Student Handbook

Adopted by the Board of Education

July 21, 2025

Mr. Martin Mahan
Superintendent

Students and Parents:

Please take some time to review this handbook carefully. It includes the student policies that have been approved by the Fort Smith Public Schools Board of Education and govern enrollment, attendance, and conduct. You will also find information about academic requirements specified by the Arkansas General Assembly.

Sometimes court decisions, legislation, and district policy changes take place between annual handbook review processes. In the instance of a conflict, court precedent, law, and district policy supersede the handbook. The handbook is now primarily accessed electronically. This provides us with more opportunities to update it throughout the year to ensure that it remains in alignment with the latest changes in law and policy. In addition to the annual process of updating the handbook, it will also be revised and reposted as the Board of Education approves any changes throughout the year. A limited number of paper copies of the latest version of the handbook will continue to be available at each campus.

If you have any questions regarding any of these policies, please contact the principal of your campus or the Executive Director of Student Services.

Martin Mahan
Superintendent

In compliance with federal nondiscrimination laws the Fort Smith Public Schools do not discriminate in employment and education practices relative to race or national origin (Title VI of the Civil Rights Act of 1964), disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act), sex (Title IX of the Education Amendments of 1972), age (The Age Discrimination Act of 1975) or genetic information (Title II of the Genetic Information Nondiscrimination Act of 2008). The coordinator and contact person for all the above civil rights areas is the Assistant Superintendent for Human Resources and Campus Support, Fort Smith Public Schools, P.O. Box 1948, Fort Smith, Arkansas 72902-1948, phone, (479) 785-2501.

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INTRODUCTION

Discipline, attendance, and effort form the foundation of successful learning and teaching. Students and parents must have a clear understanding of school operations, and educators must clearly communicate expectations for satisfactory performance.

With this goal as its primary focus, the Fort Smith Public Schools Handbook Revision Committee, comprised of students, parents, teachers, assistant principals, and other administrators and community representatives, has reviewed the Fort Smith Public Schools Student Handbook. The committee has worked diligently to ensure that this discipline code complies with appropriate federal and state statutes and that the discipline code complies with the community's belief in a positive learning environment. Recommendations for changes in these policies may be submitted in writing to the Executive Director of Student Services by the last Monday in March each year. Those recommendations will be presented to the committee for their consideration. Parents, students, and educators form a partnership that contributes to each student's academic achievement by establishing, communicating, and applying fair and consistent discipline policies. In fact, the hallmark of disciplinary policies is fairness. Both faculty members and administrators attempt to resolve problems and reinforce successes through the cooperative efforts of district resources and parents or guardians. Students and their parents receive copies of this handbook so that positive expectations for student conduct are communicated clearly. A variety of methods may be used to adequately and effectively address violations of this code. These intervention methods may include conferences with parents, verbal or written warnings, detention, suspension, expulsion, counseling, training in conflict resolution, or placement in an alternative learning environment.

The items in this Student Handbook are applicable to all schools in the Fort Smith Public Schools. Each individual school may adopt additional guidelines so long as they are not in conflict with these provisions.

This document attempts to balance the rights of students with the responsibility of educators to maintain a safe and orderly school environment, essentially to form a community whose goal is to increase both knowledge and performance both as learners and as citizens.

This handbook was adopted by the FSPS Board of Education July 21, 2025

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Mr. Martin Mahan
Superintendent

NOTICE

TO: Employees, Parents, and Students of the Fort Smith Public School District

FROM: Martin Mahan, Superintendent of Schools

DATE: July 1, 2025

SUBJECT: Civil Rights Compliance

In accordance with the requirements of Title VI, Section 601, Civil Rights Act of 1964; Title IX, Section 901, Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Educational Equity Guidelines for Arkansas School Districts as required by Standard 2 of Accreditation Standards for Arkansas Schools, the Fort Smith Public School District assures that no person in the School District will, on the basis of race, color, national origin, religion, age, sex, or disability, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity of the Fort Smith Public School District.

