Welcome to the Greene County Tech School District!

The Greene County Tech School District faculty and staff extend a sincere welcome as you are a valuable part of the school district. The Greene County Tech School District is committed to providing a quality education to every student, as the goal includes following the district’s motto of, “Investing in the Future…One Student at a Time”. Please join in to be involved in the district as support the education of every child is very important to their maximum potential growth. Educating students is a collaborative effort between school, home, and community partnerships. We have wonderful events that occur daily in the GCT School District and we hope you will be amazed and inspired by the wonderful students, teachers, staff, and administrators. The Parent/Student Handbook is a critical link of communication between all of those invested in providing the best education to students. The handbook can be accessed on line or a printed (hard copy) can be requested. It’s proves impossible to list all of the rules and guidelines on paper for students and staff, but the contents of the handbook will serve as a valuable guide to define rules, and regulations required on the federal, state, and local level. We ask that you review the contents of the handbook carefully and return the required signature pages that follow. If you have any questions, please feel free to contact the principal’s office of the building in which your child is enrolled. The Greene County Tech School District is proud to serve the students and will provide the best education to every child on a daily basis.

IF ANY CONTACT INFORMATION (PHONE NUMBERS, ADDRESS, OR PLACE OF EMPLOYMENT) CHANGES THROUGHOUT THE SCHOOL YEAR, PLEASE PROVIDE YOUR CHILD’S SCHOOL WITH THE INFORMATION.
The Greene County Tech School District has made available the Parent/Student Handbook online for viewing and downloading. The handbook is available at the district’s website at http://www.gctsd.k12.ar.us. Once on the district’s website, click on the resources tab on the top and then click the building of the handbook needed to download or view.

We acknowledge that information has been provided that the Greene County Tech School District Parent/Student Handbook is located online and available for viewing and downloading. I have also been informed of the right to request a printed (hard copy) of the parent/student handbook for the 2017-2018 school year.

We agree that the student will adhere to the rules and regulations of the student handbook while in attendance at school on the bus, at the bus stop, and in attendance at school sponsored activities. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification within one (1) week after receipt of the policies.

The statement below must be signed and returned to the homeroom teacher within one (1) week after the student receives the form. By signing the statement you are agreeing that the information has been provided concerning accessing the Parent/Student Handbook from the school he/she attends. If after one (1) week the student fails to return the form, they will not be permitted to attend class until the form is returned.

☐ Please check this box if you would like to receive a printed hard copy of the Greene County Tech School District Parent/Student Handbook.

Student Signature: ___________________________ Date: ___________________________

Parent/Guardian Signature: ___________________________ Date: ___________________________

Parent/Guardians’ Address: ___________________________

Phone Numbers: Home: ___________________________

Cell: ___________________________

Work: ___________________________

Email: ___________________________

Student Name ___________________________ Date ___________________________

Teacher: ___________________________ Grade: ___________________________
CORPORAL PUNISHMENT POLICY

Corporal punishment is administered to students only after other negative consequences have been attempted. The following procedures will be followed when corporal punishment is administered. The Board directs corporal punishment may be used as a student disciplinary measure by certified personnel when it deems necessary and administered as follows:

1. The student must have had prior warning that a continuation or repetition of misconduct would result in corporal punishment.

2. The employee wishing to administer corporal punishment must have verified that the parents/guardians have not filed a written request with the principal requesting that their children not receive corporal punishment. In the event that such a request has been filed, an alternate disciplinary action will be taken. The alternative may be suspension from school.

3. Certified staff members must have an administrator witness and hear the nature of the offense in the presence of the student, and the student given opportunity to explain the reason for his/her actions or to deny the charges.

4. Student refusal to accept corporal punishment may result in suspension.

5. Inflicting unusual or cruel punishment, striking any part of the head of the student, administering the punishment in a spirit of anger or malice, administering the punishment in the presence of other students and the punishment to a student dressed in other than regular school clothes are forbidden.

6. A written report giving reason for the punishment given by the employee administering the punishment and by the witness will be filed in the principal’s office immediately following the punishment.

7. The parent/guardian, upon request, will be provided a written explanation by the employee administering the punishment of the reason for punishment and name of the witness.

8. Parent or guardians who choose corporal punishment not be administered to their child(ren) must deliver personally their written request to the principal of the school. In those cases, an alternative disciplinary action, which may include suspension, will be taken.

9. Students shall not receive an excessive amount of corporal punishment during a school year. After it has been determined that corporal punishment is not a deterrent, the student will be placed in I.S.S. Legal Reference: A.C.A. § 6-18-505 (c) (1)

__________ YES, my child may be given corporal punishment (paddling) if it becomes necessary to correct his/her behavior.

If you refuse to allow your child to receive corporal punishment as a form of discipline, your signature is also required for records. In case of disciplinary measures regarding your child, the school will notify you at work or home and your child could be suspended until a conference can be held concerning the problem behavior.

__________ NO, my child may not be given corporal punishment (paddling) if it becomes necessary in order to correct his/her behavior.

__________ Parent/Guardian Signature ____________ Date

Home Phone for Contact ___________________________ Work phone for contact ___________________________

Cell Phone # for contact ___________________________ Email Address for contact ________________________
STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT
2017-2018

Student’s Name (Please Print)______________________________________ Grade Level _______

School ____________________Teacher ___________________________Date ________________

The Greene County Tech School District agrees to allow the student identified above (“Student”) to use the district’s technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this agreement, “electronic device” means anything that can be used to transmit or capture images, sound, or data).

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

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

3. Education: The GCT School District will provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response.

4. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action

5. Consequences: (May not follow this order of succession as it may be based on the severity of the incident)
   a. Conference/Warning/Loss of Computer Privileges
   b. Corporal Punishment/In School Suspension
   c. Out of School Suspension
   d. Recommended for Expulsion

6. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:  
   a. using the Internet for other than educational purposes;
   b. gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law;
   c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
   d. making unauthorized copies of computer software;
   e. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
   f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
   g. posting anonymous messages on the system;
   h. using encryption software;
   i. wasteful use of limited resources provided by the school including paper;
   j. causing congestion of the network through lengthy downloads of files;
   k. vandalizing data of another user;
   l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
   m. gaining or attempting to gain unauthorized access to resources or files;
   n. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
   o. invading the privacy of individuals;
   p. divulging personally identifying information about himself/herself or anyone else either
on the Internet or in an email unless it is a necessary and integral part of the student’s academic endeavor. Personally identifying information includes full names, address, and phone number.

q. using the network for financial or commercial gain without district permission;
r. theft or vandalism of data, equipment, or intellectual property;
s. attempting to gain access or gaining access to student records, grades, or files;
t. introducing a virus to, or otherwise improperly tampering with the system;
u. degrading or disrupting equipment or system performance;
v. creating a web page or associating a web page with the school or school district without proper authorization;
w. providing access to the District’s Internet Access to unauthorized individuals;
x. failing to obey school or classroom Internet use rules; or
y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

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

8. Electronic Acts: Electronic Acts: are those that create a “clear and present danger” of physical harm, “Substantial interference” with education, a “hostile environment” or “substantial disruption” of the school. The prohibited “electronic acts” include off campus communication that 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”. AR Code 6-18-514

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

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

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

Student’s Signature: ______________________________________________ Date: _____________

Parent/Legal
Guardian Signature: ______________________________________________ Date: _____________
PARENTAL CONSENT TO ACCESS PUBLIC INSURANCE AND TO RELEASE PERSONAL IDENTIFIABLE INFORMATION

Student Name:___________________________________________ Grade:________________

Student Medicaid Number:_________________________________ Date of Birth:___________

With parental consent, GCT can seek federal Medicaid reimbursement for the cost of the health services (vision and hearing screenings) the school district provides to children who are eligible for Medicaid. In order to seek the federal Medicaid funds for reimbursement, GCT must disclose information from your child’s education records to Medicaid and Medicaid billing agencies.

Under the Family Educational Rights and Privacy Act (FERPA), parental consent is required in order to release student personally identifiable information to agencies not identified in the Act. This consent grants the school district the ability to release student information for the purpose of billing Medicaid. By signing below you are indicating the following:

• I understand and agree that I am giving GCT permission to access my or my child’s public benefits or Insurance.
• I understand that my child’s education records and information about the services my child receives may be released to the Department of Human Services, Division of Medical Services, Arkansas Medicaid, and the school district’s Medicaid billing agenda for the purpose of billing Medicaid.
• I understand that this may include sharing information with DHS, contracted billing agents, and/or a Physician to obtain necessary documentation to receive reimbursement for services provided.
• I understand that information to be released may include: student’s name, date of birth, Medicaid ID, and, type of service(s), times, and dates services were delivered.
• I understand that this consent will remain in effect at all times the district is responsible for providing Healthcare services to my child, unless revoked by me.
• I understand that I may revoke consent at any time by notifying the school district in writing.
• I understand that revoking my consent does not change the school district’s responsibility to provide all required healthcare services to my child at no cost to me.

Is your child covered by private insurance? Yes ☐ No ☐ (GCT WILL NOT bill private insurance for vision and hearing screening)

_______________________________________        ______________________________________
Parent/Guardian Signature                                           Date

I do NOT Give permission for the GCT School District to access Medicaid for Healthcare services delivered to my child in the school.

_______________________________________        ______________________________________
Parent/Guardian Signature                                           Date
SCHOOL-PARENT COMPACT 2017-2018

Student Name___________________________________ Homeroom____________________

The Greene County Tech School District, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education ACT (ESEA), agree that this compact outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s highest standards. This school-parent compact is in effect during the school year.

School Responsibilities
The Greene County Tech School District will:

1) Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the state’s student academic achievement standards by following the school’s mission statement.
2) Hold Parent Teacher conferences during which this compact will be discussed as it relates to the individual child’s student achievement. These conferences are scheduled for September 21, 2017 from 4:00 to 8:00 P.M. and February 8th, 2018 from 4:00 to 8:00 P.M.
3) Provide parents with frequent reports on their child’s progress. Specifically, the school will provide reports by sending home student work, report cards and progress reports for parental comment. A midterm interim report of student progress will be provided to parents of all students at the end of the fourth week of each nine week grading period. Quarterly grade reports will be sent home.
4) Provide parents reasonable access to staff. Specifically, staff will be available for consultation by appointment.
5) Provide parents opportunities to volunteer and participate in their child’s class and educational activities. The GCT District will send home a parental involvement survey at the beginning of the school year. A volunteer resource book listing the interest, talents, and availability of volunteers for use in promoting and scheduling volunteers will be maintained and utilized.

Parent Responsibilities
As parents/guardians, we will support the educational environment of our child by:

- monitoring attendance
- making sure that homework is completed
- reading to my child (30 minutes a day if possible)
- monitoring the daily amount of television children watch
- volunteering at my child’s school
- attending parent/teacher conferences, activities and special events
- participating, as appropriate in decisions relating to my child’s education
- promoting positive use of my child’s extracurricular time
- encouraging my child to follow and obey the school’s parent/student handbook
- staying informed about my child’s education and communicating with the school promptly reading all written notices, by telephone, mail, and responding as appropriate.

______________________________________ ___________________  
Parent/Guardian Signature Date
PERMISSION/OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION
DIRECTORY/PHOTO/PRESS RELEASE APPROVAL/DENIAL INFORMATION
2017-2018

Student Name___________________________________ Date________________

Homeroom Teacher_________________________________ Grade__________

The Greene County Tech School District and media personnel are hereby authorized to take
and release pictures, slides, videos, and curriculum work of my child to the media for promotional, training
or informative purposes such as on posters, in newsletters, on television, yearbook, and district web pages.
Photographs, slides, and videos, of my child during field trips, class activities, birthdays, and any other activities
are also permitted. If choosing NO for any of the following: I, the undersigned, being a parent of a student, or
a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the
Greene County Tech School District of directory information, concerning the student named below. The district
is required to continue to honor any signed opt-out form from any student no longer in attendance in the district.
I understand that the participation by the below-named student in any interscholastic activity, including athletics
and school clubs, may make the publication of some directory information unavoidable, and the publication of
such information in other forms, such as telephone directories, church directories, etc., is not within the control of
the District. I understand that this form must be filed with the office of the appropriate building principal within
ten (10) school days from the beginning of the current school year or the date the student is enrolled for school in
order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of
permission to publish such information.

PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE
I hereby grant permission to the Greene County Tech School District to display the photograph or video clip of
me/my student (if student is under the age of eighteen (18) on the District’s web site, including any page on the
site, or in other District publications without further notice. I also grant the Greene County Tech School District
the right to edit the photograph or video clip at its discretion.
The student’s name may be used in conjunction with the photograph or video clip. It is understood, however, that
once the photograph or video clip is displayed on a web site, the District has no control over how the photograph
or video clip is used or misused by persons with computers accessing the District’s web site.

Yes ________ No __________

Please fill out the back of the form as well.
Please mark Yes if allowed or No if denied for each of the following numbered items.

I allow disclosure or publication of directory information as follows:

1. YES Allow disclosure in school yearbook: NO
2. YES Allow disclosure to all newspapers: NO
3. YES Allow disclosure in all school publications: NO
4. YES Allow disclosure to potential employers: NO
5. YES Allow disclosure to military recruiters: NO
6. YES Allow disclosure to be publicly identified as an honor roll or honor graduate: NO
7. YES Allow disclosure to institutions of postsecondary education: NO

Name of student (Printed) __________________________ Grade _____

__________________________ Date: ______________________
Signature of student (only necessary if student is over 18)

__________________________ Date: ______________________
Signature of parent (required if student is under 18)
OBJECTION TO SCREENINGS 2017-2018
(Only fill out if you Object)

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to the physical examination or screening of the student named below.

Physical examination or screening being objected to:
____ Scoliosis test
____ BMI
Other, please specify ____________________________________________________________

Comments:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Name of student (Printed)   Grade   Teacher
_________________________________________________________________________________

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

OBJECTION TO PARTICIPATION IN SURVEYS,
ANALYSIS OR EVALUATIONS 2017-2018
(Only fill out if you object)

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to participation by the student named below in the following survey, analysis, or evaluation.

I choose not to have my student participate in the following survey, analysis, or evaluation.

____ All surveys

Name of student (Printed)   Homeroom Teacher   Grade

Signature of parent (or student, if 18 or older) Date Signed By Parent/Student

Date form was filed (To be filled in by office personnel)
GCT Transportation Rules/Consent Form 2017-2018

(At NO time, should any parent or guardian approach or get on a bus. Contact the Transportation Department at 870-239-3281 to make an appointment to discuss all bus issues).

(Required for ALL students who could ride a bus for field trips, school activities, athletic events, and on daily regular bus routes)

<table>
<thead>
<tr>
<th>student</th>
<th>Grade</th>
<th>Teacher</th>
<th>Date</th>
</tr>
</thead>
</table>

RULES
1. Obey instructions of driver at all times.
2. Stay in assigned seat facing front of bus at all times.
3. Keep hands, feet, and other objects to yourself.
4. Noise should be kept at a low classroom voice.
5. Be at bus stop at assigned time; students wait on buses, buses do not wait on students.

CONSEQUENCES (Please refer to individual building section)
“The administration may exercise more extreme action in situations where student misconduct on school district buses negatively impacts the learning environment of the regular school day. For example, just suspending a student from the bus for bullying another student will not protect the victim from being bullied during the regular school day. Therefore, more serious infractions, such as bullying, must be addressed as a violation of school rules and not just a violation of bus rules.”

In Accordance with Act 247 of 2005 a person over eighteen (18) is guilty of a class B misdemeanor if the person:
1) Enters the school bus with the intent to commit a criminal offense
2) Enters a school bus and disregards the orders or instructions of the driver
3) Enters a school bus and refuses to leave the bus after being ordered to do so by the driver.
4) Intentionally causes or attempts to cause a disruption or an annoyance to another person on the bus; or
5) Recklessly engages in conduct that creates a substantial risk of creating apprehension in any person on the bus.

SERIOUS BUS OFFENSE SUBJECT TO SUSPENSION OR EXPULSION AS PER GCT INDIVIDUAL STUDENT HANDBOOK SECTIONS
We have received and reviewed the Greene County Tech School District Transportation Rules and consequences. We agree that the student will adhere to the transportation rules and regulations while riding the school bus. The statement below must be signed and returned to the homeroom teacher within one week after the student receives the form.

Student Signature: __________________________ Date: __________________________

Parent/Guardian Signature: __________________________ Date: __________________________

Parent/Guardians’ Address: __________________________

Phone Numbers: Home: __________________________

Cell: __________________________

Work: __________________________

Email: __________________________

Bus Number Assigned Driver

Students who ride a regular route may be required to sign an additional rules sheet by the GCT Transportation Department.
I have reviewed the Athlete/Parent Guardian Cardiac Arrest Symptoms (SCA) in the Parent/Student Handbook in the district section containing the warning signs and informational material gained from the Mayo Clinic and understand the symptoms and warning signs of SCA related to participation in athletic and physical activity programs.

Student’s Printed Name

Grade /Homeroom

Parent/Guardian Printed Name

Student Signature

Date

Parent/Guardian Signature

Date

This form is required to be completed annually prior to the athlete’s first practice/and or competition or activity and will be kept on file one year in the designated building.
Greene County Tech School District Contact Information

GCT Early Childhood Education
1300 S. Rockingchair Road, Paragould, AR 72450
870-215-4470 (Phone) • 870-215-5231 (Fax)

GCT Primary School (K-1)
1300 S. Rockingchair Road, Paragould, AR 72450
870-215-4420 (Phone) • 870-239-0680 (Fax)

GCT Elementary School (2-3)
5203 W. Kingshighway Paragould, AR 72450
870-215-4430 (Phone) • 870-239-6975 (Fax)

GCT Intermediate School (4-5)
5205 W. Kingshighway, Paragould, AR 72450
870-215-4440 (Phone) • 870-239-6974 (Fax)

GCT Middle School (6-7)
5207 W. Kingshighway, Paragould, AR 72450
870-215-4480 (Phone) • 870-236-8087 (Fax)

GCT Jr. High School (8-9)
5201 W. Kingshighway, Paragould, AR 72450
870-215-4450 (Phone) • 870-239-2148 (Fax)

GCT High School (10-12)
4601 Linwood Dr, Paragould, AR 72450
870-215-4460 (Phone) • 870-239-6976 (Fax)

GCT Transportation/Buses
870-239-3281 (Phone) • 870-215-4415 (Phone)

GCT Central Office
5413 West Kingshighway, Paragould, AR 72450
870-236-2762 (Phone) • 870-236-7333 (Fax)

GCT Child Nutrition
870-215-4417 (Phone)

GCT Special Programs
870-215-4410 (Phone)
2017-2018 GCT School District Calendar

August 14  (Mon) First Day of School for students

September 4 Labor Day Holiday-No School
  21 Parent Teacher Conferences (All buildings) 4:00-8:00 P.M.
  22 Teacher Work Day (8-11) (NO School for Students)

October 13 End of 1st Nine weeks (43 days)
  27 Report Cards Issued

November 15 District Wide Mid-Term Grade Reports to Parents
  20-26 Thanksgiving Holidays

December 19-21 1st Semester Exams
  21 End of 2nd Nine Weeks/First Semester(44 days, 87 days in semester)
  22- Christmas/New Year’s Holidays

Jan. 7

January 8  First Day of 2nd Semester, Students Return
  15 Martin Luther King Holiday*(Make up Snow Day 1)
  17 Report Cards Issued

February 8 Parent Teacher Conferences (All buildings) 4:00-8:00 P.M.
  9 Teacher Work Day (8-11) (NO School for Students)
 12 Flex Day *(Make Up Snow Day 2)
 19 President’s Day (School is in Session for Students)

March 16 End of 3rd Nine Weeks (44 days)
  19-25 Spring Break
  26 1st day back after Spring Break
  30 Report Cards Issued

April 27 District Wide Mid-Term Grade Reports to Parents

May 18 Sr. High Graduation-Convocation Center, 7:00 P.M.
  24 Proposed last day of the semester
  End of 4th 9 Weeks (44 Days)
  91 days in Second Semester, 178 Days for year
  28 Memorial Day Holiday
  29-31* Make up snow days 3-5 if needed

* Act 1469 of 2009 requires 5 bad weather days to be in district’s calendar, end of school will be determined on days missed and any waivers filed with the Arkanasas Department of Education will be determined by the Superintendent who will work with the Personnel Policies Committees and School board members.

STATE TESTING CALENDAR To be announced by the State Department - Information will be provided to parents by each building when the information is received by the District from the State.
INDEX

Absences.................................................................7-9
Academic Course Attendance by Private School and Home School Students.................9
Advanced Placement..................................................9-10
Alternative Learning Environments..............................................10
ALE Program Evaluation......................................................10
Arkansas Academic Challenge Scholarship Program..................................................11
Asbestos Notification..........................................................11
Athletic Physicals...............................................................11
Breakfast and Lunch Program (Food Service Prepayment).............................................12
Bullying............................................................................12-14
Bus Passes/Car Line..............................................................14
Campus Conduct...............................................................15
Campus Traffic.................................................................15
Cell Phones in School Zones...................................................15
Child Abuse.....................................................................15
Children’s Internet Protection Act (CIPA).................................................................15-16
Class Rank........................................................................16
Closed Campus..................................................................16
Communicable Diseases and Parasites.........................................................16-17
Communication Goals............................................................17
Complaints.......................................................................17-18
Compulsory Attendance Requirements.....................................................18
Computer Science Course Pre-Requisites and Progression.................................18-19
Computer Science Internships and Independent Studies........................................18-19
Concurrent Credit................................................................19-20
Conduct To And From School and Transportation Eligibility......................................20
Contact with Students While at School.........................................................20
Contact By Non-Custodial Parents.........................................................20
Contact By Law Enforcement, Social Services or by Court Order..............................20-21
Corporal Punishment.............................................................21
Correspondence Courses..........................................................22
Curriculum Development........................................................22
Definitions.......................................................................22-23
Digital Learning Courses........................................................23
Disability for Students with Disabilities.......................................................23-25
Disruption of School...................................................................25
Distribution of Printed Materials.........................................................25
District Web Site.....................................................................25-26
Driver’s License (C Average).........................................................26
Drugs and Alcohol.................................................................26
Due Process.......................................................................26
Educational Philosophy............................................................27
Electronic Device and Internet Use Agreement..................................................27-29
Electronic Transcripts..............................................................29
Emergency Drills....................................................................29
Endorsed Concurrent Enrollment.........................................................29
English Language Learners........................................................29
Entrance Requirements................................................................30-31
Equal Educational Opportunity..........................................................31
Expulsion..........................................................................31-32
Extracurricular Activities/Elementary/Secondary................................................32-35
Extracurricular Activities/Sporting Events Rules....................................................35
Extracurricular Activities/Homeschool Students....................................................35-36
Facilities.............................................................................37
Family Educational Rights & Privacy Act (FERPA)..................................................37-39
Flowers, Balloons and Other Gifts.................................................................39
Food Sharing and its Removal From Food Service Area...........................................39-40
Fund Raising........................................................................39-40
Gangs and Gang Activity...........................................................40
Gifted and Talented Program..................................................................40
Grading.............................................................................41
Grading.............................................................................41
Graduation Policy/Smart Core/Core Requirements/Career Focus............................42-49
Guidance Counselors........................................................................49
Head Lice Policy......................................................................49-50
Health Services.........................................................................50
Heat Index..............................................................................50
Overview of Greene County Tech School District
The GCT School District encompasses approximately 350 square miles, which includes the southern half of Greene County, the Beech Grove Community, the Delaplaine Community, as well as portions of the City of Paragould and Craighead County. The area within the city limits of Paragould includes approximately 18 square miles. The main campus of the GCT School District (Elementary to Jr. High School) is located on 60 acres of rolling hills on Crowley’s Ridge; the GCT Primary is built on 39 acres off South Rockingchair Road; and GCT High School is located on 91 acres on Highway 49 South. All of the schools are accredited by the North Central Association and the Arkansas Department of Education. The Greene County Tech School District is configured: Primary (P-1), Elementary (2-3), Intermediate (4-5), Middle School (6-7), Junior High (8-9), and High School (10-12). The approximate district wide (P-12) enrollment is around 3600 students. The Greene County Tech School District exists for the benefit of the students. The comprehensive curriculum encompasses state standards, enriched learning opportunities, and remediation for students who are struggling academically. The dedicated and award-winning faculty, administration, and staff of the GCT School District are committed in helping all students achieve mastery of essential skills to the maximum potential. The GCT School District is committed to Investing in the future…One Student at a time.

