

# LAKESIDE HIGH SCHOOL

2871 Malvern Avenue  
Hot Springs, Arkansas 71901

## HANDBOOK FOR PARENTS AND STUDENTS



2016 -2017

# LAKESSIDE HIGH SCHOOL

DARIN LANDRY- Principal	262-1530
RICHARD ARTHUR – Assistant Principal	262-1530
ANTHONY BRUNET – Assistant principal	262-1530
MATHEW THORNTON - Assistant Principal	262 -1530
RANDY HORNBECK – Dean of Students	262-1530
PEGGY STRATTON – Senior Counselor	262-2227
SHERRY SAELER – Sophomore/Junior Counselor	262-2227
STACI NEWELL –Eighth Grade/Freshman Counselor	262 -2227

High School (8-12)

PHONE# 262-1530

FAX# 262-6205

**LAKESSIDE SCHOOL DISTRICT WEB ADDRESS:**

Lakesidesd.com

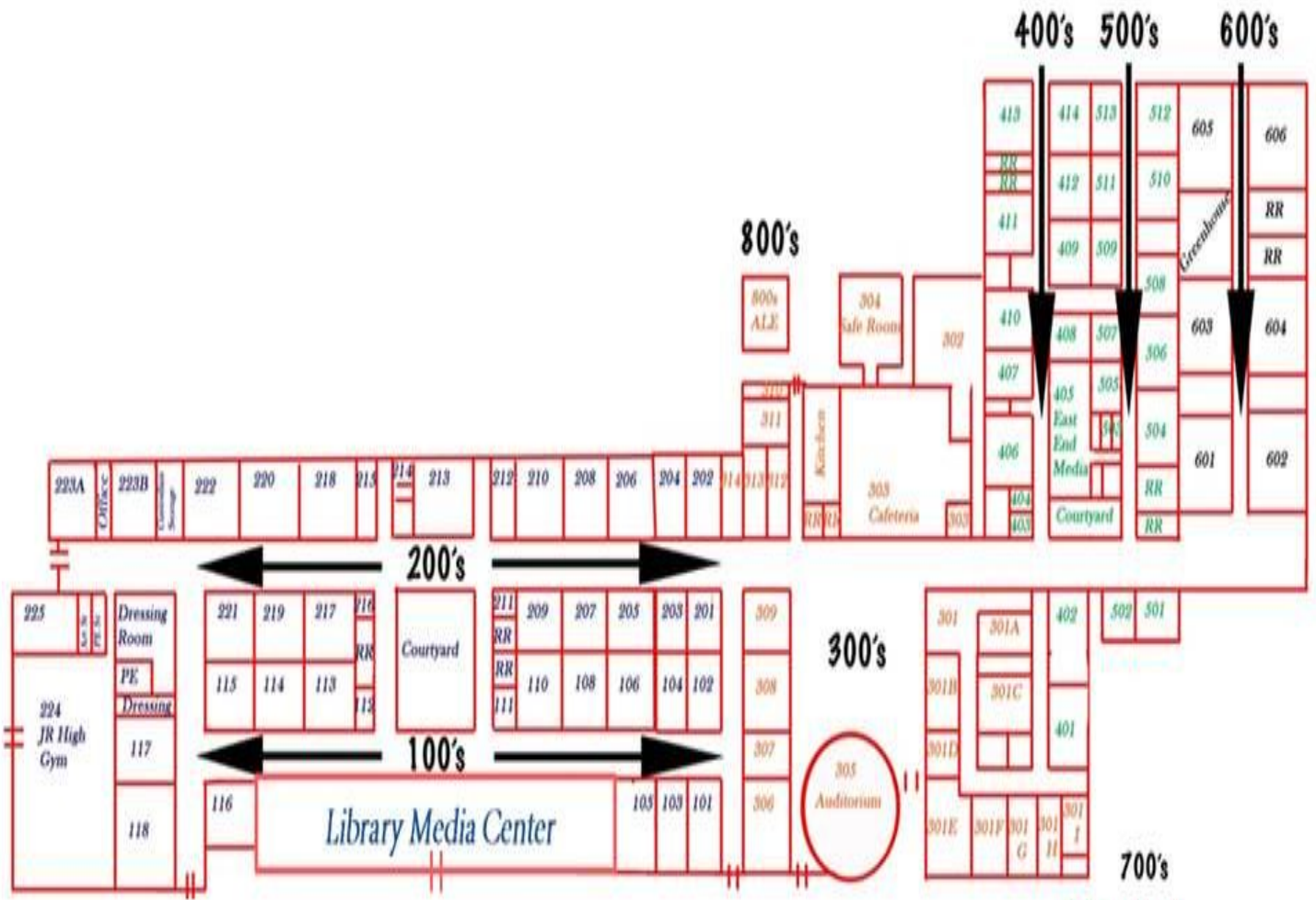
## **ALMA MATER**

Lakeside, to thee we sing our hymn of praise

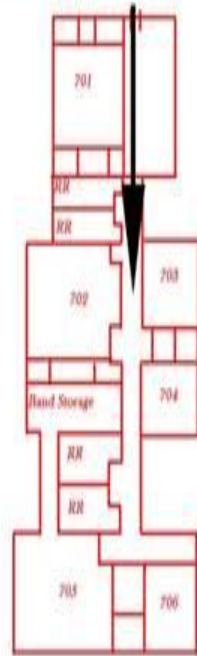
With one accord our hearts and voices raise;

Through years to come, fond mem'ries never die

Of thee, our Alma Mater, Lakeside High



# High School Building Map



## LAKESIDE SCHOOL DISTRICT MISSION STATEMENT

The Lakeside School District is committed to helping all students grow through learning by preparing them for an ever-changing world and by providing a safe learning environment that will facilitate the total development of each person.

This mission statement is based upon the following beliefs:

- All individuals have value and worth.
- All individuals have the capability to learn.
- All individuals should be provided the opportunity to become lifelong learners.
- All individuals should be accountable for their own learning.
- All individuals have the responsibility to facilitate learning for one another.

## LAKESIDE SCHOOL DISTRICT “VISION FOR THE 21ST CENTURY” GOALS

It is the goal of the Lakeside School District to graduate students who

- demonstrate a healthy self-esteem and skills for dealing with peer pressure.
- have developed an understanding and appreciation of the democratic process of government, a love of our country, and respect for law and order.
- have developed a desire for knowledge along with the ability to set goals and adapt to inevitable change.
- have completed a course of study consisting of, but not limited to, proficient academic skills.
- have a basic foundation of academic skills appropriate for their age levels and abilities through a curriculum of reading, writing, arithmetic, and communication skills.
- demonstrate an awareness and knowledge of environmental issues and their impact on local, regional, and global levels.
- have achieved an understanding and appreciation of the fine arts.
- have participated in a physical education and health curriculum that emphasized healthful living habits and their effects on the mind and body.
- are capable of succeeding in an information based society by practicing respect and acceptance for one another, thereby, creating a safe learning environment.
- demonstrate acceptable social behavior.
- have information-gathering skills and are able to express their ideas, both written and spoken, in a concise and articulate manner.
- have used cooperative learning skills, resulting in the development of analytical skills to be used throughout life for purposeful decision making.
- demonstrate a willingness to accept responsibility for their decisions and actions.

**Lakeside High School  
Calendar 2016-2017**

August 11	Open House
August 15	School Starts
September 5	Labor Day (No School)
October 18	Parent-Teacher Conferences
October 20	Parent –Teacher Conferences
October 20	Professional Day (No School)
October 21	Holiday (No School)
November 23, 24, 25	Thanksgiving Holiday (No School)
December 19-21	Semester Tests
December 22-January 6	Winter Break (No School)
January 9	Start of 2 <sup>nd</sup> Semester
January 16	MLK Holiday/Professional (No School)
February 16	Parent-Teacher Conference
February 16	Professional Work Day (No School)
February 17	Holiday (No School)
March 20-24	Spring Break (No School)
April 14	Holiday (No School)
April 29	Prom
May 21	Graduation
May 29	Memorial Day (No School)
May 24, 25, 26	Semester Tests
May 26	Last Day of School (Weather Permitting)
May 30	Professional Work Day

Snow Days (May 30, June 1, 2, 3)

## LAKESIDE SCHOOL DISTRICT ADMINISTRATIVE STAFF

### Central Office

262-1880

Shawn Cook – Superintendent

Rick McLaughlin – Assistant Superintendent

Bruce Orr – Assistant Superintendent

Don Pierce – Athletic Director & Support Services

Courtney Eubanks – Special Services Administrator

### HIGH SCHOOL

262-1530

Darin Landry – Principal

Richie Arthur – Assistant Principal

Anthony Brunet – Assistant Principal

Mat Thornton – Assistant Principal

Randy Hornbeck – Dean of Students & Transportation Director

### MIDDLE SCHOOL

262-6244

Jamie Preston –Principal

Bambi Norman – Assistant Principal

### INTERMEDIATE

262-2332

Sandy Hawkins –Principal

Nicki Landry – Assistant Principal

### PRIMARY

262-1921

Julie Burroughs – Principal

Lee Scroggins – Assistant Principal

NON-DISCRIMINATION POLICY

Title VI, Section 601, Civil Rights Act of 1962; Title IX, Section 901, Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 assure that no person in the United States shall on the basis of race, color, national origin, age, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Any person having inquiries concerning Lakeside School District's compliance with Title VI (Race), Title IX (Sex), or Section 504 (Handicap) is directed to contact the coordinator:

Mr. Shawn Cook  
Superintendent of Schools  
Lakeside Schools  
2837 Malvern Avenue  
Hot Springs, AR 71901  
262-1880

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High School Bell Schedule

**10-12 bell schedule**

First Bell	7:53
1st period	8:00 – 8:50
2nd period	8:55 - 9:55
3rd period	10:00-10:50
4th period	10:55-11:45
Lunch.....	11:45-12:15
5th period	12:20 - 1:20
6th period	1:25 - 2:15
7th period	2:20 - 3:10

**8-9 bell schedule**

First Bell	7:53
1st period	8:00 – 8:50
2nd period	8:55 - 9:55
3rd period	10:00-10:50
4th period	10:55-11:45
5th period	11:50-12:50
Lunch.....	12:50-1:20
6th period	1:25 - 2:15
7th period	2:20 - 3:10

## GENERAL POLICIES

### EQUAL EDUCATIONAL OPPORTUNITY

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

Inquiries on nondiscrimination may be directed to Shawn Cook Superintendent, who may be reached at 262-1880.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

### Parent Involvement Policy

Lakeside School District values the critical role parents play in the education of our students. To foster and support parent involvement, Lakeside School District will communicate information on a timely basis, train and provide parent education, coordinate and encourage community outreach, review the effectiveness of our parent involvement activities on an ongoing basis, and identify and take steps to remove any barriers to greater parental involvement.

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

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and 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 purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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 Lakeside School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as 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/her records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make

good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court 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's file must be initiated with the building principal, with an appeal available to the Superintendent or his/her designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.<sup>3</sup>

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 roll (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 is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

The right to opt out of the disclosure of directory information under 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.

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

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

Blackboard

Blackboard is a web-based rapid communication service that allows schools to contact thousands of parents within minutes. In the evening, this system will automatically contact parents for notification of their child's absence(s) from school. It will also call parents to inform them of school functions occurring at the high school, such as: school schedule of events, invitation to meetings, report card announcements, athletic events, etc. Blackboard keeps parents and staff informed on important and time-sensitive information and serves as a critical component of the district crisis plan, ensuring that accurate information is communicated immediately. This system will deliver messages to answering machines and will continue to dial unanswered calls.

CAFETERIA

Hot lunches, sandwich lunches, and salads will be served daily in the cafeteria at a reasonable price. Students desiring to bring their lunch from home may do so, but all students must eat in a supervised area. Students are not allowed to leave campus for lunch purposes.

Lakeside School 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.

High School Prices:

Lunch \$2.80 (Paid)

Breakfast \$1.70 (District Wide)

Adult Lunch \$3.55 (Breakfast \$1.95)

CHECKING STUDENTS OUT OF SCHOOL

It is obvious that attendance is extremely important to a student's success and learning in each class. Therefore, checking students out of school is strongly discouraged except for the following approved reasons: 1) Medical, 2) Court Appearance, or 3) Family Crisis (approved by the principal/designee).

Only a parent, guardian, person designated on the student's official emergency form, or the principal/designee may give permission for a student to check out following the above guidelines. It should be noted that no parent, guardian, or other adult can authorize the abrogation of school policy or procedure.

A student can be checked out by one of the following methods:

1. The student may present a note signed by the parent stating the reason for checking out, the time to be released, a phone number where the parent can be reached for verification, and/or the phone number of another adult who can verify the note.
2. The parent may call the office and give permission for the student to check out.
3. The parent may come in person to the Welcome Center and check out his/her child.
4. The principal, acting *in loco parentis*, may give permission for a student to check out under special circumstances.

### CLASS PREPAREDNESS

Students shall come prepared to class each day.

### CLOSED CAMPUS

Lakeside High School operates a closed campus. All students are required to sign in and out in the office when coming to school or leaving school other than at the normal hours (7:53 to 3:10). Students are not to be checked out of school to go to lunch off campus.

### DELIVERY OF FLOWERS, Gifts, ETC.

Lakeside School Board Policy precludes delivery of flowers, gifts, balloons, etc., intended for students.

Lakeside High School is not responsible for student lunches and other items delivered by parents or guardians.

### DISTRIBUTION OF LITERATURE AND SCHOOL NEWSPAPER AND UNOFFICIAL PUBLICATIONS

Students are entitled to express, in writing, their personal opinions. The time, place, and manner of the student distribution of handwritten, duplicated, or printed material on school premises must be with the prior consent of the principal and may not interfere with or disrupt the educational process. Written expressions that are distributed must be signed by the authors. Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications. Libelous and obscene material, material that contains personal attacks, or material of an inflammatory nature is prohibited. In addition, any material that contains potentially dangerous information is prohibited.

