

**GREENLAND ELEMENTARY SCHOOL  
STUDENT HANDBOOK**

**2015-2016**

**GREENLAND PUBLIC SCHOOLS**

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## **PHILOSOPHY**

Public education provides for free and appropriate education for all students as mandated by State and federal guidelines. It is the responsibility of each school to use these guidelines as the minimum criteria to provide for the development of all students according to their abilities. Therefore, the philosophy of this district is to provide, and if necessary, develop the various disciplines needed for students to attain full development. This district accepts its obligation to work with the home, community, and church in a coordinated effort to accomplish this objective. This school district is committed to mold its program to meet individual needs. The administration and faculty of Greenland Public Schools recognizes a primary responsibility to the community to prepare youth for a life of meaningful productivity and service in our democratic society. Our belief is that this responsibility can best be achieved by fostering positive experiences encountered through the educational process.

## **MISSION STATEMENT**

The entire school community of Greenland is committed to helping all students develop the personal, academic, technological, physical, ethical, civic, and social skills necessary for them to live productive and meaningful lives. Greenland Public Schools accepts the responsibility of teaching all students in a fair, safe, and nurturing environment so that they can attain their maximum potential while fostering positive growth in all behaviors and attitudes.

## **GOALS**

Greenland Public Schools will maintain compliance with the Standards of Accreditation and will continue to make the effort needed to improve instruction in the various skill areas as need indicates on the state mandated, teacher made, and other school administered tests. Every effort will be made to maximize student attendance. An effort will be made to improve and maintain the physical facilities on the Greenland School campus.

## **PARENTAL INVOLVEMENT PLAN**

The Greenland School District will implement the parental involvement plan in the District in the following ways:

1. Two (2) Parent-Teacher Conferences per school year.
2. Individual schools will have a Math Night, Literacy Night, and Science Night.
3. The District will have a Title I Parent Meeting within the first month of the beginning of school, facilitated by the Parent Involvement Coordinator, to review the Title I Plan and Policies.
4. Each school has an Open House at the beginning of the school year.
5. Both the District and individual schools provide a newsletter and website to keep parents informed.
6. Parents can log onto their child's educational website to review their child's assignments, grades, announcements and calendar.

As a general rule, the policies listed below are numbered to correspond with the Greenland School District Policy Manual, Section 4 – STUDENTS and Section 5 – CURRICULUM AND INSTRUCTION.

### **4.1 - RESIDENCE REQUIREMENTS**

Definitions:

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

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

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person

under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

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

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

#### **4.2—ENTRANCE/WITHDRAWAL REQUIREMENTS**

To enroll in a school in the District, the child must be a resident of the District as defined in District policy 4.1 -RESIDENCE REQUIREMENTS, meet the criteria outlined in District policy 4.40 – HOMELESS STUDENTS or in District policy 4.52 – STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of District policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

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

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home schooled and private school students shall be evaluated by the District to determine their appropriate grade placement.

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

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

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

- e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
  4. In accordance with Policy 4.57 – IMMUNIZATIONS, 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,

"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;

"Uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

"Veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

"Eligible Child" means the children of:

- Active duty members 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 as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:

1. 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;
2. 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;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to 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;
5. 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;
6. 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;
7. 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;
8. 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.

### **WITHDRAWAL**

If a student is leaving Greenland to attend another school, he/she must:

1. Pick up a check-out sheet in the Principal's office with his signature.
2. Take the sheet to each teacher along with textbooks and have teacher calculate the transfer grade and any fees owed for textbook damage or loss.
3. Take the transfer sheet to the library to obtain signature indicating all fees, fines, and books are returned or cleared.
4. Take the transfer sheet to the food service manager to obtain a signature indicating no outstanding food service charges.
5. Return the check-out sheet to the Principal's office to get locker clearance and any other matters that need attention.
6. Obtain a completed copy of the check-out sheet.

#### **4.3—COMPULSORY ATTENDANCE REQUIREMENTS**

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

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

#### **4.4—STUDENT TRANSFERS**

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

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

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any 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 home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.

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

#### **REQUEST FOR TRANSFERS OUT-OF-DISTRICT**

Effective June 19, 1995, Greenland School District #95 adopted a restricted transfer policy. Resident student transfer requests to another school district will only be considered as follows:

1. Lack of classroom space
2. Verified medical reasons



3. Inability to provide bus service to rural areas
4. Student(s) may be transferred to a non-resident school district if parent(s) are employed by said district.
5. Student(s) may be transferred to a non-resident school district if other siblings within the same household have been previously transferred to same district and still are in attendance.
6. Students may receive an administrative transfer from the district. The application and supporting materials necessary for an administrative transfer must be done in writing and addressed to the superintendent. All administrative transfers must be academic in nature. No administrative transfer will be granted without the recommendation of the superintendent or cooperative in the district.

## **REQUEST FOR TRANSFERS INTO DISTRICT**

Student transfer requests into the Greenland School District from another school district will only be considered when:

1. There is classroom space available
2. The student is not under suspension or expulsion
3. The student has acceptable behavior
4. The student has a good attendance record

Note: Students who move into the resident district (Greenland) during a school year may be allowed to complete the school year in the non-resident district upon agreement between schools involved.

Note: The Greenland Board of Directors and the Greenland Superintendent reserve the right to review all transfers to or from the district.

## **4.5—SCHOOL CHOICE**

### **Standard School Choice**

#### **Exemption**

The District is under an enforceable desegregation court order/court-approved desegregation plan regarding the effects of past racial segregation in student assignment and has submitted the appropriate documentation to the Arkansas Department of Education (ADE). As a result of the desegregation order/desegregation plan, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.

#### **Definition**

"Sibling" means each of two (2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

#### **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 and 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. 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 as they are received in the District's central office. It is the District's responsibility to send a copy of the application that includes the date and time stamp to the student's resident district. 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.

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 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 either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district 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 on the basis of 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.

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 15 of the immediately preceding year. By December 15 of each year, ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the three percent (3%) cap, siblings are counted as one student, and students are not counted if the student transfers from a school or district in:

- Academic Distress under either A.C.A. § 6-15-430(c)(1) or A.C.A. § 6-18-227; or
- Facilities Distress under A.C.A. § 6-21-812.

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.

## **4.6—HOME SCHOOLING**

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

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

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

- The name, date of birth, grade level of each child and the name of the public, private, home school or parochial school last attended, if any, for each student.
- The location of the home school (parent's address/ mailing address)
- The basic core curriculum to be offered;
- The proposed schedule of instruction;
- The qualifications of the parent-teacher;
- Parent/legal guardian must sign and date the Notice of Intent to Home School form; and
- Parent/legal guardian must complete and sign the Waiver form.

Home school parents that file after the school year has started may not backdate the Notice of Intent to Home School form.

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

Home schooled students who choose to participate in district extra-curricular activities under state guidelines, must follow all requirements as outlined in the Greenland School District Student Handbook.

## **4.7—STUDENT 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 enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

### **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee, upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by 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; or
7. Participation in an FFA, FHA, or 4-H 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 the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (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.

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.

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

### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with seven (7) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has three (3) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds seven (7) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's 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, guardian, or person in loco parentis, and the school or district administrator or designee.

Students who attend in-school suspension 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.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

### **PLANNED ABSENCES**

Work assigned before a planned absence such as a trip or family vacation is due the day the student returns to school. Test make-ups should be arranged with the teacher immediately upon the students return to school. Work not turned in upon the student's return to school will result in the student receiving a zero, or partially completed work will receive a partial grade.

### **RETURNING TO SCHOOL AFTER AN ABSENCE**

Upon returning to school, a student who has been absent must complete the following to attain an excused absence.

1. Check in with the office prior to school on the day the student returns to school presenting a note from the parent/guardian stating the reason for the absence (must meet the above definition) and any substantiating material. If the student forgets his/her note on the day returning to school, he/she must present the note on the following day. After this time frame, the absence will be unexcused.
2. Any student who has checked out of school for an appointment with a doctor, dentist, counselor, judge, probation officer, or other official business must bring proof of such an appointment either prior to checking out or upon returning to school to get the absence excused.

### **TRUANCY**

**TRUANCY DEFINITION:** A person (student) not being in the assigned place (school) without permission of parent or school.

When a student is absent two or more class periods, the school will attempt to contact the parent/guardian by telephone to determine the reason for the absence. When it has been determined that a student is/has been truant, the following disciplinary action shall be taken.

1. When truant the first time in a semester for a period of:
  - a. one-half day or less: the student may be assigned to either I.S.S., after school or Saturday detention.
  - b. one full day: the student and parent/guardian may have a conference with an administrator. During the conference, the parent will have explained to them the course of action for further truancies and the student will be assigned to an alternative classroom for a period of not less than three (3) days. The student may not attend school until the conference has taken place.
  - c. more than one day: the action in (a) will be taken with the assignment to In School Suspension (I.S.S.).
2. In case of a second truancy in a semester:
  - a. The parent/guardian may be required to attend classes with the student. The number of days will be determined on a case-by-case basis. The student may not attend school without the parent until the time assigned during a conference has been completed. The Juvenile Services Office will be notified of this action.
3. In case of a third truancy in a semester:
  - a. The student will be suspended from school for a period of time not to exceed ten (10) school days with a recommendation to the Superintendent for expulsion for the remainder of the semester and notification to the Juvenile Court of action taken and the cause.

4. Any student more than twenty minutes late to a class will be considered absent for that period. The student will be subject to disciplinary action if found to be truant.

#### **4.8—MAKE-UP WORK**

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up. Quizzes and tests need to be made up during the student school day.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. Students are required to bring a note from the parent/guardian stating the reason for the absence.
10. As required/permitted by the student's Individual Education Program or 504 Plan.
11. Students placed in out-of-school suspension shall not receive credit for academic work missed and cannot participate in any school activities during suspension.

Work may not be made up for credit for unexcused absences **unless** the unexcused absences are part of a signed agreement as permitted by district policy, 4.7 – ABSENCES. Out-of-school suspensions are unexcused absences. Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

Make-up work is required when applicable. Sufficient notice to teachers is needed to prepare the work, so the principal's office shall be called **before noon** when wanting work after school. Work can be picked up between 3:15 – 4:00 p.m. in the appropriate office if teachers have been contacted **before noon**.

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 Policy 4.57 – IMMUNIZATIONS.

#### **4.9—TARDIES**

Promptness is an important character trait that District staff is to encourage 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.

See appropriate school section.