MISSION:
The Greene County Tech School District is dedicated to meeting the needs of students. Researching and implementing the best educational practices will prepare students to excel in current and future endeavors. The Greene County Tech School District is committed to excellence in working with parents, staff, and community members. The Greene County Tech School District pledges to continue on the path of excellence by providing the opportunities and facilities to “Invest in the future…One Student at a Time.”

Alma Mater
Hail to Thee, Tech High
Hail to Thee, our School Dear
Thy light shall ever be
A Beacon Bright and Clear
Thy Sons and Daughters True
Will proclaim Thee near, and far,
They will guard Thy Fame,
And adore Thy Name.
Thou shalt be their Guiding Star.

School Colors:
Green and Gold

School Mascot:
Golden Eagle

VISION:
Investing in the future, One Student at a Time…. 
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. In recognition of the need for students to regularly attend school, the district’s policy governing student absences is as follows.

“The public schools of any school district in the state shall be open and free through completion of the secondary program to all person in this state between the ages of five (5) and through twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the persons under an order of court reside within the school district and to all persons between those ages who have been legally transferred to the district for educational purposes”.

Procedures listed below will be followed concerning absences from school in the Greene County Tech School District unless there are extenuating circumstances that warrant other actions.

Each student will be allowed a maximum of six (6) excused absences per semester. The first (6) may be excused parent/professional notes. After six (6) absences, a professional note will be accepted for the following reasons:

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 upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than (48 hours) will NOT be accepted. Professional notes may include:

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; (court)
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent’s discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

Students who are assigned in school suspension shall not be counted absent for those days. 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.

Additional excused absences may be granted by the Superintendent and or designee. The number of additional excused absences shall be at the discretion of the superintendent or the designee.

GUIDELINES FOR WRITTEN DOCUMENTATION OF ABSENCES:
1. Must be in written form and delivered to the homeroom teacher/principal’s office within 48 hours of the students’ return to school (telephone calls regarding absences will not be accepted as documentation).
2. Documentation from a doctor, dentist, psychological counselor, or legal appointment must specify the time of the appointment. If the student is able to return to school on that day, such absences may be considered excused for a partial day but not for an all-day absence.
3. If a chronic illness or situation exists which will require excessive absenteeism, a professional letter
with a descriptive explanation will need to be provided at the beginning of each school year.

4. If it is discovered that documentation from a professional has been altered, the day(s) in question will be considered UNEXCUSED and the proper authorities will be notified. ANY ABSENCE NOT DESCRIBED ABOVE OR DOES NOT MEET THE FOLLOWING CRITERIA WILL BE DEFINED AS UNEXCUSED.

**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 (13) unexcused absences in a course in a semester shall 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.

Students who are suspended out of school (or if an absence is determined unexcused based on absence guidelines) then students will not be allowed to make up work. Work missed while a student is expelled from school may not be made up for credit.

Unless there are extenuating circumstances as describe above, the following notifications will be made to parents/guardians:

1. Days missed due to expulsion or out-of-school suspension.
2. On the sixth (6th) absence, the principal’s office will contact the parent by regular mail.
3. On the ninth (9th) absence, the school’s social worker will contact the parent/guardian by telephone or through a home visit regarding excessive absenteeism.
4. On the tenth (10th) absence, a certified letter will be sent by the principal’s office and the school’s social worker will conference with the student and or parents/guardians.
5. When a student exceeds ten (10) unexcused absences in a semester, the student will be referred to the Building Intervention Committee (SAT TEAM).
6. After the 11th unexcused absence, the school will report excessive absenteeism to the court system through a family in Need of Services (FINS) action in circuit court. This provides the court time to instruct the student not to miss any more days of school.

Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as UNEXCUSED ABSENCES. 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. Parents will be notified that the students with 13 unexcused absences in a course in a semester shall not receive credit for that course and the student will received an F on his/her permanent record. Excessive absences shall not be a reason for expulsion or dismissal of a student.

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 for the purpose of make up work.

It is the Arkansas General Assembly’s intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), 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 absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement’s requirements. The agreement shall be signed by the student, the student’s parent, guardian, or person in loco parentis, and the school or district administrator or designee.

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 code.

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. (The student’s parents, guardians, or persons in loco parentis shall be subject to a civil penalty as authorized under subdivision (a) (6) (A) of this section [9(a) (5) (A) of 6-18-222] but not to exceed five hundred dollars ($500.00) plus costs of court and any reasonable fees assessed by the court.)


ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS

The District allows private school and home school students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered in grades 7-12. The District will place a list of courses that a private school or home school student may request to attend on its website by:

- June 1 for courses to be offered during the Fall semester; and
- November 1 for courses to be offered during the Spring semester.

A private school or home school student who desires to attend one or more of the available academic courses shall submit a written request to attend the academic course(s) to the superintendent, or designee, no later than:

- August 1 for Fall semester courses; or
- December 1 for Spring semester courses.

The District may reject a private school or home school student’s request for attendance if the District’s acceptance would:

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cause the District to provide educational services the District does not currently provide; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

Requests to attend an academic course will be granted in the order the requests are received. Upon the receipt of a private or home school student’s request to attend academic course(s), the District will date and time stamp the request for attendance. If a private school or home school student is denied attendance based on a lack of capacity and an opening in the requested course occurs prior to the start of the course, the District will use the date and time stamp on the request for attendance to determine the private school or home school student who will be notified of an opening in the requested course.

As part of the request to attend academic courses in the District, a private school or home school student shall:

- Indicate the course(s) the private school or home school student is interested in attending;
- If the course(s) the private school or home school student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home school student intends to attend the physical course or the digital course;
- Agree to follow the District’s discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS. In addition to the documentation methods provided in Policy 4.57, a home school student may submit a letter to the superintendent, or designee, stating an objection to immunizations and listing the immunizations the student has received, if any.

A private school or home school student who fails to attend an academic course by the eleventh (11) day of class shall be dropped from the course.

The responsibility for transportation of any private school or home school student attending academic courses in the District shall be borne by the student or the student’s parents.

The opportunity provided to home school students under this policy is in addition to the opportunity provided in Policy 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS.


ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, AND HONORS COURSES

The Greene County Tech School District is committed in providing an advanced placement program that “demonstrates the school’s commitment to a program of a rigorous curriculum and challenging academics that will help prepare students for success in college and beyond” (Courtesy of College Board) Students in grades 7-12 who take advanced placement courses, IB and ADE State approved honor courses for credit shall be graded according to the following schedule:
A = 100 – 90 
C = 79 – 70 
F = 59 and below

B = 89 – 80 
D = 69 – 60

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

A = 5 points 
C = 3 points 
F = 0 points

B = 4 points 
D = 2 points

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

Students taking AP courses shall receive weighted credit by taking the applicable AP or IB examination after completing the ENTIRE course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student’s grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course. A Teacher of an AP course must attend a professional development no less than once every five (5) years to stay current on curriculum and program developments.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses, IB, and ADE State approved honor courses, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

Pre-AP courses provide for the development of the skills and concepts necessary for students to be successful in advanced placement. The goal of Pre-AP is to provide more students the opportunity to prepare for more challenging courses and increase expectations from all students at every grade level. The 6th through 11th grade pre-advance placement courses become pre-requisites for the 10th to 12th grade advanced placement (AP) courses at this time. Students interested in taking AP courses should plan to fulfill the pre-requisites for these courses as listed in the AP program handbook. Legal References: Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools ADE Rules for Advanced Placement and International Baccalaureate Diploma Incentive Program A.C.A. § 6-15-902(c)(1), A.C.A. § 6-16-806

ALTERNATIVE LEARNING ENVIRONMENTS

The District shall provide an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a District school. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in an ALE shall not be punitive in nature.

The superintendent or designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team’s placement decision may be appealed to the Superintendent.

The team is to be comprised of the following:

• a school counselor from the referring school;
• the ALE administrator and/or ALE teacher;
• the building principal or assistant principal from the referring school;
• a parent or legal guardian (if they choose to participate);

• The District shall document its efforts to contact the student’s parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian’s convenience, and maintain such documentation in the student’s Student Action Plan (SAP).
• LEA special education/504 representative (if applicable);
• at least one (1) of the student’s regular classroom teacher(s); and
• if the District so chooses, the student.

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

a) Disruptive behavior;
b) Dropping out from school;
c) Personal or family problems or situations;
d) Recurring absenteeism;

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

e) Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
f) Abuse: physical, mental, or sexual;
g) Frequent relocation of residency;
h) Homelessness;
i) Inadequate emotional support;

j) Mental/physical health problems;

k) Pregnancy; or

l) Single parenting.

No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE, the parent or legal guardian (if they choose to participate), and the student, outlining the responsibility of the ALE, parent or legal guardian, and the student to provide assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student’s current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop a SAP outlining the intervention services to be provided to the student that is in compliance with the Arkansas Department of Education (ADE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student’s return to the regular educational environment.

The district’s ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules.

Legal References: A.C.A. § 6-20-2305(b)(2), A.C.A. § 6-48-101 et seq., ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds – 3.01, 4.00, and 8.0.

ALE PROGRAM EVALUATION
The ALE program shall be evaluated at least annually to determine its overall effectiveness.

ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP PROGRAM
The Academic Challenge Program provides scholarships to Arkansas residents pursuing a higher education. Funded in large part by the Arkansas Scholarship Lottery, the Academic Challenge Scholarship is available to students regardless of their academic status, whether just graduating from high school, currently enrolled in college, enrolling in college for the first time, or re-enrolling after a period of time out of college.

Scholarship Deadline to Apply:
June 01 of the Current Year

Requirements:
Starting with the class of 2016, the only requirement is a 19 on the ACT or ACT equivalent score, FAFSA Required. For more information on the Arkansas Challenge Scholarship visit the Arkansas Department of Higher Education’s Website at http://scholarships.adhe.edu/scholarships-andprograms/high-school/.

Application Deadline is June 1 of student’s senior year in high school.

For additional information on continuing eligibility criteria, additional eligibility criteria for the current achiever students: additional eligibility criteria for the nontraditional student please refer to the website listed above.

ASBESTOS NOTIFICATION
AHERA Regulation
#763.84
June 1st, 2014
The only buildings in the Greene County Tech School District still containing asbestos are the Jr. High and Intermediate buildings. All other buildings are asbestos free. In order to serve the best interest of your student’s safety, the Greene County Tech School District maintains an Operations and Maintenance Plan to safely manage these areas. A copy of this plan is located in the Maintenance Director’s office. This plan is available for your viewing if you desire. If you have any questions please contact Donnie Russell at 870-215-4400 ext. 1210

ATHLETIC PHYSICALS
In any year that a student engages in interscholastic competition, the student shall be required to present the documentation to the coach verification of a physical examination prior to the beginning of practice which shall be valid for one calendar year.
BREAKFAST AND LUNCH PROGRAM

Food Service Pre-Payment
Greene County Tech School District has a very economical and nutritious lunch program. Students are encouraged to eat a good, well-rounded meal each day in the cafeteria. Parents and guests are welcome to eat lunch with students. Parents and guests may bring food in the building for breakfast/lunch for their child only.

Each student will have a breakfast/lunch account.

Students housed in GCT Primary School will be issued a breakfast/lunch card the first day of school. The card will be scanned by computer and the price of the meal will be deducted from the student’s account. The student must be present to present the card to the computer operator. Regular pay and Federal Assistance cards are identical in appearance.

Students housed in the Elementary, Intermediate, Middle School, Jr. High and Sr. High will use a key pad system to enter his/her own I.D. number. This number is the student’s school I.D. number which follows the 2807. As with the cards, the price of the meal will be deducted from the student’s account.

Meal Payment
Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by prepaying the student’s account. Staff and parents, or students, may pay for meals, a la carte, or other food and beverage items through either of the following methods:

• Providing cash or check to be deposited into the students account.
• Depositing funds through the District’s online service EZSchoolPay.com. This is a free service offered to help both schools and parents. Parents will be able to view real time meal account balances which are updated every 10 minutes. You will also be able to view a history of the last 10 serving days. You can access this by visiting EZSchoolPay.com and registering your parent account, then linking your student to the account. You will need your student’s I.D. # to set up their EZSchool Pay account. Through the EZSchoolPay.com you will also be able to pay on your students account on line. To access this feature you have to pay a transaction service bank fee. Another service that is offered is linking all accounts in your family together as a family account. You can contact the GCT Food Service office at 870-215-4417 or the computer person in the cafeteria where your students are served and the staff members will set up the linked family account for you. With a joint family account, all of your students will share one account and one balance. You can send one payment with whichever student you chose to be deposited into the family account or pay online. You will have only one account to keep up with. Please contact the Food Service Department with any questions you may have about this service.

Meal Charges
The Greene County Tech School District will allow staff or students to charge up to 75 dollars for meals, a la carte, or other food and beverage items available for purchase in the school food service area. In the event an account reaches excess of the charge limit, parents of students with excessive charges will be contacted by authorized District personnel regarding the student account. Parents will be required to:

• Fill out necessary Federal Assistance documentation if not already on file
• Sign up for EZSchoolPay.com for easy access to account balances if not already enrolled
• Work out a payment plan for the excess charges and make necessary arrangements for the student to be allowed to continue in the meal service program.

The food service department sends weekly payment reminders home with each student. Balances may be seen in real time using the EZSchool Pay app mentioned above. It is the parent/guardian’s responsibility to see that the weekly statements are reviewed and the balance is kept current. Failure to do so could result in your account being turned over to a collection agency and filed in small claims court.

Meal Substitutions
The Food Service Department is required to have a School Meal Certification of Disability completed by your physician if your child requires a substitute of any type of food. The only type of substitutions that can be provided must be for LIFE THREATENING situations.

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

A school principal or his or her designee who receives a credible report or complain of bullying shall promptly investigate the complaint or report and make a record of the investigation.

The Term Bullying is often overused and misunderstood. Two students who have a disagreement that leads to either a verbal or physical confrontation are not bullying. Bullying is usually repeated behavior where one student attempts to intimidate and/or harasses another student. However, it does not have to be repeated behavior. On the other hand, in some instances, it is the repeated behavior that defines it as bullying. When trying to determine whether or not a situation is bullying the best way to do it is to consider, “is the student being picked on?”

**Definition:**

**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.

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

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

g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

1. Sarcastic comments “compliments” about another student’s personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
5. Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics,
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 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. (Example: “Slut” or conduct is homosexual, regardless of whether the student self-identifies as homosexual (Examples: “You are so Gay” “Fag” “Queer”).

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

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. Notice of what constitutes bullying, the District’s prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice. Copies of this policy shall be available upon request. Legal Reference A.C.A. 6-18-514. A.C.A. 5-71-217.

BUS PASSES/CAR LINE

An example of a written note follows:

| Date ____________________________ Please send my child (Student’s Name) |
| in ____________________________ to ____________________________ |
| (Grade/ Teacher’s Class) Address to be dropped off |
| Parent’s Phone Number: ____________________________ |
| Parents Signature ____________________________ |

A student going home with another student, or getting off the bus at a nonscheduled location must obtain a bus pass from the office, or homeroom teacher first thing in the morning. A bus pass will not be issued unless a student has a note from his/her parent/guardian. A written note from the parent or guardian is required any time a student wishes to change the normal method of transportation to or from school. If a student normally rides the bus and wishes to be placed in the car line a written note should be provided by the parent or guardian. A student must have a written note to change from a car rider to a bus rider in the afternoon. For security reasons, GCT strongly discourages phone requests for bus passes or requests to place students in the car line. Photo identification may be required by parents/guardians prior to students being placed in car line and necessary documents signed in the principal’s office.
CAMPUS CONDUCT
The following rules and regulations pertain to behavior on campus before, during and after school:
• No running or horseplay on campus
• Textbooks, notebooks, or papers should not be left on campus grounds particularly during lunch periods.
• Do not congregate in halls
• Students should not disturb other classes
• Students should not stay on campus after school hours without permission
• Students are not to litter on campus
• Students are not to throw rocks or objects of any kind on campus
• Students are to stay on the campus sidewalks and off grass and mud areas
• Students are not to carelessly dispose of chewing gum

CAMPUS TRAFFIC
Please know that school parking lots and drives are not designed to handle the number of vehicles that come to campus at the beginning and end of each school day. Your understanding is very much appreciated. The Greene County Tech School District staff does everything they can to encourage parents to follow the parking lot rules and maximize the flow of traffic. The staff knows that parent’s time is precious, and the safety of every student is their first priority. Please remember that the use of cell phones is prohibited while driving on any of the GCT Campuses. Legal Reference 27-51-1609.

CELL PHONES IN SCHOOL ZONES
AR Code A.C.A.§27-51-1609 prohibits all motorists from using a mobile phone while in a school zone or passing a school building when children are present. The law prohibits both talking and texting while driving in the school zone areas. All visitors, guests, parents, and staff should avoid using mobile devices while in these areas as safety of students is the first priority. Utilizing mobile devices in the car line is unacceptable and dangerous.

CHILD ABUSE
The faculty and staff of The Greene County Tech School District are state mandated child and abuse reporters and will report all cases of suspected child abuse (sexual abuse, and neglect). Every attempt will be made to resolve issues promptly by working collectively with the corresponding agencies. In cases of known or suspected child abuse or neglect, the proper social services agency will be notified. Arkansas Statutes 42-807 through 42-818 provide that personnel from Arkansas Social Services interview the child in cases of suspected child abuse, sexual, abuse, child neglect, or exploitation. Agency personnel are not required by law to obtain parental consent prior to conducting the interview with the child. In keeping with Arkansas, Law, Greene County Tech School District will allow personnel from Arkansas Social Services to conduct interviews with students when appropriate.

CHILDREN’S INTERNET PROTECTION ACT
It is the policy of The Greene County Tech School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].
Definitions: Key terms are as defined in the Children’s Internet Protection Act. Access to Inappropriate Material: To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes. Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of the Greene County Tech School District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors. Education, Supervision and Monitoring: It shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures
for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The District Technology Director or designated representatives.

Each school will provide age-appropriate training for students who use the Internet facilities. The training provided will be designed to promote the Greene County Tech School District’s commitment to: a. The standards and acceptable use of Internet services as set forth in the School’s Internet Safety Policy; b. Student safety with regard to: i. safety on the Internet; ii. appropriate behavior while online, on social networking Web sites, and in chat rooms; and iii. cyber bullying awareness and response. c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

**CLASS RANK**

Beginning with the freshmen class in 2011-2012 (the graduating class of 2015), class rank will be determined by total grade points earned using the following guidelines.

1. Students may earn a maximum of 28 units (7 per year) from the courses required for graduation for the purpose of calculating class rank. (This is required to ensure every student has an equal chance to earn the maximum amount of total grade points.)
2. Only classes taught by GCT instructors will be included in the total grade point calculation.
3. Grade points will be calculated based on the grade received each semester in non-weighted (regular courses) and weighted courses.
4. Grades earned in Activity classes will be counted in the calculation.
5. Valedictorian: At the end of their senior year, the student that has accumulated the most total grade points will be the Valedictorian.
6. Salutatorian: The student with the second most points will be the Salutatorian.
7. In the event of a tie, students will share the honor.

**EXAMPLE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>SEMESTER GRADE</th>
<th>POINTS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 11</td>
<td>78</td>
<td>86</td>
</tr>
<tr>
<td>AP Calculus</td>
<td>94</td>
<td>88</td>
</tr>
<tr>
<td>Oral Comm.</td>
<td>87</td>
<td>87</td>
</tr>
<tr>
<td>Driver Ed</td>
<td>67</td>
<td>95</td>
</tr>
<tr>
<td>Chemistry</td>
<td>77</td>
<td>77</td>
</tr>
<tr>
<td>AP World History</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Basketball</td>
<td>89</td>
<td>89</td>
</tr>
<tr>
<td>Horticulture</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

In the example above, this student chose to earn only 6.5 credits of the 7 maximum. The total % of points would be 1168 for this year

**CLOSED CAMPUS**

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Unless given permission to leave the campus by a school official, students must sign out in the office upon their departure. Permission will only be given to those students who provide a note from home to the principal from the parent/guardian. The parent/guardian may come to school and sign out their student.

**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 B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

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

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at school. 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. Legal References: A.C.A. § 6-18-702; Arkansas State Board of Health Rules And Regulations Pertaining To Immunization Requirements

COMMUNICATION GOALS

The single most significant factor in student achievement is the teacher. The teacher’s effectiveness is greatly enhanced when supported by the school community as a whole, the student’s home, and the community at large.

The Arkansas General Assembly and the Department of Education have demonstrated their understanding of the importance of involving such groups by repeatedly mandating their inclusion in the educational system and process. Communication with staff, parents, grandparents, legal guardians, business, and community members is fundamental to increasing their concern for, and involvement in, raising student achievement.

Communication should be two-way between the District and the public. The communications program shall strive to:

• Increase mutual understanding, trust, and support between the District and parents, business, and the community as a whole;
• Keep District staff regularly informed of upcoming District programs and events as well as noteworthy staff and student accomplishments to enable all the staff to help promote positive public relations;
• Create and disseminate brochures, flyers, and fact sheets that will help parents and community members better understand school policies and procedures and acquaint them with areas where their volunteer services are most needed;
• Inform legislators of the accomplishments of the District’s students and staff, as well as how proposed legislation could affect the district;
• Maintain good relations with the news media and provide the media with pertinent news releases; and
• Increase the participation of parents, grandparents, legal guardians, business, and community members in school activities and programs.

The Board will appoint committees, when appropriate, to help the District examine issues facing it. Such committees may include members of the public, students, parents, and school employees, as well as members of the Board. Members may serve until the committee makes its non-binding recommendations to the Board. Any committee, which includes among its members a member of the School Board, shall operate according to the requirements of the Arkansas Freedom of Information Act. The Board shall hold a public meeting, at least annually, to report on the District’s progress toward attaining its goals and to review its long-range plan. Those individuals attending shall have an opportunity to ask questions. Legal References: A.C.A. § 6-18-1003(2), A.C.A. § 6-18-1005(a)(1), A.C.A. § 6-15-1005©, (f)(1)(2), A.C.A. § 6-16-603 (a) (3), *A.C.A. § 25-19-106.

COMPLAINTS

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system’s educational program or the delivery of the District’s services. The Board formulates and adopts policies to achieve the District’s vision and elects a superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline, coaching, or the day to day management of the schools need to address those complaints according to the following sequence:

• Teacher, coach, or other staff member against whom the complaint is directed
• Principal
• Superintendent

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may
not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

**COMPULSORY ATTENDANCE REQUIREMENTS**

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

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b). Legal Reference: A.C.A. § 6-18-201, ACT 215 of 2009.

**COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION**

**Traditional Progression**

A student who has not previously received a computer science credit may elect to take an introductory level computer science course. A student who passes a computer science course level is eligible to take the next level computer science course in the same computer science course emphasis.

**Alternative Progression**

A student who does not have credit for any computer science course, the introductory level computer science course for the particular computer science emphasis, or the preceding level course for the computer science emphasis may be placed in a computer science course based on any combination of the following factors:

- The student’s grade point average;
- Recommendation from the student’s teacher(s);
- Completion of computer science internships or independent studies;
- Demonstration of previous computer science work by the student; or
- Proficiency report from a computer science proficiency evaluation tool.

