activities will be designed to protect the integrity of the Arkansas State Standards while supporting on-going instruction in the regular classroom.

To ensure equitable instruction and materials for ALL students, each teacher will prepare lesson plans and activities that are technology and text based. If there is foreseeable inclement weather, activities will be sent home with students prior to an anticipated AMI day. These activities will include printed “take home-snow packs”, which will consist of project based assignments in line with current classroom instruction and curriculum. In addition, exceptions for the day will be available to all students and parents in each teacher’s lesson plans posted to the individual teacher’s page located on the Guy-Perkins website. Technology based assignments may be used and will be administered through each teacher’s Google Classroom page; however, text based assignments will always be prepared and available in the event of power outage or other unforeseen circumstances.

Purpose

The Guy-Perkins School District believes that learning can take place regardless of weather or location. By utilizing alternative methods of instruction for days in which physically attending school may be a hazard, we can offer our students continuous learning opportunities that will allow students to be better prepared for spring testing dates that cannot be changed. With alternative methods of instruction in place, we will be able to better prepare students for ACT Aspire Testing even if students miss multiple days of preparation in the winter months.

Student Attendance

At Guy-Perkins School District, student attendance for an approved AMI day will be determined by the amount of work completed by the student on each AMI day. Assignments given on an AMI day will be submitted electronically prior to returning to school, or paper assignments will be due the next day that school is physically in session. Failure for students to properly comply with the assignment policy will result in the student being considered absent for the AMI day.

Communication with Parents and Students

Upon approval of AMI days the school will share its AMI plan with all of its stakeholders. This plan will be accessible via the school website and functions such as "open house," For each canceled school day deemed an AMI day, the school will notify all students and parents via the school website, the school’s Facebook page, the school's one-call system (K12 alerts), and the B-Notified app. All parents will be encouraged to sign up for the school’s notification app.

Students specifically will be able to access their Google classroom accounts or refer to their "take home snow pack" for instructions and expectations for the AMI day.

Use of AMI Days

Determining whether a canceled school day will be an AMI day or make-up day will be at the discretion of the Superintendent with proper procedures in place. Ideally all canceled school days will be AMI days; however, there may be cases in which an AMI day is not possible. If there is not time for proper preparation of an AMI day, then the day will fall under the make-up category. If possible, the first ten (10) days Guy-Perkins School District is closed due to inclement weather, a contagious disease outbreak, or other unforeseeable events will be AMI days.

FOOD SERVICE

The district does not offer credit for food items purchased in the school cafeteria; payment for such items is due at the time the food items are received. Staff, students, or parents choosing to do so may pay weekly or monthly in advance for meals. Allowances to the policy will be given the first two (2) weeks of the school year:

In accordance with Arkansas law, the district allows students whose accounts do not have enough funds to purchase a meal to receive an unpaid reimbursable meal at no charge. The district will notify a student's parents when:

- The students' prepaid account balance has dropped to the point that the student will begin receiving unpaid meals
- Each time the student receives the first unpaid meal after money has been deposited into the student's prepaid account
- After the student has received five (5) unpaid meals.

Outside food and/or drink will not be allowed in the cafeteria UNLESS brought with the student before school begins in an appropriate container (brought from home without fast food labels). Students may not receive food delivery, and parents that wish to eat with their students must purchase a tray OR eat in an alternate location. *GPSD Board Policy 4.51/4.58*

ALLERGIES / DIET

It is the policy of the Guy-Perkins School District to establish measures to ensure a safe environment for students with food allergies, based on their individual needs.

Each student must have a Certification of Disability for Special Dietary Needs on file that has been filled out by the student's physician. These can be picked up in the nurse's office or in the principal's office. A note from the doctor will be accepted if it has the correct information about the student's diagnosis, what the student can and cannot have.

The measures to ensure a safe environment include:

- Discussion with the student, family, school nurse, teaching staff and administrator(s) to establish needs and the procedures that will be put in place to fulfill those needs.

- Information about specific needs and procedures may be shared at a staff meeting.
- An Emergency Care Plan signed by the student's physician will be kept in the nurse's office, with copies in the classroom teachers' file and counselor's office file.
- All students in a class with a student with severe allergies are asked to respect that student's needs (e.g., not bringing party snacks containing peanuts).
- The Guy-Perkins cafeteria will be peanut safe, meaning: No peanuts, peanut butter or foods containing peanuts will be served to the best of our knowledge.
- Students cannot share cafeteria food and beverages, nor food and beverages brought from home due to concerns about allergies and other restrictions on some students' diets. This includes school buses. *GPSD Board Policy 4.50*

TRANSPORTATION

The Guy-Perkins School District will transport any student who resides in the district. The District pick-up and drop-off spots will be determined by district personnel. Students that do not follow bus rules or the instructions given by the bus driver may be denied bus-riding privileges. Guidelines for bus conduct can be found in Section IV of this handbook.

TRAVEL ARRANGEMENTS

Students must have a signed note from their parent or guardian to change their transportation method. Students that fail to bring a signed note will be sent home their usual way. If transportation changes must be made during the day due to unforeseen circumstances, phone requests can be accepted. However, all travel changes made by phone **MUST** be made no later than 3:00.

PARENTAL INVOLVEMENT

The Guy-Perkins School District school board and administration understand the importance of involving parents and the community in promoting higher student achievement. The District Parent Plan is reviewed annually, and includes major goals for improving and continuing parent and community involvement in education:

Goal One: The District will promote and support parent involvement through surveys, written information, the website and other publications, and annual parent meetings.

Goal Two: The District will assist school buildings in promoting and improving parental involvement.

Goal Three: The District will ensure that school principals, teachers, and parents receive information and training in promoting parent involvement and communicating with parents.

Goal Four: The District will include parents in evaluating and improving the ways in which schools and teachers communicate with and involve parents.

Please contact your school's building principal for additional information and assistance with involvement. The full Parent Involvement Plan for the District may be accessed through the District website.

PARENT COMMUNICATION & PARENT TEACHER CONFERENCES

Please notify the school immediately if there is a change in your address, telephone number, workplace, babysitter, emergency contacts or any other pertinent information.

Parents are welcome to contact the school whenever the need arises. Teachers may be contacted by note, email or telephone. If you call during the school day, the office will deliver the message to the teacher and the call will be returned as soon as possible. Please note that while all attempts to return communication will be made, instruction is the primary duty of our teachers. They have limited breaks throughout the day, and student needs are a priority, so please be flexible with them regarding returning communication (calling back, emailing, etc.). However, if you have not received feedback in a timely manner, you are welcome to contact the building principal.

Parent-Teacher conferences will be held a minimum of two times each school year. If you wish to have a conference with your child's teacher(s) outside of these designated times, please call ahead to schedule an appointment. Conferences will not be granted without an appointment to protect the instructional responsibilities of our teachers.

SECTION II – RESIDENCY AND ENROLLMENT

RESIDENCE REQUIREMENTS

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

1. Supervision by the person’s parent or legal guardian: and
2. Formal legal approval

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

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

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

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

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

For a person under the age of eighteen (18) years to establish a residence for attending the District’s schools separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis, the student is required to reside in the District for a primary purpose other than that of school attendance.

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian. *GPSD Board Policy 4.1*

ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy, meet the criteria outlined in homeless student or foster children policies, be accepted as a transfer student, or participate under a school choice option and submit the required paperwork as required by the School Choice Policy.