#### **4.10—CLOSED CAMPUS**

All schools in the District shall operate closed campuses. Students are normally 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. Students must sign out in the office upon their departure. No student is to be released from school during school hours to anyone other than a parent/guardian unless written permission is granted by the parent. The request must be considered an absolute necessity. Upon returning to school, the student **MUST** sign in at the office (**NO EXCEPTIONS**).

#### **4.11—EQUAL EDUCATIONAL OPPORTUNITY**

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

Inquiries on non-discrimination may be directed to the Director of Student Services who may be reached during regular business hours.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobo.colp01.ed.gov/DFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that services your area, or call 1-800-421-3481.

#### **4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS**

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

1. The meeting is to be voluntary and student-initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during noninstructional time;
4. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Nonschool persons may not direct, conduct, control, or regularly attend activities of student groups.

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

Fraternal organizations, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

#### **4.13—PRIVACY OF STUDENTS' 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 parents 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 educational records to any agency or individual not authorized by law to receive and/or view the educational records without prior parental/guardian permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each 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 in the sole possession of the individual who made it;
- It is used only as a personal memory aid; and
- Information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

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

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

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 eighteen(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, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

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

For purposes of this policy, the Greenland School District does not distinguish between a custodial and non-custodial 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 parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent, 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 orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. 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 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, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, 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 or other unique personal identifier that is displayed on a student's ID badge, provided the ID 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 other 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) 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 located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student enrolls. 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 Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

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

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

As stated in this policy, once a student turns 18, the rights to his/her educational records transfers to the student. The release of educational records to a parent becomes permissive and not a right. At that point, the school gets to decide if it wants to release education records to parents. The student, however, doesn't have the right to object one way or the other. If the parents don't establish dependency, once the student turns 18, the parents don't have an absolute right to see their student's educational records. "Dependency" in this regard is defined according to the IRS; if the student is claimed by either of their parents (regardless of custody issues, or filing jointly or separately) as a dependent, then the rights of the parent once the student turns 18 is as described. Without dependency, the parents have no right to see their student's educational records once the student turns 18.

\*See Form F at the back of the handbook if you object to publication of directory information.

#### **4.14—STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE**

##### **Student Publications**

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may be accepted for publications that do not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
2. Material may not be forbidden if the offensive portions may also be found in material that is made available to students through school facilities, i.e. the school library or course work.
3. The material shall not be critical of school or administration personnel if there is a reasonable forecast that such criticism will result in a disruption of normal school operations.
4. Prohibited publications include:
  - a. Those that are obscene as to minors as defined by state law;
  - b. Those that are libelous or slanderous, as defined by state law, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
  - c. Those that constitute an unwarranted invasion of privacy as defined by state law;
  - d. Publications that suggest or urge the commission of unlawful acts on the school premises;
  - e. Publications which suggest or urge the violation of lawful school regulations;
  - f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

##### **Student Publications on School Web Pages**

Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

##### **Student Distribution of Nonschool Literature, Publications, and Materials**

A student or group of students who distribute ten (10) or fewer copies of the same nonschool literature, publications, or materials (hereinafter "nonschool materials"), shall do so in a time, place, and manner that does not cause a substantial

disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of nonschool materials shall have school authorities review their nonschool materials at least three (3) school days in advance of their desired time of dissemination. The Superintendent and Principals shall review the nonschool materials, prior to their distribution and will bar from distribution those nonschool materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of nonschool materials;
3. Allow no interference with classes or school activities;
4. Specify times and places where distribution may and may not occur;
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than three days.

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

#### **4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL**

##### **CONTACT BY PARENTS**

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

##### **CONTACT BY NON-CUSTODIAL PARENTS**

If there is any question concerning the legal custody of the student, the parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in District Policy 4.16, Policy 6.5, and any other policies that may apply.

Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

##### **CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER**

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. 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, custodian, 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, an investigator of the Crimes Against Children Division of the Department 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 policy officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

### **Contact by Professional Licensure Standards Board Investigators**

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

### **4.16—STUDENT VISITORS**

The Board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register at the office.

### **4.17—STUDENT DISCIPLINE**

The Greenland 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. Disciplinary consequences may range from a minimum of a student conference to a maximum of expulsion.

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

The District's licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Greenland 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 or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

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

#### 4.18—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. Prohibited behaviors include, but shall not be limited to the following.

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. 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 reason;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own. All students are required to do their own work. Any student caught cheating on a test and/or homework will receive a zero (0) for that assignment or test. The student caught sharing the homework assignment will receive a zero (0) as well. The second confirmed offense of cheating in the same class may result in disciplinary action;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. 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;
19. Hazing, or aiding in the hazing of another student.
20. 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;
21. Sexual harassment; (see section 1.28);
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device.
24. Plagiarism

- A. Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. Plagiarism is an act that will have serious academic consequences in high school and in college.

Forms of plagiarism range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet. All are plagiarism.

*There are two main things all school students should know about plagiarism:*

1. **Plagiarism in most instances is easy to identify and expose.** The very force that makes plagiarism easy and tempting to some students – the internet – makes its detection easy. Most teachers can locate the source of suspected plagiarism within a few minutes of searching the web. In this context, plagiarism is as much ignorance as it is dishonesty. Students should be aware that all teachers have access to online tools that are very effective resources for catching plagiarism. Further, the experienced teacher will be able to distinguish the fluency of sentences and word choice of adolescent writers when compared to university students or professional writers. It is this latter that uncovers most plagiarism in high school.

2. **All parties to plagiarism are considered equally guilty.** If you share your coursework with another student and he or she plagiarizes it, you are considered as guilty as the one who has plagiarized your work, since you enabled the plagiarism to take place. *Under no circumstances should a student make his or her coursework available to another student unless the teacher gives explicit permission for this to happen.*
- B. Students who plagiarize are likely to be caught, and the consequences will be severe and will include anyone who enabled the plagiarism to take place. All student work produced for school will be subject to an electronic database to determine plagiarism.
  - C. Consequences for plagiarizing work may range from redoing the project for half (1/2) credit for first time offenders to receiving no credit for second time offenders or further disciplinary actions.

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

\*See appropriate building section for further student discipline guidelines.

### **INSULT OR ABUSE TO TEACHER**

It is unlawful during regular school hours and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which in its common acceptance is calculated to:

1. cause a breach of the peace;
2. materially and substantially interfere with the operation of the school;
3. arouse the person to whom it is addressed to anger to the extent likely to cause imminent retaliation;
4. convey visual or verbal disrespect for any school employee.

A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1500).

### **4.19—CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY**

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian. In Arkansas, there is no requirement that the district provide bus transportation for any of its students. The superintendent or his/her designee(s) shall annually establish the routes and may modify them as needed. For bus transportation information, you may contact Kevin Dickard, Transportation Supervisor, at 521-2366, ext.244.

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

1. They participate in any training given for bus riders.
2. They follow the rules and do not cause problems on the bus.

### **BUS RULES**

1. Be at your stop on time, the bus must be kept on schedule;
2. Do not stand or play in the road while waiting for a bus. Stand back about ten (10) feet from the bus stop and wait for the bus to come to a complete stop with the door open before moving towards the bus to board;
3. Students who must cross the road or highway to enter the bus, should wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus;
4. Students who must cross the road after leaving the bus in the afternoon, must go to a point on the shoulder of the road ten (10) feet in front of the bus. Cross the road only after the driver has signaled you to do so;
5. When crossing a road, look both to the right and to the left before walking;
6. Students will board and get off the bus at assigned areas unless prior written permission is given by the parent/guardian;

7. Board and exit the bus in a quick and orderly fashion without crowding or disturbing others;
8. At all times, students are to remain seated facing the front of the bus while the bus is moving;
9. Bus riders will sit in assigned seats;
10. Do not extend head, arms, or legs out of the bus;
11. Keep middle aisle clear of legs, feet, books, or other personal items;
12. Be courteous to the driver and fellow students, keeping hands off other people at all times;
13. Conversations should be clean and never loud or boisterous. Do not tease fellow students;
14. Use of tobacco in a school bus is forbidden by law and school policy;
15. Do not damage or abuse bus equipment. Besides disciplinary action, the student and their parent/guardian may be held responsible for paying for damages;
16. No fighting, scuffling, pushing, or tripping is allowed on the bus;
17. Do not throw objects in or out of the bus. Refrain from littering on the bus;
18. Do not bring articles on the bus of injurious or objectionable nature;
19. Do not eat or drink on the bus;
20. Do not leave the bus without the driver's permission except on arrival at home or school;
21. Obey the driver as you would a teacher;
22. Because the buses can become overloaded, students may be forbidden to ride home with other students due to safety concerns. A student wishing to ride home with another student must follow these three steps to be considered;
  - a. Permission must be granted by the driver of the bus involved at least one day prior.
  - b. A signed note granting permission by the parent/guardian.
  - c. The signed note must be given to the driver upon boarding.

The above rules and regulations are to serve as a guideline for student behavior. The rules and regulations are in no way intended to cover all the "do's" and "don'ts". Students may be disciplined for other inappropriate behaviors not listed. Misbehavior on the bus is subject to the same penalties as within school buildings and elsewhere on campus. In addition, students will receive a bus discipline notice if he/she does not adhere to the bus rules and regulations stated above. Bus drivers will refer students having discipline problems to the bus discipline supervisor or building principal with a written report.

The normal consequences for failing to follow bus rules and regulations will be as follows:

First offense - Student will have a conference with the discipline supervisor or principal. Parents will receive a copy of the incident report.

Second offense - Student will be suspended from riding the bus for one (1) day. Parents will be notified and receive a copy of the incident report.

Third offense - Student will be suspended from riding the bus for two (2) days. Parents will be notified and receive a copy of the incident report.

Fourth offense - Student will be suspended from riding the bus for three (3) days. Parents will be notified and receive a copy of the incident report.

Fifth offense - Student will be suspended from riding the bus for five (5) days. Parents will be notified and receive a copy of the incident report.

Sixth offense - Student will be suspended from riding the bus for the remainder of the semester. Parents will be notified and receive a copy of the incident report.

The consequences listed above may be altered at the discretion of the principal and/or bus discipline supervisor. Certain infractions are more severe in nature; thus procedures normally followed may be altered at the discretion of the principal and/or bus discipline supervisor to implement stronger disciplinary action.

Videotaping on buses will be used to insure proper conduct on the bus. Riders are subject to videotaping at any time.

#### **4.20—DISRUPTION OF SCHOOL**

No student shall by the use of 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 the purpose of 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 designee office 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 voluntarily will be escorted from the classroom by the school administration and/or school resource officer.

#### **4.21—STUDENT ASSAULT OR BATTERY**

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

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; 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.