Legal references: Arkansas Computer Science Standards for grades 9-12, Commissioner’s Memo COM-17-051

**COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES**

**Internships**

The Board of Directors believes that students who intend to begin careers immediately upon high school graduation or intend to complete post-secondary training prior to starting a career can benefit from an internship experience. The desired outcomes of the District’s internship program include students advancing computer science skills, sharpening soft-skills, and learning new skills while in a workplace environment. The internship program provides intense, competency-based worksite immersion in advanced computer science concepts while linking the internship participants to current resources, information, and guidance from computing professionals.

Students who wish to participate in the internship program shall submit an application to the High School Administration. In order for a student to be eligible to participate in the internship program, the student must have:

- Received enough credits to qualify as a junior;
- Either:
  - Have at least one (1) credit from an ADE approved computer science course; or
  - Submit computer science work product that satisfactorily demonstrates the competencies expected within the Arkansas Department of Education (ADE) Computer Science Standards to High School Administration; and
- At least a 3.0 GPA.

The student participating in an internship program is responsible for making sure the High School Administration receives documentation authenticated by the student’s supervisor of the hours
worked by the student, proof of the student having completed projects, and regular evaluations of the student’s work by the student’s internship supervisor.

A student who completes a computer science internship shall receive credit for the internship as a Computer Science Flex Credit based on the amount of documented on-the-job work hours as follows:

- Half (1/2) credit for completing sixty (60) on-the-job work hours; or
- One (1) credit for completing one hundred twenty (120) on-the-job work hours.

**Independent Studies**

A Computer Science Independent Study Program shall be designed to enrich the student’s computer science educational experience. A student who desires to complete an independent study shall:

- Either:
  - Have at least one (1) credit from an ADE approved computer science course; or
  - Submit computer science work product that satisfactorily demonstrates the competencies expected within the ADE Computer Science Standards to a local advisor;
- Develop an educational plan that is tied directly to extending the computer science concepts found within:
  - The most current revision of the Arkansas High School Computer Science Standards;
  - College Board AP Computer Science Principles or A; and/or
  - IB Computer Science SL or HL;
- Submit the study plan to a local advisor for approval;
- Have at least a 3.0 GPA; and
- Produce a final product for presentation.

The advisor is responsible for reviewing, monitoring, and approving the student’s study plan. The study plan should include anticipated objectives that allow the advisor to evaluate the student’s study progress. The student is responsible for submitting regular written reports to the advisor concerning the student’s progress towards the student’s independent study goals.

The student’s hours of study shall be documented by the most appropriate of the following methods:

- Being assigned a class period during the instructional day that is dedicated to the student’s independent study;
- Using the District’s system to track student time for digital courses if the student’s attendance and assignments are through a digital classroom; and
- Using another hour tracking system approved by the district Superintendent that provides for accurate tracking of hours and provides safeguards against improper reporting by the student.

A student who completes a computer science independent study shall receive credit for the independent study as a Computer Science Flex Credit based on the amount of documented study hours as follows:

- Half (1/2) credit for completing sixty (60) study hours; or
- One (1) credit for completing one hundred twenty (120) study hours.

**Legal References:** Arkansas Computer Science Standards for Grades 9-12 Internship Program; Arkansas Computer Science Standards for Grades 9-12 Independent Study

**CONCURRENT CREDIT**

A ninth (9th) through twelfth (12th) grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one (1) high school unit for each three (3) semester hours of college credit. Unless approved by the school’s principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student’s graduation requirements as an elective. All concurrent credit courses taken off campus must be preapproved by the building principal/advisory committee.

As permitted by the ADE Rules Governing Concurrent college and High School Credit, student, who takes a three (3) -semester hour remedial/developmental education course, shall receive a half (1/2) credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics. Participation in the concurrent high school and college credit program must be documented by a written agreement between:

- The student;
- The student’s parent(s) or legal guardian(s) if the student is under the age of eighteen (18);
- The District; and
- The publicly supported community college, technical college, four-year College or university, or private institution the student attends to take the concurrent credit course.
Students are responsible for having the transcript for the concurrent credit course(s) they’ve taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received at all or in a timely manner. This may jeopardize students’ eligibility for extracurricular activities or graduation. Students will retain credit earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited, public school.

A student eligible to receive free or reduced price meals shall not be responsible for any of the costs for the student’s first six (6) concurrent credit hours so long as the concurrent credit courses are taught on the District grounds and by a teacher employed by the District. Any and all costs of concurrent credit courses beyond the six (6) hours permitted, that are not taught on the District’s campus, or are not taught by a teacher employed by the District are the responsibility of the student. Students who are not eligible to receive free or reduced price meals are responsible for any and all costs associated with concurrent credit courses.

Credit for the endorsed concurrent enrollment course may only be awarded by the institution of higher education offering the course. Legal Reference: A.C.A. § 6-15-902(c)(2), A.C.A. § 6-16-1201 et seq., Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade.

CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student’s bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student’s parent or legal guardian. The Superintendent or his/her designee(s) shall annually establish bus routes and may modify them as needed. Parents of “School Choice” students are responsible for their own transportation to and from school. Legal Reference: A.C.A. § 6-19-119 (b) Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.0.

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 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 unsupervised 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.

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, 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 is 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.

**SOLICITATION:**
Safeguarding students from solicitation is a top priority. Outside organizations shall not be permitted to solicit,
advertise, or sell goods or services though the schools of the district unless permission is granted from the building
principal and superintendent in writing. Commercial advertising will not be allowed in the schools or any purposes
except as directed by the superintendent of schools. Participation in any fund raising or charity drive sponsored
by the school or outside agency shall be entirely voluntary as far as each student is concerned. There shall be no
cause for embarrassment to those who do not or cannot participate or contribute. All fundraising and charity drives
sponsored by a school must receive the approval of the principal and or superintendent. Legal References: A.C.A.

**CORPORAL PUNISHMENT**
The Greene County Tech School Board directs corporal punishment may be used as a student disciplinary measure
by licensed personnel as a condition of their employment. When it deems necessary and administered as follows:
Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an
explanation of the reasons for the punishment and be given an opportunity to refute the charges.
All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not
be excessive, or administered with malice, and shall be administered in the presence of another school administrator
or designee who shall be a certified licensed staff member employed by the District:

1. The student must have had prior warning that a continuation or repetition of misconduct would result in
corporal punishment.
2. The employee wishing to administer corporal punishment must have verified that the parents/guardians have
not filed a written request with the principal requesting that their children not receive corporal punishment. In
the event that such a request has been filed, an alternate disciplinary action will be taken. The alternative may
be suspension from school.
3. Licensed staff members must have an administrator witness and hear the nature of the offense in the presence
of the student, and the student given opportunity to explain the reason for his/her actions or to deny the charges.
4. Student refusal to accept corporal punishment may result in suspension.
5. Inflicting unusual or cruel punishment, striking any part of the head of the student, administering the
punishment in a spirit of anger or malice, administering the punishment in the presence of other students and
the punishment to a student dressed in other than regular school clothes are forbidden.
6. A written report giving reason for the punishment given by the employee administering the punishment and
by the witness will be filed in the principal’s office immediately following the punishment.
7. The parent/guardian, upon request, will be provided a written explanation by the employee administering the
punishment of the reason for punishment and name of the witness.
8. Parent or guardians who choose corporal punishment not be administered to their child(ren) must deliver
personally their written request of the principal of the school. In those cases, an alternative disciplinary action,
which may include suspension, will be taken.
9. Students shall not receive an excessive amount of corporal punishment during a school year. After it has been
determined that corporal punishment is not a deterrent, the student will be placed in I.S.S. Legal Reference:
A.C.A. § 6-18-503 (b), A.C.A. § 6-18-505 (c) (1)
CORRESPONDENCE COURSES

Final grades for all correspondence courses should be in the counselor’s office by May 1st to be considered for graduation. Correspondence courses are accepted at Greene County Tech High School provided they are pre-approved. Approved courses will be added to student’s transcript and averaged into GPA after receiving documentation of final grade.

CURRICULUM DEVELOPMENT

Sequential curricula should be developed for each subject area. Curricula are to be aligned with the curriculum frameworks and used to plan instruction leading to student proficiency on Arkansas’ content standards. Curricula should be in alignment with the District’s vision, mission, goals, and educational philosophy. Student achievement is increased through an integrated curriculum that promotes continuity and a growth in skills and knowledge from grade to grade and from school to school. Therefore, the Board desires that unnecessary duplication of work among the various grades and schools be eliminated and that courses of study and their corresponding content guides be coordinated effectively. The Board of Education is responsible for reviewing and approving all instructional programs offered by the District as well as approving significant changes to courses or course materials before they are implemented. The Superintendent is responsible for making curriculum recommendations.

Each school shall review each curriculum area annually to address the continued relevancy, adequacy, and cost effectiveness of individual courses and instructional programs and to ensure each area is aligned with the current curriculum frameworks and course content standards approved by the State Board of Education. Each school’s administration shall implement a monitoring process to ensure that the instructional content of each course offered is consistent with the content standards and curriculum frameworks approved by the State Board of Education. Legal References: Standards for Accreditation 9.01.2, 7.04.2, ADE Rules Governing the ACTAAP and the Academic Distress Program 4.05, A.C.A. § 6-15-101, A.C.A. § 6-15-1505(a). A.C.A. § 6-15-2906.

DEFINITIONS:

Alternative School: an educational setting, which offers nontraditional/flexible instructional methods that enables students to participate in the educational process.

Excused Absences: those due to official school business or emergencies such as illness, death in the family and other extenuating circumstances.

Expulsion: Prohibition of a student from entering the school or school grounds (except for pre-arranged conference with an administrator) until the end of the semester, the end of the current school year or permanently, depending upon the severity of the offense, with loss of academic credit. This action shall be taken by the board of education only.

Informal Suspension: Not a regular suspension from school. The student is suspended only until a successful conference is held with the parent, principal and other parties involved. An informal suspension may be given to a student who has committed a less serious offense. A form letter will be sent to the parents by the principal requesting a conference with the principal. Following a successful conference with the student and parents the student could return to a regular class routine.

In-School Suspension: Student is confined to a study area for a specified period of time. The student will be counted present in school and will be allowed to make up any major assignments given during this time.

Less Serious Behavior Problems: Those not considered serious, but must be corrected.

Noon Detention: Student is confined to the noon detention area usually during lunch. The student will have time to eat lunch.

Parent: The term parent shall include every parent, guardian or person in parental relation having control of charge of any student in attendance in the school district.

Parent Notification: Parent(s) or guardian is notified by telephone, personal contact, behavior report, letter or certified mail. A conference may be conducted between the student, his/her parent(s) or guardians, appropriate school personnel and any other individual concerned. This will be recorded in student’s disciplinary record.

Probation: When a student is placed on probation, that student must obey the rules and regulations for the rest of the school year. If probation is broken by the student, expulsion could be recommended.

Reasonable Force: The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an inappropriate manner or in a manner which could cause physical injury to an individual.

Serious Behavior Problems: Those behavior problems which are disruptive to the education process and warrant suspension from school for a short time.

Student Conference/Warning: A teacher or administrator will confer with the student concerning the infraction explaining the consequence of continued misconduct. A warning may be given if the infraction is of sufficient seriousness to warrant more stringent disciplinary action if repeated.

Suspension: Prohibition of a student from entering the school or school grounds (except for pre-arranged conference with an administrator) for a period of time set by the principal of the school or the superintendent. Suspensions normally will not be longer than ten (10) school days including the day on which the offense occurred.
unless it is deemed a long term suspension which must be determined by the Board of Education only. Suspension does not carry with it loss of credit for the semester, however, make up work will not be allowed.

**Unexcused Absences**: Failure to attend school other than those specifically excused by the principal or designee. Truancy and suspension from school are considered unexcused absences.

**DIGITAL LEARNING COURSES**

Definitions: For the purposes of this policy

“**Blended Learning**” is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.

“**Digital Learning**” means a digital technology or internet-based educational delivery model that does not rely exclusively on compressed interactive video (CIV). Digital learning includes online and blended learning.

“**Instructional Materials**” means:

1. Traditional books, textbooks, and trade books in printed and bound form;
2. Activity-oriented programs that may include:
   a. Manipulatives;
   b. Hand-held calculators;
   c. Other hands-on materials; and
3. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.

“**Online Learning**” is education in which instruction and content are delivered primarily over the Internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.

**Digital Course Offerings**

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 shall be tailored to meet the needs of each student.

All digitally offered courses shall meet or exceed the State Board of Education’s curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the District shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.

As an approved digital learning provider, the District shall annually determine what District created digital learning courses it will provide to students. The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved by the Arkansas Department of Education (ADE). The School Board shall determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of the course, have been approved by ADE.

The incoming Freshmen class of 2015-2016 and classes that follow will be required to take the digital learning class prior to graduation. Students who wish to take additional digital learning classes must obtain prior permission from the high school principal for permission and to make scheduling arrangements.

**Legal References:** Regardless of any other provisions of this policy, the District may restrict a student’s access to digital courses when the student’s building principal determines the student’s participation in such a course would not be academically appropriate based on the student’s past performance in digital courses. Furthermore, the student’s building principal may revoke a student’s eligibility to continue taking a digital learning course if the student’s performance during the semester indicates the student is not succeeding in the course A.C.A. § 6-16-1401 et seq., ARKANSAS DEPARTMENT OF EDUCATION RULES GOVERNING THE DIGITAL LEARNING ACT OF 2013

**DISCIPLINE FOR STUDENTS WITH DISABILITIES**

Under the Individuals with Disabilities Education Act (IDEA), Public Law (PL) 94-142
1. Students with disabilities who engage in misconduct are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education (FAPE).
2. For students whose disabilities have behavioral aspects, preventive measures, such as behavioral management plans, should be considered and can be facilitated through the individualized education program (IEP) and placement processes required by IDEA. While there is no requirement that such measures be specified in a student’s IEP, the IEP committee for a student with identified disabilities could determine that it would be appropriate to address the use of specific behavioral management and/or discipline procedures in individual situations involving that student and include them in the IEP
3. Where in-school discipline or short-term suspension [ten (10) school days or less] is involved a school may remove a student with disabilities for a disciplinary infraction without it being considered a change
of placement, and IDEA’s parent-notification provisions would not apply. Also, there is no requirement for a prior determination of whether the student’s misconduct was a manifestation of the student’s disability. Schools may remove any student with disabilities for a disciplinary infraction for up to 10 school days per offense. During a period of short-term exclusion, schools are not required to provide any educational services to the student.

4. For a student with disabilities, an exclusion from school for more than 10 consecutive school days (long-term exclusion) constitutes a change in placement and is subject to procedural safeguards. IDEA requires, among other things, that parents be given written notice before a change in placement can be implemented.

5. If the student’s misconduct WAS NOT a manifestation of his/her disability or an inappropriate placement, the school district may expel or suspend the student from school for more than ten school days, subject to conditions set forth in the procedural safeguards of IDEA.

6. If the student’s misconduct WAS a manifestation of his/her disability or an inappropriate placement, the student may not be expelled or suspended from school for more than ten school days for the misconduct. However, other procedures may be used to address the student’s misconduct. A change in placement, if determined appropriate, could be implemented subject to applicable procedural safeguards. The school district would also have the option of suspending the student from school for ten days or less, or seeking a court order at any time to remove the student from school or to change the student’s placement if it believes that maintaining the student in the current placement is substantially likely to result in injury to the student or to others.

7. If the suspension or other disciplinary removal of the student is for more than 10 school days, within the first 10 days of suspension the district should convene the student’s IEP committee to review: (1) the relationship between the student’s disability and the student’s misconduct; (2) the relationship between the student’s educational placement and the misconduct; and (3) the student’s IEP and determine whether implementation of a behavioral management plan and/or a change in the educational placement of the student is appropriate. The district should obtain parental agreement to a change in the student’s IEP and/or educational placement. The student’s parents must be provided with written prior notice a reasonable time before the school implements any changes in the student’s IEP and corresponding placement, including their right to a due process hearing.

8. If the school district seeks to modify the student’s IEP or placement, the school district may seek to persuade the parents to agree to an interim placement for the student while due process proceedings are pending. If the school district and parents cannot agree on an interim placement for the student while the due process hearing is pending, and the school district believes that maintaining the student in the current educational placement is substantially likely to result in injury to the student or to others, the school district could seek a court order to remove the student from school.

9. If a student’s parents initiate an impartial due process hearing in connection with a proposed disciplinary exclusion or other change in placement, and the misconduct does not involve the bringing of a firearm, or “dangerous weapon” to school, the “pendency” or “stay put” provision of IDEA requires that the student must remain in his or her current educational placement until the completion of all proceedings. If the parents and school district can agree on an interim placement, the student would be entitled to remain in that placement until the completion of all proceedings.

10. For a student not previously identified by the school district as a student potentially in need of special education, a parental request for evaluation or a request for a due process hearing or other appeal AFTER disciplinary suspension or expulsion has commenced DOES NOT obligate the school district to reinstate the student’s prior in-school status. This is because in accordance with the “stay-put” provision of IDEA, the student’s “then current placement” is the out-of-school place. After the disciplinary sanction is completed, if the resolution of the due process hearing is still pending, the student must be returned to school as would a non-disabled student in similar circumstances.

11. A school district may seek a court order at any time to remove any student with disabilities from school or to change the student’s current educational placement if the school district believes that maintaining the student in the current educational placement is substantially likely to result in injury to the student or to others. See
the commentary, which follows for an additional requirement for Arkansas schools as a result of case law.

13. Under IDEA, school districts must ensure that FAPE is made available when a student is suspended for more than ten school days or expelled for misconduct that was not a manifestation of his/her disability therefore, educational services must continue for these students during periods of disciplinary removal that exceed 10 school days.

14. Any student who has been enrolled in a state accredited or state-approved kindergarten program (a pre-kindergarten program that is accredited and quality approved by the Department of Human Services Division of Child Care and Early Childhood Education) in state for at least 100 days or in another state for at least (60) days, who will be five (5) years old during the year in which he or she is enrolled in kindergarten, and who meet the basic residency requirement for school attendance shall be enrolled in kindergarten upon written request. ACT 215 of 2009

The Greene County Tech School District designated its Federal Coordinator as the person to coordinate Title IV, Title VI, and Title IX compliance activities for the District. Please contact the Superintendent’s Office of the Greene County Tech School District, 5413 West Kingshighway, Paragould, Arkansas 72450. The telephone number is 870-236-2762. Section 504 Coordinator is the Director of Federal Programs who may be reached at 870-236-2762. Discipline procedures are consistent with the requirements that apply to students with disabilities as long as the discipline of such students is determined on a case-by-case basis in accordance with IDEA and Section 504.

DISRUPTION OF SCHOOL

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities. Dis orderly activities by any student or group of students that adversely affect the school’s orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal’s designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to teach the students, the class, or with the ability of the student’s classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration. Legal Reference: A.C.A. § 6-18-511

DISTRIBUTION OF PRINTED MATERIALS

The District shall devise and maintain a system for distributing District communications and other printed materials between the Administration and the schools. Use of the system by employees or employee organizations shall be with prior approval of the Superintendent or his/her designee. Distribution of printed materials, flyers, photographs, or other visual or auditory materials not originating within District schools to students or staff shall have prior approval of the Principal, Superintendent, or his/her designee.

DISTRICT WEB SITE

The Greene County Tech School District shall maintain a web page to provide information about its schools, students, and activities to the community. This policy is adopted to promote continuity between the different pages on the district web site by establishing guidelines for their construction and operation. The Greene County Tech School District web site shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the District’s site may only be to another educational site. The web site shall not use “cookies” to collect or retain identifying information about visitors to its web site nor shall any such information be given to “third parties.” Any data collected shall be used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

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

a. Local and state revenue sources;
b. Administrator and teacher salary and benefit expenditure data;
c. District balances, including legal balances and building fund balances;
d. Minutes of regular and special meetings of the school board;
e. The district’s budget for the ensuing year;
f. A financial breakdown of monthly expenditures of the district;
g. The salary schedule for all employees including extended contract and supplementary pay amounts;

h. Current contract information (not including social security numbers, telephone numbers, personal addresses or signatures) for all district employees;

i. The district’s annual budget;

j. The annual statistical report of the district;

k. The district’s personnel policies.

l. The Annual School Performance Report

The information and data required for items A through L in the above shall be the actual data for the previous two (2) school-years and the projected data for the current school-year.

Before July 15 of each year, the District shall post on its website the following information:

• The dyslexia intervention programs used during the previous school year that were specifically responsive to assisting students with dyslexia;

• The number of students during the previous school year who received dyslexia intervention; and

• The total number of students identified with dyslexia during the previous school year.

The District and school webmasters are responsible for ensuring all District webpages meet required standards to be accessible to individuals with disabilities.


DRIVERS LICENSE (C Average)

Any student shall present proof of a “C” average for the previous semester or grading period in order to be issued a license. A handicapped student receiving special education or related services shall present proof that the student is successfully completing his/her individual education plan in order to be issued a license. A student enrolled in a home school shall present proof that he/she is successfully completing his course of study in order to be issued a license.

The Department of Finance and Administration shall have the power to execute rules and regulations to carry out the intent of this act, and shall distribute to each public, private, and parochial school a copy of all rules and regulations adopted under this act. In cases where demonstrable financial hardship would result from the suspension of the learner’s permit or drivers license, the Department of Finance and Administration may grant exceptions only to the extent necessary to lessen the hardship.

1) Each public, private or parochial school shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. Upon receipt of such notification, the Department of Finance and Administration shall notify the licensee (student) by certified mail return receipt requested, that his motor vehicle operator’s license will be suspended unless a hearing is required in writing within thirty (30) days from the date of notice.

2) The licensee shall be entitled to retain or regain his/her licenses by providing the Department of Finance and Administration with adequate evidence that:
   A. The licensee is seventeen (17) years of age
   B. The licensee is attending school
   C. The licensee has obtained a high school diploma or its equivalent

DRUGS AND ALCOHOL

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

Therefore, no student in the Greene County Tech School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity. Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants that alter a student’s ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, “designer drugs,” look-alike drugs, or any controlled substance.

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

AR ACT 345 of 2007- “The sale of drugs upon or within one thousand feet (1000 ft) of school property may subject the seller of the drugs to an additional ten (10) years imprisonment in addition to the term of imprisonment otherwise provided for the unlawful sale of drugs”.
DUE PROCESS
Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to suspension or expulsion. The degree of due process required is directly proportional to the degree of loss to the student. Due Process is at a minimum,

1. Notice of charge- Prior to any suspension, the school principal or his/her designee shall advise the student in questions of the particular misconduct of which he/she is accused, as well as the basis for the accusation.
2. Opportunity for denial- The student shall be given an opportunity to explain his/her version of the facts to the school principal or his/her designee.
3. Evidence against him/her (if denied)- If any evidence exists, it shall be presented to the student/guardians.
4. Opportunity to tell his/her side- The student shall be provided an opportunity to present the facts as it relates to the issue/matter at hand.
5. Decision, and timely notice- Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) of the student.
6. Opportunity for a fair hearing- Any parent(s), or legal guardian of a student suspended shall have the right to appeal to the superintendent of schools.

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

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

ELECTRONIC DEVICE AND INTERNET USE AGREEMENT
The Greene County Tech School District agrees to allow the student identified above (“Student”) to use the district’s technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this agreement, “electronic device” means anything that can be used to transmit or capture images, sound, or data).