All commercial solicitation on school property must have the prior approval of the principal.

### DRIVER'S LICENSE LAW

Act 831 of 1991 requires that every application for an instruction permit or for an operator's or chauffeur's license by a person less than eighteen (18) years old on October 1 of any year shall be accompanied by proof of receipt of enrollment and regular attendance in a public, private, or parochial school.

As of July 1, 1993, such person shall present proof of a "C" average for the previous semester in order to be issued a license. According to the Attorney General's Office of the State of Arkansas in May of 1997, it is required by the school to use only the semester grade for such verification (Attorney General Opinion 96-364).

Act 1609 of 2001 authorizes the issuance of a restricted driving permit to a student with less than a "C" average when necessary for transportation to and from work.

### DRIVER'S LICENSE PERMIT FORM

Parents must call the high school office at least one day prior to wanting a driver's license permit form. To apply for a driver's license, the student must have a minimum of a "C" average (2.00) for the previous semester. Beginning two weeks prior to semester tests, driver's license permit forms will not be processed until all exams are completed and grades have been posted.

### DRUG TESTING KITS

Lakeside High School provides drug-testing kits to parents through our school nurses. These kits are designed to be used by parents in the privacy of their homes. There are two types of kits available: one test is for alcohol, and the other is for illegal drugs. Results are available in three to five minutes and can be interpreted by a parent/guardian. The cost for each kit is \$5.00.

### DUE PROCESS POLICY GUIDELINES

Lakeside Public Schools uses a chain of authority for processing parental concerns. In order to alleviate a problem concerning grades or the discipline of a student, the stated procedures should be followed in the order below:

The building principal shall arrange a conference between the parent and the teacher concerned.

The parent may request to discuss the problem with the principal.

The parent may request a conference with the superintendent in attendance.

### EMERGENCY PROCEDURES

- A. All students and staff members should remain in the classroom currently occupied when an emergency occurs unless otherwise directed by a staff member. All classroom doors should be kept locked.
- B. Any student or staff finding it necessary to flee the scene or building should exit with hands raised above his/her head. Under standard police procedures, officers may ask students or staff to lie down on the ground until they can be searched.
- C. Students or staff being evacuated from or directed out of a building should not attempt to go to any location other than the pre-designated area unless directed by a person in authority.
- D. A student should never attempt to assist or intervene in a crisis situation unless specific assistance is requested.
- E. Should evacuation of all or part of the school complex become necessary, students are to move quickly and quietly, leaving personal items to be reclaimed later.
- F. If a student or staff member is a witness to an actual act of violence, he or she should make this known to someone in authority. According to police procedure, the witness may be separated from the others to preserve the integrity of his or her statement.

### FEDERAL AND STATE LAWS

Lakeside High School complies with all applicable state and federal laws. Parents or students may obtain information relating to specific laws in the principal's office.

### ENDORSEMENT AND RECRUITMENT FOR PRIVATE PROGRAMS, ORGANIZATIONS, OR AGENCIES

As a public institution receiving public funding, Lakeside High School cannot endorse any private organization or its programs, such as foreign exchange student programs, and cannot announce, advertise, recruit or require student attendance to presentations by organizations.

Organizations or agencies that request permission to make a presentation to Lakeside students and/or faculty will be allowed the use of the building facility for the meeting, but the meeting must be held after school hours. The agency or organization will be responsible for advertising or announcing the meeting time and place. Depending on the size of the group meeting and the need for use of school equipment, a fee may be incurred. The organization or agency will be responsible for payment of any required fees prior to the meeting date.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Act gives certain rights to parents regarding their child's education records. These rights transfer to the student or former student who has reached the age of eighteen (18).

1. A school must allow parents or eligible students to inspect and review all of the student's educational records maintained by the school.
2. Parents and eligible students may request that a school correct records believed to be inaccurate or misleading.
3. Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record.

### FOOD AND DRINK

Occasional drink or food snacks are allowed in the classroom, at teacher discretion, with the expectation that students do not distract others and clean up after themselves.

### FOREIGN EXCHANGE STUDENT POLICY

Lakeside High School is interested in furthering international learning and understanding international education and exchange programs. Foreign students eligible for attendance will be chosen by the principal in accordance to the adopted policy. A complete copy of this policy can be obtained on the district website.

### HOMELESS STUDENTS

The Lakeside School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to: coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- Ensure that school personnel receive professional development and other support regarding their duties and responsibilities for homeless youths;
- Ensure that unaccompanied homeless youths:
  - Are enrolled in school;
  - Have opportunities to meet the same challenging State academic standards as other children and youths; and
- Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;
- Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute, including all appeals. It is the responsibility of the District's LEA liaison for homeless children and youth to carry out the dispute resolution process.

For the purposes of this policy "school of origin" means:

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
- The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.

The District shall do one of the following according to what is in the best interests of a homeless child:

1. Continue the child's or youth's education in the school of origin for the duration of homelessness:
  - In any case in which a family becomes homeless between academic years or during an academic year; and
  - For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
2. Enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the District shall:

- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA Liaison), to and from the child's school of origin.

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and:

- A. Are:
- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
  - Living in emergency or transitional shelters;
  - Abandoned in hospitals; or
  - Awaiting foster care placement;
- B. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- D. Are migratory children who are living in circumstances described in clauses (a) through (c).

In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13

#### INVESTIGATION OF CHILD ABUSE

State Law requires that the Department of Human Services employees, local law enforcements, or agents of the Crimes Against Children Division of the Department of the 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 in response to a subpoena.

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 designee shall make a good faith effort to contact the student's parent, legal guardian, or other person acting in loco parentis identified on student enrollment forms. The principal or 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 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 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 a student or a warrant for arrest, or to an agent of 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 to court order, or person acting *in loco parentis* notice that the student has been taken into custody by the law enforcement personnel or a state social services agency. If the principal or designee is unable to reach the parents, 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 after-hours telephone number.

Act 1415 (amended) Act 1706 (amended)

#### INCLEMENT WEATHER



Lakeside School District sometimes has to make decisions about school openings and closings due to inclement weather. All decisions concerning this matter will be made based on what is best for the safety of our students. The following options will be available if a schedule change should have to be made due to inclement weather:

1. Early Dismissal

Early dismissal will be used when it appears that the highways and roads will be hazardous at regular dismissal time. In the event of early dismissal, an announcement will be made over Blackboard, local radio stations, Twitter, Lakeside APP and the local cable channel. Every effort will be made to notify patrons of an early dismissal.

2. School closing for the day

When weather conditions warrant, a decision may be made to close school all day. In the event of a closing of schools, patrons and school personnel will be notified by Blackboard, local radio stations, Twitter, Lakeside APP and local news stations. Every effort will be made to notify patrons of an early dismissal.

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 per year with at least one each in the months of September, January, and February. 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. Students will be included in the drills to the extent that is developmentally appropriate to 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 an earthquake or terrorist attack that might include the use of biological or chemical agents. Students shall be included in the drills to the extent practicable.

LOCKERS

Each student is assigned a locker (By Request Only) with a combination lock. Teachers and principals will make periodic inspection of the lockers. Students are to use only the locker that is assigned to them and are to keep it locked at all times. Students are not to tamper with another locker, give their combination to any other person, or share lockers. Failure to abide by the above policy may result in loss of locker privileges and/or other disciplinary measures.

OFFICE HOURS

LHS office hours are from 7:30 a.m. to 3:30 p.m. during the school year. Summer office hours are as posted. Changes will be posted on the office door.

PARENTAL AUTHORIZATION FOR SURVEYS OR QUESTIONNAIRES ADMINISTERED TO STUDENTS (ACT 1100 OF 2003)

A public school district shall not administer or permit to be administered a questionnaire or survey that requests or requires a student to supply any personal identifying information unless written permission is obtained from the student's parent or legal guardian prior to the administration of the questionnaire or survey.

#### PROCEDURE CONCERNING CHALLENGED MATERIAL

If an individual challenges any instructional material and the objection cannot be resolved verbally between the parties involved at the time the objection is registered, the following procedures shall be followed:

The person receiving the verbal objection shall be responsible for notifying the building principal.

If the principal cannot resolve the objection verbally, a request for review shall be completed by the complainant if he elects to pursue the objection further.

Upon presentation of the completed form, a committee will be formed by the superintendent. The committee will consist of one teacher, one media center director, one PTO parent, one building principal, one board member, and the Assistant Superintendent for Curriculum and Instruction.

Within two weeks, the committee will review the questioned material. The findings will be submitted to the superintendent for a final decision. The building principal will be notified of the decision regarding the future status of material.

After the decision, the report will be filed with the superintendent and building principal. One copy will be sent to the complainant.

#### RECITATION OF THE PLEDGE OF ALLEGIANCE BY ALL PUBLIC SCHOOL STUDENTS (ACT 1333 OF 2003) and PERIOD OF SILENCE (ACT 576 OF 2013)

This act requires that public school students in grades pre-school through twelve (PK-12) participate in a daily recitation of the Pledge of Allegiance during the school day. Act 576 requires a public school in this state shall observe a one (1) minute period of silence beginning of school each day.

#### STUDENT DRESS CODE

In order to enhance high standards in Lakeside School District, we must encourage neatness, cleanliness, and decency in the personal dress and appearance of all students. In view of this, all will be expected to be dressed and groomed so as to present a respectable image in keeping with good taste. Any clothing, jewelry, or accessory that the administration deems as inappropriate in an educational setting, presents a safety concern, or causes a disruption to the educational process will be prohibited. The specifics and appropriateness of different types of clothing will be determined by each building-level principal or his/her designee for his/her building.

1. Clothing or accessories that promote obscene messages, drugs, alcohol, violence, racism or vulgar language is prohibited.
2. All tops must be full sleeved and no midriff showing.
3. Hats, toboggans, other head covers, and sunglasses are prohibited inside the building and must be placed in the locker during the school day. Hats, visually or on camera surveillance, impede identification of students.
4. See-through clothing is prohibited.
5. Pants worn below the normal waist position or clothing that exposes underwear will not be permitted.

6. NO clothing will be permitted that in any way makes visible or gives the illusion of exposing undergarments.
7. Pajamas (as well as house shoes) are prohibited.

**The final decision on dress code matters rests with the building principal or his designee.**

## STUDENT HEALTH SERVICES

### Immunizations for 2016-2017

The Arkansas State Board of Health has revised and clarified the immunization requirements under Ark. Code Ann. §§ 20-7-109, 6-18-702, 6-60-501-504, and 20-78-206 the updated requirements for entrance into K-12 are as follows:

- 4 doses of **DTP/DT/Td/DTaP/Tdap**, with 1 dose on or after the 4<sup>th</sup> birthday. **All Students K-12**
- 3 doses of **Polio** vaccine, with 1 dose on or after the 4<sup>th</sup> birthday. **All Students K-12**
- 2 doses of **MMR** (measles, mumps, rubella), with 1<sup>st</sup> dose on or after 1<sup>st</sup> birthday. **All Students K-12**
- 3 doses of **Hepatitis B** vaccine. **All Students K-12**
- 2 doses of **Varicella** with 1<sup>st</sup> dose on or after 1<sup>st</sup> birthday. (Physician documentation only for history of disease will be accepted). **All Students K-12**
- Kindergarten and 1<sup>st</sup> grade students will be required to have 1 dose of **Hepatitis A**. **Kindergarten and 1<sup>st</sup> Grade**
- All students 11 years and older by September 1<sup>st</sup> of each year will be required to have a **Tdap** vaccination. **Any student age 11 and over**
- All 7<sup>th</sup> graders will be required to have one dose of **MCV4** (Meningococcal) vaccine with a second dose administered at age 16. If not vaccinated prior to age 16 years, 1 dose is required for all students who are age 16 on or before September 1<sup>st</sup> of each year.

A student that is non-compliant with the above immunizations will be excluded from school according to Arkansas State Law.

All parents who have reason for refusal of vaccination of their child/children must complete an annual application from the Arkansas Department of Health and provide the school with a copy of approval. Applications may be requested by calling the Arkansas Health Department Vaccine Exemption office at (501) 661-2169. **ANY EXEMPTIONS MUST BE PRESENTED TO THE SCHOOL NURSE/SCHOOL OFFICE PRIOR TO THE FIRST DAY OF SCHOOL EACH NEW SCHOOL YEAR.** Students who have not received vaccines and do not have the approved exemptions will be excluded from school according to the Arkansas State Law.

## STUDENT MEDICATIONS

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. 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, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal

guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-administration medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. 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 to self-administer either a rescue inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an rescue inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication that shall be immediately available to the student in an emergency.

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

1. an IHP developed under Section 504 of the Rehabilitation Act of 1973 which 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.

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

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

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

#### Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

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

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

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

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

#### **Illness/Communicable Disease/Accidents**

Students who become ill at school will be assessed by the school nurse and a determination made as to whether or not they need to go home. If a student has a fever greater than 100(F) or has episodes of vomiting and/or diarrhea, that student will be sent home. Students should remain out of school until fever is below 100 for 24 hours and /or have had no vomiting or diarrhea for 24 hours. Pink eye and other infections will require the student to be on antibiotics for 24 hours prior to return to school. If the student is diagnosed with a contagious illness a note or phone call from the physician must be provided stating that the student is free of contagious illness and may return to school. Parent cooperation in this matter is appreciated as we have both a legal and moral responsibility to protect the health of all students. For all serious illness, parents will be notified immediately. If the illness is of such nature to require immediate medical care when the parent or guardian cannot be reached, the school officials will act *in loco parentis* to provide for the emergency medical needs of the student.

If a child is found to have live human host parasites such as head lice at school, the parent will be contacted by the school nurse. The parent will be given information concerning the eradication and control of the human host parasite. Students will be readmitted to class after assessment by the school nurse who will determine that the student no longer has live human host parasites that are transmittable in the school environment. The school nurse may conduct screenings for students for human host parasites as needed. The screenings will be conducted in a manner that respects the privacy and confidentiality of each student.