#### **4.22—WEAPONS AND DANGEROUS INSTRUMENTS**

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

A weapon is defined as any firearm; knife; razor; ice pick; dirk; box cutter; num-chucks; 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. For the purposes of this policy, "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. In addition to the previously listed items, no glass bottles or glass cups are allowed.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If a student discovers prior to any questioning or search by any school personnel, that he/she has accidentally brought a weapon, other than a firearm, to school including a weapon, other than a firearm, to school on his/her person, in a book bag/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 considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The Superintendent shall have the discretion, however, 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 weapon 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 weapons 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 weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of 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 the criminal justice system or juvenile delinquency system by notifying local law enforcement.

#### **4.23—TOBACCO AND TOBACCO PRODUCTS**

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any 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 which may include suspension or expulsion.

With the exception of 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-pips, or under any other name or descriptor.

#### **4.24—DRUGS AND ALCOHOL**

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

Therefore, no student in the Greenland School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, buy, 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; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; 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 drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

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

The possession or usage of such substances and/or look-alike substances will be considered cause for disciplinary action to include suspension or expulsion. A drug-testing program has been instituted for all students participating in extracurricular activities.

#### **4.25—STUDENT DRESS AND GROOMING**

The Greenland School District 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, and 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 the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

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

\*See appropriate school section for individual building dress code policies.

#### **HYGIENE**

Hygiene is a requirement for all persons in a community. Student hygiene is especially necessary due to the close proximity of all persons. The following can be accomplished at home on a daily basis:

- Comb Hair
- Brush Teeth (twice daily)
- Bathe Daily
- Use Deodorant
- Wash Face and Hands
- Hands should be washed prior to eating and after use of the restroom.

#### **4.26—GANGS AND GANG ACTIVITY**

The District 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.

#### **4.27—STUDENT HARASSMENT (Sexual or Otherwise)**

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

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

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

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

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

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

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

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

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

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

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

#### **4.28 – LASER POINTERS**

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

#### **4.29 – INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY**

##### **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 device(s) 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 device(s) 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 the 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.

The District is dedicated to protecting students from materials 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 when accessing using the District Network which is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors: means any picture, image, graphic image file, or other visual depiction that:

- A. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. 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 sexual acts, or a lewd exhibition of the genitals; and
- C. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The District is dedicated to ensuring that students are capable of using 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.

The opportunity to use the District’s technology to access the Internet is a privilege 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 endeavor. Personally 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 device use agreement.

\*See Form C: Internet Safety and Electronic Device Use Form at the back of the handbook.

#### **4.30—SUSPENSION FROM SCHOOL**

Students 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 of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

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

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

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

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

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

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

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

During the period of their suspension, students serving out-of-school suspensions shall not be permitted on campus except to attend a student/parent/administrator conference.

During the period of their suspension, students serving in-school suspension shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

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

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

### **IN-SCHOOL SUSPENSION (ISS)**

In an attempt to provide an alternative to out-of-school suspension, the Greenland School District has instituted the use of in-school suspension. In-school suspension provides the students an opportunity to continue regular classroom assignments, as well as be counted in attendance at school during that time.

In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school sponsored activities.

The following guidelines will be used when a student is assigned to in-school suspension:

1. Only the Principal may assign students to in-school suspension.
2. Students may not participate in or attend any extracurricular events such as band practice, ball games, etc., or work on any personal business during the duration of the assignment. Students in ISS may not attend any extra-curricular events or activities during the day or evening on the day(s) they are assigned.
3. Students may be assigned for a period of one to five days. The length of time will be determined by the number of assignments and the magnitude of the offense.
4. Parents will be notified by mail of the ISS assignment.
5. Assignments will be made for the day following the offense, if possible. In extenuating circumstances, such as standardized testing, the Principal may delay the assignment until after testing is completed.
6. If a student refuses to serve an in-school suspension, an out-of-school suspension will be assigned. The out-of-school suspension will be for the term of the in-school suspension plus one day.
7. Any violation of the rules of the in-school suspension may result in other disciplinary measures.
8. If a student is absent during the in-school suspension and the parents call to verify that the absence is excused, the in-school suspension and the parents call to verify that the absence is excused, the in-school suspension will begin or resume on the day the student returns to school. If the absence is unexcused, additional days may be assigned or an out-of-school suspension may occur.
9. When a student has received three in-school suspensions, subsequent offenses of like nature may result in out-of-school suspension or recommendation of expulsion from school.

### **IN-SCHOOL SUSPENSION PROCEDURES**

1. Students will do regular class assignments or any additional work the teachers assign. Work will be sent out to the ISS room by the teacher. Completed work will be turned into the ISS teacher at the end of the day. The student is responsible for arranging to make up tests or class projects with the teacher upon their return to the regular classroom.
2. If all assignments are completed before the end of the day, students will be given additional work by the ISS teacher.
3. The student will not talk, place his/her head on the desk, sleep, throw objects of any kind, get out of his/her seat without permission, use tobacco, eat candy, move excessively, make noises, or engage in any form of disruptive behavior.
4. The student will bring pencil, paper, and books. He/she must go to the locker before the first tardy bell rings.

### **4.31—EXPULSION**

The Greenland School Board of Directors 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 Greenland Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

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

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that the Board of Education 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, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board of Education shall be in open session.

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

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

#### **4.32—SEARCH, SEIZURE, AND INTERROGATIONS**

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. 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 in light of 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 department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen (18) years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms. 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, custodian, 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, an investigator of the Crimes Against Children Division of the Department 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, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

#### **4.33 – STUDENTS' 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 to school. 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.

#### **4.34—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 are capable of transmitting 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: 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 (100.0 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.

The District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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 the 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 school as directed by school personnel. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be permitted to ride the bus or be readmitted to school 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.

#### **Greenland School District Human Host Parasite Procedure**

In an attempt to maintain a human host parasite free environment, the Greenland School District adopts the following procedures:

- A. School personnel will conduct screenings for human host parasites that are transmittable in a school environment on children on an as needed basis.

- B. Children found to have human host parasites that are transmittable in a school environment will be referred to the school nurse.
- C. Children who are found to have human host parasites that are transmittable in a school environment will be removed from the general population. Principals are to designate areas for children to remain until parents/guardian come to pick up child.
- D. A task force may be appointed by the Superintendent of the Greenland School District. This task force may be made up of the following officials; local police, school nurses, health officials, DCFS administrators, school administration, and officials from the Washington/Madison partnership for Children & Families.

**First Occurrence Procedures**

School Personnel notify:

- 1. The child’s parent(s)/guardian to pick up the child from school.
- 2. The child’s siblings, who are students within the school, will be checked.
- 3. Parents are instructed in treatment options and are given a treatment handout by school nurse.
- 4. Parents treat child.
- 5. Parent/guardian return child to school with proof of treatment and a determination by the school nurse or designee that the child no longer has live human host parasites that are transmittable in a school environment.
- 6. Parents are responsible for following instructions to properly treat house contents.

**Second Occurrence Procedures (within any three-month period)**

School personnel notify:

- 1. The child’s parent(s)/guardian to pick up the child from school.
- 2. The child’s siblings, who are students within the school, will be checked.
- 3. Parents are instructed in treatment options and are given a treatment handout by school nurse.
- 4. Parents treat child.
- 5. Parent/guardian return child to school with proof of treatment and a determination by the school nurse or designee that the child no longer has live human host parasites that are transmittable in a school environment.
- 6. Parents are responsible for following instructions to properly treat house contents.

**Third Occurrence Procedures (within any three-month period)**

- 1. The child’s parent(s)/guardian to pick up the child from school.
- 2. The child’s siblings, who are students within the school, will be checked.
- 3. Parents are instructed in treatment options and are given a treatment handout by school nurse.
- 4. Parents treat child.
- 5. Parent/guardian return child to school with proof of treatment and a determination by the school nurse or designee that the child no longer has live human host parasites that are transmittable in a school environment.
- 6. Parents are responsible for following instructions to properly treat house contents.
- 7. Task force may require a home visit to ensure resources are available and parent is in compliance.

**Fourth Occurrence Procedures (within any three-month period)**

- 1. The child’s parent(s)/guardian to pick up the child from school.
- 2. The child’s siblings, who are students within the school, will be checked.
- 3. Parents are instructed in treatment options and are given a treatment handout by school nurse.
- 4. Parents treat child.
- 5. Parent/guardian return child to school with proof of treatment and a determination by the school nurse or designee that the child no longer has live human host parasites that are transmittable in a school environment.
- 6. Parents are responsible for following instructions to properly treat house contents.
- 7. Task force may require a home visit to ensure resources are available and parent is in compliance.
- 8. Principals will file FINS petitions.

**4.35—STUDENT MEDICATIONS**

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Arkansas Department of Education, the Greenland School District 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, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the school nurse, or in the absence of the nurse, to the principal's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian.

Medications, including those for self-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 over-the-counter medications to the extent giving such medications are included in the student's IHP.

Students taking Schedule II medications 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) shall be allowed to attend school. Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes only to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is not an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall not be eligible to attend classes, but 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 campus 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:

1. Self-administer either a rescue inhaler or auto-injectable epinephrine;
2. Perform his/her own blood glucose checks;
3. Administer insulin through the insulin delivery system the student uses;
4. Treat the student's own hypoglycemia and hyperglycemia; or
5. Possess on his or her person:
  - a) A rescue inhaler or auto-injectable epinephrine; or
  - b) 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 is allowed to 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 be administered Glucagon 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:

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



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

Nonprescription medications may be given to students upon the decision of the principal or the nurse. Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage, and instructions for the administration of the medication (including times).

The school shall not keep outdated medications or any medications past the end of the school year. By this policy, parents are notified that ten (10) days after the last day of school, all medications will be disposed of that are left at the school. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be destroyed by the school nurse in accordance with current law and regulations.

## **GUIDELINES**

1. Medication given at school must be in the original container with the child's name on the prescription.
2. Only medication required to be given four (4) times daily or more will be administered at school, unless otherwise specified by physician's orders or other medical authority.

## **LONG TERM MEDICATIONS**

1. The consent form for long-term medication must be completed before the medication will be given at school. Handwritten notes are not acceptable.
2. Permission for long-term medication must be renewed at the beginning of each semester.

## **4.36—STUDENT ILLNESS/ACCIDENT**

Greenland Public Schools provides the services of licensed healthcare personnel for student emergencies and other healthcare related activities.

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. Prior to entering a sick room, a student must check in with the nurse or office personnel by presenting a note from a teacher. 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. The sick room is not a place to sleep or rest.