1. Conditional Privilege: The Student’s use of the district’s access to the Internet whether through a District or student owned technology device is a privilege conditioned on the Student’s abiding to this agreement. No student may use the district’s access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District’s Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student’s school or class, whether those rules are written or oral.
3. Education: The GCT School District will provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response.
4. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
5. Consequences: (May not follow this order of succession as it may be based on the severity of the incident)
   a. Conference/Warning/Loss of Computer Privileges
   b. Corporal Punishment/In School Suspension
   c. Out of School Suspension
   d. Recommended for Expulsion

6. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:
   a. using the Internet for other than educational purposes;
   b. gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law;
   c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
   d. making unauthorized copies of computer software;
   e. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
   f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
   g. posting anonymous messages on the system;
   h. using encryption software;
   i. wasteful use of limited resources provided by the school including paper;
   j. causing congestion of the network through lengthy downloads of files;
   k. vandalizing data of another user;
   l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
   m. gaining or attempting to gain unauthorized access to resources or files;
   n. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
   o. invading the privacy of individuals;
   p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student’s academic endeavor. Personally identifying information includes full names, address, and phone number.
   q. using the network for financial or commercial gain without district permission;
   r. theft or vandalism of data, equipment, or intellectual property;
   s. attempting to gain access or gaining access to student records, grades, or files;
   t. introducing a virus to, or otherwise improperly tampering with the system;
   u. degrading or disrupting equipment or system performance;
   v. creating a web page or associating a web page with the school or school district without proper authorization;
   w. providing access to the District’s Internet Access to unauthorized individuals;
   x. failing to obey school or classroom Internet use rules; or
   y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
   z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

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

8. Electronic Acts: Electronic Acts are those that create a “clear and present danger” of physical harm, “Substantial interference” with education, a “hostile environment” or “substantial disruption” of the school. The prohibited “electronics acts” include off campus communication that 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”. AR Code 6-18-514

9. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District’s access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student’s use of the District’s Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student’s parents/guardians.
10. **No Guarantees:** The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

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

**ELECTRONIC TRANSCRIPTS**

Uniform transcripts shall be transmitted electronically to the Department of Higher Education as necessary to process state aid applications for high school students. All public high schools in Arkansas shall begin submitting electronic transcripts to the State Department. The uniform transcripts shall be transmitted electronically between all K-12 public schools as necessary to correctly enroll and place students transferring between public school. Legal References: AR § 6-80,107, and AR ACT 820 of 2007.

**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 active shooter drills and school safety assessments for all District schools in collaboration with local law enforcement and emergency management personnel. The training will include a lockdown exercise with panic button alert system training. Students will be included in the drills to the extent that is appropriate to the age of the student and grade configuration of the school and the drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District’s emergency plans in the event of violence, terrorist attack natural disaster, other emergency, or the District’s Panic Button Alert System. Students shall be included in the drills to the extent practicable. Legal References: A.C.A. § 12-13-109, A.C.A. § 6-10-110, A.C.A. § 6-10-121, A.C.A. § 6-15-1302, A.C.A. § 6-15-1303, Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.03.1, ACT 950 of 2015.

**ENDORSED CONCURRENT ENROLLMENT**

A college level course offered by an institution of higher education in Arkansas that upon completion will qualify for academic credit in both the institution of higher education and the public high school. AR 6-16-1202. An endorsed concurrent enrollment course must meet the following requirements:

1) Must be a course offered by an institution of higher learning that is approved through the institution’s normal process
2) Listed in the institution of higher learning course catalog
3) Course content and instruction must meet same standards and adopted outcomes as those developed for a course taught at institution of higher learning.
4) Course must be taught by instructor who meets institution of higher learning qualifications
5) Course instructor must be provided staff development, supervision, and evaluation by institution of higher learning.

Credit for the endorsed concurrent enrollment course may only be awarded by the institution of higher education offering the course. Legal Reference A.C.A. 6-15-902 (c) (2). Arkansas Department of Education Rules and Regulations; Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade.

**ENGLISH LANGUAGE LEARNERS**

The district shall utilize the special needs funding it receives for identified English Language Learners on activities, and materials listed in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of Funds. The expenditures of ELL supplemental funding shall be evaluated at least annually to determine their overall effectiveness.
ENTRANCE REQUIREMENTS

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

Students must be five 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 (a pre-kindergarten program that is accredited and quality approved by the Department of Human Services Division of Child Care and Early Childhood Education) in state for at least 100 days or in another state for at least (60) days, who will be five (5) years old during the year in which he or she is enrolled in kindergarten, and who meet the basic residency requirement for school attendance shall be enrolled in kindergarten upon written request ACT 215 of 2009.

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. Private School students shall be evaluated by the District to determine their appropriate grade placement. Home School students enrolling or re-enrolling as a public school student shall be placed in accordance with policy on HOME SCHOOLING.

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 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;
   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 the time of the person’s expulsion has expired.

4. The child shall be age appropriately immunized, or have an exemption issued by the Arkansas Department of Health.
**Uniformed Services Member’s Children**

For the purposes of this policy, “active duty members of the uniformed services” includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211; “uniformed services” means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services; “veteran” means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

“Eligible child” means the children of:
- active duty members of the uniformed services;
- members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
- members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

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

Legal References:

**EQUAL EDUCATIONAL OPPORTUNITY**

No student in the Greene County Tech 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. Inquiries on non-discrimination may be directed to GCT Central Office at 870-236-2762. For further information on notice of non-discrimination or to file a complaint, visit http://wdcrobocep01.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. Legal Reference A.C.A. 6-10-130, A.C.A. § 6-18-514, 34 C.F.R. § 100.6, 34 C.F.R. § 104.8, 34 C.F.R. § 106.9, 34 C.F.R. § 108.9, 34 C.F.R. § 110.25

**EXPULSION**

- The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District’s written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate;
• Where the student’s continued attendance at school would disrupt the orderly learning environment; or
• Would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student’s behavior:
• Poses a physical risk to himself or herself or to others;
• Causes a serious disruption that cannot be addressed through other means; or
• Is the act of bringing a firearm on school campus.

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

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

The President of the Board, Board Attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

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

The Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have received said laws prior to the student being enrolled in school. The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student. Legal Reference: A.C.A. § 6-18-507

EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Definitions

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

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

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

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

Extracurricular Eligibility

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

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

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their 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 statewide. The superintendent or designee may waive this paragraph’s provisions when the student’s failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day. A student who enrolls in the district and meets the definition of “eligible child” in 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. A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity. Legal Reference: State Board of Education Standards for Accreditation 10.05 and 10.06 and ACA 6-4-302. ACA 6-15-2907, ACA 6-18-712.

EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS
Definitions:

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

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

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

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

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

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

Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come
at the expense of his/her classroom academic achievement. Interruptions of instructional
time in the classroom are to be minimal and absences from class to participate in extracur-
cricular 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 Statewide assessment or attempts to boycott a State-
wide assessment by failing to put forth a good faith effort on the assessment as deter-
mimed 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.
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 oc-
curring during the school day. A student who enrolls in the district and meets the definition
of “eligible child” in Policy 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. A student and the parent or legal guardian of the student shall sign and return an
acknowledgement of receipt and review of an information sheet regarding signs and symp-
toms of sudden cardiac arrest before the student may participate in an athletic activity and
before each school year the student participates in an athletic activity.

**Interscholastic Activities**

Each school in the District shall post on its website its schedule of interscholastic activities, includ-
ing 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 four (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 indi-
vidual 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.7

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). Legal References: State Board of Education Standards for Accreditation 10.05 and 10.06, Arkansas Activities Association Handbook A.C.A. § 6-4-302-2 A.C.A. § 6-15-2907, A.C.A. § 6-18-712

Rules for Extra Curricular Activities on Campus/Sporting Events:

Basketball Games:
1. Students up to the 5th grade must be with an adult. This includes when the students go to the concession stand and/or the restroom.
2. All other students must sit in the bleachers (no loitering or running around in the mezzanine, lobby, or locker areas of the gymnasium.)
3. Students must stay off the floor before the game, at halftime, between games, and at the end of the game.
4. The “Eagle’s Nest” student section is for students in grades 7-12 only.
5. Students sitting in the “Eagle’s Nest are not to “beat on the mats” or behave in an unsportsmanlike manner.

The following applies to students and adults:
1. Once you leave the gym, you will not be allowed to re-enter unless you have a justifiable reason such as leaving something in the car, etc. You must tell the administrator on duty before leaving the gym if you plan to re-enter.
2. Please stay off the playing floor after the game.

The Following Rules Apply to students at Football games:
1. Students up to the 5th grade must be with an adult. This includes when the students go to the concession stand and/or the restroom.
2. No students will be allowed to play football or other games inside the stadium.
3. Upon entering the stadium, the students must remain there. Should they leave, they will not be allowed to re-enter.
4. For safety reasons, students will not be allowed to leave the stadium and go to the playground.
5. No students will be allowed to hang out on the south end, the visitors’ side, or the practice field.
6. During the Jr. High games, all students must sit in the bleachers. We realize that everyone may not be able to find a seat at the High School games. However, if students want to watch the game from the hill, they must be seated.
7. Students will not be allowed to congregate on the sidewalk.

EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS

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

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

The District shall abide by this policy and by the rules contained in the Arkansas Activities Association (AAA) Handbook governing interscholastic activity participation of students who are home-schooled. Areas of eligibility criteria, such as a student’s age and semesters of eligibility, are the same for home-schooled and traditional students and are governed by the current AAA Handbook.

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

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

The parent of any student wishing to participate in an interscholastic activity shall mail or hand deliver a completed application form 5.19.2F to his/her child’s school’s principal before the signup, tryout or participation deadline established for traditional students. The Superintendent shall approve those applications which meet the enrollment application requirements identified in this policy and AAA Rules and shall deny those that don’t meet the requirements.

Approved applications shall apply only for the semester in which the student enrolls in the student’s resident school zone. The student shall regularly attend the class in which the student is enrolled beginning no later than the eleventh (11) day of the semester in which the student’s interscholastic activity participation is desired. If the student’s desired interscholastic activity begins prior to the first day of the semester in which the student is enrolled, to maintain eligibility, the student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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

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

A student whose application for eligibility to participate in an interscholastic activity is accepted is required to enroll in no more than one course in the District’s school where the student is intending to participate in an interscholastic activity. Home-schooled students shall meet the same enrollment criteria as are required for traditional students in policies 4.1—RESIDENCE REQUIREMENTS and 4.2—ENTRANCE REQUIREMENTS and the parent or guardian’s shall sign a form acknowledging receipt and understanding of the school’s student handbook and to be bound by the applicable portions thereof.

If the student’s desired interscholastic activity is associated with a specific class or course that meets during the school-day that the traditional students of the district are required to take, the home-schooled student shall take the required class or course that is age and grade appropriate for the student.

If the student’s desired interscholastic activity is not associated with a specific class or course that meets during the school-day, to be eligible to participate in the student’s desired interscholastic activity, the home-schooled student shall enroll in a class or course that is age and grade appropriate for the student.

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

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

ARKANSAS ACTIVITIES ASSOCIATION

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

Legal References: A.C.A. § 6-15-509
Arkansas Activities Association Handbook
FACILITIES

School facilities may not be used for private gain, sectarian religious services, or partisan political meetings. No meeting will be held in a school building for the purpose of advancing any doctrine or theory subversive to the Constitution or Law of the state of Arkansas or the United States; for the promotion of religious doctrine; for the promotion of private profit-making enterprises; and for any entertainment that may be detrimental or destructive to the buildings, fixtures, or furniture. All requests to use facilities should be presented in writing to the building level administrator, superintendent, or appointed designee.

Notification of Rights under FERPA
For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.
   Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
   Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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 as its agent to provide a service instead of using its own employees or officials (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.
   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. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school will forward records to other schools upon enrollment requests. (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U. S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5920

Directory Information Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Greene County Tech School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Greene County Tech School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Greene County Tech School District to include this type of information from your child’s education records in certain school publications. Examples include:

- Eagles Nest Quarterly Newsletter;
- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists, including special awards;
• Graduation programs; and
• Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – name, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.¹ (¹These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.)

If you do not want the Greene County Tech School District to disclose directory information from your child’s education records without your prior written consent, you must fill out the objection form in the front of the student handbook and return the first week of school. Greene County Tech School District has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities, sports, and clubs
- Address
- The most recent educational agency or institution attended
- Telephone listing
- Degrees, honors, and awards received
- Photograph
- Grade level
- Dates of attendance

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

• Receive notice and an opportunity to opt a student out of—
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• Inspect, upon request and before administration or use—
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer to the parents of a student who is 18 years old or an emancipated minor under State law. Greene County Tech School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other...
distribution purposes. Greene County Tech School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Greene County Tech School District will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Greene County Tech School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

PPRA Model Notice and Consent/Opt-Out for Specific Activities
The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h, requires Greene County Tech School District to notify parents/guardians and obtain consent or allow your child to opt out of participating in certain school activities. These activities include student surveys, analysis, or evaluations that concern one or more of the following eight areas ("protected information surveys");

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

For surveys and activities scheduled after the school year starts, the Greene County Tech School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and parents will be provided an opportunity to opt their child out, and will be provided an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

FLOWERS, BALLOONS AND OTHER GIFTS
In order that maximum use might be made out of instructional time, flowers, gifts, balloons, and other delivered items to schools must be sent only to the principal’s office. The deliveries may not be picked up by students until the end of the school day. No items are to be delivered to students except those related to medicine, health, class work, or other instructional or extracurricular activities. Because of the visual hazards created, large items, (including balloons) may be transported on buses only in a container (sack or bag). NO DELIVERIES WILL BE ACCEPTED IN OBSERVANCE OF VALENTINE’S DAY.

FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA
Food Sharing Table
In an effort to reduce wasted food and to provide students access to healthy foods when possible, the District shall have in the district cafeteria a food sharing table located at the end of the service line. Prior to leaving the service line, students may place on or retrieve items from the table, at no additional charge, any of the following:

• Raw whole fruit traditionally eaten without the peel (e.g. bananas and oranges);
• Raw whole fruit traditionally eaten with the peel provided the fruit is wrapped to prevent contamination (e.g. apples and grapes);
• Raw whole vegetables provided the vegetable is wrapped to prevent contamination (e.g. carrot sticks);
• Milk; and
• Juice.

Fruit and vegetables to be shared are to be placed into a designated container on the table.3 Milk and juice to be shared are to be placed in an ice-filled cooler. Milk and juice may not be taken by another student unless the carton
is unopened and was completely covered by ice while in the cooler. A student may not return to the table to place an item for sharing after the student has left the service line.

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

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

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

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

**FUND RAISING**

All fund raising activities held in the District or in the name of the District must be pre-approved in writing by the Superintendent and school principal. Approval will be predicated on the potential for return relative to the time and energy to be invested in the fund raising. Fund raising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

**Door to door fundraising activities are generally discouraged. If approved, students wishing to participate who are under the age of eighteen (18) must return to their sponsor a signed parental notification and permission form.** Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.

Student participation in any fund raising activity shall:

1) Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and

2) Not influence or affect the student’s grade.

**Secondary Schools**

Fund raising in the secondary schools may only be done by officially sanctioned student clubs, spirit groups, school PTAs, or parent booster clubs. Student clubs and spirit groups must receive written approval from their sponsor and the school principal before submitting the fund raising proposal to the Superintendent.

**Elementary Schools (K-6)**

Fund raising in the elementary schools may only be done by the school or a school sponsored organization. Door to door fundraising activities are generally discouraged, but there shall be no more than one such activity per school per school year. Schools must provide written notification of the following to parents or legal guardians of elementary students who participate in fund raising programs.

1) Student participation in fund raising programs is voluntary;

2) Students who do not participate will not forfeit any school privileges;

3) Students may not participate in fund raising programs without written parental permission returned to school authorities.

**Online Fund Raisers**

All school-affiliated online fund raisers must be approved by the superintendent, or the superintendent’s designee. The superintendent, or the superintendent’s designee, shall act as the point of contact for all school-affiliated online fund raisers. An employee may be disciplined, up to and including termination, if the employee establishes:

- A school-affiliated online fund raiser without the permission of the superintendent, or the superintendent’s designee;
- The employee as the point of contact for a school-affiliated fund raiser instead of the superintendent, or the superintendent’s designee.

For purposes of this policy, a “school-affiliated online fund raiser” includes, but is not limited to, a fund raiser intended to raise funds for a particular teacher’s classroom, grade, student club or organization, or athletic team.

Legal References: A.C.A. § 6-18-1102, and A.C.A. § 6-18-1104

**GANGS AND GANG ACTIVITY**

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

The following actions are prohibited by students on school property or at school functions:
1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

GIFTED AND TALENTED PROGRAM
PACE (Program for Academic /Creative Excellence)

Referrals:
Students may be referred to the PACE program by one or more of the following methods:
1. **Teacher referral**: Teacher should use the form available in the building principal’s office
2. **Parent referral**: Parent should use the form available through the principal’s office or by using the form obtained from the PACE Coordinator.
3. **Achievement or ability test scores**: All students’ scores above the 90th percentile on the achievement tests and 115 and above the ability test scores will be considered by the staff team for the talent pool.
4. Other referrals: Referrals will be accepted from sources including, but not limited to, counselor, principal, and other community individuals.

IDENTIFICATION PROCESS

Students will be selected for the talent pool based on information obtained by referral. A staff team composed of the PACE teacher, building principal, one teacher, and one other staff member will determine, by using the referral and test score information, which students will be in the pool. Once in the talent pool, the student’s parents are informed and permission is requested to administer future tests. All talent pool students will be given a test of creativity and an individual intelligence test. This test along with past performances will be considered in the final staffing. The team of talent pooled students will make up the final staffing team. The team will review information on students using, “blind staffing” technique. This technique will allow the team to look at each student without prejudice because a number will be assigned instead of using the student’s name.

Students having the greatest needs as determined by the staffing team will be selected to participate in PACE. Their parents will be informed and permission requested for their participation.

GRADING

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each (9) nine-week grading period to keep parents/guardians informed of their student’s progress.

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

The grades of a child in foster care shall not be lowered due to an absence from school due to:
1. A change in the child’s school enrollment;
2. The child’s attendance at a dependency-neglect court proceeding; or
3. The child’s attendance at court-ordered counseling or treatment.

Kindergarten student performance will be assessed according to the scale below:
P=Proficient
B= Basic
BB= Below Basic
The grading scale for all schools (Grades 1-12) in the district shall be as follows:

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

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

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

The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one (1) point greater than for regular courses with the exception that an F shall still be worth 0 points. Weighted credit/additional quality points (one point greater) for designated AP/IB and ADE approved honor courses will be contingent upon teacher completing training as required by the ADE, student being enrolled in class for the semester, and the student taking the applicable AP/IB examinations. There is an exception that an F shall still be worth zero (0) points.

The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the district times the transferred grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.

For example: The grading period had forty (40) days. A student transferred in with a grade of eight-three percent (83%) earned in ten (10) days at the previous school. The student had a grade of seventy five (75%) in our district’s school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty five (25%) of forty (40) days while Thirty (30) days is seventy five percent (75%) of forty (40) days. Thus the final grade would be 0.25 x 83 + 0.75 x 75 = 77%.

Semester grades are to be given for all subjects in all grades. Upon successful completion of any academic class or subject with a grade of 60 or above, one half unit credit will be awarded for each semester in grades 9 through 12.

**Graduation Policy:** To participate in the graduation exercises, a student must have earned the required number of credits for graduation or only be ½ credit short. A student shall successfully complete a minimum of twenty-two units of credit in a program which is cooperatively planned by the student, parents, and the school to meet the needs of the student. Accumulation of credits will begin with the 9th grade year.

**Early Graduation:** Consistent with the intent of the Arkansas State Department of Elementary and Secondary Education regulations pertaining to graduation requirements, a student shall be expected to complete four full years of high school.

Any student seeking a waiver of the policy of four years of full time attendance must submit a written request specifying the reasons together with a letter from the parents approving the request. A REQUEST FOR EARLY GRADUATION MUST BE A PLANNED PART OF A STUDENT’S EDUCATIONAL PROGRAM AND MUST BE SUBMITTED PRIOR TO THE FINAL SEMESTER THE STUDENT IS IN FULL TIME ATTENDANCE.

Each student approved for early graduation may be provided an option to graduate and go through graduation ceremonies in May of that school year. The following guidelines are intended to clarify the status of “early graduation”:

1. Early graduates may participate in the graduation exercises following the termination of the student’s enrollment.
2. Since students electing early graduation are considered graduates and are no longer enrolled they are not eligible to participate as students in the extracurricular activities of the school.

In the event that circumstances beyond an eligible student’s control occur which would result in undue hardship for the student unless early graduation would be permitted, the principal may, after careful review of the request, grant a waiver from the established application deadline. Legal References A.C.A. § 6-15-902, State Board of Education: Standards of Accreditation 12.02, Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools.
GRADUATION REQUIREMENTS - (SMART CORE AND CORE INFO)

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”.

The number of units students must earn to be eligible for high school graduation are 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. The additional required units may be taken from any electives offered by the district. One Half (½) elective credit for students will be given for the district’s determined digital learning course. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. The provisions of a student’s Individualized Education Plan (IEP) serve as his/her graduation plan.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS For the Classes of 2018, 2019, and 2020

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a Smart Core Waiver Form to not participate. 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 (7th) grade, or when a seventh (7th) through twelfth (12th) 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 six (6) through twelve (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 Entrance Requirements.

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 twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education, there are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. One Half (½) elective credit for students will be a digital learning course determined by the district.

Beginning in the 2018-2019 school year, all students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school. The digital learning class will be determined and counted as an elective for GCT students.

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
   • A computer science flex credit may be taken in the place of a fourth math credit.

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 a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units
• Civics one-half (½) 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 (½) 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. A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

**CORE: 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)
• A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry.

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

Science: three (3) units
• at least one (1) unit of biology or its equivalent; and Two units chosen from the following three categories:
  • Physical Science;
  • Chemistry;
  • Physics; or A computer science flex credit may be taken in the place of a third science credit.

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 (½) 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.²

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.

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

Legal Reference: State Board of Education; Standards For Accreditation 9.03-9.03, 1.9 14.02, ACA 6-4-302, A.C.A. 6-16-149, A.C.A. 6-6-150, A..A. 6-6-1406, Smart Core Waiver Form, Smart Core Information Consent Form, ADE Rules Governing the Digital Learning, and ADE Guidelines for the Development of the Smart Core Curriculum Policy.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a Smart Core Waiver Form to not participate. 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 (7th) grade, or when a seventh (7th) through twelfth (12th) 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 record. This policy is to be included in student handbooks for grades six (6) through twelve (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 ENTRANCE REQUIREMENTS.

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 twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

Personal and Family Finance

In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall cover the Personal and Family Finance Standards.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
- 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.

- Algebra II; and
- 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
  - A computer science flex credit may be taken in the place of a fourth math credit

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 a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World History - one unit
- American History - one unit

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) 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 (½) unit

CAREER FOCUS: - Six (6) units

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

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

CORE: Sixteen (16) units

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

Oral Communications: one-half (½) 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)
A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units
- at least one (1) unit of biology or its equivalent; and

Two units chosen from the following three categories:
- Physical Science;
- Chemistry;
- Physics; or

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

Social Studies: three (3) units
- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) 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 (½) unit

CAREER FOCUS: - Six (6) units

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

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

Legal References: Standards for Accreditation 9.03 – 9.03.1.9, 14.02 ADE Guidelines for the Development of Smart Core

GUIDANCE COUNSELORS
The guidance office is open to all students and is a place where students may express their feelings and opinions freely knowing that all information will be regarded as confidential. The counselor is prepared to help students with educational and vocational planning, and social and personal adjustment. Additional information on occupations, vocational schools, colleges, etc, is available in the guidance office. Scholarship information will be provided to students and parents both electronically and in paper copies.

HEAD LICE / BED BUG POLICY
Any student found to have positive evidence of lice/bed bugs will be excluded from school, school related activities, and school transportation until he/she has been effectively treated. A student may return to school as cleared by the school nurse when the following conditions have been met:

1. Parent/Guardian must bring the student to the nurse before for an assessment before he/she is allowed to return to class.
2. The student has been properly treated.
3. If nits/bugs are still present after proper treatment, the student may be sent back home for nit/bug removal at the nurse’s discretion.
A student with multiple occurrences of head lice that is not receiving proper treatment will be referred to the school’s social worker.