In all serious school accidents, parents will be notified immediately. If the accident is of such nature as to require immediate medical care when the parent or guardian cannot be reached, the school officials will act *in loco parentis* to provide for the emergency medical needs of the student. Please be sure all numbers on the school emergency forms are up to date.

#### **PHYSICAL EXAMINATIONS OR SCREENINGS**

The district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to

detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential.

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

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

The school nurse and other health volunteers will conduct screenings required by state laws. Screenings include vision and hearing for PK, K, 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup>. Height and weight (BMI) screening include the previous mentioned grades and also 10<sup>th</sup> grade. Scoliosis screening is conducted for 6<sup>th</sup> and 8<sup>th</sup> grade girls and 8<sup>th</sup> grade boys. The purpose of the exams is to detect defects in hearing, vision or other elements of health that would adversely affect the student's ability to achieve to his/her full potential.

#### Students with Special Health Care Needs

Parents or guardians of a child with specific health care needs should contact the school nurse so that their needs are met at school. The school nurse will develop a healthcare plan for the student and assist the parent and educational team in providing medical care so that the student will have the opportunity to achieve his/her full potential.

#### STUDENT PARKING AND DRIVING INFORMATION

Students should understand that driving and parking on campus is a privilege, not a right. With this privilege, go certain responsibilities. Students, who abuse/misuse this privilege, will face possible suspension or revocation of the parking/driving privilege in addition to other disciplinary action. Also, this privilege may be revoked in conjunction with inappropriate behavior at school or for students who are not in good standing with the school.

Students are to drive at safe speeds and in a safe manner while on campus. Vehicles are to be parked in an approved student parking area immediately upon a student's arrival on campus. Students are not to loiter in, on, or around parked vehicles. Unless they have permission from the principal or his designee, students will not be permitted to return to their vehicles at any time during the school day, until they are leaving campus for the day. Students will not drive their vehicles down the hill or to another building on campus without permission.

Once a student's vehicle is parked on campus, it must be left where it is parked until the student finishes all of his/her school activities. This includes all classes, meetings, and practices. Students who wish to have their vehicles down the hill at the end of the school day or when returning from an evening trip, should park there upon arrival to school in the morning.

All students who park vehicles up the hill are to exit campus via Lakeside Road between the hours of 8:00 a.m. and 3:30 p.m.

All students who drive or park on the Lakeside campus are required to register their vehicles with the office and to be issued a current student parking tag. Only grades 10, 11, & 12 will be allowed to receive a parking tag. Ninth grade student requests for parking will be handled on a case-by-case basis through the principal or designee.

Students who do not apply for a parking tag and continue to drive on campus can have their vehicle towed at the owner's expense.

Parking tags are property of Lakeside High School. As a student withdraws from the school district, the parking pass must be returned to the office.

### CHANGE OF ADDRESS

Students who change their address or telephone number, after enrollment, should report such changes promptly to the High School office so that records can reflect these changes.

### SCHOOL CHOICE

The Lakeside School District shall participate in the Arkansas School Choice Act (Act 1272, 2003). The superintendent will consider all applications for School Choice postmarked not later than July 1 preceding the fall semester the applicant would begin school in the Lakeside School District. The superintendent shall notify the parent or guardian and the student's resident district, in writing, of the decision to accept or reject the application.

When considering applications, priority will be given to applications from siblings residing in the same residence or household of students already attending Lakeside School District through School Choice.

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

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this district under the provisions of this policy that chooses to return to his/her resident district during the school year, voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

Transportation for an approved school choice student will not be provided by The Lakeside School District according to Arkansas state law. It is the responsibility of the parent or guardian to transport the student to and from school.

### 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:

At the beginning of each school year but no later than August 15; by December 15 for parents who decide to start home schooling at the beginning of the spring semester; or fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences) and at the beginning of each school year thereafter. The parents or legal guardians shall deliver written notice in person to the superintendent the first time such notice is given and the notice must include:



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

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

#### STUDENT TELEPHONE USAGE

The office telephone is for student use. Students may use the office telephone with permission from a secretary or administrator.

#### TRANSFER POLICY

Any student transferring from a school accredited by the state department to Lakeside School shall be placed into the same grade the student would have been in had the student remained at the former school. Any graduation credit earned will be transferred to Lakeside. Any student transferring from being homeschooled or a school that is not accredited by the state department to Lakeside shall be evaluated by the staff to determine that student's proper placement at Lakeside. Credit will not automatically transfer. To receive credits towards graduation for courses already taken, a student must take and pass a test demonstrating that he or she has successfully mastered the state frameworks that the specific course covers. Students will receive credit on a pass/fail basis. To pass, a student must score 60% or higher on required tests.

#### VISITORS TO THE SCHOOLS

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit district schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events, such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

Visitors, including parents wishing to speak with students during the school day, shall register first at the Welcome Center.

The district has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

#### CONTACT WITH STUDENTS WHILE AT SCHOOL

## CONTACT BY PARENTS

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

## CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's 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 Policy 4.16, Policy 6.5, and any other policies that may apply.

Arkansas law provides that, In order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, 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. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal. Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

## 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 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.

#### 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.

#### 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.

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

#### Excused Absences

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 returns to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than ten (10) 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 wavier 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 12 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 5 unexcused absences, his/her parents, guardians, or persons *in loco parentis* shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 12 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.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student or his/her parent, 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 that 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. 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 that results in higher student achievement.

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 that 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.

#### HOMEBOUND STUDENTS

When a student has an extended illness/injury that precludes school attendance, a committee will be assigned to determine placement for homebound services.

#### NOTIFICATION TO PARENTS:

When a student has accumulated five (5) unexcused absences, parents will be notified by regular mail. Upon the sixth (6th) absence, parents are asked to please call the principal/designee to discuss unexcused absences.

Whenever a student accumulates ten (10) unexcused absences, the district will notify the juvenile judge and/or prosecuting attorney, at which time the parents may be fined for failure to send said student to school (Act 473, 1989). Parents must call the assistant principal to schedule a conference concerning unexcused absences prior to the tenth absence.

If a student is under the care of a doctor, an extension of time may be granted by the principal. Such extensions may be for chronic illness, injuries, surgeries, etc. Additional absences must be approved in advance by the principal. It is the responsibility of the student or student's parent to request an extension.

#### ATTENDANCE INFORMATION: RESIDENCE REQUIREMENTS

In order to be eligible to attend Lakeside High School, students must live within the Lakeside School District or obtain written release from the school district where they reside. Reside means to be physically present and to maintain a permanent place of abode for an average of no fewer than (4) calendar days and nights per week for a primary purpose other than school attendance.

Lakeside School District shall be open and free through completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, and other persons having lawful control of the person under an order of a court reside within the school district and to all persons between those ages who have transferred to the district for educational purposes.

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.

Prior to a child's admission to Lakeside School District, the parent, guardian, or responsible person shall provide the school district with one of the following indicating the child's age: (1) birth certificate, (2) statement by the local registrar or county recorder certifying the child's date of birth, (3) an attested baptismal certificate, (4) passport, (5) an affidavit of the date and place of the birth by the child's parent or guardian, (6) previous school records, or (7) a United State Military identification.

A new student residing in the Lakeside School District is not eligible to enroll until his/her parent provides documentation of residency. Documentation of continuing Lakeside School District residency (utility bill, etc.) may be required of any student during the course of the school year. Illegal attendance can jeopardize the status of the school and/or result in a financial burden for the school district. Patrons are encouraged to contact school officials if they know of anyone illegally attending the Lakeside School District.

1. The Lakeside School District shall not accept students who were expelled from another school district.
2. In order to earn credit in a class, a student must be in attendance until the end of the term and must fulfill all unit requirements.
3. Students who miss more than ten (10) minutes of class will be counted absent.
4. Absences of more than three days' duration, regardless of the reasons, should prompt the parent to call the principal and make known the reasons for the absences.
5. Students are to check in and out through the principal's office when arriving late or leaving early during the school day.
6. School trips and school functions, as approved by the principal, will not be considered absences. They should be designated as school business.
7. Students who are absent all of the school day shall not participate in any school activity on that day or night without appropriate documentation or prior approval from the principal or designee. To be able to participate, students must attend 4 classes during the school day. Students who do not meet this criteria may not participate on that day or night. This includes band, choir, athletic teams, and any

- and all other groups.
8. Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.
  9. Keeping track of daily absences is the responsibility of the student. This information is available through eSchool attendance tracker on-line.

### ENTRANCE 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 policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of 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 and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a 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 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. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

A student enrolled in the District who has an immunization exemption may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. 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.

#### 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: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally).<sup>1</sup> A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, foodborne, and airborne pathogens exposures.



Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

### IMMUNIZATIONS

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

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

### 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"<sup>5</sup> 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.

This policy applies to 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 the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
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.

#### COLLEGE DAYS

Seniors and juniors may apply for "College Days" for the purpose of visiting a college or university that they may be interested in attending. College days can be applied for through the counselor's office. **College visits must be prearranged with the counselor prior to making the visit.** Seniors may take up to two (2) college days and juniors may take one (1) during the course of the school year. The student will be required to bring proof of the visit back to the counseling office in the form of a signature of an official at the college visited.

If a student does not follow all requirements for obtaining a college day, the absence can be counted as an unexcused absence. **College days will not be granted to anyone after Spring Break.** Approved college days will be coded as school business for attendance purposes when documentation of the visit is received.

#### EIGHTEEN YEAR OLD POLICY

Public law 93-380 (Buckley Amendment) states that upon reaching the age of eighteen "The permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student." When parents sign the 18 year old policy, they relinquish all access to their child's school records, including grades, progress reports, discipline records, attendance, etc. While this allows certain privileges, it does not allow an 18 year old student to violate or ignore school policy such as signing out of school for unauthorized purposes. Neither an 18 year old nor a parent can authorize the abrogation of school policy and procedure. To invoke this right, the 18-year-old student must fill out the proper form in the office. As a courtesy, the office will notify the parent of the child's decision to invoke this right.

#### ASSIGNMENT POLICY

We require 24 hours lead time before we can give absent students their homework assignments. Parents must call to request assignments and state the nature of the absence and the expected duration. To make this request, parents may call the counselors' office at 262-2227. If the counselor cannot be contacted, the request can be made to the principal's office at 262-1530. Parents may pick up the assignments in the office 24 hours after making the request. If materials from the student's locker are needed, parents should bring the locker number and combination with them. Requesting assignments for a one day absence is discouraged.

#### MAKE-UP WORK

It is the responsibility of students to see that work missed is made up. A student shall be given one day to make up work for each day absent, exclusive of the day the student returns to school and still receive full credit. For example, if a student is absent from school on a Monday and returns to school on Tuesday, the student will be required to make up all work missed by the end of the period Wednesday. If a student does not make-up work within this window, credit will not exceed 80% of the grade earned.

An exception to this policy shall be that pre-announced projects or homework assignments may be assessed or required on the day the student returns from an absence, provided the student was present in class on the day the assignment was first announced by the teacher. In other words, did the student have prior knowledge that this work would be required on the day of the absence? If so, the work is due on the first day the student returns to school following the absence. A student who is present for only part of the day is still expected to turn in these types of pre-announced projects to the teacher. A student who is absent during the period when the project is due should find that teacher and turn in the project. If he or she cannot find the teacher, the project should be turned in to the principal or assistant principal.

Regarding tests, a student is expected to take a pre-announced test if the student had prior knowledge of the test and was present for the majority of the instruction as determined by the teacher. Students should not assume that they do not have to take a test simply because they were absent the day prior to the test. Students should also be aware that, if they are to take a make-up test, it can be an alternate test to the one given on the scheduled test day. The make-up test should cover the same material.

#### TARDY POLICY

The intent of the tardy policy is to ensure that students are in the classroom so the teacher can begin teaching without undue delay or interruption. Therefore, a student will not be considered tardy if he or she is in his/her seat and ready to work at the end of the tardy bell.. Tardies relate to presence, not preparation. Students who arrive on time, but without the proper materials, should not be counted tardy, but may, at the teacher's discretion, receive zero credit for that daily grade and/or be assigned a detention. If a student misses no more than the first ten minutes of class he/she will be counted tardy. A student who misses more than ten minutes will be counted absent but is required to attend class. The student is expected to complete all requirements for that class, even though he may have missed more than ten minutes and, in fact, have been counted absent. The following guidelines will be in effect regarding tardies:

1. Teachers will record and notify the student of each tardy.
  2. The following consequences will accompany tardies as indicated:
    - 1st tardy - warning by teacher
    - 2nd tardy - warning by teacher
    - 3rd tardy – warning by teacher
    - 4th tardy - lunch detention
    - 5th tardy – Ram Time
    - 6th tardy – (2) Ram Time
    - 7<sup>th</sup> tardy- (3) Ram Time
    - 8<sup>th</sup> Tardy- Saturday School
    - 9<sup>th</sup> Tardy- In School Suspension
    - 10<sup>th</sup> Tardy-Out of School Suspension/FINS/Parent Meeting
- Students in excess of (9) nine tardies will be assigned Out-of-School Suspension.

3. Tardies will be accumulated in each class and will be adjudicated individually by class. However, a student who demonstrates a serious tardy problem in multiple classes may be dealt with on an individual basis without consideration to the guidelines above.

4. Tardies will be totaled by semester.

### Afternoon Tardy Policy

School is over at 3:10 pm every day. All students need to be picked up no later than 3:45 every day. The following guidelines will be used for unexcused afternoon tardies:

3rd unexcused afternoon tardy: note home to parent

4th unexcused afternoon tardy: telephone call to parent

5th unexcused afternoon tardy: conference with teacher, counselor, or principal

6th unexcused afternoon tardy: referral to school assistance team/ file FINS with court system

## ACADEMIC POLICIES

### REGISTRATION FOR COURSES

Lakeside has an open-enrollment policy for registration into Pre-AP and /or AP courses. There are no prerequisites that must be met to be eligible for these courses; however, student and parent will sign a contract that states the student will remain in the course for the entire year, regardless of grades earned, and that the student understands that certain behaviors are expected and required for success in a Pre-AP/AP course: maturity, creative and critical thinking, leadership and cooperation, a positive attitude, and a strong work ethic.