Questions concerning temporary student disabilities and accommodations should be brought to the attention of the school principal. A form will be completed by school personnel and the parent to assess reasonable accommodations for the student. Questions concerning permanent student disabilities and accommodations should be brought to the attention of the school principal and the school 504 Coordinator to be handled in a 504 conference with the parent.

Questions concerning compliance with Title VI (race), Title IX (sex), Section 504 (disability), or Standard XV Guidelines (education equity), should be submitted to:

Equity Assistance Coordinators Fort Smith Public Schools
P. O. Box 1948 Fort Smith, AR 72902
Fort Smith, AR 72902-1948 (479) 785-2501

3205 JENNY LIND ROAD
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Mr. Martin Mahan
Superintendent

NOTICE

TO: Employees, Parents, and Students of the Fort Smith School District

FROM: Martin Mahan, Superintendent of Schools

DATE: July 1, 2025

SUBJECT: SEXUAL HARASSMENT OF STUDENTS OR STAFF MEMBERS

1. It is the policy of the School District to maintain a learning and working environment that is free from sexual harassment. Sexual harassment is deemed unacceptable conduct in the educational and employment environment and will not be tolerated. Sexual harassment is against the law. All principals and supervisors within this District are responsible for ensuring that all personnel (students and staff members) are afforded the opportunity to work and study in an environment free from sexual harassment. I expect all principals, supervisors, and staff members to actively support this policy and will hold them accountable for ensuring that sexual harassment is not tolerated and for reporting alleged incidents to appropriate supervisors.

2. Sexual harassment is defined as conduct based on sex that includes any of the following:

    a. Quid Pro Quo by a District Employee: Offering or withholding district services, benefits, or opportunities based on submission to or rejection of unwelcome sexual conduct.
    b. Hostile Environment: Unwelcome conduct that, from a reasonable person's view, is severe, pervasive, and objectively offensive enough to deny someone equal access to the school's education program or activity.
    c. Acts That Meet Criminal Definitions;
        i. Sexual Assault
        ii. Dating Violence
        iii. Domestic Violence
        iv. Stalking

3. Sexual harassment can occur between students, employees, non-employees, or any combination. It may involve a pattern of behavior or a single serious incident. Examples include: unwelcome touching, sexual jokes, sexual gestures, spreading rumors, or displaying explicit materials.

4. Sexual harassment is unacceptable behavior and will not be allowed. Sexual harassment will be actively opposed and will not be condoned within this School District. It is no defense to a claim of sexual harassment that the alleged harasser did not intend to harass. The Title IX Grievance Procedure may be utilized if a complaint is filed.

5. Any employee who becomes aware of possible sexual harassment must as a condition of continued employment report the incident. The District will promptly and thoroughly investigate all complaints. Staff and students can raise concerns and make reports without fear of retaliation. Complaints may be made to the employee's supervisor, the student's principal or to the:

District Title IX Coordinator
P. O. Box 1948
Fort Smith, AR 72902-1948 (479) 785-2501

3205 JENNY LIND ROAD
P.O. BOX 1948
FORT SMITH, AR 72902-1948

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FORT SMITH PUBLIC SCHOOLS STUDENT HANDBOOK

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Student Handbook
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I. ATTENDANCE POLICIES

A. Eligibility for Enrollment

Non-resident students may attend Fort Smith Public Schools only by means of an approved application under the Public School Choice Act of 2015 (ACA 6-18-1901 et seq.), a tuition agreement between districts, or by means of a Student Legal Transfer.

School Choice applications must be submitted on a form approved by the Division of Elementary and Secondary and Education (DESE) to the Department of Student Services and the student's resident district. Except for students who are transferring under Uniformed Service Member Dependent School Choice,the transfer application must be postmarked, emailed, or hand delivered on or before between January 1 and June 1 of the year preceding the fall semester the applicant would begin in the district. By, no later than the 15th calendar day following the receipt of an application the Superintendent, or designee, shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application. Students approved for attendance in the District will be assigned, based on staffing capacity and guidelines developed by the school administration, to a school for attendance purposes.