In most cases, head lice and nits can be eliminated within 24 hours. Therefore, students will only be granted an excused absence for the day he/she was sent home for head lice.

HEALTH SERVICES

The general health and welfare of the student is recognized as an integral part of the school program. Health Services provided by the school include:

1. A school nurse;
2. Nurse’s station adequately stocked with first aid supplies;
3. The school nurse maintains a cumulative health folder on each student which contains the following:
   a. Personal data sheet containing medical history of student, emergency contacts, and an emergency clause signed by parent/guardian for use in case of serious illness or injury. **Parents are responsible for notifying the school regarding any changes in medical and personal information, including address, phone number, employment, and emergency contacts.**
   b. Complete immunization record;
   c. At least one of the following documents indicating child’s age: (1) birth certificate; (2) statement by local registrar or county recorder certifying child’s date of birth; (3) attested baptismal certificate; (4) passport; (5) affidavit of the date and place of birth by child’s parent/guardian; (6) previous school records; and/or (7) United States military identification;
   d. Child’s social security number and/or school ID number;
   e. EPSDT physical for preschool and kindergarten.
4. Hearing, vision, scoliosis (curvature of spine), and Body Mass Index (height and weight) screenings will be provided for students as required by law.
5. When a student becomes ill at school, the proper procedure to follow is to report to the nurse’s office for observation and consultation. Students are not authorized to call or text parents by cell phone to come pick them up. A member of the health services staff or office personnel will notify parents/guardians if necessary. Answers to questions concerning health services provided by our school may be obtained by calling the school nurse.
6. In order to reduce the transmission of communicable diseases, which may include but is not limited to staph, impetigo, pink-eye, scabies, head lice, and other contagious diseases, a school official may require a student to be evaluated by a health care provider. Guidelines for suspicious lesions are as follows:
   a. Lesions must be evaluated by a health care provider.
   b. Treatment as ordered by a healthcare provider.
   c. Draining lesions must be covered at all times during school hours and school activities.


HEAT INDEX;

The recess policy for inclement weather that if weather conditions permit and the temperature/wind chill/heat index is above 35 or below 95 degrees fahrenheit, students may go outside. Athletic heat indexes for older students will be 98 degrees with a total heat index of 103 degrees.

HOME SCHOOLING

Enrollment in Home School

Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to home school. The notice shall be given:
At the beginning of each school year, but no later than August 15;
• Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
• Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

Written notice of the parent or legal guardian’s intent to home school shall be delivered to the Superintendent through any of the following methods:
• Electronically, including without limitation by email;
• By mail; or
• In person.

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

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

Enrollment or Re-Enrollment in Public School
A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:
• A transcript listing all courses taken and semester grades from the home school;
• Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
• A portfolio of indicators of the home-schooled student’s academic progress, including without limitation:
  • Curricula used in the home school;
  • Tests taken and lessons completed by the home-schooled student; and
  • Other indicators of the home-schooled student’s academic progress.

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

A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student’s grade level and academic course level in the home school:
• As indicated by the documentation submitted by the home-schooled student;
• By mutual agreement between the public school and the home-schooled student’s parent or legal guardian; or
• If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, the District may have sole authority to determine the home-schooled student’s grade placement and course credits. The District will determine the home-schooled student’s grade placement and course credits in the same manner the District uses when determining grade placement and course credits for students enrolling or re-enrolling in the District who attended another public or private school.
The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the District’s other students. The District shall not deny a home-schooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a home school:

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


HOMELESS STUDENTS

The Greene County Tech 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 liaison for homeless children and youth whose responsibilities shall include 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.

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 shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District’s local educational liaison for homeless children and youth to carry out the dispute resolution process. To the extent feasible, the District shall do one of the following according to what is in the best interests of a homeless child;

For the purposes of this policy “school of origin” means the school the child attended when permanently housed or the school in which the child was last enrolled. Continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness; continue educating the child in his/her school of origin who becomes permanently housed during an academic year for the remainder of the academic year; or enroll the homeless child in the school appropriate for the attendance zone where the child lives.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child’s parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian’s right to appeal. In any instance where the child is unaccompanied by a parent or guardian, the District’s local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.

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 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:

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 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.

HOMEWORK

Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student’s educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful. Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day. See building sections for detailed homework policies by age level.

HONOR ROLL AND HONOR GRADUATES

HONOR ROLL – Elementary

Students in grades 1-6 who maintain an “A” & “B” average for the grading period will be recognized as honor roll student for that grading period. Semester grades will determine the honor roll at the end of each semester.

Honor Graduates of 2015 and Beyond

It is required that “Honor Student” at Greene County Tech High School perform at a high academic level. As a part of the requirements, honor students must follow the smart core curriculum and have taken:

- English 4 Units
- Science 4 Units including Biology, Chemistry, Physical Science or Physics
- Mathematics 4 Units including Algebra I, Geometry, Algebra II and an Advanced Math Class
- Social Sciences 4 Units including ½ Civics and ½ Economics, U. S. History, & World History
- Foreign Language 1 or 2 Units of the same language* See Note Below

Additionally, all honor graduates must complete at least three (3) Advanced Placement Courses in two (2) different subject areas and complete one (1) foreign language; OR all honor graduates must complete two (2) Advanced Placement Courses in two (2) different subject areas and complete two (2) courses of the same foreign language.

Greene County Tech High School uses a 4.0 grading scale for all courses except Advanced Placement courses. The passing grade in any course is “D”. The least amount of credit awarded is .50 units for one semester’s work. The grading scale and grade points are awarded as follows:

<table>
<thead>
<tr>
<th>Current Grading Scale</th>
<th>Regular Hours</th>
<th>Advanced Placement Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 90-100 %</td>
<td>A 4.0 pts.</td>
<td>A 5.0 pts.</td>
</tr>
<tr>
<td>B 80-89 %</td>
<td>B 3.0 pts.</td>
<td>B 4.0 pts.</td>
</tr>
<tr>
<td>C 70-79 %</td>
<td>C 2.0 pts.</td>
<td>C 3.0 pts</td>
</tr>
<tr>
<td>D 60-69 %</td>
<td>D 1.0 pts.</td>
<td>D 2.0 pts</td>
</tr>
<tr>
<td>F 0-59 %</td>
<td>F 0 pts.</td>
<td>F 0 pts.</td>
</tr>
</tbody>
</table>

Honor students are selected on grade point average. In computing GPA for those students having all A’s and weighted classes, computation will be based on the total number of courses taken.

The grade point average for the graduation class will be determined by dividing the points for all grades earned in classes receiving credit by the number of credit courses attempted for the eight semesters, grades 9 through 12.

All honor students will score at 19 or above in each of the four divisions, (Language, Reading, Mathematics, and Science) on the ACT.

Students must complete the appropriate AP exam to receive AP weighted credit. Students who meet the course requirements for honor student and have a 3.5 or above cumulative grade point average are recognized as honor graduates.

Honor medallions with neck ribbons will be presented for graduation.

IMMUNIZATIONS

Definitions

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

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

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against 1:

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

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

The only types of proof of immunization the District will accept are immunization records provided by a:
A. Licensed physician;
B. Health department;
C. Military service; or
D. Official record from another educational institution in Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating “up-to-date”, “complete”, “adequate”, and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student’s record.

In order to continue attending classes in the District, the student must have submitted:
1) Proof of immunization showing the student to be fully age appropriately vaccinated;
2) Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student’s next immunization;
3) A copy of a letter from ADH indicating immunity based on serologic testing; and/or
4) A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

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

**Temporary Admittance**

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

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student’s temporary admittance; such students shall be excluded from school until the documentation is provided.
The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

Exclusion From School
In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.
Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student’s teacher(s) shall place in the principal’s office a copy of the student’s assignments:
• for the remainder of the week by the end of the initial school day of the student’s exclusion; and
• by the end of each school’s calendar week for the upcoming week until the student returns to school.
It is the responsibility of the student or the student’s parent/legal guardian to make sure that the student’s assignments are collected.
Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in “examinations” and the District has no control over administering state mandated make-up assessments outside of the state’s schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

IMMUNIZATION REQUIREMENTS:
Arkansas State Board of Health Guidelines will be followed and may be subject to change according to state laws. The following immunization requirements are adopted by the State Board of Health:

Preschool and Kindergarten only:
An EPSDT must be administered by the child’s doctor or practitioner and proof given to the school nurse.

Kindergarten:
• 4 doses DTAP (Diphtheria, tetanus, acellular pertussis) with one dose on or after 4th birthday
• 3 doses Polio with one dose on or after 4th birthday and a minimum interval of 6 months between the 2nd and 3rd dose.
• 2 doses MMR (measles, mumps, rubella) with dose 1 on or after 1st birthday and dose 2 at least 28 days after dose 1
• 3 doses hepatitis B
• 1 dose of hepatitis A on or after 1st birthday
• 2 doses of varicella (chickenpox) with 1 dose on or after 1st birthday and dose 2 at least 28 days after dose 1. A written note from a physician or practitioner stating history of varicella (chickenpox) disease may be accepted in lieu of vaccine. No self or parental reported history will be accepted.

1st thru 12th Grade:
In addition to the vaccine requirements for Kindergarten:
• 1 dose of TDAP (booster) for age 11 years (as of September 1st each year) and older, or
3 doses for unvaccinated persons 7 years of age or older (including persons who cannot document prior vaccination.
• 1 or 2 doses Meningococcal vaccine with one dose at 7th grade and second at age 16 years (as of September 1st each year). However if the first dose of Meningococcal
vaccine is administered at age 16 years or older, no second dose is required; or if not vaccinated prior to age 16 years, one does is required.

**IMMUNIZATION EXEMPTIONS:** Any student who is exempt or deficient may be excluded from school if the Department of Health determines that a possibility of disease transmission exists.

A. General Requirements
   1. Exemptions shall be granted only by the Department of Health in Little Rock.
   2. Individuals shall complete an **annual** application for medical, religious, and philosophical exemptions.
   3. A notarized statement by the individual requesting the exemption must accompany the application.
   4. All individuals requesting an exemption must complete an educational component developed by the Department of Health that includes information on the risks and benefits of vaccinations.
   5. All individuals must sign an “informed consent” form provided by the Department of Health that includes:
      a) A statement of refusal to vaccinate;
      b) A statement of understanding that at the discretion of the Department of Health the non-immunized child or individual may be removed from school during an outbreak if the child or individual is not fully vaccinated; and
      c) A statement of understanding that the child or individual shall not return to school until the outbreak has been resolved and the Department of Health approves the return.

B. Medical Exemptions
   1. Only a letter issued by the MEDICAL DIRECTOR, IMMUNIZATION SECTION, stating the vaccine or vaccines for which a child/student is exempt is to be accepted as a valid medical exemption by the school. Statements from private physicians are not to be accepted by the school without this letter.

C. Religious/Philosophical Exemptions
   1. The Immunization Section’s standard forms for religious/philosophical exemptions must be submitted to the Department of Health. These forms are available from the Department of Health’s Immunization Section upon request.

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.


**INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY**

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

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

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

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

(A) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

(B) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

(C) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**Internet Use and Safety**

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

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

**Misuse of Internet**

The opportunity to use the District’s technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

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

**Consequences:** (May not follow this order of succession as it based on the severity of the incident)

a. Conference/Warning/Loss of Computer Privileges
b. Corporal Punishment/In School Suspension
c. Out of School Suspension
d. Recommended for Expulsion


A.C.A. § 6-21-111

**LASER POINTERS**

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

Students will only be allowed to check out for illness, medical and dental appointments, court, serious illness, or death in the immediate family, and other extenuating circumstances as determined by the principal. Permission will only be given to students who provide a note to the principal from the parent/guardian. Students must also bring a note to have an opportunity to obtain an excused absence on the day of their return. When a student is sick and needs to go home, someone in the nurse’s office will call the parents for transportation. Students are under the jurisdiction of school authorities from the moment they enter campus or arrive at the bus stop.

LOST AND FOUND

Articles found in and around the school should be turned into the main office. The owners may claim their property by identifying it promptly. Items left for extended periods of time may be discarded.

MAKE-UP WORK

- Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence under the following rules: Secondary students are responsible for asking the teachers of the classes they missed what assignments they need to make up and teachers should provide information on missed assignments to students.
- Teachers are responsible for providing the missed assignments when asked by a returning student and should make every effort in providing the missed assignments to the absent students.
- Students are required to ask for their assignments on their first day back at school or their first class day after their return.
- Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
- Students shall have one class day to make up their work for each class day they are absent.
- Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
- Students are responsible for turning in their make-up work without the teacher having to ask for it.
- Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
- As required/ permitted by the student’s Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences in excess of the number of allowable absences in a semester unless the unexcused absences are part of a signed agreement as permitted by policy. Students who are suspended out of school will not be allowed to make up work. Students who are suspended out of school or if an absence is determined unexcused based on absence guidelines then students will not be allowed to make up work. Work missed while a student is expelled from school may not be made up for credit.

MARKETING OF PERSONAL INFORMATION

The Greene County Tech School District shall not collect, disclose, or use personal information for the purpose of marketing or for selling that information or to otherwise provide that information to others for that purpose. Personal information is defined, for the purposes of this policy only, as individually identifiable information including:

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

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

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazines, and programs providing access to low cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school related or education related activities; and
The purpose of this policy is to set forth provisions that should be followed when administering medication to students. The school acknowledges that some students may require medicine during the school day when a schedule for dispensing medication at home is not feasible. The school district’s licensed school nurse, principal or designee will dispense the student’s medication in accordance with the school district’s policy.

DEFINITIONS:

“Prescription Medication” is a medication that can be obtained only by means of a licensed and duly authorized medical practitioner.

“Nonprescription Medication” is an over-the-counter medication that can be obtained without a licensed medical practitioner.

“Medication” is a drug or preparation of drugs in suitable form for use as a curative or remedial substance.

“School Location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property and any school-sponsored school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

REQUIREMENTS:

Administration of prescription medication by school personnel must only be done according to the written order of a licensed medical practitioner and/or written authorization of parent/guardian. Non-prescription medication will be administered to students only with parent/guardian written authorization. Parents/guardians must fill out a form for the school nurse on the medications to be given. School personnel will dispense only oral, nasal, and topical medications unless a condition exists for which an exception is made in accordance with the requirements of this policy. A new medication consent form is required when the dosage or time of administration of the medication is changed. For daily long-term medication, a new medication consent form with appropriate signatures must be received annually. Parents shall notify the school nurse when long-term medication is to be discontinued.

Prescription medication must be brought to school by a parent/guardian in the original labeled container appropriately labeled by the pharmacy or physician. The following information must be on the label: student’s full name, name and dosage of medication; time and directions for administration; the physician’s name, and a current date.

Non-prescription medication must be brought to school by the parent/guardian in its original container. A student may be given Tylenol if deemed necessary by a school official ONLY after the parent/guardian has signed the student’s Health Update Form granting the school official permission to administer the Tylenol.

All medications dispensed at school will be kept in a school designated locked medicine cabinet. Medications are not to be carried by students or on a school bus. The only exceptions to this are those approved by the school nurse and school administration and the following: Students with asthma/allergies who need to use their inhaler/epi-pens during the school day will be allowed to carry and be responsible for administration of their own inhalers/epi-pens only when the school has received written consent of the student’s physician and parent/guardian. Students with inhalers/epi-pens will be subject to punishment under the drug policy if they allow use of their inhalers/epi-pens by any other student. Legal Reference A.C.A. § 6-18-707

MEDICATION SELF-ADMINISTRATION CONSENT FORM

A consent form must be provided for students to be eligible to self-administer asthma inhalers and/or auto-injectable epinephrine. Eligibility is only valid for this school for the current academic year. This consent form must be renewed each year and/or anytime a student changes schools. Consent forms must provide the following information:

• a written medical statement from a health-care provider who has prescriptive privileges that he/she has prescribed the asthma inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
• the specific medication prescribed for the student;
• an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylactic episodes of the student and for medication use by the student during school hours; and
• a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

If the school nurse is available, the student shall demonstrate his/her skill level in using the asthma inhalers and/or auto-injectable epinephrine to the nurse. Medications for self-medication shall be supplied by the student’s parent or guardian and be in the original container labeled with the student’s name. The parent or guardian may
choose to provide the school with additional appropriate medication for the school to have available to deal with an asthma or anaphylaxis emergency. Legal Reference A.C.A. § 6-18-707

MID TERM REPORTS
The midterm grade report of student progress is provided to parents of all students to provide updated information on academic or behavioral performance. Midterm reports will be sent home four times halfway through each nine week quarter for parents to review and sign.

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. Legal Reference: State Board of Education Standards of Accreditation 12.04.1, 12.04.2, and 12.04.3 A.C.A. § 6-15-1701(b)(3)(C)

PARENTAL INVOLVEMENT PLAN
The Greene County Tech School District is committed to creating a parent involvement plan. Parent involvement is fundamental in a child attaining a successful and adequate education shared by the school and family during the entire period spent in school. Although parents are diverse in language, culture, and needs, they must share in the school’s commitment to successfully educate every child. To support the goal of the school district to educate all students effectively, educators and parents must work together in a partnership. The Greene County Tech School District supports professional development opportunities for staff members to enhance the understanding of effective parent involvement strategies. The Greene County Tech School District also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. Every school in the GCT District in collaboration with parents will establish programs and practices that enhance parent involved and reflect the specific needs of students and their families. They will include, but not be limited to, the following components:

1. Promote two way communication regarding school programs and student progress.
2. Promote and support responsible parenting practices.
3. Acknowledge that parents play an integral role in assisting student learning.
4. Welcome parents in the schools and seek their support and assistance. Each school will appoint a parent facilitator, who will facilitate the parental programs within each building.
5. Recognize that parents are full partners in the decisions that affect children and families.
6. Acknowledge that community resources strengthen school programs, family practices, and student learning.

Parents play an integral role in assisting student learning. Regular parent involvement meetings shall be scheduled to provide a report on the state of the school, and an overview of what students will be learning, how students will be tested, what parents should expect from their child’s education, how a parent can assist and make a difference in their child’s education.

The Greene County Tech School District supports the development, implementation, and regular evaluation of a program that involves parents in the decisions and practices of the school district, using to the degree possible, the components listed above. Engaging parents is essential in improving student achievement therefore the GCT School District will encourage, develop, and support active parental involvement activities. For more information on Parental Involvement plans, contact Kem Drake, District Parental Involvement Chair who can then direct you to the individual building contact for parental involvement information.
PERMANENT RECORDS
Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student’s permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received. Legal Reference A.C.A. § 6-18-901

PHYSICAL EXAMINATIONS OR SCREENINGS
The District conducts routine health screenings including hearing, vision, scoliosis (curvature of spine), and Body Mass Index (height and weight) due to the importance these health factors play in the ability of a student to succeed in school. These screenings will be conducted as required by Arkansas law. 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 his/her full potential. Arkansas law requires school health screenings as follows:

VISION: All children in pre-kindergarten, kindergarten, grades one, two, four, six, and eight, and all transfer students shall receive an eye and vision screening. Teacher referrals are also screened. A child who does not pass the eye and vision screening tests, except for the color perception test, will be rescreened by the school nurse within one month of the initial screening. If the student fails the second screening, he/she shall be required to have a comprehensive eye and vision examination conducted by an optometrist or ophthalmologist within SIXTY DAYS of receipt of the vision screening report identifying the need for the examination.

HEARING: Hearing screenings are performed on all students in pre-kindergarten, kindergarten, and grades one, two, four, six, and eight, and all transfer students. Special education students and teacher referrals are also screened. If a student fails the hearing screening, he/she will be rescreened. If the student fails the second screening, a referral letter will be sent home.

BODY MASS INDEX (BMI): Body Mass Index screenings are performed on students beginning in kindergarten and then in even numbered grades. Students in grades 11 and 12 are exempt from these requirements.

SCOLIOSIS: Girls shall receive a scoliosis screening in grades six and eight. Boys shall receive a scoliosis screening in grade eight.

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 child out of the scoliosis and/or BMI screenings by using an opt out form or by providing certification from a physician that he/she has recently examined the student. This form is located in the front of the parent/student handbook and must be signed by a parent/guardian and returned to the school nurse.


PLACEMENT OF MULTIPLE BIRTH SIBLINGS
The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling’s grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings. The school may change the classroom placement of one or more of the multiple birth siblings if:
  • There have been a minimum of 30 instructional days since the start of the school year; and
  • After consulting with each classroom teacher in which the siblings were placed, the school determines the parent’s classroom placement request is:
    • Detrimental to the educational achievement of one or more of the siblings;
• Disruptive to the siblings’ assigned classroom learning environment; or
• Disruptive to the school’s educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings’ classroom placement to the Superintendent. The Superintendent’s decision regarding the appeal shall be final. Legal Reference: A.C.A. § 6-18-106

PLEDGE OF ALLEGIANCE

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

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

Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action. Legal Reference: A.C.A. § 6-16-108

PHYSICAL EDUCATION PARTICIPATION REQUIREMENT

According to Arkansas Law, attendance and participation in physical education classes and or physical activities will be required by all students unless one of the following is available:
1) Medical excuse from the doctor
2) Parent Note with explanation
3) School Nurse Excuse (must have fever, obvious injury or illness)

Excessive requests for non-participation may result in a referral to the building Student Assistance Team for possible intervention.

POSSSESSION AND USE OF CELL PHONES, AND OTHER ELECTRONIC DEVICES

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

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

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

Misuse of electronic devices includes, but is not limited to:
1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs/videos in locker rooms or bathrooms, or buses;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

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

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

Students who use a 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.

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.

Cell phones and other electronic communication devices can, in controlled situations, offer a means to enhance student learning through their ability to access expanded sources of information. Teachers have the authority
to permit student use of their cell phones for specific classroom lesson plans or projects. Students must abide by the
guidelines the teacher gives for any such authorization. Students who fail to do so will be subject to the provisions
of this policy governing misuse of cell phones. For the purpose of this policy, the use of a cell phone or other
communication device includes any incoming call, text message, message waiting, or any audible sound coming
from the phone or device.

The student and/or the student’s parents or guardians expressly assume any risk associated with students
owning or possessing technology equipment. The School District is not responsible for the destruction or theft of
items mentioned above. Refer to infractions to avoid rule 13 for increased penalties for repeat offenders. Students
misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school
principal’s 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.

Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation
may result in disciplinary action up to and including expulsion. No student shall use any wireless communication
device for the purposes of browsing the internet; composing or reading emails and text messages; or making or
answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result
in disciplinary action up to and including suspension. Legal Reference: A.C.A. § 6-15-2907, A.C.A. § 6-18-515,

PRIVACY OF STUDENTS’ RECORDS/DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students’
education records are available for inspection and copying by the parents of his/her student who is under the age of
eighteen (18). At the age of eighteen (18), the right to inspect and copy a student’s records transfers to the student.
A student’s parent or the student, if over the age of 18, requesting to review the student’s education records will be
allowed to do so within no more than forty five (45) days of the request. The district forwards education records,
including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll
or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.

The district shall receive written permission before releasing 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 Greene County Tech School District does not distinguish between a custodial and non-custodial parent or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student’s records. Unless a court order restricting such access has been presented to the district to the contrary; the fact of a person’s status as parent or guardian, alone, enables that parent or guardian to review and copy his child’s records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent or 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 their designee. The challenge shall clearly identify the part of the student’s record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. Directory information 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 front 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 at

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

The Arkansas Supreme Court, Arkansas Department of Education, and ASBA collaborated in the creation of a form in an effort to aid juvenile intake and probation officers in acquiring necessary information for the officer to make more knowledgeable decisions/recommendations on a course of action for each juvenile’s case. The Form allows for parents to authorize the officer to access certain portions of the student’s education records and the parent’s ESchool PLUS Home Access Center. The form, when completed by the parent and probation officer, will be sent to the district by the officer. A copy of the form, along with a background letter, may be found at http://arsba.org/policy-resources.