An exception to this open-enrollment policy applies to a student who failed a course in the previous year. If a student failed a course in the previous year, he/she will not be allowed to enroll in the Pre-AP/AP level of that subject area in the following year; i.e., a student who failed English 10 or Pre-AP English 10 would not be allowed to enroll in Pre-AP English 11. Any exception to the policy must be approved by the principal and/or counselor.

### EXEMPTION POLICY

**All Students will take their 1<sup>st</sup> semester finals.**

Exemption 2<sup>nd</sup> semester final exams are a privilege afforded to the students of LHS to encourage academic effort, good attendance, and good behavior. Students may be exempt from 2<sup>nd</sup> semester exams by meeting the following criteria:

Clearance of all fines and fees (lost/damaged textbooks, library books, cafeteria etc.)

Tardies: No more than 3 per class per semester

Truancy: No incidents over the course of the semester

ISS: No more than 3 days over the course of the semester

OSS: No assignments over the course of the academic year

**Note: The only absences that do not count for exemption purposes are absences classified as school business.**

Students will be exempt in a particular subject if they have an "A," "B," "C," or "D" average and 5 (five) combined or less absences excused/unexcused combined for per semester **or an A and no unexcused absences for the semester**. All students with a failing grade (F) will take final exams in an effort to improve their academic standing.

Students who transfer to Lakeside during the course of the semester must have semester attendance records. Absences and discipline will be counted as a combination of the two schools and exemptions will be given according to Lakeside policy stated above. Students who do not provide attendance records within two weeks of their date of transfer will NOT be eligible for final test exemption for that semester.

Exempt students may voluntarily take any or all final exams in an effort to raise their final grade. If the student elects to take an exam, the grade will be counted only if it raises the student's grade. Exempt students cannot lower their grade by choosing to take the final exam.

It is the student's responsibility to keep up with the number of absences in all classes.

### FINAL TEST POLICY

There will be no early testing. Final exams will be taken on the assigned days. If, an emergency occurs that may interfere with exams, the principal/designee should be contacted at the first available moment. If in the case of an emergency, a student cannot take a final exam on the assigned day of finals, arrangements may be made through the principal/designee. The only reasons for not taking a final on the scheduled time and day will be for documented medical or legal reasons or for a family emergency recognized by the principal/designee. Students, who fail to notify the school, will receive a zero on the final exam. Students, who fail to test on the agreed upon makeup test day, will receive a zero on the final exam.

### ACT ASPIRE TEST REMEDIATION

Act 35 states that each student shall participate in the state-wide program of educational assessment and shall participate in an academic improvement plan when required as a result of the assessments.

Students who score below the proficient level must have an Academic Improvement Plan (AIP) to address the areas of weakness as indicated by the ACT Aspire state exams. The parent/guardian must be made aware of the Academic Improvement Plan and must sign the AIP to confirm the understanding of roles and responsibilities regarding the AIP. Remediation will be offered to meet the AIP. Failure to participate in the AIP program will result in the loss of credit in the academic area of the student's remediation.

### HOMEWORK

Homework assignments for Lakeside High School students shall be flexible and shall be the responsibility of the individual teacher. Purposeful homework, whether assigned or of a voluntary nature, shall vary from day to day. Homework assignments should complement, supplement, and reinforce classroom teaching and learning. Homework assignments shall be related to the school's aims of education and to the specific objectives of individual classes. Both short-term assignments and long-term assignments may be used.

It must be stressed to students that homework requires a definite effort on their part. It is important that good study habits/skills be developed in the students' school lives to ensure their ability to cope with the demand placed on them in a higher learning environment or in the job market.

### COUNSELORS

Lakeside High School has *three* counselors. The Guidance Program is developmental in approach and is designed to meet the expressed needs of the high school students. Counselors work with students to help ensure individual success in school adjustment, achievement, placement, college and career plans, and individual problem solving. The counselors consult with parents by appointment.

#### NATIONAL PARK COLLEGE

Lakeside High School works in cooperation with National Park College in allowing students to attend both schools. Lakeside students who are juniors or seniors are eligible to attend National Park College. Guidelines and procedures will be explained to students and parents of students who desire to participate in this program. National Park College's attendance policy will be in effect.

#### ALTERNATIVE LEARNING ENVIRONMENT

Lakeside High School provides an alternative learning environment for students who, for various reasons, are not successful in the traditional school program. Arkansas Department of Education guidelines are used in determining if a student is eligible for placement in our ALE classrooms. ALE teachers are licensed Arkansas teachers who provide instruction based on the Arkansas Curriculum Frameworks in each subject area. ALE teachers and staff are specially trained to meet the individual needs of each of our ALE students. The goal of the ALE classroom is to overcome the barriers to academic success for each student. Parents or students interested in this program should contact the principal for more information on the type of programs offered by the ALE and for information about possible inclusion in this program.

Students may be placed in the ALE for exhibiting the following characteristics: disruptive behavior, being a drop out from school, personal or family problems or situations, recurring absenteeism, transition to and from residential programs.

#### SCHOOL ACTIVITIES AND CALENDAR

A calendar of events is kept by the principal. All school activities must be approved by the principal before they can be entered on the school calendar. In order to keep our calendar straight, it is necessary that all organizations consult with the principal concerning the time set for any school function. Plans should be made as early as possible in order to avoid conflicts. The general rule is that events posted on the calendar first get the date desired.

#### FREE TEXTBOOKS

Students who lose, destroy, or deface books that are issued to them will be charged with the responsibility of paying for these items on a prorated basis. Students are not accountable for wear that occurs from normal use of a book. Barcodes have been placed on textbooks for inventory purposes. Students are not to tamper with the barcodes. If this does occur, a fine will be assessed and disciplinary action will be taken.

#### RESPONSIBILITY FOR TEXTBOOKS

Students will be issued textbooks by the school district through the library. The classroom teacher and librarian will keep accurate records of the issued textbooks. It is the responsibility of each student to keep up with and take care of the textbooks issued to him or her. This responsibility includes payment to the school for lost or damaged books. All books will be turned in to the library at the end of the year.

#### **Textbook Damage Policy**

Missing or Torn Pages **less than 6 pages**                      \$2.00 per page (6 max.)

Light Liquid/Food Damage/No Mold	\$5.00 - \$10.00
Graffiti, still usable	\$5.00 - \$10.00
Cover Damage-Usable	25% of replacement book cost
Broken Binding-Usable	25% of replacement book cost
Textbooks/Instructional Materials that are lost or damaged that are <b>no longer being used by the district</b> (i.e., replaced by a newer adoption)	50 % of cost of book
Severe Cover Damage/Cover Torn Off	Replacement of Book
Missing or Torn Pages <b>greater than 6 pages</b>	Replacement of Book
Severe Liquid Damage/Mold	Replacement of Book
Soiled by food, etc, Mold-Unusable	Replacement of Book

### MEDIA CENTER

During the school year, the library media center is open daily from 7:30-3:30 and at lunch. Summer LMC hours will be as posted. Summer hour changes will be posted on LMC doors and on social media (Facebook and Twitter). The library media center has print materials suitable for grades 8-12. The Lakeside High School LMC has a wide range of access to electronic books, audio books, and digital devices. In addition, the library media center has school and home access information for research databases (such as EBSCO, Gale, and Opposing Viewpoints Database). There are two certified library media specialists and two library assistants available to serve the learning community.

The Library Media Center serves as the information, research, cultural, and collaborative center of the school. Service to patrons is the highest priority. The mission of the library media program is to actively support and advance the purpose, philosophy, and goals of the school in academic, community, and collaborative extracurricular activities.

### Overnight Library Device Checkout Procedure

The Library has a small number of devices (iPads and Laptops) that students can check out overnight and/ or on weekends. Students may check out these resources near the end of 7th period on a school day. We require the laptops to be returned by 8:00 a.m. the following morning (or Monday after a weekend). Students that attend morning classes at NPC may bring the device back to the library when they return to campus before lunch.

If devices are not returned in a timely manner, we will follow these procedures:

1. Warn student and have them sign an additional contract stating they will lose laptop check out privileges the next time the resource is turned in late.
2. We will remove privileges on the second occurrence. The period of time privileges are lost will be determined by the time of semester the infraction occurs

### TAPING OF CLASSES

It is not recommended that students tape their class lectures unless there is a physical illness or disability that warrants the use of a recorder. Students should have approval from the principal, or his designee, and the individual teacher whose class is being taped. Approval must come prior to the class being recorded. Approval forms can be found in the office and will be kept on file after the necessary signatures have been received. Failing to comply with this policy will result in disciplinary action.

### SCHOOL-SPONSORED TRIPS/ACTIVITIES

All school-sponsored trips and activities must be approved by the principal. Students who belong to groups or organizations and who are required to ride the school-furnished transportation to school-sponsored activities will be required to return by means of the same school-furnished transportation. Individual students who voluntarily ride school transportation also are included in this policy. The only exception to this policy will be: The parent of the respective student can request in person at the away event to the sponsor, principal, or assistant principal, that the student be permitted to return with the parent. Normally, students will not be permitted to return with anyone other than their own parent unless prior approval has been granted by the principal.

Grades and school attendance will determine the eligibility for school sponsored trips or activities.

Everyone is fully aware of the great responsibility of any sponsoring agent in transporting and supervising the large number of students carried on these trips, and there must be definite policies concerning these trips. At times it may become necessary to sacrifice individual interests and desires for the safety of the group.

Only those authorized as a part of the particular activity will be permitted to ride transportation furnished by the school. An adult chaperone will ride each bus. Under no circumstances will a student who is participating in a school sponsored event transport him/herself to that event.

### PEP BUS TRIPS

Lakeside Schools may provide a pep bus for post-season activities depending upon participation and demand. School business absences will be granted to students attending the event who meet the following criteria:

1) no grades lower than a C, 2) less than five (5) unexcused absences. Students will be responsible for providing documentation to the office to receive a school business excuse. No more than two (2) school business days per semester will be granted.

### STUDENT ACTIVITIES PROGRAM

The student activities of Lakeside High School are organized and considered to be essential to the growth and development of students. The activities program enriches the curriculum at Lakeside and attempts to mainstream all students into the whole of school life.

All student activity programs/clubs are listed on the school web site. It should be noted that some clubs and activities are offered on an "as needed" basis, and that some are added or deleted as needed. Lakeside abides by all local, state, and national guidelines as set forth by appropriate governing bodies such as National Association of Secondary School for Principals (NASSP) and Arkansas Activities Association (AAA).

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings.



## STUDENT ORGANIZATIONS/EQUAL ACCESS

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

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

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

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

## SCHOOL SPONSORED ACTIVITY BEHAVIOR

Students of the Lakeside School District will conduct themselves in an appropriate manner at all school sponsored events. Guidelines of behavior are defined in the Arkansas Activities Association (AAA) handbook under sportsmanship, [www.ahsaa.org](http://www.ahsaa.org) and the Lakeside High School Student Handbook. Students who do not follow the guidelines will be subject to disciplinary measures. The minimum discipline action is warning/conference with student to the maximum of suspension from all school-sponsored activities for the remainder of the school year.

## JUNIOR-SENIOR PROM

Prom is an annual event organized and sponsored by LHS juniors and staff to honor seniors in their last semester. Students will be allowed to take guests from the 9th grade through age 20.

## 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.

“Intrascholastic 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 superintendant or designee may wave 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.

A student who enrolls in the district and meets the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to tryout for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

### Interscholastic Activities

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

### 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.

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.

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).

### GRADING INFORMATION

Student grades will be averaged each semester, and the final letter grade of that semester will be recorded on the student's permanent record card. In accordance with Act 576 of 1993 (the uniform grading scale enacted by the General Assembly of the State of Arkansas), the following percentage grading scale will be used by all teachers at Lakeside High School:

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

The midterm and final exam will count 1/5 of the final grade. On the student report card, both the letter grade and the percentage grade will be recorded (for example, 97/A).

If a student is absent, and the sequence of make-up days extends past the end of a semester, an "I" grade may be issued. The student will have either the number of make-up days remaining to him/her or two weeks (whichever is less) to turn in work and remove the "I" grade. If work is not completed, the grade becomes an "F".

Great importance is attached to work that has been done each day rather than work that has been done overnight for a test. Therefore, nine weeks tests may be given at the discretion of the teacher and will count only as a regular test.

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as those contained in the learner outcomes and curriculum frameworks may also be given. In other words, grades reflect only the achievement of academic objectives.

Grades earned as a freshman will be included in calculating a student's final high school grade point average. The GPA will be used to determine class rank in their senior year.

In accordance with the Uniform Grading Scale of the State of Arkansas (Act 1070 of 1991), quality points toward an eventual grade point average are awarded for semester grades in grades 9, 10, 11, and 12, according to the following scales:

Advanced Placement Courses, IB courses,	Other Courses
A-5	A-4
B-4	B-3
C-3	C-2

D-2  
F-0

D-1  
F-0

Students enrolled in an AP course are required to take and complete the AP exam at the end of the course to be eligible to receive the weighted credit. If a student does not take the exam, he/she must refund the district the cost of the test and take a comprehensive final at the school in lieu of the AP exam.

The only courses offered at Lakeside that receive advanced quality points are the Advanced Placement (AP) courses. A list of those courses can be found in the current course catalog. The grade point values for Advanced Placement (AP) shall be one point greater than for regular with exception that an F shall still be worth 0 points. (A.C.A. § 6-15-902)

### 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 following criteria

#### Classification:

Senior	17 credits
Junior	12 credits
Sophomore	5 credits
Freshman	Pass 3 of the 4 core in 8th grade (Must Pass English and Math)
8th grade	Pass 3 of the 4 core in 7th grade (Must Pass English and Math)

If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference between the building principal, the student's teacher(s), counselor, a 504/special education representative (if applicable), and the student's parents 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 applicable 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 wave 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 Act Aspire 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 an ACT Aspire 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 wave 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.