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

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

Prior to the child's admission to a District school:

1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or, if they request, the district will assign the child a nine (9) digit number designated number designated by the department of education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport
 - e. An affidavit of the date and place of birth by the child's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the board at the time the student is seeking enrollment in the District. The Board of Education reserves the right, to not allow the enrollment of students until the time of the person's expulsion has expired following the hearing before the board.

4. The child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

Uniformed Services Member's Children

For the purposes of this policy:

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

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

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

“Active duty members of the uniformed services” includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

“eligible child(ren)” are children of:

- Active duty members of the uniformed services;
- Members of the active and activated reserve components of the uniformed services;
- Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
- Members of the uniformed services who die on active duty or because of injuries sustained on active duty for a period of one (1) year after death.

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

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

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

education.⁵

An eligible child as defined in this policy shall:

- Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
- Be eligible for enrollment in the next-highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
- Enter the District's school on a validated level from his/her previous accredited school when transferring into the District after the start of the school year;
- Be enrolled in courses and programs the same as or like the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses and/or programs;
- Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
- Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
- Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
- Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty. *GPSD Board Policy 4.2*

ATTENDANCE REQUIREMENTS

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1st of that year who resides within the District shall enroll and send the child to a District school with the following exceptions:

- The child is enrolled in private or parochial school.
- The child is being home-schooled
- The child will not be age six (6) on or before August 1st of that school year AND the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten waiver for prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.
- The child has received a high school diploma or its equivalent as determined by the State Board of Education.

- The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two- or four-year institution of higher education.
- The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

GPSD Board Policy 4.3

TRANSFERS

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

The District may reject a non resident’s application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

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

Any student transferring from homeschool or a school that is not accredited by the DESE to a District school shall be evaluated by District staff to determine the student’s appropriate grade placement. A student transferring from homeschool will be placed in accordance with district policy.

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

Except as otherwise required or permitted by law, the responsibility for transportation of any non-resident student admitted to a school in this District shall be borne by the student or student’s parents. The District and the resident district may enter a written agreement with the student or student’s parents to provide transportation to or from the District, or both.

GPSD Board Policy 4.4

SCHOOL CHOICE

Standard School Choice

Transfers into the District

Capacity Determination and Public Pronouncement

The Board of Directors will adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District has a lack of capacity by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline; the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than March 1.

Application Process

The student's parent shall submit a school choice application on a form approved by ADE to this District along with a copy to the student's resident district. Except for students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, the transfer application must be postmarked, or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date, and time stamp all applications the District receives as both the resident and nonresident district as they are received in the District's central office. Except for applications from students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

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

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than three percent (3%) of its past year's student enrollment due to Standard School Choice. As such, any District approval of a choice application prior to July 1 is provisional pending a determination that the resident district's three percent (3%) cap has not been reached.

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

The Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

Accepted Applications

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who fails to initially enroll under the timelines and provisions provided in this policy; or chooses to return to his/her resident district; or ~~who~~ enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

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

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

Rejected Applications

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

An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the

provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the District.

An application may be provisionally rejected if the student's application was beyond the student's resident district's three percent (3%) cap. The student's resident district is responsible for notifying this District that it is no longer at its three percent (3%) cap. If a student's application was provisionally rejected due to the student's resident district having reached its three percent (3%) cap and the student's resident district notifies this District that it has dropped below its three percent (3%) cap prior to July 1, then the provisional rejection may be changed to a provisional acceptance and the student would have to meet the acceptance requirements to be eligible to enroll in the District.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

Any applications that are denied due to the student's resident district reaching the three percent (3%) limitation cap shall be given priority for a choice transfer the following year in the order that the District received the original applications.

Transfers Out of the District

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

- Through Opportunity School Choice due to the school receiving a rating of "F" or a district classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
- Due to the district's identification of Facilities Distress under A.C.A. § 6-21-812; or
- Through the Foster Child School Choice under A.C.A. § 6-18-233.

If, prior to July 1, the District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the District received Standard School Choice applications from that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect. The District shall immediately notify all receiving districts if it should drop back below its three percent (3%) cap prior to July 1

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

Facilities Distress School Choice Applications

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

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

Opportunity School Choice

Transfers In to the District

For the purposes of this section of the policy, a "lack of capacity" is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the DESE Rules for the Standards for Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer from their resident district into the District if

Either:

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

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

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

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application. If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

A student's transfer under Opportunity School Choice is effective at the beginning of the next school year and the student's enrollment is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

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

Transfers out of the District

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

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

Unsafe School Choice Program

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

GPSD Board Policy 4.5

HOME SCHOOLING

Enrollment in Home School

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

1. At the beginning of each school year, but no later than August 15;
2. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

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

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

The notice shall include:

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

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

Enrollment or Re-Enrollment in Public School

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

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

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

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

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

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

- a. Award of course credits earned in the home school;
- b. Placement in the proper grade level and promotion to the next grade level;
- c. Participation in any academic or extracurricular activity;
- d. Membership in school-sponsored clubs, associations, or organizations;
- e. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least nine (9) months immediately prior to graduation; or
- f. Scholarships. *GPSD Board Policy 4.6*

SECTION III – ACADEMIC INFORMATION

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. Because Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time. This policy is to be included in student handbooks for grades six (6) through twelve (12). 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 if necessary to help make these decisions.

While there are similarities between the two curricula, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curricula must consult with their counselor to determine the feasibility of changing paths.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education, the district requires an additional two (2) units to graduate for a total of 24 units. This change from the 2018-2019 school year would be phased in with the 2019-2020 9th grade class. This would NOT change the requirement of 23 credits for grades 10 - 12.

Beginning with the 9th grade class of 2019-2020, students will be required to enroll in and successfully complete an ACT prep class taken either live or virtually on the Guy-Perkins High School campus.

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

DIGITAL LEARNING COURSE - The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school. This requirement could be satisfied with the ACT prep course required for all 2019-2020 9th grade students (referenced above) and those following.

PERSONAL & FAMILY FINANCE STANDARDS - All students shall cover the Personal and Family Finance Standards by receiving credit for one of the following either taught live or virtually on campus :

- Financial Literacy (491990) - .5 career focus credit
- Quantitative Literacy (493120) - 1 full math credit
- ADE-approved AP Macro Economics and Personal Finance (579130) - .5 economics credit
- ADE-approved AP Micro Economics and Personal Finance (579140) -.5 economics credit
- Financial Planning and Wealth Management - 1.5 credits (1 career focus and .5 economics)
- Economics (474300) - .5 social studies or career focus credit

CPR TRAINING - Students must complete hands-on CPR training. This is typically done through the students' required health class.

SMART CORE:

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

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

- 1) Algebra I;
- 2) Geometry;
- 3) Algebra II;
- 4) A math unit beyond Algebra II - Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or a computer science flex credit may be taken in the place of a fourth math credit.

Science: a total of three (3) units with lab experience chosen from

- 1) Biology;
- 2) Physical Science;
- 3) Chemistry, Physics, Anatomy, or a computer science flex credit

Social Studies: three (3) units

- 1) Civics one-half ($\frac{1}{2}$) unit AND other social studies one half ($\frac{1}{2}$) unit
- 2) World History
- 3) American History

Oral Communication: one-half ($\frac{1}{2}$) unit

Physical Education: one-half ($\frac{1}{2}$) unit

Note: While $\frac{1}{2}$ 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 ($\frac{1}{2}$) unit

Fine Arts: one-half ($\frac{1}{2}$) unit

CAREER FOCUS: - Six (6) units

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

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

CORE:

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

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units

- at least one (1) unit of biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit AND other social studies one half ($\frac{1}{2}$) unit
- World history, one (1) unit
- American History, one (1) unit

Oral Communications: one-half ($\frac{1}{2}$) unit

Physical Education: one-half (½) unit

Note: While one-half (½) 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 (½) unit

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

HONOR GRADUATES

Classes of 2020 & 2021

To qualify as an honor graduate at Guy-Perkins High School, a student must complete the Smart Core Curriculum and, after eight (8) semesters, have a cumulative GPA of 3.5. Valedictorian and Salutatorian will be determined after seven (7) semesters.