Student Legal Transfers require completion of a "Petition for Transfer of Students" form published by the Arkansas Department of Elementary and Secondary Education. Submission of the completed petition must be made to the Executive Director of Student Services. Transfer applications shall be placed on the Board's next meeting agenda. The District shall review and accept or reject requests for transfers, into the District, on a case-by-case basis. Approved requests shall take effect following Board action taken on the requests.

School Choice and Legal Transfers may be limited to schools with sufficient staffing capacity. Schools available for these transfers will be determined by the district administration. The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the staffing 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 parent, legal guardian, or person standing in loco parentis to the student who submitted a transfer application that was rejected may appeal the decision of the Board to the State Board of Education.

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

A.C.A. § 6-18-316
A.C.A. § 6-18-510
Reference: ASBA Model Policies.

For the purposes of this Policy:

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

“Active duty” means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. 1209 and 1211 or 42 U.S.C. § 204.

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

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

1. Active duty members of the uniformed services;

2. Members of the active and activated reserve components of the uniformed services;

3. Veterans of the uniformed services who are injured in the line of duty and medically separated or retired for a period of one (1) year after medical discharge or retirement;

    a. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty;
    b. Dual status military technicians; and traditional members of the National Guard and reserve components of the armed forces who are relocating to the state of employment or to serve as a member of an Arkansas-based reserve component unit.

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

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

The Superintendent shall designate an individual as the District’s military education liaison, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the Superintendent designates as the District’s military education coordinator shall possess specialized knowledge regarding the educational needs and unique challenges faced by children of uniformed services families.

An eligible child as defined in this Policy shall:

1. Be allowed to continue the student’s enrollment at the grade level commensurate with the student’s grade level the student’s was in at the time of transition from the student’s 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 the student’s previous school;

3. Enter the District’s school on the validated level from the student’s 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 the student’s previous school to the extent that space is available. This does

not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;

5. Be provided services comparable to those the student with disabilities received in the student's previous school based on the student's 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 the student has been placed under the legal guardianship of a noncustodial parent living outside the District by a custodial parent on active military duty.

Following the receipt of advanced notice and an enrollment application of an eligible student from a military family, the District shall;

1. Provisionally enroll, provide placement for, and enter academic course requests on behalf of the incoming student based on the student's education record provided by the student's family or the sending school district.

In the event that official copies of an eligible child's education records are not available at the time the eligible child is transferring, then the District shall:

1. Pre-register and place an eligible child based on the eligible child's unofficial education records pending receipt of the eligible child's official records; and

2. Request the eligible child's official education records from the sending district.

B. International Exchange Students

"Host family" means the individual or family with whom an international exchange student is placed by an international student exchange visitor placement organization under the International Student Exchange Visitor Placement Organization Registration Act, § 6-18-1701 et seq.

"International exchange student" means a student who is placed with a host family by an international student exchange visitor placement organization under the International Student Exchange Visitor Placement Organization Registration Act, § 6-18-1701 et seq. Before an international exchange student may attend a District school, the District requires all international student exchange visitor placement organizations that are placing international exchange students within the District to:

1. Be certified by the Council on Standards for International Educational Travel;

2. Provide documented proof of the international exchange student's English proficiency.

The District shall admit for enrollment and attendance an international exchange student who has been placed with a host family. International Exchange students will adhere to established resident and enrollment procedures.

Upon an international exchange student's arrival, the international exchange student may be required to submit to quarantine to prevent the spread of infectious diseases as may be necessary, which shall not exceed seven (7) days unless otherwise recommended by the Arkansas Department of Health or the Centers for Disease Control and Prevention.

C. The McKinney-Vento Homeless Program and Foster Care Students

The McKinney-Vento Homeless Program helps remove barriers to learning for students experiencing homelessness or placement in foster care. The term "homeless children and youth" means individuals who lack a fixed, regular, adequate nighttime residence. In an effort to identify and assist students experiencing homelessness, the District provides liaisons at both the building and district level. The liaisons are tasked with administering the regulations and procedures as outlined in the McKinney-Vento Act while complying with the provisions of the Fort Smith Public Schools Homeless Education Program. Enrollment requirement exceptions for homeless and foster care youth are listed above in "B, 1. Enrollment documentation".