## CLASS CHANGE POLICY

Every effort is made in pre-enrollment during the spring to provide information to students and parents as to relevant course content. All class changes must be made before the first day of school. Class changes after the first day of school will be made only in extreme cases, such as injury or other unavoidable circumstances.

### TRANSFER GRADES

Students who transfer into Lakeside High School having already earned credit in the 10th grade or higher will receive advanced quality points for AP, IB, and other approved courses from the sending school. In no case shall the quality points awarded or transfer grades exceed 5 points for an A, 4 points for a B, etc. Students are required to take six academic courses per year in grades 10 and 11 which applies immediately upon enrollment at Lakeside High School.

In order to be considered for Summa Cum Laude designation, a student must be enrolled at Lakeside at the beginning of the senior year and must attend and receive grades for at least the last full school year before graduation.

### HONOR ROLL

Honor roll students in grades 9-12 will be designated and published via the local media at the end of each term. To be eligible for the honor roll, a student must have a 3.0 grade point in academic courses taken for the grading period indicated. Students who have all A's for the grading period will be recognized on a separate list. Activity courses are not considered in the tabulation of honor roll students.

### LAKESIDE SCHOOL DISTRICT SMART CORE CURRICULUM

#### SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 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 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.<sup>1</sup> 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.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy ENROLLMENT.

## 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 2 units to graduate for a total of 24 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.

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, AP Computer Science Principles, 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, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half ( $\frac{1}{2}$ ) unit
- World History - one unit
- American History - one unit

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

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

Health and Safety: one-half ( $\frac{1}{2}$ ) unit

Economics – one half ( $\frac{1}{2}$ ) 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 ( $\frac{1}{2}$ ) unit

CAREER FOCUS: - Six (6) units

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

CORE: Sixteen (16) units

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

Oral Communications: one-half ( $\frac{1}{2}$ ) 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, AP Computer Science Principles, 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, AP Computer Science Principles, 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.

**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.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy ENROLLMENT.

## 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 24 units to graduate for a total of 2 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 and only if it's preapproved and accredited. 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, AP Computer Science Principles, 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, AP Computer Science Principles, 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.

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, AP Computer Science Principles, 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, AP Computer Science Principles, 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.

#### CONCURRENT CREDIT

Act 1097 of 1991 Credit for College Courses allows that a public school student who is enrolled in a public school in Arkansas and has successfully completed the eighth grade, shall be eligible to enroll in a publicly supported community college or four-year college or university in accordance with rules and regulations adopted by each institution in consultation with the State Board of Higher Education.

A student who enrolls in and successfully completes a course or courses offered by an institution of higher education shall be entitled to receive appropriate academic credit in both the institution of higher education and the public school in which such student is enrolled, which credit shall be applicable to graduation requirements.

Credit shall be issued at a rate of three hours equals' one credit.

# Lakeside Legacy Program

Students at Lakeside will now have the opportunity to take concurrent credit college courses beginning in the ninth grade. Students will have the opportunity to obtain up to 66 college hours and an associate of arts degree from National Park Community College.

However, in order to be eligible for a college credit course, students must meet college requirements for admission. There are two tests where students will have the opportunity to obtain the necessary “cut” scores to be eligible for concurrent credit classes. These scores come from the ACT or COMPASS.

## ACT

### About the ACT:

Given on six national test dates per year. It is composed of four parts and students take all four parts in one testing session.

For more information on the ACT test dates and how to register, please go to [www.actstudent.org](http://www.actstudent.org).

There is only one more ACT this spring before the deadline for turning the test scores in to the counselor’s office.

### Cut cores for ACT:

Reading – 19  
Math – 20  
English - 19

## COMPASS

### About the COMPASS:

This test has been designed by ACT to be administered to students who do not have an ACT score.

It has three parts, but students may take one, two, or all three parts as they need them.

The COMPASS may be taken at Lakeside High School on specific scheduled days. However, the COMPASS may only be taken two times per school year.

See Mrs. Misti Bell to schedule the COMPASS.

### Cut scores for COMPASS:

Reading – 83  
Math – 41  
Writing (English) - 80

For math courses, students must make the “cut” score for the math and reading portions.

For English Comp I and II, students must the “cut” score for the English and reading portions.

For ALL other courses, students must make the “cut” score for the reading portion only.

## Associate of Arts Program

### Beginning 2015-2016

#### Available Courses

High School Class	9 <sup>th</sup> Grade		Credit Hours	High School Class	11 <sup>th</sup> Grade	
	College Class				College Class	Credit Hours
**College Health	Life Fitness Concepts		2	**AP Eng. Language	English Comp I, II	6
**College Spanish I	Spanish I		3	**AP Chemistry	General Chemistry I, II	8
	<b>10<sup>th</sup> Grade</b>			**AP U.S. History	U.S. Hist to 1865   U.S. Since 1865	6
**College Spanish II	Spanish II		3	**Pre-Cal/Trig	College Algebra   Coll. Trig.	6
**College Oral Comm.	Fund. of Speech		3	**AP Statistics	Intro. to Statistics	3
	<b>11<sup>th</sup> &amp; 12<sup>th</sup> Grade</b>			**AP Biology	General Biology	4
	Med Pro   Engineering   Wood			**College Psychology	General Psychology	3
NPTC Tech Classes	Tech.   Ad Design   Crim Justice		1-5	**College Sociology	Intro. to Sociology	3
	Auto Tech   Machine Tool		Varies		<b>12<sup>th</sup> Grade</b>	
	Tech.			**AP Eng Lit	World Lit I, II	6
				**AP World Hist	World Civ to 1500 & Since 1500	6
				**AP Calculus	Calculus I	4
				*College Algebra I	College Algebra	3
				*College Trig	College Trig	3
				*English Comp I	English Comp I	3
				*English Comp II	English Comp II	3

\*Concurrent credit 3 college hours=1 high school credit

\*\*Articulated credit 3 college hours=.5 high school credit

## GRADUATION REQUIREMENTS

All students who participate in graduation exercises must meet all graduation requirements. Summer school attendance will be considered only when the principal has given prior approval.

Graduation Requirements - total of 24 units is required

4 units in English

4 units in Mathematics (Algebra I, Geometry, and Algebra II are required)

3 units in Science (Physical Science, Biology and Chemistry or Physics required)

3 units in Social Studies (U.S. History and World History, Civics)

1/2 unit in Computer Science

1/2 unit in Oral Communication

1/2 unit in Physical Education

1/2 unit in Health

1/2 unit in Fine Arts

1/2 unit in Economics

7 units in electives

Seniors who do not meet the graduation requirements will be allowed to participate in the graduation exercises, provided they have a minimum of 23 units of credit, and lack only one credit/course that is required to earn a diploma, that can be completed during summer following graduation, either by attending summer school, taking correspondence course(s), or taking concurrent college course(s). (Effective 2009-10)

Students are required to take a minimum of four math and English courses through high school, at least one per year in grades 9-12, and must take a math and English course in the 12th grade.

All students will be required to take and pass a full year of English, Math, Science, and Social Science courses that are required to graduate, grades 9 – 12. This includes concurrent college courses taken either at Lakeside or on the campus of National Park College or other approved college or university. A semester college course will satisfy only one-half of the requirement to earn a diploma at Lakeside High School for English, Math, Social Sciences, Science, and Foreign Language.

### Guidelines for Students Wishing to “Graduate” Early

Juniors who wish to graduate or leave high school early must schedule a meeting with the senior counselor to discuss this option before steps are begun to “graduate” early. These students are required to earn the required 24 credits. They must fulfill the same requirements that all students must, which includes the requisite courses all seniors must take: one English, one math (even if the student already has four math credits), and any other core courses or electives that remain, to total a minimum of 24 credits.

### HONOR GRADUATES

Upon completion of graduation requirements, honor graduates of Lakeside High School will be named.

Honor graduates must have completed at least six academic courses (one unit each) each year in grades 9 through 12 and must have chosen the honors level in required courses in English, science, social studies and in math, students must have taken Honors Algebra II and Pre-Cal/Trig. For the Class of 2016, math requirements to be an Honor Graduate will include Pre-AP Algebra I, Pre-AP Geometry, Honors Algebra II and Pre-Cal/Trig. Additionally, honor graduates must have completed a minimum of two years of a foreign language (same



language) Act 980 requires that students must complete the state college preparation core of courses in order to be eligible to be an honor graduate. Seniors who meet these requirements and rank in the top fifteen percent of the senior class will be named honor graduates and classified as follows:

Summa Cum Laude – Those seniors whose class rank places them in the top five percent of the graduating class and meet the above requirements. Summa Cum Laude graduates will wear the blue robe with gold Summa Cum Laude honor stole and a white tassel on the cap.

Magna Cum Laude – Those seniors whose class rank places them in the second five percent of the graduating class and meet the above requirements. Magna Cum Laude graduates will wear the blue robe with gold Magna Cum Laude honor stole and a white tassel on the cap.

Cum Laude – Those seniors whose class rank places them in the third five percent of the graduating class and meet the above requirements. Cum Laude will wear the blue robe with gold stole and a white tassel.

### GRADE POINT COMPUTATION

Grade point averages will be calculated on the basis of grades earned in grades 9 through 12. Sophomores and juniors do not have an official grade point average. The grade point average is used to determine class rank.

### SUMMER SCHOOL CREDIT/OTHER CREDIT

Summer school credit must be approved in advance of registration by the principal. Courses must be taken at a high school accredited by the North Central Association (or another regional accreditation association) or be a for-credit course at an accredited college or university with credit placed on an official transcript of that institution.

### PARENT-TEACHER COMMUNICATION

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent/teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s) or legal guardian(s) of each of their students to discuss their academic progress. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s)/legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level, notice of, and the reasons for retention shall be communicated promptly in a personal conference.

### SPECIAL EDUCATION SERVICES

A child with exceptional physical, behavioral, or learning needs that cannot be met through modification of the regular school program may be eligible for special education programs and related services, such as speech and language therapy. The child will not be placed in special education programs or receive related services until an assessment of eligibility and special needs has been completed.

Section 504 eligible students will receive appropriate accommodations and considerations during eligible periods and/or on an ongoing basis if their conditions are permanent. Section 504 eligibility is determined using referral procedures, medical information, and a committee which addresses existing educational needs. If the severity of the condition becomes excessive, a referral for Special Education may be considered.

Special Education – P.L. 108-446. A student who qualifies with exceptional needs in physical, behavioral, speech/language, and/or learning process requiring intervention is processed with the least restrictive modifications. Instructional services include inclusion and indirect where possible and direct services when needed to ensure a free and appropriate education. Related services of Occupational Therapy, Physical Therapy, Specialized Transportation, Medical Consideration, and others are considered to ensure the implementation of the student's Individualized Educational Plan (IEP) when it is put into place.

#### DISABILITY HARASSMENT DEFINED

Disability harassment under Section 504 and Title II is defined as intimidation or as abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the institution's program. Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

#### DISCIPLINE

A student may be suspended or expelled for vandalism, destructive or disorderly conduct, insubordination, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school semesters and regardless of whether a specific prohibition of the conduct is contained in this student handbook.

Act 1415 of 2005, Parental Notification By School Personnel states that the principal or designee shall make a reasonable, good faith effort to notify a student's parent, legal guardian, or other person having lawful control of the student under an order of the court or person acting *in loco parentis* that the student has been reported to, interviewed by, or taken into custody by law enforcement personnel. Notification is not required if the school personnel make a report or file a complaint based on suspected child maltreatment as required under 12-12-507 or if a law enforcement officer, Department of Arkansas State Police investigator, or Department of Human Services investigator interviews a student during the course of an investigation of suspected child maltreatment.

#### 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.

#### 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; numchucks; 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.

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 on his/her person, in a book bag/purse, 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 to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for 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.

### PROHIBITED CONDUCT

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

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 reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
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;
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
22. Bullying
23. Operating a vehicle on school grounds while using a wireless communication device.

## DISCIPLINE POLICY

Any conduct that tends to be disruptive of the educational program will be met by disciplinary action as follows. Minimum and maximum penalties for the following offenses are stated. The administration, in dealing with the discipline referral, will make a decision or will take appropriate action within these guidelines based on the nature and intensity of the problem. Also, it should be noted that the list is not all-inclusive but provides only examples of problems and probable consequences. Minimum and maximum penalties for disciplinary offenses may range from a reprimand to expulsion. Depending on the violation, charges can be filed on the student along with disciplinary actions. The charges will be handled by the School Resource Officer.