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.

## **4.37—EMERGENCY DRILLS**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times each school year. Students, who ride school buses\*, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. The training will include a lockdown exercise with panic button alert system training (pursuant to Act 950 of 2015). 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 or during non-instructional time periods.

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.

When the warning for a particular drill is sounded, it is essential that everyone follow the evacuation as required, everyone should leave the building by the routes prescribed. The teacher or other supervisor will give instructions and determine the whereabouts of each person under their supervision.

\* Note: Students who only ride buses occasionally, such as to go to and/or from a field trip or other extracurricular activity will also have to participate in the evacuation drills.

#### **4.38—PERMANENT RECORDS**

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

#### **4.39—CORPORAL PUNISHMENT**

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

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and 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.

#### **4.41 – PHYSICAL EXAMINATIONS OR SCREENINGS**

The Greenland School District may provide from time to time for the administration of physical exams or health screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to their full potential.

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

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

#### **4.42—STUDENT HANDBOOK**

It shall be the policy of the Greenland School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

#### **4.43—BULLYING**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of 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 it occurs on school equipment or property; off school property at a school sponsored or approved function, activity, or event; or going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation, and any action taken as a result of the investigation.

## **Definitions:**

**Attribute** means an actual or perceived person 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;

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

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

**Harassment** means a pattern of unwelcome verbal or physical 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 race, gender, ethnicity or 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.

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

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

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

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

Copies of this policy shall be available upon request.

#### **4.44 – ATTENDANCE REQUIREMENTS (GRADES 9-12)**

Students in grades nine through twelve (9-12) are required to schedule and attend at least 360 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time, meaning a three (3) hour course will count as nine (9) hours of the weekly required attendance time.

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

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

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

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

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

#### **4.45 - SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2016 AND 2017**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with the students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student’s permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students’ permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. 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 curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district’s students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district’s graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school’s annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school’s counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district’s students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

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

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

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

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

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

1. Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9

2. Geometry or Investigating Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10;

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

3. Algebra II; and

4. The fourth unit may be either:

- A math unit beyond Algebra II: this can include 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
- One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

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

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each)

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics – one-half (1/2) unit
- World History – one unit
- American History – one unit

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

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

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

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

**CAREER FOCUS: - Six (6) units**

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

The Smart Core and Career Focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires 1 unit for a total of 23 units to graduate which may be taken from any electives offered by the district.

**CORE: Sixteen (16) units**

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

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

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)
- One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE may be substituted for 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 one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

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

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

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

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

**CAREER FOCUS: - Six (6) units**

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

The Core and Career Focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires 1 unit for a total of 23 units to graduate which may be taken from any electives offered by the district.

#### **4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. 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 curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

#### **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. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas

Department of Education, the district requires an additional 1 unit to graduate for a total of 23 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

##### **Digital Learning Courses**

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.

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

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

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



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

1. Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;
2. Geometry or Investigating Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10;

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

3. Algebra II; and
4. The fourth unit may be either:
  - A math unit beyond Algebra II: this can include 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
  - One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

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

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History - one unit
- American History - one unit

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

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

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

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>8</sup>

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

### **CAREER FOCUS: - Six (6) units**

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

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

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

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

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)

- One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE may be substituted for 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 one unit of computer science chosen from ADE Essentials of computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

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

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

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

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

**CAREER FOCUS: - Six (6) units**

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

The Core and Career Focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires 1 unit for a total of 23 units to graduate which may be taken from any electives offered by the district.

**4.46 – PLEDGE OF ALLEGIANCE**

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

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

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

**4.47—POSSESSION AND USE OF CELL PHONES 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 state originated tests that are administered as part of the Arkansas Comprehensive Testing, Assessment and Accountability Program (ACTAAP), no electronic device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is taking an ACTAAP 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:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or bathrooms;
5. 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 individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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

Students using or possessing, other than those devices properly stored in a locker or vehicle, electronic devices after the first bell and before the last bell shall have them confiscated. Confiscated cell phones and other electronic devices may be picked up at the school's administration office by the student's parent or guardians. Students have no right of privacy as to the content contained on any cell phones and other electronic devices that have been confiscated.

Students who use a school issued cell phone and/or computer for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. 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 which is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

**For the Safety of Our Students: According to Arkansas Law (ACA § 27-51-1609), a driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building.**

#### **4.48 – VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING**

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

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as 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. Other than video recording being retained under the provision of this policy's following paragraph, the district's video recordings may be erased any time greater than 5 days after they were created.

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

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

#### **4.49 – SPECIAL EDUCATION**

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals With Disabilities Education Act. ("IDEA"), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding handicapped students.

#### **4.50 – FOOD SERVICES**

Greenland Public Schools offers meals at breakfast and lunch at the following prices:

<u><b>ELEMENTARY</b></u>		<u><b>MIDDLE SCHOOL &amp; HIGH SCHOOL</b></u>	
Breakfast	\$1.35	Breakfast	\$1.50
Lunch	\$2.50	Lunch	\$2.60
<u><b>ADULT</b></u>		<u><b>SECOND TRAYS (K-12)</b></u>	
Breakfast	\$2.00	Breakfast	\$2.00
Lunch	\$3.25	Lunch	\$3.25
<b>MILK</b>	.50		

Applications for free and reduced meals will be available when school opens each fall. Each child in a household needs to have an application on file. Free or reduced meals will begin on the date that the application is received. Prior to the date that the application is turned in parents/guardians are responsible for meal costs.

Milk may be purchased by students who bring lunch or wish extra milk for 50 cents.

Questions dealing with the meal program may be directed to Glenda Anders, Food Services Director, by calling 521-2366 ext. 233.

## **GENERAL RULES FOR FOOD SERVICE AREAS:**

1. No running or boisterous behavior in the area or surroundings.
2. Students are to form a single line while waiting to be served. Cutting in line is not allowed. Those cutting will be sent to the end of the line or out of food service area.
3. Those people using the food service area are to return trays to proper area and dispose of all refuse in the proper containers.
4. Good manners are expected in food service areas.

## **SCHOOL LUNCH SUBSTITUTIONS**

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

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

### **4.51 – FOOD SERVICE PREPAYMENT**

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. Parents or students choosing to do so may pay weekly or monthly in advance for students' meals.

### **4.52 – PARTICIPATION IN EXTRACURRICULAR ACTIVITIES (Includes Athletics, Band, Dance, and Cheerleading)**

Any student (K-12) planning to participate in extracurricular activities that involve inter-school competition must meet all of the requirements of the Arkansas Activities Association, Arkansas Department of Education, and those local requirements approved by the Board of Education of Greenland School District.

The Greenland School District maintains that extra-curricular activities are an integral part of the total school program. Our goal is to make the activities a learning experience with minimum interruptions to the academic program.

### **WHO MAY PARTICIPATE**

Any student (K-12) planning to participate in extracurricular activities that involve inter-school competition must meet all of the requirements of the Arkansas Activities Association, Arkansas Department of Education, and those local requirements approved by the Board of Education of the Greenland School District.

### **ACADEMIC REQUIREMENTS**

Students wishing to participate in extra-curricular activities must meet the following criteria as set forth in the Arkansas Activities Association handbook and by the Arkansas Department of Education regulations:

#### **JUNIOR HIGH**

Any student promoted from the sixth to the seventh grade meets the scholarship requirement for participation during the first semester of the seventh grade. Students in the second semester of grade 7, those in grade 8, and those in the first semester of grade 9 meet the scholarship requirements if he/she successfully completed the previous semester by passing four (4) courses to include three (3) core courses. Students in the second semester of the 9<sup>th</sup> grade must meet the requirements for senior high.

#### **SENIOR HIGH**

High school students must have passed four (4) academic courses the previous semester and either:

1. have earned a 2.00 GPA from all academic courses the previous semester, OR
2. have met the proficiency standard on the state criterion-referenced tests for 12<sup>th</sup> grade eligibility, OR
3. have achieved at or above the 50<sup>th</sup> percentile on the Basic Battery on the norm-referenced test administered by the State, OR

4. be enrolled and attending a supplemental instruction program of at least 100 minutes per week outside the regular school day in the subject areas where inadequate performance occurred and have no unexcused absences during the current semester and no school disciplinary actions during the current semester or any known criminal convictions.

## **DRUG TESTING POLICY FOR STUDENTS – EXTRACURRICULAR ACTIVITIES**

All students wishing to participate in athletics, marching band, or cheerleading must successfully complete a drug screening process.

1. Participants and their parent(s)/guardian(s) must agree to take part in mandatory and random screening for controlled substances.
2. Any student refusing to participate in random drug screening will not be allowed to participate in extra-curricular activities for the same length of time as a person who tests positive.

## **PHILOSOPHY**

It is the philosophy of the Greenland School District that all students should be encouraged to develop and maintain a chemical-free lifestyle. Substance abuse on the part of a student is a potential health problem that could result in negative effects on behavior, physical well being, learning, and total development of the student as well as interacting with the student.

## **PURPOSE OF DRUG SCREENING**

1. To emphasize concerns for the health and well being of students.
2. To establish standards of conduct, discipline, and order among those students involved in extra-curricular activities.
3. To assist students who desire to resist peer pressure that directs them toward the use of controlled substances.
4. To support state laws, which restrain the use of mood-altering chemicals.
5. To protect against the risk of physical harm to both the user and those they come in contact with during extra-curricular activities.
6. To promote drug awareness and prevent the further spread of drug abuse in society and in the school.

## **CONTROLLED SUBSTANCE SCREENING GUIDELINES**

1. Written and signed parental consent is required for participation in extra-curricular activities and controlled substance screening (drug testing).
2. Mandatory testing will occur prior to the beginning of the school year for all students in grades 7-12 who desire to participate in extra-curricular activities. Random screening will occur during each school attendance quarter on dates to be determined by the coaches and administration.
3. Mandatory testing will be conducted prior to a student participating in any extra-curricular activity that requires a physical examination and also those students participating in marching band.

Random testing will be done for a minimum of (5) participants. The participants will not have prior knowledge of the testing time and date. Authorized school personnel will be responsible for the collection of samples. Sampling will be conducted in such a manner that samples may not be altered or counterfeited. Samples will be collected in containers that are pre-labeled with student's school identification number. The athletic department or designee(s) shall maintain a secure chain of custody of all samples.

- To the extent reasonable possible, testing will be completed in a manner to protect the integrity of the procedure and the privacy of the individual.
- The results of the testing will be kept in the strictest confidence. Only those with a need to know will be informed of the test results.
- Drugs of Abuse: Amphetamines, Barbiturates, Cannabinoids, Cocaine (and any derivatives), Benzodiazepines, Methqualone, Opiates, and Phencyclidine (PCP).