1. Transportation of Homeless and Foster Care Students – Under the "Every Student Succeeds Act of 2015" students awaiting foster care placement and students in actual foster care are eligible for the same transportation services as students designated as "homeless." Such services will be comparable to those provided for non-homeless students.

Fort Smith Public Schools acknowledges that the responsibility for transporting children to and from school belongs to the parent. However, due to the size of the district, the student population, and the locations of various programs and schools, it is the policy of the Fort Smith Public Schools to provide transportation exceptions if a student meets at least one of the following conditions:

a. A student attending his/her home school lives outside a two-mile radius of his/her school,
b. A student who cannot attend his/her home school due to overcrowding. He/She will be transferred and bussed from their home school to a school that has space available at his/her grade level,
c. Special needs students, with a qualifying disability, may be picked up at home, at a neighborhood school, or at a bus stop near their home,
d. School to school program transfers for some secondary classes that are provided at locations other than the home school.

2. FSPS Transportation Policy for Homeless and Foster Care Students - Homeless and Foster Care Students, (HFCS), who wish to attend a school outside their school of location may do so, if it is determined by the parents, the school administration, and the local welfare agency, in the case of foster care students, to be in the best interest of the child.

For the purposes of school transportation, Homeless and Foster Care Students (HFCS) will be considered "at-large students" eligible to ride to and/or from any bus stop that serves their school of choice. (Comparable Service)*

If the school of choice is within a two-mile radius of their residence, then no bus transportation will be provided. (Comparable Service)*

However, if any school within that two-mile radius has a bus route that connects to their school of choice, the HFCS may ride that bus from that school to their school of choice. This is an additional service that is provided to HFCS and this option is not available to other students and parents. (Additional Service)**

If the school of choice or a connecting school is outside a two-mile radius of their residence, then FSPS will make arrangements for that student to be transported from a bus stop or a neighborhood school, to the school of choice. Parents should be aware that this option may require earlier pick up or/later drop off times and possibly one or more bus transfers to get the students to their destination.

(Additional Service)** Students in foster care or awaiting foster care are eligible for these same transportation services if requested by the local welfare agency. However, in order to account, control, and share transportation costs, a completed registration form, along with documentation from the Department of Human Services of each qualifying student's status (only those students requesting bus transportation), must be made and provided to the District each school year. The registration form and documentation letter should be submitted to the FSPS Homeless Liaison by September 15th of each year; who will then forward copies to the FSPS Student Services Office and the FSPS Transportation Office by October 1st of each year. If HFCS are being transported between neighboring school districts, then both districts share the responsibility and the costs of arranging transportation details. The cost for any additional services for foster students, such as those listed above, will be the responsibility of the local welfare agency, as stated under the provisions of the law.**

*Paragraph 3; Sect. A –Transportation Services – 42 U.S.C. 11432(g)(4) Comparable Services
** The Every Student Succeeds Act of 2015 and Amendments on Foster Care in Title 1 Part-A of the Elementary and Secondary Education Act.

D. Student Classroom Assignments - Multiple Birth Siblings

Classroom assignments are made by the school principal or designee. The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 5 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 (1) 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 (1) or more of the multiple birth siblings if:

1. There has been a minimum of thirty (30) instructional days since the start of the school year: and

2. After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:

    a. Detrimental to the educational achievement of one (1) or more of the siblings;
    b. Disruptive to the siblings' assigned classroom learning environment; or
    c. 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 Director of Elementary Education.

The decision of the Director of Elementary Education regarding the appeal is final.

Legal References: ACA 6-18-106
Additional Reference: ASBA Model Policies

E. Compulsory School Attendance

Arkansas Code 6-18-201, amended, mandates as follows:
Every parent, guardian or other person residing within the State of Arkansas having custody or charge of any child or children age five (5) through seventeen (17) years on or before August 1 of that year, both inclusive, shall enroll and send the child or children to a public, private or parochial school, or provide a home school for the child or children as described in 6-15-501 et seq. Under such penalty for noncompliance as shall be set by law with the following exceptions: Any student who has received a high school diploma, or its equivalent as determined by the State Board of Education, is not subject to this attendance requirement.