	<b>Minimum</b>	<b>Maximum</b>
1. FIREARMS*	EXPULSION	EXPULSION
2. DRUGS & ALCOHOL*	SUSPENSION	EXPULSION
3. FIGHTING*	SUSPENSION	EXPULSION
4. INDECENT EXPOSURE*	SUSPENSION	EXPULSION
5. DEFIANT & HOSTILE ACTS OR* ANY WILLFUL OR INTENTIONAL ASSAULT OR THREAT TO ASSAULT ANY EMPLOYEE OF A SCHOOL SYSTEM	SUSPENSION	EXPULSION
6. USE OF EXPLOSIVES,* FIREWORKS,OR OTHER FLAMMABLE ACCELERANTS	SUSPENSION	EXPULSION
7. ILLUSION OR PRETENSE OF USING DRUGS	SUSPENSION	EXPULSION
8. MISUSE, POSSESSION, OR UNDER* THE INFLUENCE OF OVER-THE- COUNTER/NON-PRESCRIPTION, OR PRESCRIPTION DRUGS.	SUSPENSION	EXPULSION
9. TRUANCY/LEAVING CLASSES OR SCHOOL GROUNDS AT ANY TIME WITHOUT PERMISSION.	RAM TIME	EXPULSION
10. DRESS CODE VIOLATION	WARNING/ CHANGE CLOTHING	SUSPENSION

11. WEAPONS OTHER THAN FIREARMS*	SUSPENSION	EXPULSION
12. TERRORISTIC THREATENING*	SUSPENSION	EXPULSION
13. PROFANE, VULGAR, OR ABUSIVE* LANGUAGE OR ACTIONS TOWARD A SCHOOL EMPLOYEE OR STUDENT	SUSPENSION	EXPULSION
14. TOBACCO INCLUDING MATCHES,* LIGHTERS, E-CIGS, ETC.	ISS	EXPULSION
15. SELLING OR DISTRIBUTING TOBACCO OR TOBACCO PRODUCTS	ISS	EXPULSION
16. GANGS OR ILLUSION OF GANG ACTIVITY*	ISS	EXPULSION
17. FURNISHING THE SCHOOL WITH FALSE INFORMATION IN AN ATTEMPT TO DECEIVE OR TO CIRCUMVENT SCHOOL RULES, POLICIES OR PROCEDURES	RAM TIME	SUSPENSION
18. VIOLATION OF CELL PHONE/ ELECTRONIC DEVICE POLICY, ETC	SATURDAY SCHOOL	SUSPENSION
19. REFUSAL TO IDENTIFY SELF UPON REQUEST	RAM TIME	SUSPENSION
20. THEFT*	SATURDAY SCHOOL/ RESTITUTION OF LOSS	EXPULSION
21. INSUBORDINATION	SATURDAY SCHOOL	EXPULSION
22. VANDALISM/.DESTRUCTION* OF SCHOOL OR PERSONAL PROPERTY	SATURDAY SCHOOL/ RESTITUTION OF LOSS (CHARGES FILED)	SUSPENSION
23. DISRESPECT FOR AUTHORITY	RAM TIME	EXPULSION
24. GAMBLING	SATURDAY SCHOOL	SUSPENSION

25. CLASS DISRUPTION/DISORDERLY* CONDUCT	CONFERENCE/ WARNING	SUSPENSION
26. USE OF VIOLENCE, FORCE, NOISE,* COERCION, THREAT, INTIMIDATION, HARASSMENT, FEAR, PASSIVE RESISTANCE, PROFANE OR VULGAR LANGUAGE, OR ANY OTHER CONDUCT INTENTIONALLY TO CAUSE A DISRUPTION	DETENTION	EXPULSION
27. INAPPROPRIATE BEHAVIOR AND/OR MATERIALS	CONFERENCE/ WARNING	EXPULSION
28. INAPPROPRIATE LANGUAGE (Verbal or Written)	CONFERENCE/ WARNING	SUSPENSION
29. STUDENT IN UNAUTHORIZED AREA	CONFERENCE/ WARNING	SUSPENSION
30. REFUSAL TO WORK IN CLASS	CONFERENCE/ WARNING	SUSPENSION/ LOSS OF CREDIT
31. PUBLIC DISPLAY OF AFFECTION (PDA)	WARNING/ RAM TIME	SUSPENSION
32. MISUSE OF COMPUTER EQUIPMENT, COMPUTER NETWORK, COMPUTER FILES, EMAIL, OR INTERNET	WARNING/ LOSS OF PRIVILEGES	EXPULSION
33. VIOLATION OF DRIVING/PARKING PRIVILEGES	WARNING/ LOSS OF	EXPULSION PRIVILEGES
35. VENDING MACHINES ARE FOR USE AFTER SCHOOL ONLY.	WARNING/ LOSS OF PRIVILEGES	SUSPENSION
36. MISSED LUNCH DETENTION	AFTER SCHOOL DETENTION	SUSPENION
37. ACADEMIC DISHONESTY	ALTERNATE ASESSMENT/ ZERO ON ASSIGNMENT	SUSPENION

(\* REPRESENTS POSSIBLE CHARGES FILED WITH THE JUVIENILLE COURT SYSTEM)

BEHAVIOR NOT COVERED



Lakeside School District reserves the right to punish any behavior that is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

### VIDEO/ SURVEILLANCE CAMERAS

To maintain discipline and protect the safety, security, and welfare of students, staff, and visitors, while at the same time safeguarding the use of district facilities, vehicles, and equipment, the Lakeside School Board authorizes the use of video/audio surveillance cameras. These cameras will be used to monitor student behavior in school buildings, on school grounds, and in school vehicles. The principal, or designee, will review tapes routinely and document student misconduct. Action will be taken in accordance to the student discipline policy.

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 recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 2 weeks 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.

Continuous Audio, Image or Video recording devices such as surveillance devices of any kind are prohibited on school property without the permission of the administration. This includes devices such as "spy pens", Google Glass, Smartphone's, tablets or computing devices that have surveillance software installed.

### LAKESIDE SCHOOL BUS RULES

Philosophy: We believe all students can behave and conduct themselves in a safe manner on a school bus. We cannot tolerate students who prevent drivers from doing their job and who endanger other students.

- Students are to follow directions of the driver.
- Students are to remain seated while bus is in motion (Act 1744 of 2001).

- Students are to keep all parts of the body in the bus.
- Students are not to push, shove, fight, or throw objects at any time.
- Students are not to eat, drink, smoke, spit, or use vulgar language or rude gestures at any time.
- Students are not to cause severe disruption at any time.
- AFTER SCHOOL LOADING PROCEDURE: Drivers have been told not to open their doors unless students are lined up in an orderly fashion. This is to prevent pushing as students run to the bus while it is still in motion. This is for the protection of the students.
- If the student chooses to misbehave, the driver will report the student to the principal. The principal or designee will conference with the driver and/or student, then take appropriate action including possible bus suspension.
- Continued misbehavior will result in long-term bus suspension or loss of bus privilege.

#### **STUDENT GOING HOME WITH ANYONE OTHER THAN A LEGAL GUARDIAN**

A student will not be allowed to go home either by school bus or any other means with another student or person other than the child's parent or guardian unless we receive permission in writing from the child's guardian or parent, or we are able to receive parent permission over the telephone.

#### **BUS**

States that the entry of a school bus by anyone over 18 who enters a school bus with criminal intent, disrupts the driver, or refuses to leave is a Class B misdemeanor. NOTICE: ENTRY (Act 247 of 2005) WHEN RIDING ON A LAKESIDE SCHOOL BUS, YOU ARE SUBJECT TO VIDEOTAPING. THE VIDEOTAPE WILL BE USED TO HELP MAINTAIN DISCIPLINE AND STUDENT SAFETY.

#### **SEVERE DISRUPTION on the BUS**

The following inappropriate behavior could result in suspension of transportation privileges without going through the steps listed above.

- Physical harm or threat to another student
- Physical harm or threat of harm to driver
- Failure to give correct name
- Property damage
- Refusal to obey driver
- Use or possession of tobacco products, alcohol, or drugs
- Possession of weapons such as pepper spray, knives, firearms, etc.
- Total disruption including profanity or vulgarity

#### **LIMITS FOR DISCIPLINARY PENALTIES**

Students will not be permitted to repeat disciplinary penalties indefinitely. The following are maximums allowed for disciplinary penalties per semester:

1. Detention – Five (5) times
2. Saturday School – Three (3) times
3. In-School Suspension – Ten (10) days

Once a student reaches his/her maximum limit, the next, more serious disciplinary action will be assigned. It should be noted that repeated disregard for school rules and policies may result in a student's being assigned to Alternative Learning Environment (ALE) or being recommended for expulsion.

## DISCIPLINARY PROBATION

Students, who exhibit a serious discipline problem or have numerous disciplinary referrals, may be placed on Disciplinary Probation. If this action takes place, the school will notify the parent. If a student is placed under disciplinary probation, he or she may be assigned to the ALE or recommended for expulsion for any serious discipline problem that might occur during the probationary period.

## DISCIPLINE FOR STUDENTS WITH DISABILITIES

Students with disabilities will be disciplined according to the requirements of the Individual with Disabilities Education Act (IDEA), Public Law 105-17, Section 504 of the Rehabilitation Act of 1973, and Section 11 of the Arkansas Department of Education Special Education and Related Services: Procedural Requirements and Program Standards, 2000.

The following procedures must be implemented in order to ensure that all children with disabilities aged 5-21 residing in the district have the right to and availability of a Free Appropriate Public Education (FAPE), including children with disabilities who have been suspended or expelled from school (See Section 11.00 of the ADE regulations for specific FAPE requirements for students with disabilities who are suspended or expelled):

1. Make a determination that the student is eligible for services under IDEA or Section 504 of the Rehabilitation Act of 1973.
2. If a student is found to be a student with a disability, refer to Section 11 of the Arkansas Department of Education Special Education and Related Services: Procedural Requirements and Program Standards, 2000 for specific FAPE requirements for students with disabilities who are suspended or expelled.
3. Refer to the district's Disability Characteristics Guide and Discipline for Students with Disabilities-Decision Making Process.
4. If the student is currently taking medication, refer to the district's Medication Information Checklist.
5. Contact the Special Education Office for further assistance.

## PUBLIC DISPLAYS OF AFFECTION (PDA)

Holding hands is the only acceptable means for a couple to display affection. Students can expect a warning for the first violation. If PDA is a repeated problem, or of a serious nature, students sent to the office can receive a minimum of Ram Time to a maximum of Suspension.

## SEXUAL HARASSMENT

It shall be the policy of the Lakeside School Board to ensure that all students enrolled in the schools of the district are free from discrimination on the basis of sex. Students or employees determined to be guilty of the sexual harassment of a student will be subject to disciplinary action to include dismissal, if appropriate.

The nature and severity of the offense will determine the disciplinary action taken ranging between the minimum of a warning to the maximum of recommendation for expulsion/dismissal. Some acts may be so severe in nature that expulsion/dismissal may be recommended on the student's/employee's first offense.

Students will report sexual harassment offenses to either their counselor or their building principal.

## SEXUAL HARASSMENT DEFINED:

In regard to the above policy statement, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment exists when one of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of student enrollment, attendance, achievement, participation, behavior, grading, awards, or any other school-related activity.
2. Submission to or rejection of such conduct by a student is used as a basis for any decision in regard to any aspect of the school program affecting the student.
3. Such conduct has the purpose or effect of unreasonably interfering with any aspect of the school program or creating an intimidating, hostile, or offensive school environment.

#### STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

Some computer workstations are for teacher-use only, and others are designated for student use in the classrooms, labs, and libraries. Improper or vulgar language on any system will not be tolerated. Passwords are to be regarded as private property and must not be shared with anyone, nor written down anywhere.

Lakeside School District intends to abide by the copyright laws of the USA. Only software authorized by the administration may be installed on any Lakeside computer or fileserver. Modifications of any file not in a personal directory without authorization, tampering with/or erasure of any file not your own, or introduction of any viruses is strictly prohibited. Unauthorized software will be removed.

No school hardware, software, or cables may be removed from the school building without written permission of the principal. No one may attempt to service any computer without authorization of the network supervisor or principal.

The Lakeside Public School District recognizes the need to effectively use computer technology to further enhance educational goals. However, protection and security of the various information networks and computer systems are necessary. Users are also expected to learn and to follow normal standards of polite conduct and responsible behavior in their use of computer resources.

Electronic mail and telecommunications are not to be utilized by users to share confidential information about individuals because messages are not entirely secure. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

The Lakeside Public School District provides access to computer networks and the Internet for educational purposes only. If users have any doubt about the educational value of any activity, they should consult a faculty member. It is the responsibility of each user to use the network and Internet access appropriately and to stay away from offensive or harmful sites. Any inappropriate site accessed from a district computer should be reported immediately to the supervising teacher.

The Lakeside Public School District, by itself or in combination with the Internet access provider, will utilize active restriction methods to filter software or other technologies to prevent students from accessing visuals that are (1) obscene, (2) pornographic, or (3) harmful to minors. The district will also monitor students through direct observation and/or other means, to ensure that students are not accessing inappropriate materials. The term "harmful to minors" is defined by the Communications Act of 1934 (47 US Code Section 254 [h][7]) as meaning any picture, image, graphic, or other visual that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) 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; (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

#### I. USE OF COMPUTER HARDWARE

1. Computer hardware is like any other school property and shall be treated accordingly.
2. Only authorized individuals will install, service, and/or maintain district owned computer hardware.
3. No district-serviced hardware, including cables or peripherals, may be moved without authorization from technology staff.
4. Users should not turn on or off any computer hardware without direct instruction from the supervising teacher.
5. It is the responsibility of the users to keep the computer clean and away from smoke, dust, magnets, food, liquid, and any other foreign material known to be harmful to the hardware or functionality of the system.
6. It is the responsibility of the users to report malfunctions of the hardware to the supervising teacher.

#### II. USE OF COMPUTER SOFTWARE

1. Only software that is legally owned and/or authorized by the district may be installed on district computer hardware.
2. The unlawful copying of any copyrighted software and/or its use on district hardware is prohibited.
3. Modification or erasure of software without authorization is prohibited.
4. The introduction of any viral agent is prohibited. Every diskette should be checked for a virus each time it is put into the computer system.
5. Any individual who introduces a virus into the district system or violates the copyright laws shall be subject to appropriate district discipline policies and to the penalty provisions of the computer/network use policy.
6. The technology coordinator and/or technology staff have the right to remove any software from district owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software.