PROHIBITED CONDUCT
(Refer to each building’s adopted Infractions to Avoid in the Student Handbook)

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:

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,
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; Hazing, or aiding in the hazing of another student;
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; and
22. Bullying; and
23. Operating a vehicle on school grounds while using a wireless communication device.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions. The school district reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written notices.


PROMOTION/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.

At least once each semester, the parents and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student’s independent grade-level-equivalency in reading.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities. Promotion or retention of students, or their required retaking of a course shall be primarily based on criteria set in each school and found in the building section. on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:
a) The building principal or designee;
b) The student’s teacher(s);
c) School counselor
d) A 504/special education representative (if applicable); and
e) The student’s parents.

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

Beginning with the 2018-2019 school year, each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student’s parents and the student that is reviewed and updated annually. A student’s SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student’s SSP shall include, but are not limited to:

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

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

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

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

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

An SSP shall be created:

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

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

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

Students who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their 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 Statewide assessment, as applicable. 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. Legal References: A.C.A. § 6-15-2001, A.C.A. § 6-15-2005, A.C.A. § 6-15-2006, A.C.A. § 6-15-2907, A.C.A. § 6-15-2911, A.C.A. § 9-28-205, ADE Rules Governing the Arkansas Educational Support and Accountability Act, Murphy v. State of Ark., 852 F.2d 1039 (8th Cir. 1988)

RELATIONS WITH SCHOOL SUPPORT ORGANIZATIONS

The Board recognizes and values the many contributions support organizations make to the District’s schools. Parent/teacher organizations and booster clubs work to augment and strengthen the District’s educational and extracurricular objectives through the goods and services they provide.

Groups wishing to be recognized as a support organization must have open membership and have their by-laws approved by the school principal, the Superintendent, and the Board. School personnel shall assist approved booster organizations in their efforts to the extent practicable. Meetings of such organizations, cleared through the
principal, shall not be subject to school use fees. School staff members are encouraged to attend and participate.

Fund-raising activities are to be approved in advance by the Superintendent or his/her designee. Prior to the donation of equipment and/or supplies to the school, the organization should seek the advice of the principal to help ensure the compatibility of the donation with present school equipment. All equipment donated to the District becomes the property of the District.

RELIGION IN THE SCHOOLS

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

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

Discussions concerning religious concepts, practices, or disciplines are permissible when presented in a secular context in their relation to an inclusive study of religion or to the study of a particular region or country. The discussions shall be such that they are objective and academically informational and do not advocate nor denigrate any particular form of religious practice.

Accommodation will be considered for those portions of instructional activities in the schools that unduly burden a student’s sincere religious belief provided such accommodation doesn’t amount to a significant change in curriculum, program, or course of instruction and when it is possible that a substitution of equally rigorous material that advances the same instructional goals can be arranged. Parents and students are advised that such accommodations are easier to grant when the objection is to non-state mandated Framework material than if the material is required by the Frameworks.

A student or the student’s parent can request the student’s teacher accommodate the student’s objection based on a religious belief to an instructional activity. Any such request must be made at least 25 school days prior to the assignment’s due date. Any objection must be raised in accordance with this policy’s requirements or it will not be considered.

Upon receiving such a request, the student’s teacher shall determine within five (5) work days if an accommodation is possible under the provisions of this policy. If the teacher decides an accommodation cannot be made or if the student or the student’s parent believes the accommodation to be unreasonable, the student or the student’s parent may request a conference with the teacher and the teacher’s principal. A requested conference will occur at a time of mutual convenience, but no later than five (5) working days following the request. The principal shall have five (5) working days in which to make a decision on the appeal. If the student, the student’s parent, or the teacher is unsatisfied with the principal’s decision, it may be appealed to the District Superintendent who shall convene a conference between the student, the parent and the teacher. The requested conference will occur at a time of mutual convenience, but no later than five (5) working days following the request. The Superintendent shall have five (5) working days in which to make a decision on the appeal which shall be final with no further right of appeal.

The teacher in charge of each classroom may, at the opening of school each day, conduct a brief period of silence with the participation of all students in the classroom who desire to participate.* Students and employees may engage in personal religious practices, such as prayer, at any time, and shall do so in a manner and at a time so that the educational process is not disrupted.

*Legal Reference: A.C.A. § 6-10-115

REMEDIATION

Any student failing to demonstrate a proficient level of achievement in reading and writing, literacy, mathematics, or as funds are available, other core academic subjects shall participate in an individual academic improvement plan specifically designed to achieve proficient-level performance standards in these areas. AR CODE 6-15-420.

REPORT CARDS

Report cards are given at the end of each nine weeks grading periods. The first and third nine weeks midterm grades will be given out to parents during the fall and spring parent teacher conferences. Students are not to mark, deface, or destroy report cards. Parents will sign stating they have received a copy of the student’s report cards.
RESIDENCE REQUIREMENTS

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

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

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

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

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes. In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance.

However, a student previously enrolled in the district who is placed under the legal guardianship of a non-custodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise. Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district. Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian. Legal References: A.C.A. § 6-4-302, A.C.A. § 6-18-202, A.C.A. § 6-18-203, & A.C.A. § 9-28-113.

SCHOOL BASED COUNSELING

The School based counseling program is provided through a cooperative agreement between the Greene County Tech School District and a board approved provided agency. This program provides school-based counseling services for students who are demonstrating a need for individual counseling services to assist them in coping with situations that interfere with their educational or emotional stability. These services are in addition to services provided

SCHOOL MEAL MODIFICATIONS

The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request such a dietary accommodations for their student with a disability must submit a Certification of Disability for Special Dietary Needs Form completed to the district’s Director of Child Nutrition, at 870-215-4417 a medical statement completed by a State Licensed health care professional which includes:

- Physicians, including those licensed by:
  - The Arkansas State Medical Board;
  - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
  - The Arkansas Board of Podiatric Medicine (Podiatrists);
  - Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
  - Physician Assistants (PAs who work in collaborative practice with a physician); and
  - Dentists.
The medical statement should include:

- A description of the student’s disability that is sufficient to understand how the disability restricts the student’s diet;
- An explanation of what must be done to accommodate the disability, which may include:
  - Food(s) to avoid or restrict;
  - Food(s) to substitute;
  - Caloric modifications; or
  - The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district’s Director of Child Nutrition shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student’s disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child’s disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District’s 504 Coordinator, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

The district will not prepare meals outside the normal menu to accommodate a family’s religious or personal health beliefs. Legal References: Commissioner’s Memo FIN-09-044, Commissioner’s Memo FIN-15-122, and 7 CFR 210.10(g), Commissioner’s Memo CNU-17-051

SPECIAL EDUCATION

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

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

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

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding students with disabilities. Among the coordinator’s responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents.

The Greene County Tech School District designated its Federal Coordinator as the person to coordinate Title IV, Title VI, and Title IX compliance activities for the District. Please contact the Superintendent’s Office of the Greene County Tech School District, 5413 West Kingshighway, Paragould, Arkansas 72450. The telephone number is 870-236-2762. Section 504 Coordinator is the Director of Federal Programs who may be reached at 870-236-2762. Discipline procedures are consistent with the requirements that apply to students with disabilities as long as the discipline of such students is determined on a case-by-case basis in accordance with IDEA and Section 504. Legal References: 34 C.F.R. 300 et seq.
STANDARD SCHOOL CHOICE

Definition
“sibling” means each of two (2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

Transfers Into the District

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

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

Application Process

The student’s parent shall submit a school choice application on a form approved by ADE to this district. The transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District’s central office. It is the District’s responsibility to send a copy of the application that includes the date and time stamp to the student’s resident district within ten (10) days of the District receiving the application. Applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application’s date and time stamp.

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

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

Accepted Applications

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

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

A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling’s application is considered by the District. A sibling who enrolls in the District through Standard School choice is eligible to remain in the District until completing his/her secondary education.
Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

Rejected Applications

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

An application may be provisionally rejected if it is for an opening that was included in the District’s capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the district.

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

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

Transfers Out of the District

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

- Academic Distress or classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
- Facilities Distress under A.C.A. § 6-21-812; or
- Foster Child School Choice under A.C.A. 6-18-233

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

Facilities Distress School Choice Applications

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

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

Opportunity School Choice

Transfers Into or Within the District

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

Unless there is a lack of capacity at the District’s school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school classified by the ADE to be in academic distress or in a district classified by ADE as in need
of Level 5 Intensive Support is eligible to transfer to the school closest to the student’s legal residence that is not in academic distress or in a district classified as in need of Level 5 Intensive Support. The student’s parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void.

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

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

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

**Transfers out of, or within, the District**

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

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

**Unsafe School Choice Program**

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


**SCHOOL SPONSORED ACTIVITIES**

School sponsored activities include, but are not limited to retreats, get-aways, lock-ins, parties, dances, athletic, and non-athletic contests, class field trips, and many other such events. It is a privilege to attend these activities and student behavior reflects greatly on the reputation of the school. All school rules regarding behavior are in effect at these activities. Any violation of the rules carries the same consequences as it would if it were to occur at school.

In the case of a serious breach of school rules at school-sponsored activity away from school, it may be necessary to send a student home. In this situation, parents will be contacted and will be expected to pick up the student from the activity or to provide transportation for the student home at their own expense. Consequences for violation of the rules include suspension and/or expulsion, will be considered by the principal upon return.
**Rules for Sporting Events:**

1) No running in the football stadium or the basketball gymnasium
2) Cheer for the school’s team, not against the opposing team
3) Stay out of the gymnasium lobby except when going to the concession stand or the restroom.
4) Students should sit in the student sections.
5) Do not leave the gymnasium or the stadium before the game is over unless accompanied by an adult.
6) Students leaving the stadium or gymnasium before the conclusion of the game will be denied readmission.
7) The purpose for attending sporting events is to support and cheer for GCT’s teams. This is accomplished by sitting in the bleachers or stands, not by loitering along the stadium fence or in the gymnasium lobby/concession area.

**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 search of a student’s vehicle may be conducted when there is probable cause that a student is concealing evidence of an illegal act, contraband, or substance.

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.

Dangerous items (such as firearms, weapons, knives) controlled substances, and other items which may be used to disrupt substantially the educational process will be removed from the student’s possession and will be reported and transmitted to the proper authorities.

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. Legal Reference: A.C.A. § 6-18-513, A.C.A. § 9-13-104, A.C.A. § 12-18-609, 610, 613, A.C.A. § 12-18-1001,1005.
SEMESTER GRADES
Semester grades are to be given for all subjects in all grades. Upon successful completion of any academic class or subject with a grade of 60 or above, one half unit credit will be awarded for each semester in grades 9 through 12. Each building grades 6-12 will determine semester test exemptions and student reward programs. Students who are required to take semester exams, note that the exams will count 10% of the semester grade.

SEVERE WEATHER/SCHOOL CLOSING
If a winter storm or other emergency should prevent the Greene County Tech School District from opening or closing early for the day, the announcement will be carried by the major radio stations and other news media which regularly report the closing of areas schools. The information will be posted on the district’s TV Station (City cable channel 26 and the district’s web page).

SMART CORE INFORMED CONSENT FORM
(GRADUATING CLASSES OF 2018, 2019, AND 2020)
Name of Student:____________________________________________________________

Name of Parent/Guardian:_____________________________________________________

Name of District:____________________________________________________________

Name of School:____________________________________________________________

Smart Core is Arkansas’s college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus.

Successful completion of the Smart Core Curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core Curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

Digital Learning: The district shall offer one or more digital learning course(s) through one or more district approved provider(s) as primary method of instruction. Every student must take one (1) digital learning class while in high school. (Act 1280 of 2013)

SMART CORE CURRICULUM for Graduating Class of 2018, 2019, 2020
English – 4 units
• English 9th grade
• English 10th grade
• English 11th grade
• English 12th grade
Mathematics – 4 units (or 3 units of math and 1 flex unit of Computer Science*) At least one unit must be taken in Grade 11 or Grade 12.
• Algebra I (or Algebra A & Algebra B - Grades 7-8 or 8-9)
• 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 only serves as one each toward fulfilling the Smart Core requirement.

- Algebra II and the
- Fourth Math Unit may be either: A math unit beyond Algebra II; this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advance Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or AP math courses (Comparable concurrent credit college courses may be substituted where applicable), or A computer Science flex credit may be taken in place of a fourth math credit.

Natural Science – 3 units with lab experience chosen from one unit of Biology; and either:

- Physical Science
- Physics or Principles of Technology I and II or PIC Physics; or one unit from the three categories above and a computer science flex credit may be taken in place of a third science credit.

Social Studies – 3 units
- Civics - ½ unit
- World History - 1 unit
- American History-1 unit

Oral Communication- ½ Unit
Physical Education-1/2 Unit (While one-half ½ unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.
Health and Safety-1/2 Unit
Economics – ½ unit (may be counted toward Social Studies or Career Focus)
Fine Arts – ½ unit
Career Focus – 6 units
A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

*Computer Science – (flex unit) A unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math unit requirement or the 3rd Natural Science Requirement. Two distinct units of the computer science courses listed above may replace the 4th math unit requirement and the 3rd Natural Science Requirement. If the 4th Math requirement and the 3rd Natural Science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

Beginning in the 2018-2019 school year, all students must pass the test approved by the ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing the Smart Core Curriculum for my child.

Parent/Guardian Signature___________________________________Date_____________
School Official Signature___________________________________Date_____________

SMART CORE INFORMED CONSENT FORM
(GRADUATING CLASS OF 2021)
Name of Student:____________________________________________________________
Name of Parent/Guardian:_____________________________________________________
Name of District: ___________________________________________________________
Name of School:____________________________________________________________
Smart Core is Arkansas’s college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus.

Successful completion of the Smart Core Curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core Curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

Digital Learning: The district shall offer one or more digital learning course(s) through one or more district approved provider(s) as primary method of instruction. Every student must take one (1) digital learning class while in high school. (Act 1280 of 2013)

**SMART CORE CURRICULUM for Graduating Class of 2021**

**English – 4 units**
- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

**Mathematics – 4 units (or 3 units of math and 1 flex unit of Computer Science*)** At least one unit must be taken in Grade 11 or Grade 12.
- Algebra I (or Algebra A & Algebra B - Grades 7-8 or 8-9)
- 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 only serves as one each toward fulfilling the Smart Core requirement.
- Algebra II and the
- Fourth Math Unit may be either: A math unit beyond Algebra II; this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advance Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or AP math courses (Comparable concurrent credit college courses may be substituted where applicable), or A computer Science flex credit may be taken in place of a fourth math credit.

**Natural Science – 3 units with lab experience chosen from one unit of Biology; and either:**
- Physical Science
- Physics or Principles of Technology I and II or PIC Physics; or one unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

**Social Studies – 3 units**
- Civics - ½ unit
- World History - 1 unit
- American History-1 unit

**Oral Communication ½ Unit**

Physical Education-1/2 Unit (While one-half ½ unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.)
Health and Safety-1/2 Unit  
Economics – ½ unit (may be counted toward Social Studies or Career Focus)  
Fine Arts – ½ unit  

Career Focus – 6 units  
A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.  

*Computer Science – (flex unit) A unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math unit requirement or the 3rd Natural Science Requirement. Two distinct units of the computer science courses listed above may replace the 4th math unit requirement and the 3rd Natural Science Requirement. If the 4th Math requirement and the 3rd Natural Science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.  

Beginning in the 2018-2019 school year, all students must pass the test approved by the ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.  

Personal Family Finance  
In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall cover the Personal and Family Finance Standards.  

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing the Smart Core Curriculum for my child.  
Parent/Guardian Signature___________________________________Date_____________  
School Official Signature___________________________________Date______________  

SOCIAL WORKER  
The Greene County Tech School District provides social workers and programs for individual buildings including clothing closets for children in need of emergency clothing; the backpack for kids program which provides non-perishable snacks for children to enjoy outside the school setting, the hair cut program which provides basic hair cuts for boys and girls, and the school supply program that provides assistance with basic school supplies. The social worker also provides support through home visits regarding school attendance issues. Referrals may also be made to outside agencies if the need arises for additional services.  

SPEECH THERAPY  
Speech therapy is offered on a referral basis. Students are placed in speech classes based on the severity of the impediment.  

STANDARDS OF CONDUCT  
All students are expected to conduct themselves at all times in a manner that will contribute to the best educational environment possible which does not infringe on the rights of others. School personnel have the authority and responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. A student who is well informed concerning his/her rights and responsibilities and the standards of behavior expected should not require disciplinary action. However, for the information of all students, and parents, infractions to avoid and recommend disciplinary actions are included in the handbook.  

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

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by a parent/
STUDENT ASSISTANCE TEAM

Greene County Tech School District has implemented Student Assistance Teams (SAT) to help develop positive interventions for students experiencing difficulties with academics, behaviors, attendance, or other school related activities. The SAT is composed of school administrators, counselors, social workers, and educators who review each student’s referral individually and collectively, and make recommendations to the student’s teacher(s) regarding specific strategies and/or modification that may be used to assist the student with his or her area of difficulty. The SAT team meets a minimum of once monthly to review referrals.

STUDENT DISCIPLINE

The Greene County Tech School Board of Education has a responsibility to protect the health, safety, and welfare of the District’s students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity.

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

The District’s licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the School Board. The Board has the responsibility of determine whether to approve any recommended changes to student discipline policies.

The District’s student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student’s parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

It is required by law that the principal or the person in charge report to the police (Act 1520) any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that persons shall inform the Superintendent of the incident. Additionally, the principal shall inform any school employee of other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

Standards of Conduct

All students are expected to conduct themselves at all times in a manner that will contribute to the best educational environment possible which does not infringe on the rights of others. School personnel have the authority and responsibility to take customary and reasonable measure to maintain proper control and discipline among students placed under their care and supervision. A student who is well informed concerning his/her rights and responsibilities and the standards of behavior expected should not require disciplinary action. However, for the information of all students, and parents, infractions to avoid and recommend disciplinary actions are included in the student handbook. Legal Reference: A.C.A. § 6-18-502, A.C.A. § 6-17-113
STUDENT DRESS AND GROOMING

The Greene County Tech Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process, because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency. The Administration shall establish student dress codes for the District’s schools, to be included in the student handbook, and are consistent with the above criteria. Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however, to a costume or uniform worn by a student while participating in a school-sponsored activity or event. Legal References: A.C.A. § 6-18-502(c)(1), A.C.A. § 6-18-503(c)

STUDENT HANDBOOK COMMITTEE

Parents, students, and school district personnel, including teachers, counselors, administrators, and community representatives shall be involved in the development and annual review of the school student discipline policies and school safety policies.

STUDENT HARRASSMENT

The Greene County Tech School District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated. Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students. It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:
1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual’s education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creates an intimidating, hostile, or offensive academic environment.

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual; and spreading rumors related to a person’s alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the
harassment. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion. Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion. Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq. A.C.A. § 6-15-1005 (b) (1)

STUDENT ILLNESS/ACCIDENT

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

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

STUDENT INSURANCE

Greene County Tech School District provides supplemental accident insurance during school time for all students grades K-12, and supplemental athletic insurance for students involved in school sponsored activities. Greene County Tech will provide an insurance form. (NOTE) It is the responsibility of the parents and or guardians to complete and distribute insurance papers to doctors, hospitals, rehab locations, and etc. and to file an accident report with the school insurance company. For additional student information please contact the appropriate athletic director.

STUDENT MEDICATIONS

The purpose of this policy is to set forth provision that should be followed when administering medication to students. The school acknowledges that some students may require medicine during the school day when a schedule for dispensing medication at home is not feasible. The school district’s licensed school nurse, principal or designee will dispense the student’s medication in accordance with this policy.

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.

DEFINITIONS:

“Prescription Medication” is a medication that can be obtained only by means of a licensed and duly authorized medical practitioner.

“Nonprescription Medication” is an over-the-counter medication that can be obtained without a licensed medical practitioner.

“Medication” is a drug or preparation of drugs in suitable form for use as a curative or remedial substance.

“School Location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property and any school-sponsored school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

REQUIREMENTS:

Administration of prescription medication by school personnel must only be done according to the written order of a licensed medical provider and/or written authorization of a parent or legal guardian.

Unless authorized to self-administer by physician’s order in the case of an inhaler and/or epipen, 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, and complete a form for the school nurse on the medication(s) to be given. The form must also be completed by a parent or legal guardian on each self-administered medication in case of an inhaler and/or epi-pen. When the medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity and type of the medication(s). School personnel will dispense only oral, nasal, and topical medications unless a condition exists for which an exception is made in accordance with the
requirements of this policy. For daily long-term medication, a new medication consent form with appropriate signatures must be received annually. Parents shall notify the school nurse when long-term medication is to be discontinued.

Prescription medications, including those for self-administration must be in the original container and be properly labeled with the student’s name, the ordering health care provider’s name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times), and a current date. 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. The scheduled II medications that are permitted and verified by the school nurse that are brought to school shall be stored in a double locked cabinet. Also doctor verification of not only attendance by doctor’s prescription that state the degree and potential danger of physical exertion the student is permitted to undertake in the student’s classes and extra-curricular activities. Without a doctor’s written authorization, a student taking Schedule II medications, other than those approved by the school nurse, shall NOT be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans. Non-prescription medication must be brought to school by the parent or legal guardian in its original container.

A student may be give Tylenol if deemed necessary by a school official ONLY after the parent or legal guardian has signed the student’s annual Health Update Form granting the school official permission to administer the Tylenol. All medications dispensed at school will be kept in a school designated locked medicine cabinet. Medications are not to be carried by the students or on a school bus. The only exceptions to this are those approved by the school nurse and school administration and the following: Students with asthma/allergies who need to use their inhalers/epi-pens during the school day will be allowed to carry and be responsible for administration of their own inhalers/epi-pens only when the school has received written consent by the student’s physician and parent or legal guardian. Students with inhalers/epi-pens will be subject to punishment under the drug policy if they allow use of their inhalers/epi-pens by any other student. Legal Reference A.C.A. § 6-18-707 A.C.A. § 6-18-1005 (a) (6); A.C.A. §17-87-103(11), A.C.A. § 20-13-405.

MEDICATION SELF-ADMINISTRATION CONSENT FORM

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

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student’s IHP.
Consent forms must provide the following information:

1. A written/typed medical statement from a health-care provider who has prescriptive privileges that he/she has prescribed the asthma inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
2. The specific medication prescribed for the student;
3. A statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

Prescribed medications for self-administration must be supplied by the student’s parent or legal guardian and be in the original container labeled with the student’s name. The parent or legal guardian may choose to provide the school with additional appropriate medication for the school to have available to deal with an asthma or anaphylaxis emergency. Legal Reference A.C.A. § 6-18-707

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider 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 or other school employee designated by the school nurse as a care provider 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. By this policy, parents are notified that following the last calendar day of the school year, all medications will be disposed of that are left at the school. Medications not picked up by the parents or legal guardians within the last calendar day of the school year shall be disposed of by the school nurse in accordance with current law and regulations.

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities
Arkansas Department of Education and Arkansas State Board of Nursing Rules Governing the Administration of Glucagon to Arkansas Public School Students Suffering from Type I Diabetes A.C.A. § 6-18-707 A.C.A. § 6-18-1005(a)(6) A.C.A. § 17-87-103 (11)

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 non-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. Legal reference: A.C.A. 6-5-201 et seq.

Student clubs that provide group activities which are in conformance with the educational objectives of the school system are to be encouraged to the extent that they contribute to the training and development of the student. Such clubs shall be under the direction and supervision of regular school personnel and in conformity with the policies of the Board. Student clubs must be approved by principals and any fund raising projects must have prior approval of the building principal. Legal Reference to add: A.C.A. § 6-10-130, A.C.A. § 6-18-601 et seq. 20 U.S.C. 4071 Equal Access Act Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226 (1990), A.C.A. § 6-18-601 et seq. ACT 1264 of 2015.