## **CONSEQUENCES OF A POSITIVE TEST RESULTS**

1. In the event a student tests positive, the principal and/or the coach will confer with the student and parent(s)/guardian(s) within (24) hours of the receipt of the test results to give them the information received from

the lab. If the result of the first drug test is positive, the student will be removed from participation in extra-curricular activities.

2. The parents may request a second test for verification of the results of the first testing.
3. The student will remain out of extra-curricular activities until the results of the second test are received and a final decision is made.
4. If the first test is positive and the second test, if requested, does not disprove the first test, then the student will not be allowed to participate for a period of ninety (90) school days from the date of the positive test.
5. If a student in extracurricular activities is taking a prescription drug administered by a licensed physician, he/she must provide the prescription and or doctor's authorization at the time of the collection of the sample or within a reasonable time thereafter.
6. After the suspension period, a student desiring to re-enter extra-curricular activities must:
  1. pass a drug test—administered at the student's expense
  2. have a conference with the coach, athletic director, and principal

A complete policy is available from the coaches or the Principal's office.

#### **4.52-1—STUDENTS WHO ARE FOSTER CHILDREN**

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the Arkansas Department of Education (ADE), and individuals involved with each foster child to ensure that he/she is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise, ensure that the foster child remains in his/her current school of origin, even if a change in the foster child's placement results in a residency that is outside the district. In such a situation, the District will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

Upon notification to the District's foster care liaison by a foster child's caseworker that a foster child's school enrollment is being changed to one of the District's schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.

A foster child's grades shall not be lowered due to absence from school that is caused by a change in the child's school enrollment, the child's attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

#### **4.53— PLACEMENT OF MULTIPLE BIRTH SIBLINGS**

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14<sup>th</sup> calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

- There have been a minimum of 30 instructional days since the start of the school year; and
- After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:

- Detrimental to the educational achievement of one or more of the siblings;
- Disruptive to the siblings' assigned classroom learning environment; or
- Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

#### **4.54 – WEBSITE PRIVACY POLICY**

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

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

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

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

#### **4.55—STUDENT PROMOTION AND RETENTION**

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

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 criteria outlined in this policy and student handbook. If there is 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:

- a) The building principal or designee;
- b) The student's teacher(s);
- c) School counselor
- d) A 504/special education representative (if applicable); and
- e) The student's parents.

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.

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the assessment. The student:

- does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
- takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

The Superintendent or designee may waive this provision when the student's failure was due to exceptional or extraordinary circumstances.

Students who do not score proficient or above on their grade level State assessments shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be



designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

All students must successfully pass all end-of-course (EOC) assessments they are required to take unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her transcript in a course requiring a student to take a EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her Individualized Academic Improvement Plan (IAIP) which shall focus on the areas in which the student failed to meet the necessary passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her IAIP which may include additional opportunities to retake the measurement.

Such remediation shall not require the student to pass a subsequent college and career readiness measurement in order to graduate from high school.

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

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt 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 student 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 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.<sup>3</sup> Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

#### **4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS**

##### **Definitions:**

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

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

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

“Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

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

## **Extracurricular Eligibility**

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

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 student 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.

### **ACADEMIC REQUIREMENTS: Junior High**

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

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

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

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

### **ACADEMIC REQUIREMENTS: Senior High**

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

- 1) Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
- 2) If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

### **STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**

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

### **ARKANSAS ACTIVITIES ASSOCIATION**

In addition to the foregoing rules, the district shall abide by the rules and regulations of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in a AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

## **Intrascholastic Activities**

### **AAA Governed Activities**

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

### **Non-AAA Governed Activities**

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intrascholastic extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

## **4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY**

### **Definitions**

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

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

“Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

### **Extracurricular Eligibility**

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

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

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 student 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.

## **4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS**

Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. § 6-15-503.

Interscholastic activity means an activity between schools subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy. Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11<sup>th</sup>) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A home-schooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and
- participation or activity fees.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

#### **4.57—IMMUNIZATIONS**

##### Definitions

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval 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<sup>1</sup>:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;

- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); 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:

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. 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. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student’s record.

In order 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 serologic 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.

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

### **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 1<sup>st</sup> is later in the current school year than the thirty (30) days following the student’s admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 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 the 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 for any assignment or examination not completed or submitted on time.<sup>3</sup>

#### **4.58—FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA**

##### **Food Sharing Table**

The District has no food sharing system for food items other than milk and juice. Students who do not intend to drink milk or juice received as part of a meal may place the milk/juice in a designated ice-filled cooler located at the end of the service line where another student may retrieve it at no charge. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the cooler to place for sharing or retrieve an item after the student has left the service line.

At all times, the cooler will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item is to remain in the cooler for longer than four (4) hours.

##### **Removing Food Items From the Food Service Area**

No student shall remove school provided food items from the food service area at the end of the meal period, especially milk, juice, and other items requiring temperature controlled environments.

Except for food service workers as required by their job duties, District employees may only remove school provided food items from the food service area when required by a 504 plan or a student's IEP.

#### **5.14 – HOMEWORK**

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

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

Parents shall be notified of this policy at the beginning of each school year.

#### **5.15—GRADING**

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

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

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

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

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

A = 4 points  
B = 3 points  
C = 2 points  
D = 1 point  
F = 0 points

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

### **5.17 – HONOR ROLLS**

Students in grades K-6 who maintain a grade point average (GPA) (to be determined by the Principal), for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

Students in grades 7-12 who participate in the Smart Core Curriculum and maintain a GPA (to be determined by the Principal) for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

### **HONOR GRADUATES**

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

### **INCLEMENT WEATHER**

When the weather conditions are such that the school buses cannot operate safely, school will not be in session. On days that school will not be in session or early dismissal is necessary, local radio and TV stations will broadcast school closings. **Students and parents/guardians may call the school at 521-2366, ext. 299 or check the District website: <http://greenlandsd.com> for information on school closings.** If you would like to be contacted by e-mail, text, and/or phone in the event the District sends an emergency notification message, contact the office of the school in which your child is enrolled. At times it may be impossible to predict road conditions in advance, so the decision may be made shortly before regular bus departure time.

**Limited Bus Service** – There may be days when busses can operate safely on some routes but not all routes. If school is open but not all bus routes are able to run, absences will be excused and students will be allowed to make up work that is missed.

### **CARE OF SCHOOL PROPERTY**

All items entrusted to the care of school district personnel are part of the public domain which is paid for by tax monies. Therefore, each employee and student has a responsibility to take care of all school property. It is part of the students' responsibility to care for the buildings, grounds, equipment, and textbooks. Should a student damage property that belongs to the school district, he/she can be held accountable for the cost of replacing or repairing the damaged item as well as disciplinary action. (Damages may not be an amount in excess of five thousand dollars (\$5000).

**TEXTBOOKS AND EQUIPMENT** are furnished free for student use by the State of Arkansas. Students should ensure that his/her name is in the textbook during the year he/she uses the book. The student is to take proper care

of the book at all times. He/she is responsible for any damage to textbooks or equipment assigned to him/her for use. The cost of replacement in case of loss or total damage will be assigned by the teacher. The teacher will assess fines for damage to textbooks or equipment. Grades will be held until fines or replacement fees are paid. The school district is entitled to recover damages in a court of competent jurisdiction from the parents/guardians of any minor under the age of eighteen (18) living with the parents/guardians, who shall willfully or maliciously destroy or damage property (real, personal, or mixed) belonging to the school district. Other disciplinary actions will be covered later.

## **COMPLAINT PROCEDURE**

The following are procedures for filing a complaint or grievance:

### Level I

- A. To be filed with the building Principal.
- B. May be written or verbal.
- C. Building Principal will investigate and give a written decision within five (5) school days.

### Level II

- A. Within five (5) school days of receiving the decision rendered by the building principal, the person filing the complaint or grievance may appeal the decision to the Superintendent:
  - a. Appeal must be in writing.
  - b. Must be signed by the person submitting.
- B. The Superintendent may:
  - a. Choose to review all written decisions and transcripts from previous investigations and issue a written decision within ten (10) school days to all parties.
  - b. Conduct a hearing with all persons participating in the previous appeal and issue a written decision to all parties within ten (10) school days.

### Level III.

- A. Within five (5) school days of receipt of the decision of the Superintendent, the person filing may appeal to the Board of Education:
  - a. The decision of the Board of Education is the final level of appeal within the school.

## **SCHOOL INSURANCE**

The Greenland School District provides a supplemental accident insurance plan for enrolled students. It is not a full coverage plan but a supplement (If you have insurance, you must file on it first.) In the event of a school related accident, contact the district administration office at 521-2366 ext. 221 for more information.

## **COUNSELING**

Each building level division has a counselor. The counselor provides:

1. Counseling for students, either group or individual, is available. All information shared with a counselor is confidential unless the information is required to be given to a governmental agency.
2. The Counselor will provide arrangements for homebound instruction for those students who must experience a lengthy absence from school.
3. Testing: All mandated testing is coordinated by the counselors. The following is a list of the major tests given each year:

ASVAB – given to all juniors and those seniors requesting the test.

ACT – testing required by most post-secondary schools for admission. There is a fee for this test and specific dates when it is given.

PSAT – testing available for any student for a fee who wishes to take it in preparation for National Merit Scholarship competition or SAT testing.

IOWA ASSESSMENT - given to grades 1 through 2 in the spring.

ACT ASPIRE - given to grades 3 -10 in the spring.



## **SCHOOL TRIPS INVOLVING STUDENTS**

1. Any overnight trip must be approved by the Principal, Superintendent, and the Board of Education before the trip is taken.
2. Any one-day trip must be approved by the Superintendent prior to the trip being taken. Trip requests must be submitted to and approved by the building Principal.
3. The transportation supervisor will assign all school vehicles for trips.
4. All trips not required by curriculum will be granted permission on the basis of appropriate student behavior.

## **GIFTED AND TALENTED PROGRAM**

The Greenland Public Schools are committed to an educational program that recognizes the unique value, needs, and talents of individual students. Gifted and talented students are defined as those possessing the ability to excel in the areas of academics, creativity, or leadership. The purpose of the gifted and talented program is to strive to provide opportunities for these children to fully develop their potential and learn to express their ideas clearly and creatively.