#### III. THE FOLLOWING BEHAVIORS ARE NOT PERMITTED ON DISTRICT WORKSTATIONS, COMPUTERS, OR NETWORKS:

1. Sending of "chain letters" or "broadcast" messages to lists or to individuals
2. Sharing confidential information about students or employees
3. Sending, viewing, downloading, or displaying offensive materials or pictures
4. Directly assisting a campaign for election of any person to any office
5. Using obscene language, harassing, insulting, or attacking others
6. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
7. Violating copyright laws
8. Using anyone's account other than your own
9. Trespassing in others' folders, documents, or files
10. Violating any regulations prescribed by the network provider
11. Using district-connected technology to gain unauthorized access (hacking) into technology systems
12. Using district-connected technology to perform any illegal activity
13. Streaming of music or videos from the internet, including internet radio stations, during school hours
14. Student use of teacher workstations at any time
15. Loading of instant messaging programs on school computers
16. Using chat rooms, bulletin board messaging, or MUD's

#### IV. CONSEQUENCES

Any action (including theft, tampering, or damage) resulting in the computer network being "down" will be dealt with accordingly. The consequences are threefold, including monetary restitution to repair or replace, disciplinary action, and consideration of appropriate legal action.

The punishment for an infraction of the "Student Technology Use Agreement" could fall anywhere between the minimum/maximum range listed below, depending on the number of infractions involved and/or the severity of the infraction.

1. Loss of all computer privileges for up to two (2) weeks
2. ISS/placement on probation for the remainder of the semester and loss of computer privileges and Internet access unless under direct supervision of a teacher in the classroom or in district computer labs
3. ISS, up to three (3) days/loss of all computer privileges on any Lakeside School District computer
4. OSS, up to three (3) days
5. Recommendation for expulsion for the remainder of the semester

The technology director, technology coordinator, or faculty/staff will report inappropriate behaviors to the user's principal who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints observed by other users will be routed to the supervising faculty/staff for appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may become involved. Each user will be given copies of this policy and procedures each year.

In an effort to help protect student welfare when navigating the Internet, the district will work to educate students concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. (Children's Internet Protection Act)

By signing the handbook, you are agreeing to abide by the foregoing policy, rules, and regulations.

#### INTERNET RULES FOR RESEARCH AT LHS

1. No more than two Internet sites may be used as sources for any one research project at LHS.
2. Only web addresses within the domain of gov and edu will be accepted unless the prior consent of the teacher is given to use .org or .com. (The student must realize that .org and .com have biased and slanted information.)
3. The chosen sites should have authors listed and the dates given for when they were last revised or when they were first established.
4. MLA format should be used to list web sites on a bibliography

#### ANTI-BULLYING

##### Act 907

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

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 personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

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

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

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.

"Bullying" may include but is 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, and/or
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,
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles or conduct.

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 that may have simultaneously occurred.

#### ACADEMIC DISHONESTY

Any student involved in an act of academic dishonesty (cheating, plagiarism, or other attempts of deception involving academic grades) will face disciplinary action. This includes both the student who is attempting to benefit from this deception and any student who is involved in aiding this deception. In addition to any disciplinary action that is taken, students will also receive a zero on the grade for the assignment/test involved in the academic dishonesty.

Plagiarism is defined as follows: "Copying or imitating the language, ideas, and/or thoughts of another and passing off the same as one's original work."

#### POSSESSION /USE OF CELLULAR PHONES and OTHER ELECTRONIC COMMUNICATION DEVICES.

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. Below are some examples of how cell phones can adversely affect the classroom and detract from school safety and crisis preparedness.

1. Text messaging has become a serious deterrent to student learning.
2. Picture phones can be used to exploit personal information and compromise the integrity of educational programs. These phones can be used to take pictures of students in locker rooms and restrooms.
3. Cell phones have been used to cheat on tests in classrooms.
4. Cell phone systems typically overload during a real major crisis, and usage by a large number of students at once could add to the over load and knock out cell phone systems more quickly than might normally occur. Since cell phone may be a backup communication tool for school administrators and crisis teams,



widespread use in a crisis could hamper crisis team emergency communications in a very short period at a critical time.

The Lakeside School District believes it is necessary to restrict student use of cell phones and other electronic devices (anything that can be used to transmit or captures images, sound, or data) in an attempt to provide the best possible learning

All students are to conduct themselves according to the cell phone and electronic devices policy. Students may possess but not use cell phones during the school day unless instructed by their teacher.

Students will follow the "Device Usage Policy"

1. Green-Students will be allowed to use cell phone/device in class.
2. Yellow-Students will be allowed to have cell phone/device out on desk.
3. Red-Students are not allowed to have cell phone/device out during class for any reason.

(Red Light) The phones or devices must be placed in a bag, purse, pocket, etc. in the off or silent mode. Possession that interferes with a positive, orderly classroom environment is against policy.

To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing, Assessment, and Accountability Program (ACT Aspire), no electronic, device as defined in this policy shall be accessible by a student at any time during test administration. This means while testing, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to disciplinary actions.

Misuse of electronic devices, 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 dishonest including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic exam, or wrongfully obtaining test copies or scores.
4. Using the device to take photographs or film in locker rooms or bathrooms.
5. Creating, sending, sharing, viewing, receiving, or possessing an indirect visual depiction of oneself or another person
6. Smart Watches/Audio/Video Recording without permission.
7. Recording fights or altercations and posting to social media.

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.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have

been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. 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.

Cell phone or electronic devices disciplinary actions:

1st Offense: Saturday School, confiscation of the device (picked up by parents/guardian)

2nd Offense: 3 days In-school suspension **or** 1 Saturday School and 3 days of Ram Time\*

3rd Offense: 3 days of OSS **or** 2 Saturday Schools and 3 days of Ram Time.

\*The student will lose the privilege to bring his/her phone back into the building for the remainder of the year.

\*Refusal to give cell phone to school official or administrator will result in loss of cell phone use or possession for the rest of the school year.

If a student possesses, views, distributes, or electronically transmits sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form, the parents and law enforcement will be contacted.

Communication devices may be used by students after normal school hours for safety reasons, and at extracurricular activities on the school campus. The use of such a device is permitted at school-sponsored functions to the extent and within the limitations allowed by the event or activity the student is attending.

The school will not be responsible for loss, damage, or theft of any electronic device brought to school or on district property.

#### POSSESSION OF FIREARMS AND OTHER WEAPONS

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, or en route to and from school a school sponsored activity or event.

#### Act 1282 of 1999

No person in this state shall possess a firearm upon the developed property of the public or private schools (K through 12) or in or upon any school bus or at a designated bus stop. Violation of this section shall be a Class D felony. Appropriate law enforcement agencies will be notified.

#### Gun-Free School Act of 1994/Act 1150 of 1990

The superintendent of any school shall recommend the expulsion of any student for a period of not less than one year for possession of any firearm or other weapon prohibited by law upon the school campus, provided,

however, that the superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.

#### Act 1149 of 1999

This act states that parents are responsible for allowing minors to possess firearms on school property.

#### Act 1150 of 1999

Requires school districts to complete expulsion process for students with weapons on school property; requires parents to acknowledge parental responsibility for allowing students to have access to firearms.

Possession of any other weapon not covered by the above law will result in suspension or expulsion. Possession means having a weapon on the student's body or in an area under his/her control. This list includes but is not limited to the following items: mace, tear gas, pepper spray, stun guns, paintball gun, bb/pellet gun, lasers, knives, chains, or other such devices or agents that could cause bodily harm.

#### REASONABLE FORCE

The Lakeside Public School Board hereby authorizes the use of reasonable force by any certified employee in the exercise of his/her lawful authority to restrain a refractory pupil, to protect a pupil from harm, or to maintain order in any school building, any school property, or at any school-sponsored event.

A report shall be filed as soon as practicable following any incident in which force is used as authorized in this section by the certified employee using such force. The report shall include a statement of reasons for the employee's action, the names of pupils involved, the names of any witnesses, and the signature of the employee.

#### Act 1555 of 1999 / Act 8 of 2006/ Act 1099

Lakeside School District, in the best interest of the health and safety of students, employees, and the general public, declares all of its school properties to be tobacco-free 24 hours a day, 365 days per year. This policy is established to emphasize the hazards of tobacco use, as well as be in compliance with state and federal laws. Signs expressing the essence of the policy should be placed at conspicuous locations throughout the school (building and grounds).

#### TOBACCO POLICY

Lakeside School District, in the best interest of the health and safety of students, employees, and the general public, declares all of its school properties to be tobacco-free 24 hours a day, 365 days per year. This policy is established to emphasize the hazards of tobacco use, as well as be in compliance with state and federal laws. Signs expressing the essence of the policy should be placed at conspicuous locations throughout the school (building and grounds).

"Tobacco" is defined to include any lit or unlit cigarette, e-cig, cigar, pipe, or any other smoking product as well as smokeless tobacco, dip, chew, and snuff, in any form. "Tobacco use" includes smoking or having in one's possession a lighted cigarette, cigar, pipe, or any other object containing any substance giving off smoke, and chewing smokeless tobacco, dip, chew, or snuff, in any form.

Possession or use of tobacco products by students on district property, in district vehicles (school owned or leased) and at school-sponsored functions is prohibited at all times.

The use of tobacco products by all school employees on district property or in district vehicles and at school-sponsored functions is prohibited at all times.

The use of tobacco products by all visitors to the school district is prohibited. This includes all functions sponsored by the school, athletic or otherwise, on school property. Anyone using tobacco products will be asked by the appropriate school official to refrain from smoking or tobacco use while on district property. If he/she refuses to comply, local law enforcement will be notified.

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions, and in all school publications.

Act 1099 is an amendment and prohibits the use of tobacco or tobacco products (including e-cigarettes) on property owned or leased by a public school district including school buses. The act states that a copy of this statute should be posted in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport public school students. Violating this law could lead to a penalty of between \$10 and \$100.

Any student found guilty of using or possessing tobacco, tobacco products, or tobacco:

1st offense – 3 days In School Suspension

2nd offense – 5 days OSS assignment. Parent conference.

3rd offense – Expulsion for the remainder of the current school semester or application to the Second Chance Program.

Tobacco prevention education will be incorporated into the district's K-12 comprehensive health curriculum so that students will be aware of the health and social consequences of use/nonuse of tobacco products. Teachers whose instructional assignments include tobacco use prevention education will be trained in order that students will be afforded the most effective delivery of the district's classroom-based tobacco prevention education.

### DRUG AND ALCOHOL POLICY

No student in the Lakeside School District shall possess, attempt to possess, consume, use, distribute, buy or attempt to buy, sell or attempt to sell, give to any person, or be under the influence of any substance defined in this policy, or what the student represents or believes to be any substance defined in this policy. This policy applies to any student who is on or about the 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 should include all drugs/drug paraphernalia, liquor or other alcoholic beverages, or unauthorized inhalants, any ingestible matter, or any substance that alters a student's ability to act, think, or respond. Please reference the Lakeside School District Activities handbook drug and alcohol policy for students involved in an extra-curricular activity or driving a vehicle on campus for additional requirements.

Any student in violation of the above policy will be suspended for ten (10) days with a recommendation for expulsion for the remainder of the semester and notification of appropriate law enforcement, or admission to the Lakeside school district second chance program. Any student who violates the alcohol/drug policy for the second (2<sup>nd</sup>) time will be an automatic referral for expulsion.

### Lakeside School District Second Chance Program

Students who are recommended for expulsion for violation of district drug and alcohol policy may be eligible to appeal to the Superintendent of Schools for placement in the "Second Chance Program" to avoid expulsion.

This request must be made directly to the Superintendent by the parent/guardian and /or the student. This program is designed to allow eligible students a possibility of continuing as a Lakeside students under a strict probation and with specific limitations if they meet the following:

- (1) The student cannot have previously been suspended or recommended for expulsion for violation of the drug/alcohol policy.
- (2) The parent and student must agree to be enrolled in and agree to complete participation in the school approved drug/alcohol abuse program.
- 3) The student agrees to participate in the drug/alcohol testing beginning twenty one (21) days after notification of a positive result, the student will be tested again through the school drug testing company. Also, counseling and meetings by the drug/alcohol abuse program are required. The program administrators will notify the school if the student fails to meet all of the requirements of the program.
- (4) The parent and student agree to the requirement that the student complete fifteen (15) hours of approved community service as a part of this program.
- (5) The parent and student agree to assume a portion of the cost of the drug/alcohol abuse program as determined by the parents, the Lakeside School District, the Hot Springs Police Department and the Superintendent.

Students who meet these requirements may request probationary status from the Superintendent of Schools on or before the third (3<sup>rd</sup>) day of the ten (10) day out of school suspension. If approved, the student will have his/her recommendation for expulsion modified by the Superintendent and will be placed in the “Second Chance program.”

Parents making the request for this probationary status must contact the superintendent and arrange for a meeting with the superintendent. Those in attendance at this meeting will include the superintendent, a building administrator, the student, and his/her parent or guardian. The superintendent may, after reviewing the information provided, choose to allow the student to attend school on a probationary status for the remainder of the school year, or an appropriate and /or comparable length of time as determined by the superintendent.

Students who are placed on probationary status will be allowed to attend school as long as the student satisfactorily completes the drug/alcohol abuse program. In addition, the student must meet all prescribed stipulations dealing with school attendance, academic performance, student disciplinary restrictions, and other restrictions deemed appropriate by the superintendent. A student who fails to meet all requirements of the drug/alcohol abuse program or violates the agreed upon terms of the “Second Chance Program” will be considered in violation of the probation and will be recommended for immediate expulsion or possible alternate placement.

If a student chooses alternate placement or homeschool, the right to a hearing will be waived and the student will not be allowed to attend school or any Lakeside activity on or off the school district campus until the first (1<sup>st</sup>) day of the next semester.

#### HAND-HELD LASER POINTERS (ACT 1408 OF 1999)

It shall be unlawful for persons under 18 years of age to possess a hand-held laser pointer without the supervision of a parent, guardian, or teacher. The law requires that any hand-held laser pointer be confiscated and given to the proper authorities. First offense will result in a minimum of Saturday School.