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

Any parent, guardian or other person residing within the state and having custody or charge of any child or children may elect for the child or children not to attend kindergarten if the child or children will not be age six (6) on September 15 of that particular school year. If such an election is made, the parent, guardian or other person having custody or charge of the child must file a signed Kindergarten waiver form with the local district administrative office. Such form shall be prescribed by regulation of the State Department of Education. Upon filing the Kindergarten waiver form, the child or children shall not be required to attend kindergarten in that school year.

Any child age sixteen (16) or above enrolled in a post-secondary vocational-technical institution, a community college or a two-year or four-year institution of higher education is not subject to the attendance requirement.

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 agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter the first grade in the public schools of this state 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 this state.
Parents electing to waive the kindergarten requirement must file a kindergarten waiver with the Superintendent of Schools or the District's Executive Director of Student Services.
The Fort Smith School District recognizes its responsibility to meet the legal requirements as set forth by state law regarding attendance, curriculum, and the general welfare of the student. Students within the compulsory attendance age, as defined above, and not yet eighteen (18) years of age shall not be dropped from the roll of any school unless they have:

1. Moved from the Fort Smith Public School District.

2. Died.

3. Received a high school diploma or its equivalent as determined by the State Board of Education.

4. Entered private, parochial, or home school.

5. Been committed to an institution.

Been recommended to be dropped by the Superintendent of Schools. Records shall be maintained on all students in Grades 7-12 leaving school prior to the completion of the high school graduation. Records shall show, as required by Statute 6-18-214, the following:

1. School site.

2. Gender.

3. Date of birth.

4. Racial or ethnic identification.

5. Educational handicapping condition, if any.

6. Reason for leaving. Reporting forms shall include, but not be limited to the following reasons for leaving school:

    a. Enrollment in another accredited public, private, or parochial school program leading to a high school diploma.
    b. Failing grades.
    c. Lack of interest.
    d. Conflict with school.
    e. Suspension or expulsion.
    f. Economic hardship.
    g. Pregnancy or marriage.
    h. Peer conflict.
    i. Incarceration.
    j. Alternative plans other than those listed.
    k. Did not return after end of previous semester and none of the reasons listed herein is known to apply.

Data shall also be maintained for those students entering home school programs and students who have run away and their location is unknown.

F. Guidelines for Excused and Unexcused Absences

The Board of Education of the Fort Smith School District recognizes that prompt, regular attendance in school is extremely important. Excessive absenteeism not only adversely affects the learning process of students but may impede the normal progression of a student through the grades. The Board expects each student to attend all scheduled classes and daily activities except when a student has been excused by the principal or principal's designee. Students who report to school, but fail to attend all scheduled classes and activities, except where officially excused, are contributing to the potential disruption of the instructional program. A parent/guardian or persons in *loco parentis* have the responsibility to require of his/her students prompt, regular school attendance. A parent/guardian should be familiar with the educational

program of the school and rules regarding attendance and student behavior. Unless a student has an excused absence from school, he/she should be in attendance. Excessive absences may result in a denial of promotion or graduation (ACA 6-18-222). Excessive unexcused absences may result in the filing of a Family in Need of Services (FINS) petition with the juvenile court.

ATTENDANCE

Types of absences: Excused, Parental Permission, and Unexcused

VIRTUAL SCHOOL ATTENDANCE

Absences for students enrolled in synchronous digital courses shall be determined in the same manner as for District students attending courses in person. Absences for students enrolled in a combination of synchronous and asynchronous learning at grades K-12 shall be determined by attendance during mandatory live instruction as specified in virtual student contract and schedule. Students who are scheduled to have a dedicated period for a synchronous course may be considered truant under district policy for failure to be physically where they are assigned to be, but would not be considered absent for the digital course itself if the student satisfies the attendance requirements for the asynchronous digital course.

Excused and unexcused absences will be defined the same for virtual school students as for traditionally enrolled students. Excused and unexcused absences are described above under the headings: “Excused Absences” and “Unexcused Absences”.