STUDENT PARTICIPATION IN SURVEYS

Section One: No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:
1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student’s parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

Section Three: Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10) days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

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

Section Four: Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following:
1. A student’s name;
2. The name of the student’s parent or member of the student’s family;
3. The address, telephone number, or email address of a student or a member of a student’s family;
4. A personal identification number, such as a social security number, driver’s license number, or student identification number of a student or a member of the student’s family;
5. Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old. Legal References: 20 USC § 1232h (a), (b), (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(A)(i)(ii)(B), (2)(A)(i)(ii)(B)(C)(i)(ii), (5)(A)(ii)(B), (6)(C)(F)(G)] ACA § 6-18-1301 et seq.
STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

Student Publications

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District’s administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.

Prohibited publications include:

a. Those that are obscene as to minors;

b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;

c. Those that constitute an unwarranted invasion of privacy as defined by state law;

d. Publications that suggest or urge the commission of unlawful acts on the school premises;

e. Publications which suggest or urge the violation of lawful school regulations;

f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

Student Publications on School Webpages

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

1. Not contain any personally identifying information, as defined by “Directory Information” (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (18);

2. State that the views expressed are not necessarily those of the School Board or the employees of the district.

Non-school Publications

School authorities shall review non-school publications prior to their distribution and will bar from distribution those materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that disruption will likely result from the distribution.

Distribution of Literature

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;

2. Be uniformly applied to all forms of literature;

3. Allow no interference with classes or school activities;

4. Specify times and places where distribution may and may not occur; and

5. Not inhibit a person’s right to accept or reject any literature distributed in accordance with the regulations.


STUDENT RECORDS-PRIVACY

This notice informs parents and eligible students of their rights concerning educational records maintained by the Greene County Tech School District. The rights include those of access to the records, opportunity to challenge such records, limitation on disclosure, and provisions to file a complaint with the Department of Education. These rights are explained and require school systems to provide parents and eligible students (18 years and older) the opportunity to challenge the contents of the record when they believe it contains information that is inaccurate, misleading, or an invasion
of the student’s right to privacy. This does not apply to grades. Limit disclosure of information from the student’s records to those who have written consent of the parent or eligible student or to officials specifically permitted under the law (such as GCT officials) to those of other schools in which the student seeks to enroll, and under certain conditions and for specific purposes to local, state and federal officials.

STUDENT SURVEYS OR QUESTIONNAIRES:
Greene County Tech 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 parental or legal guardian. A permission form is found in the front of the parent/student handbook. “Survey or Questionnaire” means a list or group of questions, responses to which are provided to a person or entity other than a public school district, the Department of Education, or any branch of the federal government.

STUDENT TRANSFERS
The Greene County Tech School District shall review and accept or reject requests for transfers, both into and out of the district, on a case-by-case basis at the any scheduled or special called school board meeting. The District 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. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

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

Any student transferring from a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student’s appropriate grade placement. A student transferring from home school will be placed in accordance with policy on homeschooling. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person’s expulsion has expired.

Except as otherwise require or permitted by law, the responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student’s parents. The District and the resident district may enter into a written agreement with the student or student’s parents to provide transportation to or from the District, or both. The following factors, (not to be considered inclusive) will be considered in accepting student transfers:
1. A student has been previously enrolled in the GCT District and wishes to continue enrollment at GCT.
2. A student of senior classification cannot complete graduation requirements in another school district and wished to complete his/her high school education.
3. A parent of the student is an employee of the GCT District.
4. Students have been placed in the GCT District by court order or other legal decree.
5. Students desire to complete course work not available in another district.
6. Other student or family extenuating circumstances.

The following factors, (not to be considered inclusive) will be considered in granting student transfers:
1. A student who has completed the junior year of another high school prior to relocating in the Greene County Tech School District.
2. A parent of the student is a fulltime employee of the receiving district.
3. A family who has begun construction of a home in, another district with a completion date in the semester of the request.
4. Has the student had a previous transfer approved by the GCT Board?
5. Other student or family extenuating circumstances.

Students who change residence during the semester will be allowed to apply for a transfer during the semester. Transfer applications due to extenuating circumstances may be considered for recommendation by the Superintendent at the date of receipt. All other transfer requests will be considered prior to the beginning of each semester. The deadline for application for transfer for the fall semester will be July 10. The deadline for the spring semester will be December 10. Legal References: A.C.A. § 6-15-504, A.C.A. § 6-18-316, A.C.A. § 6-18-317, A.C.A. § 6-18-510, A.C.A. § 9-28-113(b)(4), A.C.A. § 9–28-205 State Board of Education Standards for Accreditation 12.05

85
STUDENTS' VEHICLES
A student, who has presented a valid driver’s license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student’s building principal. Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel. It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle. All automobiles and motorcycles will be properly registered by the principal of the school to provide identification of the vehicle. The appropriate principal of the school will develop additional policies and regulations as may be required to insure the safety and well-being of all students and adults. It shall be considered a student privilege to operate a vehicle on the school campus. The violation of these rules will result in the immediate loss of this privilege.

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

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

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

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

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

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

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

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

Foster Child School Choice
If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by ADE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester at another school in the District or in the District.
By July 1 of the school year in which the student seeks to transfer under this section, the superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the superintendent shall state in the notification letter a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall void the school choice acceptance. If the application is rejected, the superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter.

The District shall only reject a Foster Child School Choice application if:
- The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, rules for standards of accreditation, or other applicable rule or regulation; or
- Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district’s court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

A foster child whose application is rejected by the District may submit a written request within ten (10) days following the receipt of the rejection letter from the superintendent to the State Board of Education for the State Board to reconsider the transfer.

A Foster Child School Choice transfer shall remain in effect until the foster child:
- Graduates from high school; or
- Transfers to another school or school district under:
  - The Foster Child School Choice Act;
  - Opportunity Public School Choice Act of 2004;
  - The Public School Choice Act of 2015; or
  - Any other law that allows a transfer.

The District shall accept credits toward graduation that were awarded by another public school district.

When a foster child transfers from the foster child’s school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child’s transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into a written agreement for the District to provide the transportation to and from the school the foster child transferred to. Legal Reference: A.C.A. § 9-28-113, ACA 6-18-223

STUDENT WITHDRAWLS
When a student plans to withdraw or leave school, the principal should be notified in advance so that copies of the students’ records can be prepared to send to the receiving school. On the last day that the student will be in attendance, he or she should pick up a withdrawal form from the office to take to the counselor, librarian, and to all classes throughout the day so that grading information can be recorded by all subject level teachers.

SUDDEN CARDIAC ARREST SYMPTOMS AND WARNING SIGNS
Sudden Cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA doesn’t just happen to adults; it takes the lives of students too. However, the causes of sudden cardiac arrest in students and adults can be different. A student’s SCA will likely result from an inherited condition, while an adult’s SCA may be caused by either inherited or lifestyle issues.

SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart’s electrical system, causing the heart to suddenly stop beating.

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:
- Fainting’s or seizures during exercise;
- Unexplained shortness of breath;
- A racing heart;
- Dizziness;
- Chest pains; or
- Extreme fatigue.

These symptoms can be unclear in athletes, since people often confuse these warning signs with physical
exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA die from it. All student athletes and their parents/guardians must read and sign a form in the front of the handbook after reviewing the warning signs of SCA. The form must be returned to school prior to any participation in any athletic activity. A new form must be signed and returned each school year.

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:

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

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student’s behavior:

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

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

The school principal or designee shall proceed as follows in deciding whether 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 readmittance 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).
- 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 shall not be permitted on campus except to attend a student/parent/administrator conference.

During the period of their suspension, students serving out-of-school suspension, may not make up their work and 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. Legal References: A.C.A. § 6-18-507, Goss v Lopez, 419 U.S. 565 (1975): A.C.A. § 6-18-507 (f)(3).

TARDIES AND CHECKING OUT EARLY

Tardies

Students detained by a teacher should request a note from that teacher to take to the next class to excuse tardiness.

- Excused tardies include: a late bus; a conference with another teacher, the principal, or the counselor; severe weather conditions; a physician’s appointment; or other medical reasons.

- The student must bring a note from his/her parents or physician to the office when securing a tardy slip.

- Unexcused tardies include: being on campus, in hall, restroom, gym, or office without trying to get to class on time, getting up late, talking too long in the hall, on campus or at locker too long.

First period tardy slips will be issued from the main office. Tardy slips issued any other period except 1st will be issued by the teacher.

Leaving Campus - Check Out

Students will only be allowed to check out for illness, medical and dental appointments, court, serious illness or death in the immediate family, and other extenuating circumstances as determined by the principal. Permission will only be given to those students who provide a note to the principal from the parent/guardian. Students must also bring a note to have an opportunity to obtain an excused absence on the day of their return. When a student is sick and needs to go home, someone in the nurse’s office will call the parents/guardian for transportation. Students are under the jurisdiction of school authorities from the moment they enter campus or arrive at the bus stop.

TELEPHONE USE

The office phone is available for students to use for emergencies only, with permission from office personnel. No personal phone calls will be allowed.

TEXTBOOKS

State owned textbooks in all subjects shall be provided to all students without costs in grades K-12. State owned books that are lost or damaged must be paid for in accordance with the nature of the damage and the age of the book. The amount to be charged for lost or damaged books is determined by the replacement cost of the book. When it is definitely established that a textbook has been lost, the principals should be notified of the type of book lost. Students are to pay for a lost textbook in the office. The student will be given a receipt, which should be shown to the teacher. If the textbook is found, the student should take it and the receipt to the office. After proof has been established that the book has been recovered a refund will be issued to the student.

TITLE IX

In June 1972, Congress passed Title IX of the Education Amendments, a law which affects virtually every educational institution in the country. The law prohibits discrimination by sex in educational programs that receive federal funds. The law states in part that “no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance”. Male and female students must be eligible for benefits, services and financial aid without discrimination on the basis of sex. The designated grievance officer is the Federal Programs Director who may be reached at 870-236-2762.

TOBACCO AND TOBACCO PRODUCTS

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

With the exception of recognized tobacco cessation products, this policy’s prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

Legal Reference: A.C.A. § 6-21-609
TRANSPORTATION, BUSES
RIDING A BUS SHOULD BE REGARDED AS A PRIVILEGE NOT A RIGHT

Students must ride Greene County Tech provided transportation to off campus events to be eligible to participate. Students may ride with his/her parent only after the event is over and after proper written permission has been delivered to the appropriate event sponsor. In the event of extenuating circumstances, parents may seek alternative arrangements by contacting the specific building level administrator. Students are considered in school (class) from the time they reach the bus stop in the morning until they are let off the bus in the afternoon. Students should be at the bus stop at the scheduled time. Stand back about 10 feet from the bus stop and wait until the door is opened prior to moving closer to the bus. Do not play on the highway or road. If a student misses the bus, do not attempt to hitch hike a ride to or from school.

While loading and unloading, enter or leave the bus orderly and quickly. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. Students are expected to conduct themselves in a manner such that they will not distract the attention of the driver or disturb other riders on the bus (which includes keeping your hands to yourself, be reasonably quite, attend to your own business, and leave other students alone).

Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, and etc. Students must remain in assigned seats while the bus is in motion and must not move seats unless the bus is stopped and permission is granted by the driver.

Nuisance items are not permitted and include: knives, sharp objects of any kind, pets, other living items, firearms, and etc. Students are not to put their hands, arms, heads or bodies out of the window. Students are not to yell at anyone outside of the bus. Students are not to deface the bus or any school property. Students are not to write on the bus or damage seats. Students should not throw paper, food or other objects on the floor of the bus or out of the bus windows. Students are not to eat on the bus. No smoking is allowed at any time on a school bus.

The aisle of the bus should be kept clear at all times from books, lunches, coats, and feet, which should not be in the aisles at any time. Students should not ask the driver to let them off the bus at any other stop than the designated stop unless a written bus note from the principal’s office is provided. If students must cross the road or highway to enter the bus, they should try to be on the right side of the road while waiting for the bus. If a student should arrive at the stop just as the bus approaches the stop, students should wait until the bus has come to a complete stop and then the driver has signaled to cross in front of the bus. Students who must cross the road after leaving the bus in the afternoon must cross the road only after the driver has signaled to do so. Students cannot ride any other bus except their own. Permission must be secured from the principal’s office in the form of a bus pass, should a student need to get off at an alternate location. This statement does not cover all of the do’s and don’ts, but is a very specific guide. The driver may find it necessary to interpret these policies in light of specific bus route needs. “The administration may exercise more extreme action in situations where student misconduct on school district buses negatively impacts the learning environment of the regular school day. For example, just suspending a student from the bus for bullying another student will not protect the victim from being bullied during the regular school day. Therefore, more serious infractions, such as bullying, must be addressed as a violation of school rules and not just a violation of bus rules.”

General Bus Rules:
• Obey instruction of drivers at all times.
• Stay in assigned seat facing front of bus at all times.
• Keep hands, feet, and other objects to yourself
• Noise should be kept at a low classroom voice.
• Be at bus stop at assigned time, students wait on buses, buses do not wait on students.

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

Use of Copyrighted Works in Digital Transmissions
Definitions
“Class session” means the length of time provided for students to access the materials necessary for the completion of course assignments and tests. Depending on the copyrighted work’s overall importance to the course, which can vary from a single assignment to an entire course focusing on the copyrighted work, the class session will end on:
• The date set by the teacher for an assignment to be submitted; or
• The date on the school calendar for the end of classes.
“Course packs” are premade compilations of book excerpts; newspaper, magazine, and journal articles; and instructor-authored materials.
“Mediated Instructional activities” includes textbooks, workbooks, and course packs.

“Transmission” is the remote accessing, whether on or off campus, by students of a copyrighted work by means of a closed circuit television, an educational television channel, or in a digital format on a password protected secure webpage.

The District recognizes that advances in technology have resulted in the need for guidelines for the use of copyrighted materials that are transmitted to students through a digital network. While the requirements to use a copyrighted work in a digital transmission have many similarities to those required to use a copyrighted work in a face-to-face classroom, Federal law places several additional requirements on the District’s teachers, IT staff, and librarians for the use of a digitally transmitted copyrighted work. The District is dedicated to providing the tools necessary for teachers, IT staff, and librarians to meet these additional Federal requirements.

The District shall make sure the server where materials are stored is secured, whether the server is located locally or remotely.

The District’s Informational Technologies staff shall develop the proper protocols and train teachers on their use in order to ensure:

1. The transmission of the copyrighted work is limited to only the students enrolled in the course;
   • Each student shall have a unique ID and password for accessing digital courses/materials; or
   • Each course shall have a unique password to access course materials; and
   • The password to access the course materials shall be changed immediately following the close of the course.
2. To prevent students from retaining or further disseminating the copyrighted work for more than one class session;
   • The print function will be disabled;
   • A transparency shall be placed over any literary work, sheet music, or photograph;
   • Audio and video transmissions will be set to be streamed; and
   • The link to the webpage with a copyrighted work shall be deactivated at the end of the applicable class session.

Teachers who wish to provide copyrighted works to students through a digital transmission as part of a digital course as well as teachers wishing to supplement a face-to-face classroom course with a digital transmission must meet applicable copyright statutes and policy 5.11—DIGITAL LEARNING COURSES as well as the following requirements in order to use a copyrighted work:

A. The use of the copyrighted work(s), whether in whole or in part, must be a part of regular classroom instruction and must be directly related and of material assistance to the course content;
B. The extent of a copyrighted work that is used must comply with one or more of the following criteria:
   • The entirety of a non dramatic literary or musical work may be used. A non dramatic literary work includes poems and short stories. A non dramatic musical work covers all music that is not part of an opera or musical and does not cover the use of the music video format of a song.
   • Dramatic literary and musical works as well as videos may only be used in limited portions. Dramatic literary and musical works may only be used in the same amount as set forth in the requirements for a face-to-face classroom while videos, including music videos, may only have the portion used that is directly related to the subject of the class session and may not be transmitted in their entirety.
   • Still images or slides that a teacher would have used in the ordinary course of a face-to-face classroom session on a projector or a transparency may be used in a transmission.
   • Works primarily produced or marketed for use in the digital education market may not be transmitted.
   • Works the teacher had knowledge or reasonably believes to be unlawfully made or acquired may not be used.
   • Mediated Instructional activities may not be transmitted.
C. A statement that works may be subject to copyright shall be placed in at least one of the following areas
   to provide notice to students of copyright status:
   • Course syllabus;
   • Home webpage for the course;
   • Webpage for the particular class session; and/or
• Webpage with the copyrighted work.

The teacher and the District librarian shall work together when making digital copies of copyrighted work
from physical or analog versions and shall fulfill the following requirements:
• The amount converted is only the amount allowed by law; and
• The District has no digital copy of the copyrighted work available; or
• The District’s digital copy of the copyrighted work that is available has technological protections
that prevent the use of the copyrighted work in the manner prescribed by law.

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

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

VIDEO SURVEILLANCE

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

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

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

The district shall retain copies of video recordings until they are erased which may be
accomplished by either deletion or copying over with a new recording. Other than video recordings
being retained under the provisions of this policy’s following paragraph, the district’s video
recordings may be erased any time greater than 3 days after they were created.

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

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

Legal References: 20 USC 1232(g)

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. Parents wishing to speak to their children during
the school day shall register first with the office. The District has the right to ask disruptive visitors to leave its
school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any
disruptive visitors who refuse to leave school property when requested to do so. Visitors who are disruptive become
“trespassers” as defined in A.C.A. § 6-21-606. As such, they lose their right to be on campus. Legal References:
A.C.A. § 6-21-606, A.C.A. § 6-21-607
VOLUNTEERS/WATCHDOG DADS

Enlisting the support of volunteers is a way the District can expand the scope of resources and knowledge available to enrich the students’ educational experiences, while strengthening the relationship between the school and the community. Volunteers can also perform non-instructional tasks that allow licensed personnel more time to devote to instruction.

The building principals shall be responsible for establishing and maintaining a program to coordinate the services volunteers are willing and able to contribute with the needs of District personnel. The program shall establish guidelines to ensure volunteers are aware of pertinent District policies and rules. Volunteers who violate school policies or rules, or knowingly allow students to violate school rules, may be asked to leave the school campus. The guidelines should also include provision for evaluation of the volunteer program and a method for soliciting suggestions from both the volunteers and staff for its improvement.

All volunteers who intend to act as head coaches or assistant coaches must:

1. Be at least twenty-two (22) years of age; and
2. Meet the requirements adopted by the Arkansas Activities Association (AAA) to volunteer for any athletics program for grades seven (7) through twelve (12).

A member of the board of directors of the District or the spouse of a member of the board of directors of the District may not be a registered volunteer for the District unless a majority of the disinterested members of the Board of Directors approves a resolution for the board member or board member’s spouse to be a registered volunteer. The resolution approving the board member or board member’s spouse to be a registered volunteer shall be effective for only one (1) school year.

A volunteer may act as a head coach in all varsity junior and senior high sports administered by the AAA except in the following sports:

- Football;
- Basketball; and
- Track and field.

Background Checks for Volunteers

For the purposes of this policy, “clear background check” means that: A background check was performed on the potential school volunteer in accordance with A.C.A. §§ 12-12-1601 et seq.;

- The potential school volunteer has not committed any of the crimes or offenses contained in A.C.A. §§ 6-17-410, 6-17-411 or 6-17-414 according to both the National and Arkansas background checks; and
- The potential school volunteer’s name was not found on the Child Abuse Central Registry.

A person wishing to volunteer in a capacity that requires a background check may not perform volunteer services requiring a background check until a clear background check is received by the District. Once received, a clear background check is good for five years; a background check renewal must be applied for and a clear background check received prior to the time of renewal or an interruption of permitted volunteer service could occur. A clear background check will be accepted of any individual wishing to volunteer provided it was conducted within the timeframe provided for in this policy.

Clear background checks for school volunteers are required for those individuals who are required to be or who seek to become Registered Volunteers, as defined in A.C.A. § 6-22-102 et seq. In addition to volunteers wishing to participate in the registered volunteers program, clear background checks are required for:


WEAPONS AND DANGEROUS INSTRUMENTS

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are exempted. A weapon is defined as any firearm; knife; razor; ice pick; dirk; box cutter; num-chucks; pepper spray; mace or other
The health and physical well-being of students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the Board of Directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

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

The problem of obesity and inactivity is a public health issue. The Board of Directors is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Arkansas Department of Education (ADE), but with the community and its residents, organizations and agencies. Therefore, the District shall enlist the support of the larger community to find solutions that improve the health and physical activity of our students.
Wellness Committee
To enhance the district’s efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way to ensure age-appropriate recommendations are made that correlate to the District’s grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule and are incorporated into this policy by reference. The overarching goal of the committee shall be to promote student wellness by monitoring how well the District is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, and 8 of the Centers For Disease Control’ (CDC) School Health Index as a basis for annually assessing each school’s progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in each school’s ACSIP provided to each school’s principal, and reported to the board. Goals and objectives for nutrition and physical activity shall also be included in the ACSIP.

The SNPAAC shall be made up of Individuals from the following groups to the extent interested persons from each group desire to be included in the development, implementation, and periodic review of the District’s wellness policy:

- Members of the District’s Board of Directors;
- School administrators;
- School nutrition personnel;
- Teacher organizations;
- Teachers of physical education;
- Parents;
- Students;
- Professional groups (such as nurses);
- School health professionals (such as school nurses, school counselors, and social workers); and
- Community members.

The SNPAAC shall provide written recommendations to the District’s Child Nutrition Director concerning menus and other foods sold in the school cafeteria. Such recommendations shall be based, at least in part, on the information the Committee receives from the District on the requirements and standards of the National School Lunch Program and from menus for the National School Lunch Program and other food sold in the school cafeteria on a quarterly basis.

The SNPAAC will meet at least quarterly. Meeting dates for the SNPAAC will be placed on the District’s calendar.

School Health Coordinator
To assist the SNPAAC in ensuring that the District fulfills the requirements of this policy, a District level School Health Coordinator (Designated District Official) shall be appointed. In addition, a school level School Health Coordinator shall be appointed who shall be responsible for assisting the District level School Health Coordinator in ensuring that each school fulfills the requirements of this policy.

Goals
In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the District will adhere to the ADE Rules Governing Nutrition and Physical Activity Standards And Body Mass Index For Age Assessment Protocols. To promote nutrition, physical activity, and other school based activities that will improve student wellness, the District, working with the SNPAAC, has established the following goals:

- Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
- Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
- Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
- Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
- Not use food or beverages as rewards for academic, classroom, or sports performances;
- Establish class schedules and bus routes that do not directly or indirectly restrict meal access;
- Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
- Abide by the current allowable food and beverage portion standards;
- Meet or exceed the more stringent of Arkansas’ or the U.S. Department of Agriculture’s
(USDA) Nutrition Standards for reimbursable meals and a la’ carte foods served in the cafeteria;
• Restrict access to competitive foods as required by law and Rule;
• Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of competitive foods.
• Provide professional development to all district staff on the topics of nutrition and/or physical activity;
• Utilize the School Health Index available from the CDC to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students.

**Food and Beverages Outside of the District’s Food Service Programs**
The District will insure that drinking water is available without charge to all students throughout the school including, but not limited to, in the District’s food service areas.

All food and beverages sold to students on school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.); students or student groups; parents or parent groups; or another person, company, or organization associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum. These restrictions include, but are not limited to, food and beverages sold in vending venues (machines, ice chests, cabinets) in school stores or as part of school fundraisers.

All food and beverages provided, but not sold, to students on the school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.); students or student groups; parents or parent groups; or another person, company, or organization associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum. These restrictions include, but are not limited to, food and beverages provided in vending venues (machines, ice chests, cabinets) in school stores or as part of school fundraisers.

Up to a maximum of nine (9) times per school year, school administration may schedule school wide events where food and beverages provided to students are not required to meet the Federal Smart Snacks standards during the scheduled time. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar.

Food and beverages outside of the District’s food service programs may not be sold, served, or provided to students in the District’s food service areas during meal times.