Classes of 2022 and Beyond

To qualify as an honor graduate at Guy-Perkins High School, a student must complete the Smart Core Curriculum, complete two AP or Concurrent credit courses (or combination thereof), and, after eight (8) semesters, have a cumulative GPA of 3.5. Valedictorian and Salutatorian will be determined after (7) semesters. *GPSD Board Policy 5.17*

CLASSIFICATION BY CREDITS EARNED

Students in grades 10-12 are classified by the number of credits earned.

Sophomore (10 th)	6 credits
Junior (11 th)	12 credits
Senior (12 th)	18 credits

GRADING

Student progress is formally reported to parents at least four (4) times each year. Supplementary reports, suggestions for improvement, parent conferences, meetings, progress reports, online grade reporting systems, and other forms of contact will be utilized as needed. Parents may also access the school’s online grade reporting system at www.gptbirds.org. All grades reflect the achievement of educational objectives taught in the classroom. *GPSD Board Policy 5.15*

Percentage	Letter Grade	Carnegie Units for Graduation Credit (High School)
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
0-59	F	0.0

Kindergarten through 4th Grade reports use the following system:

- + Student performance is above grade level in that skill
- = Student performance is on grade level in that skill
- Student performance is below grade level in that skill

RETAKE A FAILED COURSE

Students may retake a course in which they received a failing grade. However, both the failed grade AND the retake grade will be included in GPA calculations.

ADVANCED PLACEMENT COURSES

Students in grades 7-12 who take advanced placement courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule.

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 0-59

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

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

For a student to be eligible to receive weighted credit for an AP course, the student’s course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan.

Additionally, for students taking AP courses to receive weighted credit they must take the applicable AP examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student’s grade for any course in which the student fails to take the applicable AP exam. Students who do

not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale. *GPSD Board Policy 5.21*

ONLINE COURSES

The District has a contract with the regional education service cooperative to provide online classes for our students to supplement face-to-face course offerings. Virtual High School (VHS) classes allow students to take courses not offered directly at our high school campus. VHS classes are open to any student in grades 10-12. These classes can also be utilized for scheduling conflicts, provided that all other options have been exhausted. VHS classes may be used for students who have failed a face-to-face core class and require make-up of course credit. All requests for VHS versions of District-provided face-to-face classes must be approved by an administrator, and will be determined on a case-by-case basis. Please note that face-to-face classes that are offered by the District are given priority over VHS classes.

The District may restrict a student's access to digital courses when the student's building principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses. Furthermore, the student's building principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course. *GPSD Board Policy 5.11*

MAKE-UP WORK

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

- Students are responsible for asking the teachers of the classes they missed what assignments they need to make up on the first day back at school or their first class the day after their return.
- Teachers are responsible for providing the missed assignments when asked by a returning student. However, students must not disrupt instructional time to request make-up work.
- Students shall have one class day to make up their work for each class day they are absent.
- Make-up tests are to be rescheduled at the discretion of the teacher, but must be completed within the make-up timeline.
- Students are responsible for turning in make-up work without the teacher asking for it.
- Students who are absent on the day their make-up work is due must turn in their work the day they return to school even if the class for which the work is due does not meet the day of their return.
- As required/permitted by the student's Individual Education Program or 504 Plan.

Days missed due to Out-of-School Suspension (OSS) or expulsion shall be unexcused absences.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in the District's immunization policy. *GPSD Board Policy 4.8*

HOMEWORK

The Guy-Perkins School District considers homework to be an essential part of the instructional program. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework shall be planned, organized and purposeful. Teachers may assign appropriate and reasonable amounts of homework on a regular basis. Homework assignments that are not completed at home will be completed at school. Excessive missing work will result in disciplinary action. Homework will make up no more than 20% of a student's quarter or semester grade. *GPSD Board Policy 5.14*

“NO ZERO” POLICY

Zeros will only be used for disciplinary loss of credit (Out-of-School Suspension, plagiarism, cheating, etc.). Since our grading policy measures the achievement earned by our students, we will no longer use zeroes as a disciplinary response for lack of effort or failure to complete and/or turn in assignments. In short, students are going to do the work, and teachers are going to assess the quality of that work.

In an effort to teach students responsibility and accountability, failure to turn in or complete work will be dealt with as a disciplinary infraction. The disciplinary policy will be spelled out in Section IV – Student Discipline. *GPSD Board Policy 5.15*

TEXTBOOKS

Parents and students are responsible for the proper care of free textbooks. Teachers are expected to keep a record of each textbook issued. Any book lost, damaged, including library books, will be paid for by the student or parent/guardian. Not all classes will require or use a textbook.

SEMESTER TEST EXEMPTIONS

FALL SEMESTER

All students must take their semester exams. There will be no exemptions.

SPRING SEMESTER

In an effort to promote good attendance, Guy-Perkins High School will allow students who are passing their courses and have not missed the required number of days to be considered exempt from taking their semester exams. Even ONE unexcused absence causes a student to be required to take a semester test. Requirements for semester test exemption are as follows:

- No Out-of-School-Suspension
- Student has a minimum grade of 90% FOR EACH QUARTER and has no more than 4 excused absences FOR THE SEMESTER.

- Student has a minimum of 80% FOR EACH QUARTER and has no more than 3 excused absences FOR THE SEMESTER.
- Student has a minimum of 70% FOR EACH QUARTER and has been absent 0 days FOR THE SEMESTER.

Students who take semester exams must remain in their assigned class for the duration of their test period(s).

Students who are considered exempt will be allowed to take their semester test if they choose to do so. In this case, if the test raises the student's grade it will be averaged and accepted, however if it lowers the student's grade it will not count against him/her. Students who are not considered exempt are required to take semester exams and their grade on the test will be worth 20% of their semester grade.

PROMOTION/RETENTION

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

At least once each semester, the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis, and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level equivalency in reading.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

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

- Failure to master competency of the Arkansas Curriculum Frameworks Assessments.
- More than one reading level behind for the grade in which the student is presently enrolled.
- Students who are failing three of the five core subjects (reading, math, language, social studies, science).
- Inappropriate social, emotional and/or physical maturity for his/her grade level.
- Excessive absences.

If there is a doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- The building principal or designee;
- The student's teacher(s);
- School Counselor;
- 504/Special Education representative (if applicable); and
- The student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis.

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

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

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

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

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

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

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

A SSP shall be created:

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

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that

addresses college and career planning components. Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP or completion of the Alternate Pathway to Graduation when applicable.

Students who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their students to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following Statewide assessment, as applicable. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day. *GPSD Board Policy 4.55*

ACCELERATION

The Board believes that acceleration is an effective and research-based intervention for the academic growth of students who are ready for an advanced or faster-paced curriculum. It can allow a student to move through the traditional educational setting more rapidly, based on assessed readiness, capability and motivation. At the same time, the Board understands that acceleration is not a replacement for gifted education services or programs.