A. Absences

1. Excused – Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons:

    a. Student’s illness when medically documented or approved by the principal;
    b. Death or serious illness in the immediate family, i.e. spouse, child, parent, sibling, grandparent, any relative who lives in the same household as the student;
    c. Observance of recognized holidays observed by the student’s faith;
    d. Attendance at a medical appointment;
    e. Exceptional circumstances with prior approval of the principal;
    f. Participation on FFA, FHA, or 4-H sanctioned activities;
    g. Participation in the election poll workers program for high school students;
    h. Absence granted to allow a student to visit his/her parent or legal guardian who is a member of the military and has been called to active duty, is on leave from active duty, or has returned from deployment to combat zone or combat support posting. The number of additional excused absences shall be at the direction of the Superintendent or designee;
    i. Absences granted, at the Superintendent’s discretion, to seventeen (17) year old students who join the Arkansas National Guard while in the eleventh (11th) grade to complete basic training between grades eleven (11) and twelve (12);
    j. 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;
    k. Absences due to conditions related to pregnancy or parenting, including without limitations:
        i. Labor, delivery, and recovery;
        ii. Parental and postnatal medical appointments and other medically necessary, pregnancy-related absences;
        iii. The illness or medical appointment of a child belonging to a parent who is enrolled at a District school;

iv. A legal appointment related to pregnancy or parenting, including without limitations:
- Adopting;
- Custody; and
- Visitation

v. A reasonable amount of time to accommodate a lactating student's need to express breast milk or to breastfeed the student's child on the District's campus; and

vi. At least ten (10) school days of absences for both a parenting mother and a parenting father, after the birth of a child.

l. Absences for a student who is the child of a fallen service member or first responder.
   i. Due to a mental health concern; or
   ii. To attend an event from a sponsoring organization that provides support to families of fallen service members or first responders or provides support for traumatic loss, grief, or resiliency.

m. Parental Permission for any reason not covered above, not to exceed five (5) days per year, provided the parent has contacted the school attendance office, by note or by phone call, the day the absence occurs.
   i. For the purposes of elementary school attendance, parent permission days will be counted in the form of five (5) a.m. and five (5) p.m. absences. For the purposes of secondary school attendance, parent permission will be counted in the form of periods.
   ii. No more than five (5) of either a.m. or p.m. absences will be excused as parent permission. If five (5) parent permission days are exhausted, additional days or periods will be recorded as unexcused parent permission.
   iii. Absences for parent permission shall not be granted in conflict with semester examination schedules.

n. Any circumstance not covered above which the District determines are excused.

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.

Up to one (1) time during each scheduled election, a student shall not be considered absent from school for the time the student accompanies the student's parent when the parent is exercising the parent's right to vote in a scheduled election.

In order for the absence to be considered excused, the student must:

a. Bring a written statement to the principal or designee upon the student's return to school from court or legal documents, or treating licensed health care provider identifying the office and/or the name of the professional who provided the service stating the reason for the student's absence; or

b. If the student is attending the District's courses digitally, upload a written statement from court or legal documents, or treating licensed health care provider identifying the office and/or the name of the professional who provided the service stating the reason for the student's absence; through the District's digital course management platform for review by the principal or designee; or

c. Provide documentation as proof of a student's participation in an activity or program scheduled and approved by the FFA, FHA, or 4-H program that is provided by a FFA, FHA, or 4-H county extension agent, 4-H educator, or other appropriate entity associated with the FFA, FHA, or 4-H activity or program; or

d. The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student provides written documentation that the student's absence is to attend an event from a sponsoring organization that:
   i. Provides support to families of fallen service members or first responders or provides support for traumatic loss, grief, or resiliency; and

   ii. May be verified as an organization that provides support to the military and first responder community by reviewing the Resources Page for Military Family Engagement on the Department of Education website.

A written statement presented or uploaded for an absence having occurred more than five (5) school days prior to its presentation or upload will not be accepted.

A student shall not be be eligible to receive an excused absence for letter (l) above if:

a. The student is not in good academic standing;
b. The student does not have a prior record of good attendance; or
c. The absence occurs during a date on which standardized testing is administered.

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

An excused absence shall afford the student the privilege of making up all assignments and/or class activities as the teachers direct.