## **FOREIGN EXCHANGE STUDENT PROGRAM**

- A. Greenland Schools will operate its Foreign Student Exchange Program under the following guidelines:
  1. All students from foreign student exchange programs accepted by the Greenland School District must be from a program accredited by the Council on Standards for International Educational Travel.
  2. There shall be no more than two students from the same home country.
  3. There shall be no more than four students from the same accredited organization during any one school year.
  4. There shall be no more than three students allowed per grade level. No more than six total.
  5. Students and/or the foreign student exchange program shall furnish a transcript written in the English language upon entering the school. The transcript shall include the following information:
    - a. Course titles for each subject taken.
    - b. The school year each class was taken.
    - c. Number of class meetings for each subject per week.
    - d. Number of minutes in each class meeting.
    - e. Grade earned for each class (the grade will be converted to the Greenland School District System).
  6. Credit will not be awarded to students not proficient in the English language. These students will be considered for a cultural experience only.
  7. Students must be permanently placed in an American host family prior to enrollment, and the host family will be domiciled in the Greenland School District.
  8. All students must be enrolled in one year study programs.

## **PERIOD OF SILENCE**

As per Arkansas Code 6-10-115, the Greenland School District will provide students with a one (1) minute period of silence at the beginning of school each school day.

During the period of silence, a student may, without interfering with or distracting another student:

1. Reflect;
2. Pray; or
3. Engage in a silent activity.

A teacher or school employee in charge of a public school classroom shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence.

**SECTION II - ELEMENTARY INFORMATION (GRADES K-4)**

**MISSION STATEMENT**

The faculty and staff of Greenland Elementary School are committed to working together with the community to assure that every student in our school feels important and learns. All students are encouraged to achieve to their highest potential so that they can become productive citizens and live meaningful lives.

**GOALS**

Greenland Elementary School will maintain compliance with the Standards of Accreditation for Arkansas Public Schools. There will be a continued effort to improve standardized test scores by providing grade level practice tests, increasing test-taking skills and participation in the Smart Start and related initiatives.

Students will promote a climate of school pride and community service during and after school activities by peer and cross age tutoring, after school activities that will enhance citizenship and character, and to increase our test scores. Teachers will encourage and insure all students improve the quality of their work through rewards, praise, and recognition. The staff will strive to improve student test scores through alignment of the curriculum and frameworks. Greenland Elementary School will improve communication between school and home to ensure parents are more aware of school and student activities.

**STUDENT ACCOUNTABILITY**

Students in the State of Arkansas are required to take State mandated achievement tests. When any student in Grades 3-8 fails to achieve at the proficient level on the State mandated Criterion Referenced Test (CRT) and for any student in Grades K-2 on the State mandated NRT (Norm Referenced Test) for those grades, that student shall be evaluated by school personnel, who shall jointly develop, with the student's parent(s), a student Academic Improvement Plan (AIP) to assist the student in achieving the expected standard. The AIP shall describe the parent's role and responsibilities as well as the consequences for the student's failure to participate in the Plan. Students in grades 3-8 identified for an AIP who do not participate in the remediation program may be retained. The local district shall determine the extent of the required participation in remediation as set forth in the student AIP. (Act 2230 of 2005; Sec.1 B4)

**GENERAL INFORMATION**

**Greenland Elementary School Phone Numbers:**

Elementary School Office	– 479-521-2366, ext. 254
Elementary School Counselor	– 479-521-2366, ext. 267
Elementary School Nurse	– 479-521-2366, ext. 255
Elementary School Fax	– 479-582-8722
Transportation Supervisor	– 479-521-2366, ext. 244
Food Services Director	– 479-521-2366, ext. 233
School Resource Officer	– 479-521-2366, ext. 268

**School Office Hours:**

Greenland Elementary School office hours will be from 7:30 a.m. to 4:00 p.m. Monday through Friday. Office hours may vary during holidays and summer break.

**Greenland Elementary School Day:**

The following schedule applies to all Greenland Elementary School students:

- 7:25 a.m. – Breakfast served; Elementary cafeteria.
- 7:45 a.m. – Morning Meeting. (Character Education)
- 7:55 a.m. – Students will be escorted by their teachers to their classroom.
- 8:00 a.m. – Classes will begin.
- 2:55 p.m. – Dismissal announcement for car riders.
- 3:00 p.m. – Dismissal announcement for bus riders and walkers.

## **ARRIVAL AT SCHOOL**

Elementary Students need to enter the building and go directly to the cafeteria. Breakfast will be served beginning at 7:25 a.m. every morning. Breakfast needs to be finished no later than 7:55 a.m. At that time, the classroom teachers will walk all students to their homerooms.

## **ATTENDANCE**

In order for Greenland Elementary School students to gain the maximum benefit from school, they must have regular attendance. See the following District Information Sections for the rules and regulations on absences (4.7 – 4.8).

## **TARDIES**

Definition of tardy: student not being in their homeroom at 8:00 a.m. In order for students to gain the maximum benefit from school, they must arrive at school punctually. Tardies cause a serious interruption to the learning process. Our objective is to help the student realize the importance of being on time. Just as in the work force, there are consequences for people who are habitually tardy. Students falling into this category will be subject to disciplinary action. The parents of a student who is habitually tardy may be subject to referral to the appropriate authorities. Tardy students must report to the office for an admit-to-class slip when reporting to school. Excessive tardies will be subject to disciplinary actions. Parents will be notified after the 5<sup>th</sup> accumulated tardy.

Students arriving late to school must report to the office before going to class.

## **CHECK IN-CHECK OUT PROCEDURES**

As stated earlier, Greenland Elementary School students must have regular attendance at school to gain the maximum benefit. However, Greenland Elementary understands that it is sometimes necessary to check students in after school has begun or out early before the school day has been completed. When checking a student in late or out early, please use the following procedures:

1. All students must check in and check out through the office.
2. Students can only be picked up by designated adults that have been submitted in writing by the parent/guardian.

Students will not be permitted to leave campus during the school day without permission. No student is to be released from school during school hours to anyone other than his/her parent/guardian unless written permission is granted by the parent/guardian. Prior to leaving campus, the student must be signed out in the office. Parents will wait in the office for their child. Parents will not be allowed down halls during instructional time. Upon return, the student must be signed in. Parents are encouraged to make dental, medical, and other appointments after school hours. If you do check your child out for a dental/medical appointment, your child will need a physician's note upon returning to school. Your child will be allowed **no more than three (3) early checkouts** per semester. This will be strictly enforced as this takes away from and interrupts valuable instructional time. School dismisses at 2:55 p.m. Parents/students who accumulate maximum attendance, tardies, and checkouts will be referred to the proper authorities. See District Information Section 4.7 for further information.

## **PERFECT ATTENDANCE**

Students with perfect attendance are recognized each quarter. More than three tardies, three early dismissals or a combination of the two during a nine-week period will result in ineligibility for perfect attendance.

## **SCHOOL ENROLLMENT**

Students may enter kindergarten in the public schools of Arkansas if they will attain the age of five (5) years on or before August 1 of the year in which they are seeking initial enrollment, has evidence of a comprehensive preschool physical examination, has evidence of completion of the mandatory immunizations, and is either a legal resident of Greenland School District or has a completed transfer from district of residence to Greenland School District. Parents/guardians of enrolling students have to complete all forms required by Greenland Elementary prior to their child/children attending classes.

## **KINDERGARTEN PHYSICAL EXAMINATION**

ALL enrolling kindergarten students shall furnish evidence of a comprehensive preschool physical examination. This regulation is enacted pursuant to the State Board of Education's authority, A.C.A. 6-18-701 and the Standards for Accreditation of Arkansas Public Schools. Children must have a chicken pox vaccination before entering kindergarten.

## **COUNSELING**

Greenland Elementary provides a counselor for student and parent use. The elementary school counselor's role is threefold: counseling students, parent consultation, coordinating school and community resources on behalf of all children.

## **HOMEWORK**

Greenland Elementary considers homework to be a part of the instructional program and a logical and reasonable extension of the school day. Therefore, Greenland Elementary encourages the appropriate and reasonable use of homework as a teaching-learning strategy. Homework should supplement, compliment, and reinforce specific learning activities. It will be utilized as an extension of the learning process. Homework will be directed by the building Principal.

## **RETURNING FROM ABSENCE**

Upon returning from an absence for which the student and his/her parents have no choice or control, the student should arrange with his/her teachers for assistance needed in studying lessons, taking tests, or participating in enrichment work. A student will be granted two (2) days for every one day missed for making up his/her work. Returning from absences over which the student and his/her parent/guardian have choice or control, the student will be granted one (1) day for every day missed for making up his/her work.

Procedures: A note from the parent/guardian must be submitted the next school day following the absences along with any pertinent statements from doctor, etc. as deemed necessary to support the reason for the absence.

## **LIBRARY INFORMATION**

The library supports classroom instruction and provides leisure reading materials for students. Basic rules are enforced to insure a pleasant atmosphere for all.

1. Books are loaned for a period of one week. The book may be checked out two additional times allowing for a maximum of three weeks. At the end of the three weeks, the book must be returned or it will be considered a lost book.
2. Fines are not charged for overdue books, however, students holding overdue books will not be allowed to check out any materials until all overdues are cleared.
3. In the event a book is lost or damaged beyond repair, the book cost is passed along to the student. If the book is found and returned, a refund minus a service charge is available.
4. If a book should become damaged, let the librarian know. Most damages can be repaired without charge. Help your student care for library books by having a special storage area and reinforcing proper book care.
5. Some reference items are available for overnight checkout. These items may be checked out in the last fifteen minutes of the school day and must be returned before 8:30 a.m. the following day. Anyone not following this procedure will not be permitted to use the overnight checkout.

## **BUS TRANSPORTATION**

Most Greenland Elementary School students ride school busses. Each student is expected to cooperate with the bus driver at all times. Riding the school bus is a privilege. When student conduct requires this privilege to be denied, it will be the responsibility of the parent/guardian to find safe, alternate means of transportation to and from school. To ride home on the bus with another student, you must follow the established District procedures. See District Information Section 4.19.

## CAR RIDERS

Students that ride to school in a car should arrive at school on time. Students should only ride with those persons approved by their parents/guardians. Only those people designated in writing by the parent/guardian will be allowed to pick up Greenland Elementary School students. If one student wants to ride home with another student, that student must bring a note to the Principal's office, as well as, a phone call must be received in the office by the parent/guardian granting their permission for their child to ride home with another student and driver.

We will have a double line of traffic and will be loading two cars in each line at the same time. Children are encouraged to cross in the crosswalk so that the drivers will know where to look for people crossing the parking lot. Encourage your child to listen and follow instructions.