Generally, acceleration can occur through one of two broad categories: content-based and grade-based. Grade-based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content-based acceleration occurs within the normal K-12 time-span. Either form of acceleration can be triggered by either a request by parent/guardian, student, or community member or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school Gifted and Talented Program Coordinator. The GT coordinator shall meet with the individuals necessary, which will include the student's parents or guardians, to make an informed decision.

While the needs of the student should dictate when acceleration decisions are considered, the Board believes the optimal time for referrals is in the spring which gives adequate time for working through the determination process and for preparing those concerned for a smooth transition to the acceleration beginning in the following school-year.

The District's Gifted and Talented Program Coordinator will create a written format to govern the referral and determination process which shall be made available to any parent or staff member upon request.

High school students who are interested in graduating early should contact their counselor no later than May 1 of their sophomore year. A conference will be held with the student, the student's parent/guardian, the student's counselor, and the high school principal to review the

request. Students must agree and adhere to the guidelines of the early graduation application and meet all Guy-Perkins Schools graduation requirements.

The parents/guardians of any student whose request for acceleration has been denied may appeal the decision, in writing, to the District's GT Coordinator. The District's GT Coordinator and the Acceleration Placement Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the Committee will either request additional testing be conducted to help the Committee make its determination or it will uphold the initial decision. The Committee's decision may not be further appealed.

GPSD Board Policy 4.54

STUDENT RECORDS

Permanent school records, as required by the Division of Elementary and Secondary Education (DESE), shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory attendance. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received. *GPSD Board Policy 4.38*

SECTION IV – STUDENT BEHAVIOR

ABSENCES

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

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

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

Excused Absences

Documentation for absences must be submitted no more than five (5) school days after the student's return to school. Documentation presented after the fifth (5th) school day will not be accepted, and the absence will be marked as unexcused. Documentation will be required for any absence to be considered excused. A complete list of appropriate documentation can be found in the "Closed Campus" on page 7 of this handbook. Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of five (5) such days without a note from a medical clinic are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal. A note from the student's parent, legal guardian, or person acting in loco parentis must be submitted stating that the student has been sick;
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FCCLA, FBLA, 4-H or any other sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.

10. Absences granted, at the superintendent's discretion, to seventeen (17) year-old students who join any branch of the United States Military while in eleventh grade to complete basic training between grades eleven (11) and twelve (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.
12. Juniors and Seniors – two (2) college days (with documentation).
13. Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

Unexcused Absences

Absences not defined above, or not having appropriate documentation presented in the timeline required by this policy shall be considered unexcused absences. Students with eight (8) unexcused absences in a course within a semester may not receive credit for that course. A student may be denied promotion or graduation due to unexcused absences at the discretion of the principal. Excessive absences shall not be a reason for expulsion or dismissal of a student.

Excused and Unexcused Absences

Parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified when a student has four (4) absences in a semester. Notification shall be made via telephone by the end of the school day in which the absence occurred, or by regular mail with a return address sent no later than the following school day.

The District shall notify the prosecuting authority upon the student's 8th absence within a semester, and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time PRIOR to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardian, person having lawful control of the student, or person standing in loco parentis may petition the school or district administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis, and the school or district administrator or designee.

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

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and

Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute. *GPSD Board Policy 4.7*

TARDIES

Promptness is an important character trait that District staff are encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. *GPSD Board Policy 4.9*

TARDY AND ABSENCE DEFINED

The school day is defined as a day in which classes are in session and students are provided not less than six (6) hours of instructional time from the opening of school, excluding lunch.

High School students are marked tardy/absent by class period. A student is tardy if he/she enters the classroom after the tardy bell rings. A student is absent if he/she misses more than half the class period.

Elementary students arriving after 7:55 am will be marked tardy. Students arriving after 9:30 am will be marked absent one-half day. Students leaving before 1:30 will be marked absent one-half day.

Students who have four (4) or more tardies in a class period will receive a discipline referral. Each class room teacher shall keep an accurate record book, and this roll book will be the official record for determining the number of days missed.

STUDENT DISCIPLINE

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

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

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to: a felony or an act that would be considered a felony if committed by an adult; and assault or

battery; drug law violations; or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

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

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

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

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

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

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation: the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying. *GPSD Board Policy 4.17*

PROHIBITED CONDUCT

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

- Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
- Disruptive behavior that interferes with orderly school operations;
- Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;

- Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
- Possession or use of tobacco in any form on any property owned or leased by any public school;
- Willfully or intentionally damaging, destroying, or stealing school property;
- Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
- Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
- Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
- Inappropriate public displays of affection or other physical contact;
- Cheating, copying, or claiming another person's work to be his/her own;
- Gambling;
- Inappropriate student dress;
- Use of vulgar, profane, or obscene language or gestures;
- Truancy;
- Excessive tardiness;
- Engaging in behavior designed to taunt, degrade, or ridicule another person based on race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
- Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
- Hazing, or aiding in the hazing of another student;
- Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited.
- Sexual harassment
- Bullying; and
- Operating a vehicle on school grounds while using a wireless communication device.

GPSD Board Policy 4.18

BUS CONDUCT

The District's Student Code of Conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Code of Conduct.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The school bus driver shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the District's Student Code of Conduct, the student's bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior.

Parents/guardians are wholly responsible for transportation of students who have lost bus privileges because of disciplinary action.

1. Waiting for the bus to arrive.
 - a. Be at the bus stop before the bus is scheduled to arrive.
 - b. Wait until the bus has come to a complete stop and the driver has given you directions before crossing a road to enter the bus.
 - c. Respect the property of others while waiting for the bus. Do not litter or make unnecessary noise.
 - d. Stand back an adequate distance from the bus stop and do not approach the bus until it has come to a complete stop AND the door has opened.

2. Entering and leaving the bus.
 - a. Enter and leave the bus quickly and in an orderly manner.
 - b. Do not enter or leave the bus by the back door except in the case of an emergency or unless directed by the bus driver.
 - c. If you must cross the road after leaving the bus in the afternoon, go to a point on the shoulder of the road and adequate distance in front of the bus and wait until the driver has signaled you to cross.
 - d. If you drop an object (book, paper, pencil) while leaving the bus, do not attempt to retrieve the object until the bus has left the scene and the street is clear of other vehicles.

3. Riding the Bus
 - a. Ride only the bus to which you are assigned. Visitors are not allowed.
 - b. Obey the instructions and directions of the driver. Students are under his/her supervision. The driver will report all violations to administrators.
 - c. Seats will be assigned by the driver or principal (if necessary).
 - d. Do not distract the driver's attention or disturb other riders on the bus. Students must remain reasonably quiet on the bus.
 - e. Remain seated while the bus is in motion or stopped except as the driver indicates.
 - f. Legs and feet should not be in the aisle.
 - g. Keep all books, lunches, coats, etc., out of the aisle of the bus.
 - h. Knives, firearms, sharp objects, clubs, glass containers, sports equipment, pets or other animals are not allowed on a school bus.

4. Prohibited activities:
 - a. Eating and/or drinking
 - b. Use of tobacco products (prohibited by State Law)
 - c. Scuffling or fighting
 - d. Using electronic devices without headphones
 - e. Yelling at anyone on the bus or outside.
 - f. Throwing objects on the floor of the bus or out the window.
 - g. Putting head or body parts out of the windows.