2. Parental Permission

a. Parental permission may be granted for any reason, including personal illness without written verification, provided the parent has contacted the attendance office, by note or phone call, the day the absence occurs.
b. The student may not exceed five (5) parental permission absence days for the school year. If a student exhausts five (5) days of parental permission absence in any class for the school year, all parental permission days beyond the first five (5) are classified as unexcused parent permission. For the purposes of elementary school attendance, parent permission days will be counted in the form of five (5) a.m. and five (5) p.m. absences. No more than five (5) of either a.m. or p.m. absences will be excused as parental permission. For the purposes of secondary school attendance, parent permissions will be counted in the form of periods.
c. Parental permission shall afford the student the privilege of making up all assignments and/or class activities as the teachers direct.
d. Absences for parental permission shall not be granted in conflict with semester examination schedules.

3. Unexcused

a. An unexcused absence shall be considered to be a willful absence (truant) from school if it is without the knowledge of the student's parent/guardian.
b. An unexcused absence will not be granted for the following reasons:
   1. Social or public policy advocacy; or
   2. Attempts to influence legislation or other governmental policy-making at the local, state, or federal level.

c. Any other absence not considered excused in the two preceding sections will be

counted as unexcused.

d. Any student who is truant or has an unexcused absence forfeits the right to make up any work for credit.

e. Students on short-term suspension from school (not to exceed ten days) shall be considered absent, but excused for the purpose of completing make-up work, during the term of suspension. These students will be expected to make up their school work and may receive full credit upon satisfactory completion. The sole responsibility for completing assigned work rests with the student. All make-up work should be returned to the appropriate teacher upon the student's return to school. For the purposes of absenteeism, short-term suspension days (not to exceed 10 days) shall be considered unexcused.

f. A student with four (4) or more unexcused absences per semester may be assigned consequences. Minimum – reprimand; Maximum – suspension.

g. Students with ten (10) consecutive unexcused absences shall be dropped on the eleventh (11) unexcused day. Students will be allowed to re-enroll upon return. Space is not guaranteed at the same school upon re-enrollment. A.C.A § 6-18-213.

4. School Business – School business days will be excused. School business designation is limited to school sanctioned/sponsored activities and events.

Other References: ASBA Model Policies

B. Parent/Guardian Contact

The parent/guardian should contact the school by 9:00 a.m. any day that a student will be absent. In addition to assisting the school with the attendance record, parent/guardian notification to the school is a security measure to verify the locations of all students.

Upon the 5th unexcused absence in any semester a letter will be sent to the parent/guardian notifying him/her that upon the 10th unexcused absence of the same semester the student may be denied promotion or credit. Before a student accumulates the 10th day of unexcused absence for the semester the student, the student's parents, or guardian, may petition the school principal for a conference to address the student's absences (Act 1223 of 2011).

Exceptions to this rule will be made in accordance with the student's IEP or 504 plans.

Students with long-term, medically documented illness or injury may be allowed to make up work and may be given assistance in obtaining credit for courses in which they are enrolled.

C. Legal Notification

Upon notification by the School District that a student of mandatory school age is no longer attending school or has 10 consecutive absences in any class, the County Prosecuting Attorney or City Prosecuting Attorney will be notified that the student is no longer attending school. Students with unexcused absences in excess of 10 total days in any one semester may be considered delinquent, and appropriate notification to the County Prosecuting Attorney or City Prosecuting Attorney may be made subject to the directions of the Superintendent or his/her designee.

The Fort Smith School District shall notify the Arkansas Department of Finance and Administration whenever a student 14 years of age or older is no longer attending school. The Department of Finance and Administration is required to suspend the former student's operator's license unless the former student meets certain requirements in the statute.

D. Course Credit

Credit may be denied to a student Grades 9–12 enrolled in credit courses when a student has more than 15 days of total absence in a semester.

E. Denial of Promotion

Excessive absences (15 days per semester) may be a basis for denial for promotion or graduation. Before a student reaches 15 days of absence in a semester, the parent or guardian may petition the principal for a conference to address the student's absences. The plan to address the absence problem will be formalized into a written agreement to include the conditions of the agreement and the consequences for failing to fulfill the requirements of the agreement.