**For the safety of our students, we ask that you please be a good role model and participate by getting into a line and waiting for your child to be dismissed. PLEASE DO NOT PARK IN THE PARKING LOT AND EXPECT YOUR CHILD TO BE ESCORTED ACROSS TO YOU.** The people on duty are to assist children being picked up in the lines. This is a little thing, but it makes a big difference in helping our system work.

On the days when there is a **change in your child's routine, please send a note to the teacher stating the change.** It is most helpful if you will inform your child of the changes before they leave for school. **Only in an emergency situation should you call the office with this information.**

### Morning Car Drop Off

1. Form **one** line around the parking lot.
2. Drop your child off quickly in front of the door. Have their things ready so that they may be dropped off in a quick and orderly fashion.
3. If you need to enter the building or help your child, please park in the center lot, then walk your child into the building. **DO NOT** allow your child to walk across the parking lot unattended.
4. Once you are in line **DO NOT PASS** other cars in line. Stay in line and exit one car after another.

### Afternoon Pick-Up

For afternoon car riders, you **MUST** get a car rider number issued by the office. Car riders will dismiss at 2:55. Anyone picking a child up in the afternoon **MUST** get in car rider line and have their car rider number displayed.

**ALL AFTERNOON CAR RIDERS ARE EXPECTED TO HAVE A NUMBER AND GET IN LINE.**

## CHANGE OF ADDRESS/TELEPHONE NUMBERS

Please inform the school office if you change your address, home phone number, or parents/guardians daytime work number. In cases of emergencies, it is vitally important for the school to have the most recent updated information.

## FIELD TRIPS

School-sponsored field trips are a part of the school program. Parental release forms are required for participation. Parental field-trip release forms need to be signed and turned in with the handbook form to the office. The form is found in the back of this handbook. No class will be permitted to take a school-sponsored field trip without prior approval from the Principal. See the District Information Section 1.49 for more information.

## DRESS CODE

Appearance is primarily the responsibility of the parents and students. Students are expected to maintain an appearance that is not distracting to teachers or other students or in any way disruptive to the educational program of the school. What a student wears to school often dictates his/her attitude and behavior while at school. Parents should be aware of what their child wears to school. The school, like the workplace for parents, has acceptable criteria for student dress. Each student should take pride in personal appearance and must dress within acceptable standards of cleanliness and modesty. The following are dress regulations for the elementary school:

- No headwear (hats, caps, bandanas, or scarves) may be worn on campus. If a student chooses to bring headwear to school, it is to be left in the backpack for the school day.

- No sunglasses may be worn in the building without written notice from a doctor.
- Dresses, blouses, and shirts must have sleeves or a strap a minimum of 3” in width. Mesh or see-through shirts and revealing necklines will not be allowed. To avoid exposing the midriff, blouses and shirts must be long enough to cover the stomach.
- Hem lines of skirts, dresses, and shorts must be modest with regard to age group.
- Pants will be worn at the waist (no sagging).
- Any garment with extra holes above the knees will not be allowed.
- Any garment, tattoo, or jewelry must not have any insignia, writing, or design that concerns tobacco, alcohol, drugs, profanities, obscenities, suggestive wording, or gang symbols.
- Chains, including wallet and dog-leash style chains, may not be worn at school. (This does not refer to lightweight jewelry.)
- Uniforms or garments worn by clubs, organizations, or athletic groups must meet the dress code if worn during the school day. No metal sports cleats are to be worn.
- Footwear must be kept on at all times. Shoes with wheels may not be worn at school. Flip flop type footwear is discouraged.
- All special events may have specific dress codes.
- Appropriateness will be determined by the administration.

Violations of the dress code will be dealt with in the following manner:

1. Student will replace or correct the non-compliant clothing with appropriate clothing immediately.
2. Wait in the school office until parents bring appropriate clothing.

Repeated incidents of non-compliance will be treated as a disciplinary matter.

## **LOST AND FOUND**

If you lose something you should inquire about it in the Principal’s office. If you find an article, you should take it to the office. Articles not claimed in a reasonable length of time will be given to the finder of charity.

## **PARENT-TEACHER’S ORGANIZATION (PTO)**

The Greenland Elementary Parent-Teacher Organization is an integral part of the total school program. It serves the students, the school, and the community in many ways. All parents are urged to become involved.

## **USE OF TELEPHONE**

The use of the office telephone must be restricted to emergencies involving student illness or cancellation of school-sponsored activities.

**For the Safety of Our Students: According to Arkansas Law (ACA § 27-51-1609), a driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building.**

## **VISITORS**

All persons visiting the Greenland Elementary School MUST check in and out through the office and receive a visitor’s pass.

### **SECTION III: FORMS**

Please complete the following forms that are applicable to your child and return them to school. See the pages that follow for the following forms:

Form A:	Receipt of Student Handbook/Parental Involvement Plan
Form B:	Medication Form
Form BB:	Over the Counter Medication Form
Form BBB	Glucagon Administration Consent Form
Form C:	Student Electronic Device and Internet Use Agreement
Form D:	Field Trip Form
Form E:	Drug Policy Form
Form F:	Objection to Publication of Directory Information
Form H:	Parent/Teacher/Student Compact
Form I:	Registration Update

#### **Disclaimer Statement**

Use of the masculine pronoun anywhere in the following adopted policies, is for the sole purpose of ease in sentence construction and should not be construed as intention to discriminate against females in either its written materials or its practices. The feminine pronoun will be used only in those policies where the masculine form would be totally inappropriate.

**FORM A: RECEIPT OF STUDENT HANDBOOK / PARENTAL INVOLVEMENT PLAN**

It is a state requirement that we have proof on file that every parent or guardian of each student has a copy of the Student Handbook and the Parental Involvement Plan. Your signature on this form is proof that you have a copy; however, your signature is in no way taken to mean that you agree with all the rules and regulations stated herein.

**WEBSITE/SOCIAL MEDIA PERMISSION**

I give permission for my student’s name and photograph to be displayed on the District or school’s web page and social media for positive recognition.

YES                       NO

\_\_\_\_\_  
Parent Name (printed)

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade Level

The Greenland School District will implement the Parental Involvement Plan in the District in the following ways:

1. Two (2) Parent-Teacher Conferences per school year.
2. Individual schools will have a Math Night, Literacy Night and Science Night.
3. The District will have a Title I Parent Meeting within the first month of the beginning of school, facilitated by the Parent Involvement Coordinator, to review the Title I Plan and Policies.
4. Each school has an Open House at the beginning of the school year.
5. Both the District and individual schools provide a newsletter and website to keep parents informed.
6. Parents can log onto their child’s educational website to review their child’s assignments, grades, announcements and calendar.

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**For the Safety of Our Students: According to Arkansas Law (ACA § 27-51-1609), a driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building.**

Please return this page, signed and dated, to the student’s school office.



**FORM B: PRESCRIPTION MEDICATION FORM**

Student's Name (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ ID# \_\_\_\_\_ Phone # \_\_\_\_\_

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering physician's name, 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, self administration or any other pertinent instructions (such as special storage requirements) or warnings.

Parent/Guardian Name & Address \_\_\_\_\_

I hereby authorize the school nurse or his/her designee to administer the following prescription medication(s) to my child.

Student's Name (Please Print) \_\_\_\_\_

Name(s) of medication(s) \_\_\_\_\_

Possible side effects & adverse reactions \_\_\_\_\_

Name of physician or dentist \_\_\_\_\_

Nurse may contact physician (circle one)                      Yes                      No

Student may self administer by written order (must be provided)                      Yes                      No

Dosage \_\_\_\_\_

Instructions for administering the medication \_\_\_\_\_

Instructions to follow after administering rescue medications \_\_\_\_\_

Other instructions & permissions to carry medications at all times \_\_\_\_\_

Allergies \_\_\_\_\_

School nurse has checked all orders and has observed the student demonstrate the skill level needed to administer above stated medication.                      Yes                      No

I acknowledge that the District, Board of Directors, and employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

Date \_\_\_\_\_

**FORM BB: OVER THE COUNTER MEDICATION FORM**

Student's Name (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ ID# \_\_\_\_\_ Phone # \_\_\_\_\_

Nonprescription medications may be given to students upon the decision of the principal or the nurse. Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage, and instructions for the administration of the medication (including times).

Parent/Guardian Name & Address \_\_\_\_\_

I hereby authorize the school nurse or his/her designee to administer the following nonprescription medication(s) to my child.

Student's Name (Please Print) \_\_\_\_\_

Name(s) of medication(s) \_\_\_\_\_

Dosage \_\_\_\_\_

Instructions for administering the medication \_\_\_\_\_

\_\_\_\_\_

Allergies \_\_\_\_\_

I acknowledge that the District, Board of Directors, and employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

\_\_\_\_\_  
Parent or Legal Guardian Signature

Date \_\_\_\_\_

## FORM BBB – GLUCAGON ADMINISTRATION CONSENT FORM

Student's Name (Please Print) \_\_\_\_\_

Grade \_\_\_\_\_

The school has acknowledged that my child has been diagnosed as suffering from Type I Diabetes. The consent form authorizes the school nurse or, in the absence of the nurse, trained volunteer district personnel, to administer Glucagon in an emergency situation to my child.

I hereby authorize the school nurse or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer Glucagon to my child in an emergency situation. Glucagon shall be supplied to the school nurse by the student's parent or guardian and be in the original container.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon with this consent form.

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

## FORM C: STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT

Student's Name (Please Print) \_\_\_\_\_ Grade Level \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

The Greenland School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device: means anything that can be used to transmit or capture images, sound, or data):

1. **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.

2. **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. **Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.**

4. **"Misuse of the District's access to the Internet" includes, but is not limited to, the following:**

- a) using the Internet for other than educational purposes;
- b) gaining intentional access or maintaining access to materials which are "harmful to minors" as defined in the District's Internet Use Policy;
- c) using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d) making unauthorized copies of computer software;
- e) accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- f) using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g) posting anonymous messages on the system;
- h) using encryption software;
- i) wasteful use of limited resources provided by the school including paper;
- j) causing congestion of the network through lengthy downloads of files;
- k) vandalizing data of another user;
- l) obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m) gaining or attempting to gain unauthorized access to resources or files;
- n) identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o) invading the privacy of individuals;
- p) 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 endeavor. Personally identifying information includes full names, address, and phone number;
- q) using the network for financial or commercial gain without district permission;
- r) theft or vandalism of data, equipment, or intellectual property;
- s) attempting to gain access or gaining access to student records, grades or files;

- t) introducing a virus to, or otherwise improperly tampering with the system;
- u) degrading or disrupting equipment or system performance;
- v) creating a web page or associating a web page with the school or school district without proper authorization;
- w) providing access to the District's Internet Access to unauthorized individuals;
- x) failing to obey school or classroom Internet use rules;
- y) taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
- z) installing or downloading software on district computers without prior approval of technology director or his/her designee.