- h. Tampering with any of the bus safety devices
- i. Defacing any part of the bus. Students that damage the bus in any way shall be financially responsible for repairs.
- j. Any action that interferes with the safety of students/driver on the bus.

DISRUPTION OF SCHOOL

No student shall use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designees a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom will be voluntarily escorted from the classroom by the school administration. *GPSD Board Policy 4.20*

ASSAULT OR BATTERY

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

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

- a) cause a breach of the peace;
- b) materially and substantially interfere with the operation of the school;
- c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures. *GPSD Board Policy 4.21*

WEAPONS OR DANGEROUS INSTRUMENTS

Definitions

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

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

“Weapon” means any:

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

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while:

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

If a student discovers prior to any questioning or search by school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a bookbag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until the student’s parent/legal guardian picks up the weapon from the office. Repeated offences are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

The district shall report any student who brings a firearm to school to local law enforcement.
GPSD Board Policy 4.22

TOBACCO AND TOBACCO PRODUCTS

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

Except for recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor. *GPSD Board Policy 4.23*

DRUGS AND ALCOHOL

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

Therefore, no student in the Guy-Perkins School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who a) is on school property; b) attends school or any school sponsored activity; c) has left the school campus for any reason and returns to campus; d) or is en route to or from school or any school sponsored activity.

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

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug

Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.35—STUDENT MEDICATIONS. *GPSD Board Policy 4.24*

GANGS AND GANG ACTIVITY

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

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

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds. *GPSD Board Policy 4.26*

SEXUAL HARASSMENT

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

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

is available to the victim of sexual harassment; and the potential discipline for perpetrating sexual harassment.

“Sexual harassment” means conduct that is:

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

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

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person’s alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students as to sexual activity or performance;
- Circulating or showing emails or Websites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and

- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will provide assistance on the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

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

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

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

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

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

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

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

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

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion. *GPSD Board Policy 4.27*

BULLYING

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

Definitions:

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

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

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

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

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

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or

school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

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

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

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

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

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

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
5. Demeaning humor relating to a student's actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,

8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
12. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: “Slut,” “You are so gay,” “Fag,” “Queer”).

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

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

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

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
 - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
 - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
 - a. That a credible report or complaint of bullying against their student exists;
 - b. Whether the investigation found the credible report or complaint of bullying to be true;
 - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and

- d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
 - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
 - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying. *GPSD Board Policy 4.43*

VEHICLES

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

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

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle. *GPSD Board Policy 4.33*

DRESS CODE

The Guy-Perkins School Board recognizes that dress can be a matter of personal taste and preference. At the same time, the district has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or breasts. Any distracting

or disruptive type of clothing, dress, jewelry or makeup will not be permitted. Clothing should conform to the following guidelines:

- No hats, caps, toboggans, hoods or other headwear, are allowed in the school buildings without administrator approval.
- No headphones or earbuds may be worn during the school day unless directed by a teacher during his/her class time.
- Tank tops should only be worn as undergarments.
- No pajamas, blankets, or clothes that resemble sleepwear.
- No muscle shirts, halter tops, tube tops, racer back shirts, or garments that expose the midriff.
- No sunglasses
- No spandex (leggings, yoga pants, shorts) or other form-fitting garments of this type may be worn by themselves. They may be worn under a garment that completely covers the buttocks and maintains the same length to the front of the garment.
- No see-through clothing may be worn except that which is worn over appropriate tops.
- No holes or slits in clothing that causes the garment to be deemed immodest, including, but not limited to, showing too much upper thigh or underwear. Holes above the knee are also not allowed.
- No extreme styles (chains, sagging pants, etc.)
- No articles of clothing, caps, badges, or buttons that picture or advertise anything banned from school property.
- Students in grades 5-12 - The length of shorts and dresses must be equal to or less than the width of a dollar bill (from the top of the bill to the bottom) above the knee cap (measured from the top of the kneecap), modest and not distracting to the educational process. Students in grades K-4 will continue to follow a general rule of fingertip length for shorts and dresses.
- No bare feet – shoes must be worn; no house shoes.

It shall be the responsibility of each faculty member to fill out a discipline slip and send the student to the office. *GPSD Board Policy 4.25*

RANGE OF CONSEQUENCES

The MINIMUM penalty for student misconduct will be a verbal warning and the MAXIMUM penalty will be expulsion by the Board or legal action dependent upon the severity and frequency of the misconduct. Parents whose students receive a discipline referral will be contacted by phone and/or discipline referral with request to sign and return. The range of consequences is as follows:

Discipline Steps

- 1 – Reprimand/Warning
- 2 – Lunch Detention
- 3 – Corporal Punishment OR After-School Detention OR Service Learning**
- 4 – In-School Suspension
- 5 – Out-of-School Suspension (1-5 days)

6 – Out-of-School Suspension (6-9 days)

7 – Out-of-School Suspension (10 days) AND Recommend for Expulsion

* Lunch Detention – Students will sit at the designated table in the lunchroom for the duration of lunch. Students should sit at the table until directed by a staff member to get their lunch. Students may work on school work or read quietly.

** Detention is held from 3:25-4:25 on Monday through Thursday in Mr. Morris' room at the high school. Detention will be served on the first available date following the disciplinary conference. Detention will not be moved to accommodate students' schedules without parent AND administrator approval. Detention may be moved ONLY on the first assignment. Subsequent Detention assignments may not be moved, even if there is a scheduling conflict. Failure to appear at an assigned Detention will result in one day of ISS on the next school day.

INFRACTIONS DEFINED AND CONSEQUENCES

The principal/designee reserves the right to exercise his/her discretion based on the frequency and severity of the infraction(s). Penalties for behaviors not explicitly stated will be assessed by judgement of the principal or his/her designee. The principal/designee also reserves the right to contact local law enforcement when necessary for student conduct.

- Electronic Communication Devices (cell phones): Use of personal electronic communication devices is permitted before/after school ONLY. From the first bell to the last, phones must be kept silent and out of sight.

In-Class:

First Offense: Confiscation and returned to student at the end of class.

Second Offense: Confiscation and turned in to the office. Student can pick up at the end of the day.

Third and Subsequent Offenses: Same as second offense AND discipline referral (minimum **Discipline Step 2**).

School Grounds:

First Offense: Confiscation and turned in to the office. Student can pick up at the end of the day.

Second and Subsequent Offenses: Same as first offense AND discipline referral (minimum **Discipline Step 2**).

- Computer Usage: Student found to be in violation of this policy will be subject to disciplinary action depending on the severity of the infraction. Serious and/or multiple infractions may result in denial of internet or computer access.

Discipline Step 2

- Insubordination: Disrespect for school employees and/or failing to comply with their reasonable directions.

Discipline Step 3

- Missing Assignments/Refusal to Complete Work: Assignments not turned in within one day of the due date.

Discipline Step 2

- Disorderly Conduct: Disruptive behavior that interferes with orderly school operations.

Discipline Step 2

- Profanity: Use of vulgar, profane, or obscene language or gestures.

Discipline Step 3

- Dress Code: Inappropriate student dress or grooming.

First Offense: Students will be required to change into school-provided clothing or go home to change.

Second and Subsequent Offenses: Same as first offense, AND **Discipline Step 2**.

Absences due to dress code violations will be unexcused.

- Inappropriate Contact: Inappropriate public displays of affection or other violations of personal space including but not limited to:
 - Kissing;
 - Hugging (including non-romantic hugs);
 - Hand-Holding;
 - Other inappropriate student contact (including but not limited to horseplay).