Elementary students shall not have in-school access to vending machines.

The District does not place nutrition restrictions on food or beverages brought from home that are intended for personal consumption only.

**Advertising**
In accordance with the USDA regulations, oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product that are made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product shall only be permitted on school campus during the school day if they meet or exceed the Federal Smart Snacks standards.11 This restriction does not apply to:
• Materials used for educational purposes in the classroom, including, but not limited to:
• The use of advertisements as a media education tool; or
• Designing and implementing the health or nutrition curriculum;
• Clothing, apparel, or other personal items used by students and staff;
• The packaging of products brought from home for personal consumption; and
• Currently existing advertisements on school property, including but not limited to, the exterior of vending machines, posters, menu boards, coolers, trash cans, cups used for beverage dispensing, and other food service equipment; however, all future contracts and replacement items shall meet the Federal Smart Snacks standards.

**Community Engagement**
The District will work with the SNPAAC to:
• Encourage participation in extracurricular programs that support physical activity, such as walk-to-school programs, biking clubs, after-school walking etc.;
• Encourage the implementation of developmentally appropriate physical activity in after-school childcare programs for participating children;
• Promote the reduction of time youth spend engaged in sedentary activities such as watching television and playing video games; and
• Encourage the development of and participation in family-oriented community-based physical activity programs.

The District will annually inform the public:
• Of the web address where the policy is located;
• Of any changes made to this policy since the previous year;
• Of the health and wellness priority goals in the District’s ACSIP;
• That a printed copy of the policy may be picked up at the District’s central office; and
• The amounts and specific sources of funds received and expenditures made from competitive food and beverage contracts.

Assessment of District’s Wellness Policy
At least once every three years, with input from the SNPACC, the District shall assess both the District as a whole and individual schools’ status in regards to the implementation and compliance of the goals of this policy, including the health and wellness goals in the District’s ACSIP. The assessment shall be based, at least in part, on:
• The extent to which District schools are in compliance with this policy;
• The extent to which this policy compares to other model local school wellness policies;
• The annual reviews of this policy based on modules 1, 2, 3, 4, and 8 of the CDC’s School Health Index; and
• A description of the progress made in attaining the goals of this policy.

On the years the assessment occurs, the assessment results shall be reported to the public, including parents, students, and other members of the community as part of the District’s annual report to the public.

The District will update the wellness policy based on the results from the three (3) year assessment.

District Website
The District will place on its website:
• The name, District phone number, and District email address for the District Level School Health Coordinator;
• The names, district phone numbers, and district email addresses for the School Level School Health Coordinators;
• The names of the members of the SNPAAC;
• Meeting dates for the SNPAAC;
• Information on how community members may get involved with the SNPAAC;
• A copy of this policy;
• A copy of the annual review of this policy based on modules 1, 2, 3, 4, and 8 of the CDC’s School Health Index; and
• A copy of the most recent three (3) year assessment of this policy.

Notes: First and foremost, remember that this policy is to be developed with input from the Wellness Committee (SNPAAC). There are very specific powers, duties, and responsibilities given to the committee.

Additional information on requirements and suggestions for local wellness policies are available from the USDA at http://healthymeals.nal.usda.gov/school-wellness-resources. Commissioner’s Memos CNU-17-010, CNU-17-013, and CNU-17-016 have several additional resources.

8.01.2 of the ADE Rules Governing Nutrition and Physical Activity Standards And Body Mass Index allows a school to serve or provide to students during the school day, outside of the meal period, a serving of food and beverages that complies with Federal Smart Snacks requirements as demonstrated by using the Alliance for a Healthier Generation Smart Snacks Calculator, including a copy of the Smart Snacks Calculator product compliance screen and a copy of the nutrition fact label of the product. This is a local control issue and does not have to be included in the policy, but you should be aware that it is an option and is on the ADE Wellness Policy Review Checklist.
As part of the Federal review, districts will be required to provide records demonstrating compliance with the regulations that include, but are not limited to:

- A copy of the wellness policy;
- Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public, which may include, but are not limited to: a copy of the district/school Web page where the local school wellness policy has been posted or a copy of the school newsletter/local newspaper;
- Documentation of the three (3) year assessment for each school; and
- Documentation to demonstrate compliance with the public notification requirements.
INDEX

Welcome and Purpose. ................................. 101
Curriculum .............................................. 101
Program Goals and Objectives ................. 101
Daily Schedule .......................................... 102
Your Child’s Preschool Needs ................. 102-103
Operational Policy ................................. 103
Procedures for Signing In/Out Daily ........ 103-104
Admission and Discharge Policy ............... 104-105
Emergency Drills & Evacuation Procedures .... 105-107
Attendance Policy ................................. 107-109
Procedures for reporting Child Abuse ........ 109
Discipline Policy ................................. 109-110
WELCOME to the Greene County Tech Early Childhood Program. Our programs are under the governing guidelines of the Greene County Tech School Board of Education. Each program will adhere to the rules and regulations set forth by each program it represents. We look forward to an exciting year full of learning and fun. The following pages consist of our policies and procedures. Please read through them carefully. After you have read these pages, Please sign and return the signature pages in the front of this book as soon as possible.

PURPOSE
The Early Childhood program provides developmentally appropriate experiences for all children. Certified personnel concentrate on several areas of development including: communication, social/emotional, cognitive, and gross/fine motor skills. Physical impairments (vision, hearing and others) are also areas that are addressed according to each individual need.

CURRICULUM
Classroom teachers utilize the Houghton-Mifflin PK and the Arkansas Early Childhood Frameworks to prepare students for Kindergarten. Areas of focus include: literacy, math, science, social-emotional, language development, fine and gross motor skills. Learning is achieved through a variety of hands-on teacher directed as well as self-discovery activities. Classroom teachers create a learning environment that meets all modalities of student learning. This ensures that all students are free to learn and advance at his/her own pace.

PROGRAM GOALS AND OBJECTIVES
The NAEYC and NAECS/SDC curriculum guides are followed in designing the curriculum. The curriculum will be designed to help students to:

1. Develop a positive self-concept and attitude toward learning.
2. Develop curiosity about the world, confidence as a learner, and creativity and imagination.
3. Develop relationships of mutual trust and respect with adults and peers.
4. Use language to communicate effectively and to facilitate thinking and learning.
5. Think critically, reason, and solve problems.
6. Become competent in management of their bodies and acquire basic physical skills, both gross motor and fine motor.
7. Understand and respect social and cultural diversity.
8. Know about the community and social roles.
9. Represent ideas and feelings through pretend play, drama, dance and movement, music, art, and construction.
### Sample DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6:30-7:30</strong></td>
<td>Early Care Program</td>
</tr>
<tr>
<td>7:30-8:00</td>
<td>Arrival-Morning activities/ Prepare for breakfast</td>
</tr>
<tr>
<td>8:00-8:30</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:30-10:15</td>
<td>Outside Play (depending on classroom and campus location, 30 min per class)</td>
</tr>
<tr>
<td>8:30-10:15</td>
<td>Instructional Time/Centers</td>
</tr>
<tr>
<td>10:15-10:45</td>
<td>Lunch</td>
</tr>
<tr>
<td>10:45-12:30</td>
<td>Outside Play (depending on classroom and campus location, 30 min per class)</td>
</tr>
<tr>
<td>10:45-12:30</td>
<td>Instructional Time/Centers</td>
</tr>
<tr>
<td>12:30-2:00</td>
<td>Rest Time</td>
</tr>
<tr>
<td>2:00-2:30</td>
<td>Snack Time</td>
</tr>
<tr>
<td>2:30-3:00</td>
<td>Carline</td>
</tr>
<tr>
<td>2:45-3:05</td>
<td>Prepare for departure (depending on campus location and bus schedules)</td>
</tr>
<tr>
<td>3:05-3:30</td>
<td>Load buses/Classes dismissed</td>
</tr>
<tr>
<td><strong>3:30-5:30</strong></td>
<td>After Care Program….$30 Weekly</td>
</tr>
</tbody>
</table>

Each program and/or classroom’s schedule will vary.

See your child’s teacher if you need specifics.

---

### YOUR CHILD’S PRESCHOOL NEEDS:

- Change of seasonal clothing labeled with their name (shirt, pants, socks and underwear)
- Backpack - - Make sure your child brings this to school every day and that you check it each day.

Be sure to check your child’s backpack daily. This is how the staff will send information to you at home. Make sure the backpack is large enough to hold several items at once.

Students designated as “ABC” are not required to provide blankets, sheets, or backpacks. In addition, “ABC” students are not required to pay for field trips. Parents will be notified by letter if their child is designated as “ABC”

---

### DRESS AND GROOMING

It is important that schools have some regulations concerning dress and appearance of students. The dress and appearance of students should in no way disrupt and impede
the maintenance of a proper educational atmosphere in the classroom or on the campus. It should never be of such a nature as to result in distraction of other students; and this includes good hygiene habits. As a parent it is your responsibility to make sure your children are taking a bath every day and to use healthy hygiene habits. If you need help with supplies or clothing please contact us or our social worker (Robin Williams). If there is ever a time that your child is being singled out by other students for poor hygiene, we have a shower at school and can use it for students. If you are without water at home or have some other situation that deems helpful for your child to use the school shower, we will contact you for prior permission.

Spikes and chains on clothing or hanging from clothing will not be permitted. Hoodies with ties, necklaces or anything that can get tangled in playground equipment will not be permitted; due to becoming a potential choking hazard.

Students should always be dressed with clothing appropriate for the weather and/or keep jackets in their backpack. Regulations encourage at least 1 hour of outside play, even in extreme temperatures. Living in Arkansas the weather can be very unpredictable and making sure all students are dressed appropriately is of the utmost importance.

In addition to the application packet, the following items MUST be in your child’s file and current before they can attend the Early Childhood program at Greene County Tech

- Birth Certificate
- Social Security card
- Medicaid card or insurance card (if applicable)
- EPSDT (Preschool: one per year)
- Immunization Record (must be kept current at all times)
- Emergency contacts (must be kept current at all times)
- Health History (must be kept current at all times)
- Proof of Income
- Free and Reduced Lunch Form **

**The Free and Reduced Lunch Form will be given to you by your child’s classroom teacher at the beginning of the school year and should be completed and returned immediately. Completion of these forms is a requirement for all Early Childhood programs.

OPERATIONAL POLICY

The Early Childhood program will be operational five days per week, excluding certain holidays or those days closed due to inclement weather. The programs will follow the school year calendar (see enclosed copy) and take holidays accordingly. ALL programs will follow the school inclement weather policy when the Greene County Tech Schools are closed.

The hours of operation are from 7:30 a.m. to 3:30 p.m. Our classrooms do not open until 7:30 a.m. and close at 3:30 p.m. Greene County Tech offers the following Early and After Care programs.

The Early Care program is available from 6:30 a.m. - 7:30 a.m. at no cost.

The After Care program is available from 3:30 p.m. - 5:30 p.m. at a cost of $30.00 per week.
Please notify your child’s teacher if you will need these services so the appropriate paperwork can be completed. If a student remains in After Care past 5:30 p.m., a late fee ($5.00 for every 10 minutes your child remains past 5:30 p.m.) will be charged to your account. If After Care payments are 2 weeks past due, your child will not be allowed to return to the After Care program until the fees are paid.

*All Early Childhood programs must have current emergency phone numbers and contacts at all times. If we are unable to reach someone at any of the phone numbers on 3 separate occasions, your child may be dropped from the program.

Transportation may be provided by regular school buses for any of the Early Childhood programs. All PK Students will be seated using a “buddy system”. Parents may choose the buddy; example: older sibling, cousin, or neighbor. If parents do not choose a buddy then one may be assigned. If so, then students sit in the front of the bus with another PK student of the same sex if possible. If there is no other PK student of same sex available then they will be seated with a Kindergarten student of the same sex. Preschool children will ride the bus on a “trial basis”. Each preschool child must act and sit appropriately on the bus in order to continue to ride. Each child is responsible for his or her own behavior and will not be allowed to ride the bus if inappropriate behavior causes safety concerns for the bus and/or driver distractions. (See Transportation Rules/Consent form on page 12.) Parents and/or family members may choose to transport the children to school daily. If you transport your child to school, he/she must signed in at the office on the orange hall. We will provide a car line in the afternoon. You will need to obtain a car pass from the office. Staff will then escort your child to your vehicle and buckle them in with your approval.

Children should arrive before 8:00 a.m. Breakfast, lunch and snacks will be provided. Arrangements for additional or “special” snacks may be made with your child’s teacher. Completion of a free and reduced lunch form is a requirement for all children upon entering the Early Childhood program.

New free/reduced forms are available at any time that your circumstances may change and you need assistance. All forms are confidential and all students’ cards are identical regardless if they are paid, free or reduced.

PROCEDURES FOR SIGNING IN/OUT DAILY
Parent/Guardian must be physically present to sign your child in/out of school through the office daily (unless he/she rides the school bus or is in supervised car line). Under no circumstances can a child be dropped off and allowed to walk to the classroom alone. If anyone other than the parent/guardian brings the child to school or picks them up, that person must be on the pick-up list and must be 16 years of age or older. Please understand that this ensures the safety of your child. Persons allowed to pick-up your child must be listed in writing and that list delivered to the preschool teacher. If you request that a certain person not pick up your child, it must be in writing. It will continue to be enforced until it is changed in writing. NOTE: IF the person in ques-
tion is a biological parent or legal guardian, by law we must have a court order on file to refuse them permission to pick up the child. In order to comply with licensing regulations, when dropping a student off in the mornings, parents must follow licensing guidelines by signing the child in and promptly leaving the classroom. Siblings of students who are not enrolled in the program cannot remain in the classroom or interact with the students since age factors and health issues are of concern. This also helps the student to avoid separation anxiety from parents and allow them get into a daily routine.

ADMISSION AND DISCHARGE POLICY
The Greene County Tech Early Childhood Program will accept applications for enrollment regardless of race, sex or ethnic origins. All children enrolled must meet the age requirement and other requirements for that program.

Preschool Enrollment and Placement
For preschool enrollment, children that will be four on or before August 1, of that school year they will be attending will receive priority placement. Children who reside in the Greene County Tech School District will be given priority placement in the 4 year old program. Then when considering applications to the preschool program, priority will be given to those who have siblings or step-siblings residing in the same residence or household that attends Greene County Tech through School Choice. School Choice forms are NOT required for children who attend Preschool. (Applications for School Choice for non-resident students shall be submitted to the Superintendent of Schools, prior to entering Kindergarten; at the end of the 4 year old program).

If the preschool program is at capacity, the child’s name will be placed on a waiting list. If a vacancy occurs, the preschool will contact the parents of the child next on the waiting list. A child identified as developmentally delayed will receive priority placement. All children enrolled in a preschool program should be capable of using the restroom independently (this does not apply to ABC special need students), without adult supervision. If a child has frequent incidences of bowel/bladder accidents, a parent conference will be held and an intervention plan may be developed which will include parental participation. If any 3-5 year old child has a special need, an evaluation by the preschool staff will determine placement in the preschool Special Needs program. This evaluation is free and provided by the GCT Special Needs program. Children will remain in the Special Needs program until the services are no longer needed, the child moves from the service area, the child reaches public school age, it is determined other services are more appropriate or the parent requests termination of services.

Emergency Drills

EARTHQUAKES
Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides.

The school and students will be guided by the following:

If Inside:
1. Don’t panic. If protected from falling objects, the rolling motion of the earth is frightening but not dangerous.
2. To protect from falling objects, take cover in this manner:
   a. Get beneath a desk, table or bench. If possible, cover head with coat or other item to minimize injury.
b. Stay away from outside walls, windows or other expanses of glass.

3. All doors should be left OPEN to minimize jamming if the building shifts.

4. Stay put and take cover. Do not attempt to run through building or outside because falling objects are found near outside doors and walls. If in a lavatory or other room with no desks or furniture, get against inside wall or inside doorway and crouch.

5. Once earthquake is over, evacuate building using fire evacuation rules.

If Outside:

1. Move quickly away from building and away from overhead electrical wires.

2. Lie flat, face down and wait for shocks to subside.

3. Take roll count of students and report to principal/designee as soon as possible.

4. Do not attempt to enter building until authorized to do so.

5. Do not light fires or touch fallen wires.

6. Be alert for instructions from the principal/designee.

EVACUATION PROCEDURES (FIRE, BOMB THREATS, OTHER DISASTERS)

For the protection of all occupants of the building, it is important that everyone is informed and understands what to do in the event of a fire, bomb threat, or other type of disaster that would necessitate the evacuation of the building. The teachers will teach students the following procedures through discussion and drills:

1. The purpose of an evacuation drill is to be able to evacuate the building in case of fire or other emergency.

2. Drills should be silent. If teachers and students are talking, directions and other information will not be heard.

3. Everyone should clear the building immediately.

4. Appoint one person to close the door and see that everyone is out of your area or class.

5. Get as far away from the building as possible in a designated area. Take your grade book to check roll outside and report to the building principal/designee.

6. Exit according to the exit instructions that are posted in your classroom/area.

7. When it is safe to do so the Principal or Principal’s designee will make all clear announcement and students will return to class.

8. If an area is barricaded, the next nearest exit should be used.

Bomb Threat: (Including terrorist acts)

1. Person receiving call will utilize “Bomb Threat Checklist” (attached) to gain as much information as possible.
2. Teachers and students will be advised to evacuate the building. They will go to their designated areas and take “go kits”.
3. The principal/designee will call 911.
4. Teachers not having a class, administrators and custodians will report to the office for further instructions.
5. Principal/designee will call superintendent (215-4400, ext. 1010).
6. Areas of the school will be checked by administrators, custodians and police to determine validity of the bomb threat. A report will be given to the principal.
7. An alarm will be sounded to signal “all clear”. Teachers and students will return to their classrooms.
8. When it is safe to do so, person receiving call will complete “Bomb Threat Checklist” to provide authorities with information about the caller.

**Tornado**

1. The Principal and or Principal’s designee will announce for students to get in their Tornado Safe locations.
2. Students should move to tornado safe locations.
3. Students should sit with heads between knees and hands over their heads.
4. When safe to return to class, the Principal and or Principal’s designee will make all clear announcement.

**ATTENDANCE POLICY**
The Greene County Tech Early Childhood Program expects your child to attend on a regular basis. Consistent attendance is important to the student’s progress. We strongly encourage you to keep unnecessary absences to a minimum. However, for the health of all our students, please do not send your child to school when he/she is ill. Please notify the school by note or phone when your child is ill or will be out for extended days. Procedures listed below will be followed concerning absences from school in the Greene County Tech Preschool:

- Each student will be allowed a maximum of 12 absences per semester.
- If your child misses more than 12 days, a conference will be held and unless there are extenuating circumstances that warrant other actions he/she may be terminated from the program.

**Morning Arrival:**
Breakfast is between 8:00 and 8:30 a.m.
Please have your child at school by 8:00 a.m.
This is important because the programs are designed for academic and educational strategies to begin at 8:30.

**Late Arrivals:**
Any student checked in after 8:30 a.m. and before 10:00 a.m. will be counted absent ¼ of a day. Any student checked in after 10:00 a.m. and before 1:30 p.m.
will be counted absent \( \frac{1}{2} \) of a day. Any student checked in after 1:30 p.m. will be counted absent \( \frac{3}{4} \) of a day.

All programs end at 3:30 p.m. You may pick your child up at 2:30 p.m. in the car line or out at any other time through the office. If your child remains after 3:30 p.m. he/she will be taken to the After Care Program and you will be expected to pay the weekly fee of $30.00.

**Check Outs:**
If the child is to be checked out before the end of the day, please go by the office and sign them out before going to the classroom. The person signing them out must be on the check out sheet as someone that is able to check out the child. For the safety of your child, identification will be required.

**Meals and Snacks:**
Breakfast, lunch and snacks will be provided. Arrangements for additional or “special” snacks can be made through the teacher.

Meals should be paid in advance. You may pay weekly or monthly. Your payment should be sent in an envelope with the following information:

- Child’s Name
- Teacher’s Name
- Envelope clearly marked as lunch money

Children should arrive before 8:00 a.m. in order to eat breakfast in the cafeteria. Lunch times vary according to the program and/or class with the earliest beginning at 10:15.

**Health Services**
Each campus is staffed with a school nurse and each classroom will have at least one staff member certified to administer emergency first aid and CPR. The teachers **MUST** have emergency phone numbers in order to reach someone about an ill child or in case of other emergency. *If your child is sick in the morning, please do not give them medicine and send them to school: they will be sent home.*

Once the medicine loses its effect and the child’s temperature goes up, you will be called to pick up your child. Out of concern for all of the children/staff and according to licensing regulations, we ask that you keep your child at home if he/she is not feeling well. *If we are unable to reach someone to pick your child up, at any of the phone numbers on 3 separate occasions, your child may be dropped from the program.*

A student does not need to attend school if he/she have any of the following illnesses:

- Vomiting
- Fever of 100.4 or more **(see below)**
• Conjunctivitis (Pink Eye)
• Scabies
• Impetigo
• Diarrhea
• Rash
• Severe Coughing
• Sores with Drainage
• Ring Worm
• Staph Infection
• Any other contagious disease
• Head lice/nits—after initial diagnosis student must be checked in through the Preschool office before returning to class

**Your child must be free from fever and/or any illness for 24 hours free with no medications for 24 hours before returning to school. If we feel your child is ill with any medical issues you may be required to take them to the doctor and provide a doctor’s note stating they may return to school.**

**PROCEDURES FOR REPORTING CHILD ABUSE AND/OR NEGLECT**

See section in District Handbook on page 15

**DISCIPLINE POLICY**

As staff, we also recognize and will practice the following principles to support student discipline and responsibility:

- We will teach students the expectations for responsible behavior.
- We will provide positive feedback to students, as quickly and often as possible, when they are meeting expectations and making good choices.
- When minor misbehavior occurs, staff will view the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences.
- When problems are chronic or severe, staff will view this as needing problem-solving and begin the problem-solving/intervention process.

Rewards, time-out and loss of privileges are used to modify behaviors. Classroom staff will redirect children in conflict to other activities or areas where they can calm down before time-out is used. Any specific discipline problems encountered will be shared with the child’s parents. Parents will be asked to participate in developing and carrying out techniques to help modify the child’s behavior. The following steps are the order of disciplinary measures used in the Early Childhood Program:
1. Conscious Discipline Strategies – (see this website for more info) 
   https://consciousdiscipline.com/
2. Reward systems for positive behavior
3. Redirect child to other activity
4. Time-out
5. Loss of Privileges
6. Parent Contacted for Conferences
7. Referral to and/or consultation with Special Ed staff

An attempt will be made to reach measures upon which your child’s behavior may be modified in order to stop the disruption to the environment.

If severe discipline problems continue with no apparent improvement, such as: hurting/endangering other students/staff, disobedience towards a school official or disregard of directions/commands, physical abuse/assault to a student/school employee, profanity/verbal abuse/obscene gestures, persistent disregard for school rules, bullying, possessing dangerous weapons, fighting, terrorist threatening, and other behaviors, the following steps will be taken:

(1) Minimum Consequence – Informal Suspension: Child will be sent home for the remainder of the day.
(2) Maximum Consequence – Removal from program following due process and a final conference with parent, teacher and principal.

Disciplinary actions may range from a minimum of a warning to a maximum of expulsion and/or notification of law enforcement officials if required. This applies whether the conduct takes place on the school grounds at any time, off school grounds at a school sponsored activity, or event, or traveling to and from school or a visited school.

**PLEASE NOTE:** THE GREENE COUNTY TECH PRESCHOOL **DOES NOT USE CORPORAL PUNISHMENT (SPANKING) AS A FORM OF DISCIPLINE.**

Greene County Technical School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools during the school day and during activities, even though such behavior is not specified in the preceding written rules. PRINCIPALS MAY ALTER SEVERITY OF PUNISHMENT BASED ON CIRCUMSTANCES AND OTHER CONDITIONS.