#### COMMUNICATING A FALSE ALARM Act 567 of 2001

It is illegal to communicate a false alarm if the person purposely initiates or circulates a report of a present, past, or intended bombing, fire, offense, catastrophe, or other emergency knowing that the report is false and knowing that it is likely to:

1. Cause action of any sort by a volunteer agency organized to deal with emergencies
2. Place any person in fear of physical injury or another person
3. Cause total or partial evacuation of any occupiable structure, vehicle, or public facility.

Communicating a false alarm will be considered a Class A misdemeanor to Class D felony

### GANGS

Gangs or similar groups, whether organized in the community or in other settings, are prohibited on school grounds or at any school-sponsored activity. Any gang-related activity or pretense of same, as justified by school officials, will result in a in school suspension (ISS) to a maximum consequence of expulsion for the first offense. The second offense will result in an immediate expulsion for the remainder of the school year.

### POLICY ON STUDENTS PRESENTING A DANGER (ENDANGERMENT)

When a student has been involved in activities which give rise to reasonable belief that the student presents a danger to other persons on campus, the student may be suspended or assigned to Alternative Learning Environment (ALE) indefinitely until such time as the danger ceases to exist. It does not matter that the events giving rise to the belief in the student's potential to cause danger may have occurred off school property. This policy may also be invoked without regard to whether the student has been charged or convicted of any offense in the courts.

When it appears that a suspension under this section will last 10 days or more, the suspension is reviewable by the Lakeside School Board.

### TERRORISTIC THREATENING

Act 1302 of 1995/Act 1046 of 2001

Threatening to cause death, serious injury, or substantial property damage with the intent to scare, intensely scare, or intensely frighten another person constitutes terroristic threatening.

This offense is a Class D felony, unless the threat is merely to cause physical harm or property damage, which is a Class A misdemeanor. If a threat that would otherwise be a Class A misdemeanor is made to a school employee, then it is a Class D felony.

### INSULT OR ABUSE OF A TEACHER

Act 741 of 1987

It is unlawful for any person to abuse or insult a public school teacher while that teacher is performing school responsibilities. Engaging in such conduct constitutes a misdemeanor and is punishable by a fine of not less than one hundred dollars (\$100) nor more than fifteen hundred dollars (\$1500). School districts are required to report any prosecutions under this section to the Department of Education. The discipline will range from Suspension to Expulsion.

### USE OF PROFANE, VULGAR, OR ABUSIVE LANGUAGE TO PUBLIC SCHOOL EMPLOYEE

Act 1565 of 2001

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, it is unlawful for any person to address a public school employee using language which is

calculated to cause a breach of peace, interfere with the operation of the school, or to arouse to anger the person to whom it is addressed causing imminent retaliation.

A person who violates this law will be guilty of a misdemeanor and may be fined not less than one hundred dollars (\$100).

### INDECENT EXPOSURE

For any act of indecent exposure, or acts which materially and substantially disrupt the work or discipline of Lakeside Schools and its educational process, a minimum of three (3) school days suspension will be assessed. (This is in compliance with Act 742 of 1997, Section 1-c.)

### STUDENT MISCONDUCT THAT OCCURS OFF CAMPUS AND/OR OUTSIDE OF SCHOOL HOURS

A student may receive disciplinary consequences for any act of misconduct that appears to be related to, but not limited to Lakeside High School, extracurricular activities, school rivalry, or other school-related functions. This may be enforced regardless of whether the infraction occurred on or off campus or during or after school hours.

### DETENTION GUIDELINES

Noon Detention Hall will be used by teachers to discourage minor discipline problems in their rooms. Students who are assigned lunch detention will report to the assigned room and will be escorted to the cafeteria at the halfway point of the lunch time. Assigned student will remain in detention through the end of his or her assigned lunch period. If a student is late to noon detention he/she will not be admitted.

Each student can be assigned a total of five (5) noon detentions per semester.

The following rules will be in effect for noon detention hall:

1. Students must have all materials needed and work entire period.
2. Students may speak only with permission from the teacher.
3. Seating will be directed by the teacher.
4. Absolutely no communication (verbal or non-verbal) with other students.
5. Students must follow directions of teachers.
6. Detention may include campus clean up actions during lunch.

If a noon detention is missed, the student will be sent to the Assistant Principal and either Ram Time discipline or Saturday School will be assigned.

### RAM TIME

Ram Time will be assigned for a variety of reasons to assist students to become successful at Lakeside High School. There are three branches of Ram Time:

Make-up Ram Time: This time will be used for students making up assignments, class work, or tests.

Tutoring Ram Time: This time is for students who need extra help in classes. Teachers will be available during this time.

Discipline Ram Time: This time is assigned by the administration for discipline offenses.

### CLASSROOM SUSPENSION

To aid teachers in maintaining effective classroom discipline, the Arkansas General Assembly promulgated Act 1281 of 1999. This act is codified at ACA #6-18-511 (Supp. 1999).

"(a) a teacher may remove from class a student: 1. who has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the students in class or with the ability of the student's classmates to learn; or 2. whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach...or with the ability of the student's classmates to learn."

"(b) 1. If a teacher removes a student from class two (2) times during any nine-week grading period or its equivalent as determined by the Department of Education, the principal or designee may not return the student to the teacher's class unless a conference is held for the purpose of determining the causes of the problem and possible solutions, with the following individuals present: (A) the principal or his designee; (B) the teacher; (C) the school counselor; (D) the parents, guardians, or persons *in loco parentis*; and (E) the student, if appropriate."

However, the failure of the parents, guardians, or persons in loco parentis to attend the conference does not prevent any action from being taken as a result of the conference.

### SATURDAY SCHOOL

Saturday School is an important discipline tool used at Lakeside. Saturday School will be held from 8:00 a.m. to 12:00 noon. All students must be present by 7:55 a.m. After that time the school doors will be locked and no one will be admitted. Saturday School will be held in a designated classroom and will be scheduled on an as-needed basis. Each student will be required to sign in and provide a phone number where a parent/guardian can be reached during the time that the student is in Saturday School.

The format will be that of a strict study hall, supervised by a certified teacher. The teacher will ensure that the students are working on academically appropriate assignments. Each student will be required to bring school textbooks, paper, and pen or pencil. The students will be given one restroom break after the first two hours. Other than this break, students will be required to study and work as directed by the Saturday School teacher for the four-hour period. The following procedures will be followed at Saturday School.

1. Students will arrive on time.
2. Students will sit according to supervisor's direction.
3. Students will not communicate with other students.
4. Students will work to the satisfaction of the Saturday School teacher.
5. All school rules will be in effect.
6. Students are responsible for transportation to and from Saturday School.

Violation of the above guidelines may result in the student being sent home from Saturday School and assigned to ISS for three or more days. If a student is dismissed from Saturday School, the parent/guardian will be notified by telephone as soon as possible.

Any student who fails to attend an assigned Saturday School will be assigned (1) day of ISS or (3) days of Ram Time Discipline. Absences from Saturday School should be avoided if at all possible. An absence from Saturday School, due to illness or other unavoidable circumstances, must be reported to the office (by the parent) before 8:00 a.m. on the first school day following the assigned Saturday School. The administration will determine whether the absence is excused or unexcused. If excused, the Saturday School will be rescheduled. If unexcused, ISS will be assigned. Notification will be sent to parents of each Saturday School assignment.

### IN-SCHOOL SUSPENSION (ISS)

The following guidelines will be in effect concerning In-School Suspension:

1. Students may be assigned to ISS for various discipline problems.



2. Students who are assigned to ISS will not be counted absent from their classes. However, they will not be allowed to practice, participate in, or attend any extracurricular activity until the day after the ISS time has been completed.
3. Students who are assigned to ISS will be sent their assignments and tests by the classroom teacher whenever possible. Students and/or parents can check the website for assignments. Also, students can check with teachers either before school or after school to get assignments. This will not be feasible in some classes such as computer classes, art, science labs, and other specialized classes.
4. Students will be allowed to make up any daily work, tests, or other class assignments that could not be done in ISS. If the situation arises that a specialized assignment cannot be duplicated, the classroom teacher and principal will meet to determine how best to resolve that individual's grade. All assignments sent to ISS must be completed before the student is released to return to his/her regular classes. The responsibility for completion of any make-up work that was not received in ISS lies totally with the student.
5. The ISS Supervisor will assign educationally appropriate work to students who do not have enough class work to keep them busy. These assignments must be completed to the supervisor's satisfaction before the student is released.
6. In order to provide total isolation for the students, the ISS classroom has a water fountain, individual study carrels, and a restroom. ISS students may either bring their lunch or purchase the regular lunchroom tray.
7. Absolutely no talking will be allowed in ISS without the supervisor's permission.
8. Problems, disturbances, or failure to work in ISS will result in additional days assigned or an Out-of-School Suspension.
9. All ISS students will remain in ISS until released by the ISS supervisor at 3:10 p.m.

#### SUSPENSION (OSS)

In some discipline cases, it will be deemed necessary to suspend a student from school. In suspension cases, the following guidelines will apply:

The principal or assistant principal may suspend students for up to ten (10) days.

Further action on suspension requires board approval and may result in expulsion.

1. A suspended student will be counted absent from classes during the suspension time but will have the option to receive credit for all work during that time. In order to receive credit, all make-up work must be completed and turned in on the day the student returns from the suspension, no exceptions.
2. Suspended students are not to be on campus or attend any school function during the suspension time without prior administrative approval.
3. When a student has been suspended two times, the third suspension will be considered an automatic expulsion or referral to an accredited ALE program.
4. Act 159 of 2007 It is the parents' or legal guardians' responsibility to provide the school with current contact information which shall be used 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 by order of priority:
  - a primary call number ( the contact may be by voice, voice mail, or text message)
  - an email address
  - a regular first class letter to the last known mailing address

#### SUSPENSION FROM SCHOOL

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or

the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period 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; and
- 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.

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

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

- a. the student shall be given written notice or advised orally of the charges against him/her;
- b. if the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts; and
- c. 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 remittance to class will be given to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

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

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

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

The district shall keep a log of contacts attempted and made to the parent or legal guardian.

During the period of their suspension, students serving out-of-school suspensions are not 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 or participate in any school-sponsored activities during the imposed suspension.

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.

## EXPULSION

Act 6-18-507

Expulsion is defined as a dismissal from school for a period of time that exceeds more than 10 days. The principal of any school, or his assistant in charge, may recommend that any pupil be expelled for good cause from the school and shall make said recommendation to the superintendent with said recommendation to include a written statement of the charge against the pupil. The superintendent shall schedule a hearing before the school board within five (5) days after receiving the recommendation of the principal or his assistant in charge on the expulsion. The pupil and his parent/guardian may waive a hearing scheduled for this purpose. An expelled student will not be permitted to attend any Lakeside High School sponsored events during the year in which the expulsion is in effect, nor may the expelled student attend as a guest at school-sponsored events during the year in which the expulsion is in effect.

Students receiving homebound services or who have enrolled in an accredited ALE school during the expulsion time will receive credit for any work completed during the time of the expulsion. Students who are homeschooled or enrolled in a school that is not accredited by the state department during the time of the expulsion must meet the requirements of the Lakeside School District transfer policy as stated in the handbook. It should be noted that some acts are so severe or violent in nature that they warrant recommendation for a permanent expulsion from the Lakeside School District. Expelled students are not to be on campus or attend any school function during the expulsion time without prior administrative approval.

The superintendent shall, in writing, by registered or certified mail or personal service, notify the pupil and his parent/guardian, if the pupil is a minor, or notify the pupil, if the pupil is an adult, of the intent of the school to hold a hearing. The school board shall state its findings at a public meeting, and said findings shall be a public record of the school district.

## STUDENT DRUG TESTING POLICY

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

Lakeside School District conducts a mandatory drug-testing program for students. Its purpose is threefold: (1) to provide for the health and safety of students in all activity programs 8-12; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.

Each student wishing to participate in any activity program or who chooses to drive a vehicle on campus, if age appropriate, and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to the drug policy that students

will receive from their coach or sponsor. No student shall be allowed to participate in any activity program or drive onto Lakeside campus, if age appropriate, without this consent.

**Activity Programs:** Any activity that meets the guidelines of the Arkansas Activities Association or sponsored by Lakeside School District.

Students not involved in activities may be allowed to voluntarily participate in the testing pool with a consent form signed by the parent.

For a positive test result the consequences are:

First Positive Result – The student shall be placed on probation and not allowed to participate in competitions, presentations, and activities of Lakeside Schools or drive a vehicle onto Lakeside Campus for a period of twenty calendar days. A student may practice and/or attend club meetings but cannot compete, dress out for competition, or take part in a club's scheduled events beyond meetings. The student will be recommended for counseling; if any charge is incurred, it will be the responsibility of the parents.

On day twenty-one, the student will be allowed to be retested (at the expense of the parent-guardian). If the test is found to be negative, the student will again become eligible for competitions, presentations, and activities relating to Lakeside Schools and will again be allowed to drive onto Lakeside campus. However, the student must submit to a mandatory drug screen or lab test on a monthly basis at the expense of the parent/guardian for the next three consecutive months.

Second Positive Result (Activity Participation) – A second positive result in the 24 month period following the first positive test will result in the student's being suspended from participating in activities for the remainder of the school year. If this positive test is in the spring semester, the student will not be able to participate during the fall semester.

Second Positive Result (Student Driver)- A second positive result following the first positive test will result in the student being suspended from driving onto the Lakeside campus for the remainder of the school year. If this positive test is in the spring semester, the student will not be able to drive onto campus during the fall semester.

Third Positive Result – For a third positive result, the student will be suspended from participating in activities and driving a vehicle on Lakeside campus for the remainder of his/her enrollment at the school.

No student will be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic record.

\*\*\*\*\* For a complete copy of the Student Drug Testing Policy, please check in the high school office.

**Areas Students May Not Occupy During The School Day All Day.**

Students are prohibited from being in an unauthorized or unsupervised area at all times.

**Additional Items not Allowed on Campus at any time:** Skateboards, Hoverboards, ATVs', and other items deemed by Principal or his/her designee.