Discipline Step 3

- Tardiness: Entering class after the beginning bell rings.

1st Period Tardies (non-driver):

Warning/Parent Contact on 3rd Tardy;

Discipline Step 3 on 4th Tardy AND every subsequent Tardy.

1st Period Tardies (driver):

Warning/Parent Contact on 3rd Tardy;

Discipline Step 3 AND/OR Temporary Suspension of Driving Privileges on 4th Tardy AND every subsequent Tardy

Transitional Tardies (Between Classes):

Discipline Step 3 on 4th Tardy AND every subsequent Tardy.

- Verbal Abuse of a Student: Harassing, threatening, or inappropriate behavior directed toward any student.

Discipline Step 3

- Truancy: Absence from school or a class without a parent and/or school authorities' prior knowledge or consent; time begins when students enter a bus or walk onto school property.

<10 mins out of class – **Discipline Step 3**

>10 Mins OR “All-Call” Required – **Discipline Step 4**

- Verbal Abuse of a School Employee: Harassing, threatening, or inappropriate behavior directed toward any school employee.

Discipline Step 4

- Physical Abuse, Threat or Assault on a Student: Willfully and intentionally assaulting or threatening to assault; physically abusing any student.

Discipline Step 4

- Physical Abuse, Threat or Assault on a School Employee: Willfully and intentionally assaulting or threatening to assault; physically abusing any school Employee.

Discipline Step 5

- Tobacco: Possession or use of tobacco or any tobacco related paraphernalia in any form on any property owned or leased by any public school.

Discipline Step 3

- Cheating: Cheating, copying, forging, or claiming another person's work to be his/her own.

Discipline Step 3 AND Loss of Credit

- Sexual Activity: Sexual harassment, sexual activity, or sexual misconduct to include possession of and/or distribution of pornographic media.

Discipline Step 4

- Harassment or Bullying: a pattern of repeated behaviors including harassing, verbally assaulting or inappropriately threatening another student.

Discipline Step 5

- Discrimination: Engaging in behavior designed to taunt, degrade, or ridicule another person based on race, ethnicity, national origin, sex, or disability.

Discipline Step 4

- Destruction of School Property: Unintentionally damaging or destruction of school property.

Discipline Step 3 AND Student or Parent/Guardian will be financially responsible for damage.

- Vandalism/Theft: Willfully or intentionally damaging, destroying, or stealing school property.

Discipline Step 4 AND Student or Parent/Guardian will be financially responsible for damage.

- Drug/Alcohol: Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs or other intoxicants, or anything represented to be a drug.

Discipline Step 7

- Gambling: Participating in any game of chance.

Discipline Step 4

- Hazing: playing unpleasant tricks on someone or forcing someone to do unpleasant things as initiation into a group.

Discipline Step 5

- Gangs or Gang-Related Activities: Activities including belonging to secret societies of any kind are forbidden on school property. Gang insignias, clothing, throwing signs or other gestures associated with gangs are prohibited.

Discipline Step 5

- Disruption of the School-Wide Learning Environment: Any behavior that disrupts or threatens the learning environment including, but not limited to, bomb threats, false alarms, inciting a riot, etc.

Discipline Step 5

- Loitering: Inappropriate entry or assembly on a school campus.

Discipline Step 3

- Weapons: Possession of any weapon or object that can reasonably be considered capable of causing bodily harm to another individual.

Discipline Step 6

- Failure to identify self: Upon request, all persons must identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events.

Local Law Enforcement Contacted

AFTER-SCHOOL DETENTION

After-school detention is held from 3:25 p.m. to 4:25 p.m. as needed. Students are not allowed to be late. Students are required to work on some form of academic endeavor for the duration of their assigned detention. Failure to follow the directions of the detention monitor will result in other consequences including but not limited to additional days of after-school detention. If students cannot drive, a parent is required to pick up the student at 4:25 p.m. The school will not provide transportation. If a student misses their assigned detention, ISS will be assigned on the next available day.

CORPORAL PUNISHMENT

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

Prior to the administration of corporal punishment, reason(s) for the punishment shall be explained, and the student shall be given an opportunity to refute the charges.

All corporal punishment shall be administered privately (i.e., out of the sight and hearing of other students), shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator (or designee) who shall be a licensed staff member employed by the District.

Corporal punishment shall not be used as a form of discipline for a student who is intellectually

disabled, non-ambulatory, non-verbal, or autistic. *GPSD Board Policy 4.39*

SUSPENSION FROM SCHOOL

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school.

Students are responsible for their conduct that occurs:

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

A student may be suspended for behavior that:

- Is in violation of school policies, rules, or regulations;
- Substantially interferes with the safe and orderly educational environment;
- School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
- Is deemed insubordinate, incorrigible, violent, or immoral.

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

The school principal or designee shall proceed as follows in deciding whether to suspend a student:

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

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

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

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

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

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

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

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

During the period of their suspension, students serving In-School-Suspension (ISS), OSS shall not attend or participate in any school-sponsored activities during the imposed suspension. The ISS (in-school suspension) school-sponsored activity prohibition lasts until the last bell on the last day assigned/served. The OSS school-sponsored activity prohibition lasts until the first day AFTER it has been served at 7:55 a.m.

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

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

GPSD Board Policy 4.30

EXPULSION

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

- Deemed to be of such gravity that suspension would be inappropriate;

- Where the student's continued attendance at school would disrupt the orderly learning environment;
- Would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

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

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

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

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent or designee, the student or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

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

child to possess a weapon on school property. The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled. *GPSD Board Policy 4.31*

VIDEO SURVEILLANCE AND STUDENT MONITORING

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

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

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

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

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

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall

be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities. *GPSD Board Policy 4.48*

SEARCH, SEIZURE AND INTERROGATION

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given, and the student will be allowed to be present along with an adult witness; however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive considering the age and sex of the student and the nature of the infraction.

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

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control of the student, or person standing in loco parentis. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, and investigator of the Crimes Against

Children Division of the Division of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, person having lawful control, or person standing in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number. *GPSD Board Policy 4.32*

SECTION V – TECHNOLOGY

GENERAL INFORMATION

Definition

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

The District makes electronic devices and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic devices shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device Use Agreement, signed by both the student and parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet and Electronic Device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

TECHNOLOGY PROTECTION MEASURES

The District is dedicated to protecting students from material on the Internet or World Wide Web that are inappropriate, obscene, or otherwise harmful to minors. Therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials.

For the purpose of this policy “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- Taken and, with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted acts, or a lewd exhibition of the genitals; and/or
- Lacks serious literary, artistic, political, or scientific value as to minors.

INTERNET USE AND SAFETY

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

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

Misuse of the Internet

The opportunity to use the District’s technology to access the Internet and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as

specified in the student handbook and/or Internet safety and electronic device use agreement.

Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavors. Individual-identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet Safety and Electronic Use Agreement. *GPSD Board Policy 4.29*

CELLPHONES AND OTHER ELECTRONIC DEVICES

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan; this means that when a student is staking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

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

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

- Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
- Permitting any audible sound to come from the device when not being used for the above reason;
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic assessment, or wrongfully obtaining test copies or scores;

- Using the device to record audio or video or to take photographs in locker rooms, bathrooms, in any other situation in which the subject has not granted permission, or without the subject's knowledge;
- Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent it is approved in a student's IEP or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Possession of electronic devices is permitted on the school campus before or after normal school hours. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

The students and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parent or guardian. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of School Board Student Policy 4.32.