As a condition of access to the Greenland Public Schools Computer System, I agree to the following:

1. I will keep my account password to myself and use only my name and password to log on to the computer system. When finished with the computer I will log out.
2. I will not attempt to bypass the Internet Filter (example: proxy servers, etc.)
3. I will keep all files in my home directory school related. (Remember all files in your home directory will be deleted at the end of each school year.)
4. I will keep food and drink away from the computers.
5. Personal laptops are not allowed to be connected to the school network.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **FORM D: FIELD TRIP PERMISSION FORM**

It is our policy at Greenland Public Schools to take children on field trips which we feel will be of educational value to the child. The location of such trips will vary. We are asking that you give official permission for your child to participate in these activities.

You will be notified in advance whenever an activity is planned that will take your child from the building for more than an hour.

Necessary precautions will be taken for the care and supervision of the children during trips away from school. Beyond this, the school will not be responsible for accident or injury which might occur.

As parent or guardian signing this permission form, I understand the above and accept the conditions as stated above.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Student Name/Signature

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Grade Level

## FORM E: DRUG POLICY FORM

Dear Parent,

The Greenland School District has made a strong statement to all participants in all extra-curricular activities involving athletics, marching band, and cheerleading that they should be a positive role model for those they may influence. Therefore, it is necessary that each participant make a commitment to remain drug free.

Drug screening tests are a way to give students a weapon to use against negative peer pressure related to the illegal use of drugs and other controlled substances. In accordance with Greenland School District policy, each participant must make a commitment and sign this document as a pledge to abstain from the illegal use of and association with the use of drugs and other controlled substances and to grant permission for drug screening tests to be administered. This must be done prior to their participation.

Sincerely,

Gary Orr  
High School Principal

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My signature attests to my personal pledge to abstain from illegal drug use and grant permission for drug testing.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade Level

---

My signature gives consent for my child, whose name appears above, to be tested under the guidelines for the Greenland School District Drug Testing Policy required for participation in extra-curricular activities (athletics, marching band, cheerleading).

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Any student who wishes to voluntarily participate in drug screening may do so by his/her and parent signatures above.

## FORM F: OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

I, the undersigned, being a parent of a student or a student eighteen (18) years of age or older, hereby note my objection to the publication by the Greenland School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

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

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

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

Deny disclosure to military recruiters \_\_\_\_\_

Deny disclosure to institutions of postsecondary education \_\_\_\_\_

Deny disclosure to potential employers \_\_\_\_\_

Deny disclosure to all public and school sources \_\_\_\_\_

Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), **AND** result in the student's directory information **not** being included in the school's yearbook and other school publications.

Deny disclosure to all public sources \_\_\_\_\_

Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information **to be included** in the school's yearbook and other school publications.

\_\_\_\_\_  
Name of Student (Printed)

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
Signature of Parent (or student, if 18 or older)  
office

Opt Out Office  
4040 North Fairfax Drive  
Suite 200  
Arlington, Virginia 22203

\_\_\_\_\_  
Date form was filed (to be filled in by  
personnel)



# FORM H: PARENT / TEACHER / STUDENT COMPACT

A VOLUNTARY COMMITMENT TO PROVIDE A PARTNERSHIP FOR THE IMPROVEMENT OF STUDENT ACHIEVEMENT AT GREENLAND SCHOOLS

## AS A STUDENT I WILL STRIVE TO ....

- Attend school regularly
- Come to school prepared with supplies and assignments
- Respect and cooperate with other students and adults
- Work hard to do my best at school and on my homework
- Do my best on all required standardized testing
- Ask for help when I need it

---

Student Signature/Date

## AS A PARENT I WILL STRIVE TO ....

- Help my child attend school regularly with supplies, well-rested and on time
- Establish a time and place for school work and review my child's work regularly
- Spend time each day with my child reading, writing, listening, or just talking
- Communicate with my child's teachers
- Offer praise and encouragement to my child
- Help my child learn to resolve conflicts in positive ways
- Be involved in planning, improving, and reviewing Title 1 programs

---

Parent Signature/Date

## AS EDUCATORS WE WILL STRIVE TO ....

- Communicate and work with families to support student learning
- Respect the individual differences of our students
- Provide a safe environment for learning
- Have high expectations of ourselves, our students, and other staff
- Prepare our students for state exams
- Show that we care about all our students with praise and encouragement

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Teacher Signature/Date

---

Principal Signature/Date

# Greenland School District Registration Form 2015-2016

**Student's Full Name:** \_\_\_\_\_

911 Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

**Transportation to/from school:** Bus \_\_\_\_\_ Car \_\_\_\_\_ Walker \_\_\_\_\_

Distance from school to home: \_\_\_ less than 2 miles \_\_\_ more than 2 miles

**The child listed above is currently living with:** (circle all that apply)

Both Parents    Mother & Stepfather    Legal Guardian    Other Relative

Mother only    Father & Stepmother    Foster Parent    Homeless

Father only    Grandparent(s)    another Family    Other \_\_\_\_\_

Date of Enrollment \_\_\_\_\_  
 Grade Entering: \_\_\_\_\_ Age: \_\_\_\_\_  
 SS#: (opt) \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Male \_\_\_\_\_ Female \_\_\_\_\_  
**Ethnicity:** Hispanic \_\_\_ Non-Hispanic \_\_\_  
**Race:** (check all that apply)  
 White \_\_\_ Black \_\_\_ Asian \_\_\_  
 Hawaii\Pacific Islander \_\_\_  
 Native American/Alaska Native \_\_\_

**Language spoken at home:**  
 (circle all that apply)  
 English Spanish Other \_\_\_\_\_  
**Is your child in the LEP/ELL program?**  
 Yes No

**Attending Greenland School as a:**  
 \_\_\_ Resident of school district  
 \_\_\_ School Choice 1<sup>st</sup> year  
 \_\_\_ School Choice NOT 1<sup>st</sup> year  
 \_\_\_ Board transfer from another district

**Are there any custody issues that the office needs to be aware of?** Yes/No

**Parent/Guardian information (Who the child is living with)**

Full Name: \_\_\_\_\_ Relationship to student \_\_\_\_\_ Cell # \_\_\_\_\_  
 Place of employment \_\_\_\_\_ Work Phone# \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship to student \_\_\_\_\_ Cell # \_\_\_\_\_  
 Place of employment \_\_\_\_\_ Work Phone# \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

**Is this child a dependent of an active or reserve member of a branch of the United States Armed Services?**  
 Yes No

If this child resides in a household with an active or reserve member of a branch of the United States Armed Services, select the branch below.

- \_\_\_ Active Duty – US Army    \_\_\_ Active Duty – US Air Force    \_\_\_ Active Duty – US Navy
- \_\_\_ Active Duty – US Marines    \_\_\_ Active Duty – United States Coast Guard    \_\_\_ Reserves – US Army
- \_\_\_ Reserves – US Air Force    \_\_\_ Reserves – US Navy    \_\_\_ Reserves – US Marines
- \_\_\_ National Guard – US Army    \_\_\_ National Guard – US Air Force    \_\_\_ Parents serve in multiple branches

**List any other Greenland students living in household:**

Name of student	Birthday	Grade	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**EMERGENCY PHONE NUMERS IF PARENT/GUARDIAN LISTED ABOVE CAN NOT BE REACHED:  
 (must list at least one person)**

Name \_\_\_\_\_ Phone #'s \_\_\_\_\_ Relationship \_\_\_\_\_  
 Name \_\_\_\_\_ Phone #'s \_\_\_\_\_ Relationship \_\_\_\_\_  
 Name \_\_\_\_\_ Phone #'s \_\_\_\_\_ Relationship \_\_\_\_\_

**Greenland School District**  
**Registration Form 2015-2016**  
**(Continued)**

**Does your child receive any of the following services?** (Please check all that apply)

Vision\_\_\_\_ Hearing\_\_\_\_ Speech\_\_\_\_ O.T.\_\_\_\_ P.T.\_\_\_\_ 504 Modifications\_\_\_\_  
Resource Math\_\_\_\_ Resource English\_\_\_\_ Other\_\_\_\_ Medicaid Eligible\_\_\_\_  
Medicaid #\_\_\_\_\_

**Does your child have any medical concerns that the school should be aware of?**

\_\_\_\_\_  
\_\_\_\_\_

**Does your child participate in:** Sports (please specify) \_\_\_\_\_ Band: \_\_\_\_\_ G/T \_\_\_\_\_

**If not a current Greenland student:**

Last school attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Has this child be enrolled in the Greenland School District before? Yes/No

Is student presently on expulsion or suspension from a previous school or are there any proceedings pending?  
Yes/No

**Signature of**  
**Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

## Greenland School Calendar 2015-2016

August	11, 12, 13	Professional Development/No Students	
	14	Teacher Work Day/No Students	
	17	First Day of School for Students – First Quarter Begins	
September	7	Labor Day/No School	
	24	Student Early Release – Dismiss at 1:45	
	24	P/T Conferences from 2:00 p.m. until 8:00 p.m.	
	25	Professional Development/No Students	
October	16	End of First Attendance Quarter	43 days
	19	Second Quarter Begins	
November	23, 24	Teacher In-Service/No Students (Designated Flex Days)	
	25 – 27	Thanksgiving Holiday/No School	
December	22	End of Second Attendance Quarter	42 days
	22	Days in First Semester	85 days
December	23 – Jan 1	Winter Break/No School	
January	4	Professional Development/No Students	
	5	Students Return – Third Quarter Begins	
February	11	Student Early Release – Dismiss at 1:45	
	11	P/T Conferences from 2:00 p.m. until 8:00 p.m.	
	12	Professional Development/No Students	
March	11	End of Third Attendance Quarter	48 days
	14	Fourth Quarter Begins	
	21 - 25	Spring Break/No School	
May	13	Graduation	
	20	Last Day of School for Students	
	20	Fourth Quarter Ends	45 days
	20	Days in Second Semester	93 days
	23	Teacher Work Day	
	30	Memorial Day	

Snow Make-up Days - Jan. 4, Feb. 12, May 23, 24, and 25

Teacher work day scheduled for May 23 will follow snow make-up day(s).

The Superintendent and School Board shall have authority to amend the calendar if excessive days are missed due to inclement weather

Approved: 04/16/15