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet and Computer Use Policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension. *GPSD Board Policy 4.29*

BRING YOUR OWN DEVICE POLICY

The Guy-Perkins School District has a Bring Your Own Device (BYOD) policy for all schools in the district. This policy allows students to bring many of their own technology devices to school for use in our classrooms. We incorporate the use of such items as laptops, iPads, netbooks and cell phones with browsing capabilities for educational purposes ONLY. Similar to other personally owned items, the district is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.

Please note that students are never required to bring in outside technology to school. All students will continue to have access to school equipment, and no student will be left out of instruction.

Expectations:

- Students will only use appropriate technology at the teacher's discretion.

- Students will only use earbuds or headphones at the teacher’s discretion in his/her classroom.
- Students will only use appropriate educational applications on their device (i.e., no games and/or non-school related tasks/functions).
- Students are permitted to access only the school’s network through personal devices, not private networks. More information will be provided to students for accessing the available network.

Reinforcement:

Students utilizing this opportunity to its fullest capacity with school parameters will find numerous benefits to instruction including resources, completion of assignments and personal organization. Students not following the expectations for use of personal devices will face disciplinary action and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.

GOOGLE APPS

“Google Apps in Education,” powered by Google, provides Gmail to our school, as well as a suite of other Google products such as Google Docs, Sheets, Forms and other Goggle sites that enable us to better communicate, share, and collaborate. We are excited to offer Google Apps as it represents an important step towards the development of an effective and up-to-date approach to curriculum and learning. These tools support the high level of collaboration that is required in today’s classroom to prepare students with both communication and collaborations skills required for life after high school.

What’s included?

- Gmail provides email storage with extra security including restricted incoming and outgoing email access. Emails by pupils are restricted to within Guy-Perkins School District. These email communications are monitored and recorded.
- Google Calendar enables us to create and share school or class calendars with events which can be subscribed to by parents/guardians to receive automatic updates.
- Google Docs lets pupils create and share documents, spreadsheets, presentations, drawings and forms. This also allows student to collaborate on projects.
- Google Sites makes it easy to collect, share, and publish all types of content in a single website.
- Google Video can be used for video creation and limited distribution.
- Other tools can be added as needed.

What are the benefits?

- Ease of Access – Pupils can access Google Apps anywhere and at any time. It is designed to work in any web browser (Google Chrome, Internet Explorer, Firefox, etc.) and on any computer or mobile device. This enables access to email, calendars and documents from school at home.
- Online storage means that no flash drives (memory sticks, etc.) are required with documents and files stored in Google Docs.

- Students can easily collaborate with students from other classes, buildings, schools, even different countries, working together on group projects.
- During collaborative work, teachers can monitor progress of each child and provide instant written feedback visible to the group or to the individual. This enhances teaching and learning and provides accurate assessment.
- Students can develop an online portfolio of work throughout their school career.
- Through websites, calendars and email, parents can stay informed about the latest assignments and activities.

User Access

Students will be shown how to use Google Apps within the curriculum. Students will be provided with unique usernames and passwords. Parents/guardians are encouraged to explore Google Apps with their children by logging in together and accessing their school work stored in Google Apps. Students will follow school policies for appropriate use when using Google Apps. The service is an extension of the school's network. Students know that the school has the right to monitor user accounts for policy and e-safety purposes.

Parental Permission

In order to keep you informed and also to comply with data protection legislation and Google's Terms of Service, we are required to get parental permission before creating student accounts.

- There will be no advertisements
- No external email addresses can contact pupil accounts, and vice-versa.
- All email communication and comments within collaborative work are monitored.
- Work uploaded to Google Drive remains the property of the creator, it is not copied or kept by Google if it is removed by the creator.

Summary for Parents

Google Apps for Education is an essential part of the curriculum for all subjects and students. Without parental permission, students will be unable to participate in any lessons across the curriculum that utilize Google Apps. All email communication will be archived, and the school's Acceptable Use Policy will be enforced. School staff will monitor the use of Google Apps when pupils are at school. Parents/guardians are responsible for monitoring their child's use of applications when accessing Google Apps from home. Pupils are responsible for their own behavior online.

SECTION VI – HEALTH AND MEDICINE

IMMUNIZATION REQUIREMENTS

Definitions

“In process” means the student has received at least one dose of the required immunizations and is waiting the minimum interval of time to receive the additional dose(s).

“Serologic testing” refers to a medical procedure used to determine an individual’s immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age-appropriately immunized against:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chicken pox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

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

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

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

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating “up-to-date,” “complete,” “adequate,” and the like will not be accepted as proof of immunization and of immunity based on serological testing shall be entered into the student’s record.

To continue attending classes in the District, the student must have submitted:

1. Proof of immunization showing the student to be fully age appropriately vaccinated;

2. Written documentation by a public health nurse or private physician of proof the student is in process of being age-appropriately immunized, which includes a schedule of the student's next immunization;
3. A copy of a letter from ADH indicating immunity based on serological testing; and/or
4. A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

Temporary Admittance

While students who are not fully age-appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven [11] and sixteen [16] respectively if October 1st is later in the current school year than the 30 days following the student's admittance). No student shall be withdrawn and readmitted to extend the thirty (30) day period. Students may be allowed to continue attending beyond the 30-day period if the student submits a copy of either number two (2) or number four (4) above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to revocation of the student's temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

Exclusion from School

In the event of an outbreak, students who are not fully age-appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines

homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- For the remainder of the week by the end of the initial school day of the student's exclusion; and
- By the end of each school's calendar week for the upcoming week until the student returns to school.

It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero or docking for any assignment or examination not completed or submitted on time.

GPSD Board Policy 4.57

COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they can transmit their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-Resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure plan when dealing with any bloodborne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

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

day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student. *GPSD Board Policy 4.34*

STUDENT MEDICATIONS

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

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

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

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

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by the policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

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

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

- Self-Administer either a rescue inhaler or auto-injectable epinephrine;
- Perform his/her own blood glucose checks;
- Administer insulin through the insulin-delivery system the student uses;
- Treat the student's own hypoglycemia; or
- Possess on his or her person:
 - A rescue inhaler or auto-injectable epinephrine; or
 - The necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

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

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

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

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity.

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

- An IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and
- A current, valid consent form on file from their parent or guardian

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

- The time scheduled for a dose of insulin in the student's IHP; and
- Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

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

Emergency Administration of Epinephrine

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

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

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

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

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

Emergency Administration of Albuterol

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

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

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained⁶ and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

Emergency Administration of Anti-opioid

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose. *GPSD Board Policy 4.35*

STUDENT ILLNESS / ACCIDENTS

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date. *GPSD Board Policy 4.36*

PHYSICAL EXAMINATIONS AND SCREENINGS

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

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

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

Extracurricular Drug Testing for Students in Grades 7-12

MISSION STATEMENT The Guy-Perkins School District recognizes that drug abuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Guy-Perkins School District Board of Education is determined to help students by providing another option for them to say “No”. Drug abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

Purpose of a Chemical Abuse Policy:

1. To allow the students in the GPSD to know that the school is concerned about their total well-being;
2. To assist students of the GPSD in resisting peer pressure that directs them toward drug use/misuse;
3. To establish high standards of conduct for students of the GPSD;
4. To emphasize concern for the health and safety of students while they are participating in activities and to emphasize the long-term physical and emotional effects of drug and alcohol use/misuse on their health;
5. To confirm and support laws which restrict the use/misuse of drugs;
6. To work cooperatively with custodial parent/legal guardian in keeping their children free from drug abuse/misuse;
7. To assist students by referring them for counseling or rehabilitation regarding their use/misuse of drugs;
8. To deter drug and alcohol use/misuse by all students through the use of random drug testing.

Provisions:

Apply to students enrolled in Guy-Perkins schools in grades seven through twelve (7-12). No student will be allowed to participate in any activity outside the regular curriculum until a consent form for random drug testing has been completed and signed by both the student and custodial parent/legal guardian and returned to the principal of the school. Positive screening results are cumulative, meaning a third positive test at any point during the student's enrollment will result in loss of eligibility in the programs and/or loss of driving privileges for one calendar year (365 days) from the third positive test.

Definitions:

1. For the purposes of this policy, prohibited substances are those drugs which could be abused or misused under Arkansas Statutes or which are controlled by the Food and Drug Administration unless prescribed by a licensed physician.
2. Extra-curricular activities are defined for the purpose of this policy to be participation in competitions, campus parking, school trips, presentations, and other activities.

The following list of activities listed below is an example of activities:

Band

FCCLA

Baseball	FFA
Basketball	Golf
Beta Club	Library/Media Club
Cheerleading	Quiz Bowl
Chess Club	Softball
Choir	Student Council
Cross Country	Track
FBLA	Yearbook

*May include others not yet formed or not listed

Prescription Medication:

The detection of lawfully prescribed medication in the student's drug test is not a violation of this policy when taken in accordance with a licensed physician's recommendation or prescription to that specific student. Students who test positive but refuse to provide a current and valid prescription will be subject to the actions specified in this policy for a positive test.

Consent Form:

Students and custodial parent/legal guardian will be required to sign a consent form at the beginning of each year for random drug testing. No student shall be allowed to participate in any extra-curricular activity or purchase a parking permit until the consent form has been signed by both the student and custodial parent/legal guardian and returned to the principal. Students moving into the district during the school year must sign the consent form during the first two weeks of enrollment.

Random Testing Selection Process:

While students are in school, they will be subject to random selection for testing. If a student is selected for testing, but is absent on that day, he/she will be tested upon returning to school. The number of names drawn will be no less than 2% or greater than 15% of the students enrolled in grades seven through twelve (7-12) at the time of the test. Urinalysis will be the method utilized to test for the presence of abuse/misuse of drugs in the body. All students selected must report to the designated testing site at the school immediately upon notification.

Testing Agency:

The district will choose a qualified designee for the purpose of collecting and processing samples and maintaining privacy with respect to test results and related matters. The Guy-Perkins School will provide a Medical Review Officer (MRO) for the purpose of interpreting the results. Testing dates will be selected by the school district.

Cost:

The cost of the test to be given during random selection will be paid by the district. Tests administered to regain eligibility after the first positive test will be at the expense of the student.

Refusal to Submit to Testing:

Any student selected who refuses to submit to random drug testing and/or re-testing will be subject to the provisions of a positive test.

Testing Procedure:

All urine specimens will be taken at a designated collection site. Any student who is requested to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms and will conform to all collection site procedures. All test results will be sent to the superintendent or superintendent's designee.

Analysis Process:

Testing protocol involves on-site collection and testing of urine samples. If a sample initially tests non-negative for any substance, that sample will be immediately retested. In the event that the second test, reports negative, the sample will be considered negative for reporting purposes. A second non-negative test will result in the sample's being immediately delivered to the superintendent.

Results and Notification:

All test results, including those verified by the designated MRO, will be reported to the superintendent or superintendent's designee. All reports will be in writing.

Records:

The principal or principal's designee will maintain all records concerning drug/alcohol testing and the school's designated MRO in a separate locked file. The records will not be kept in a student's regular file. Only the superintendent or superintendent's designee will have access to the files. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parent/legal guardians may obtain a copy of his/her drug/alcohol testing records upon written request.

Scope of Tests:

The drug screen tests for one or more illegal drugs. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and/or consistency to a laboratory for testing and confirmation or non-confirmation.

Limited Access to Results:

The results will be reported only to the principal or his designee.

Procedures in the Event of a Positive Result:

Whenever a student's test result indicates the presence of illegal drugs ("positive test"), the following will occur: If the sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the Principal or his designee, the student, the custodial parent or legal guardian, and the head coach or sponsor.

First Positive Test Result:

Upon verification of a positive test result for any donor, the custodial parent/legal guardian will be notified and a meeting will be scheduled with the principal or principal's designee, the

student, the custodial parent/legal guardian, and the student's head coach or sponsor. Counseling and/or rehabilitation will be strongly recommended for the student who tests positive. A referral/resource list will be made available to the student and custodial parent/legal guardian. Any counseling/rehabilitation service costs will be the responsibility of the student and/or custodial parent/legal guardian. The student will be suspended from all extra-curricular activities and/or the privilege of parking on campus for Twenty (20) school days. The student will be allowed to participate and/or park on campus after the twenty (20) school day suspension period pending the student providing a negative test result at the student's expense from the district's test vendor. A written copy of the results will be given to the superintendent or superintendent's designee.

Note: A positive test result taken for re-instatement purposes after the first positive test will not be regarded as a second positive.

A student testing positive may be required to practice or participate in off-season activities at the head coach's or sponsor's discretion. He/she cannot compete or dress out for any competition.

Alternative First Offense:

With the consent of the student and his or her parents/guardians, the superintendent or designee may reduce the suspension so that the student is only prohibited for participating in covered activities and parking on a campus in the district for a total of ten (10) school days as long as the student meets the following requirements:

1. Within one (1) week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency that is certified by the Arkansas Department of Mental Health, Division of Alcohol and Drug Abuse. The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.

On day eleven, eligibility will be restored provided the student submits to a school test with negative results (at the expense of parent-guardian).

2. The student will be required to submit to drug tests for 365 days after the first positive test when the district conducts random drug tests.

Second Positive Result:

For the second positive result in the same year or any two consecutive calendar years, the student will be suspended from participating in activities and/or parking on a campus in the district ninety (90) school days.

Alternative Second Offense:

With the consent of the student and his or her parents/guardians, the superintendent or designee may reduce the suspension so that the student is only prohibited from participating in parking and district sponsored activities for a total of seventy-five (75) school days as long as the student meets the following requirements:

1. Within one (1) week of the conference, the student must receive or be enrolled in the substance abuse counseling from an alcohol and drug abuse agency that is certified by the Arkansas Department of Mental Health, Division of Alcohol and Drug Abuse. The parents/guardians are responsible for all cost associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.
2. The student will be required to submit to monthly drug test for 365 days after the 2nd positive test when the district conducts random drug tests.

Third Positive Result:

For the third positive result, the student will be suspended from participating in activities and parking on a campus in the district for one calendar year (365 days) from the third positive test. A third positive screen could be a positive test from the random pool, the follow up program, or the test at the end of the second positive test suspension period. After the 365 day suspension, the student will be required to submit to a drug test and test negative for drugs to gain eligibility to participate in extracurricular activities and park on campus.

Non-Punitive Nature of Policy:

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

Other Disciplinary Measures:

The district by accepting this policy is not precluded from utilizing other disciplinary measures set forth in the Student Discipline Policy and this policy does not preclude the district from taking disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug related activities.