F. Grading

A student who is absent from any given class will be permitted to make up major tests and major assignments if the student has an excused absence. The student must make arrangements with the teacher(s) on the first day the student returns to class to complete work missed because of an excused absence. A student will be given an "O" or "F" if the assignment(s) missed is the result of an "unexcused" absence.

II. CHILD CUSTODY SITUATIONS

A. The parent or guardian shall provide authorization, by note or phone call, for other persons to take a child from school during the school day.

B. In order for a student to be released to law enforcement officers, one of the following is required:

1. The officer has a warrant.
2. The officer places a student under arrest.
3. The parent or guardian accompanies the officer.
4. The officer has written permission from the parent or guardian.
5. The principal or his/her designee obtains oral permission from the parent or guardian by telephone. The oral permission shall be documented by the principal or designee.

C. Anytime a student is released from school, the parent or guardian is to be notified as soon as possible.

D. The parent or guardian must be contacted, if possible, when law enforcement officers' request to question a student at school regarding a criminal offense the student may have witnessed or in which he/she may have participated. If the parent or guardian cannot be contacted, a school official shall act in *loco parentis* and observe the interrogation.

E. Parents or guardians will not be notified when law enforcement or social service officials or designated employees of the Department of Human Services ask to interview a student about suspected neglect or abuse in the student's family. A school official shall be present during the interview. The school official delegated to be present should be the person with whom the student will be most at ease and least threatened.

F. Any agency other than law enforcement agencies or the Department of Human Services must have a written administrative or court order directing the school district to give custody to that agency. Parents should be notified as soon as possible.

G. Both parents of a student are assumed to have equal custodial rights unless a court order stating otherwise has been presented to school officials. When in doubt, school enrollment records may be used, as the parents have the burden of furnishing school with accurate,

up-to-date information.

H. A non-custodial parent with visitation rights has the same right to obtain student information as the custodial parent. Any restriction on this right would have to be documented in a court order.

I. Student information and school records will be released to law enforcement officials, agents of the court, or Department of Human Services (DHS) employees if such information is part of an open case or a current investigation.

J. If testimony by staff members is sought by parents or attorneys, a subpoena shall be required.

K. The transfer of a student between the student's custodial parent or guardian and non-custodial parent or guardian is prohibited from taking place on a school campus during normal hours of school operation (ACA 9-13-104).

III. STUDENT HEALTH

A. Student Health Guidelines

It is the responsibility of the parent or guardian to notify the nursing staff or school personnel in writing of any serious medical condition his or her child may have. Notification should be made in a timely manner.

Parents should not send a student to school who has a fever of 100 degrees or greater. The student should remain at home until free of fever, without the use of fever reducing medication, for 24 hours. Most fever is lowest in the morning, rises in the afternoon, and is highest in the evening. Due to the possibility of choking, no hard candy will be allowed in school.

B. Communicable Diseases and Parasites

1. Students with communicable diseases that could be transmitted in a school environment should not attend school to diminish the spread of their condition to others. Students whom the school nurse (or his/her designee) determines are unwell for school attendance or who are believed to have a communicable disease will be required to be picked up by their parent or guardian.

   Examples include but are not limited to: vomiting two or more times, multiple watery loose stools, fever greater than 100 degrees, or an undiagnosed rash or skin change. A student who has been sent home under this policy will subsequently be readmitted, at the discretion of the school nurse (or his/her designee), when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

2. When a student is found to have lice, the student will be sent home for treatment that day. The parent will treat the child and return the child to school the same day or the following day.

   a. Students returning to school after being sent home with lice must be accompanied by their parent/guardian. The student will be checked for lice prior to returning to class.
   b. Siblings of the student will be checked by the teacher, school nurse, or the principal's designee.
   c. Depending on the severity of the lice problem, the principal, in consultation with the school nurse, may decide it is necessary to check an entire classroom or group of classrooms as well as the siblings of an affected student. All notifications will respect the privacy and confidentiality of the affected student.

d. The principal or his/her designee will notify parents of children in an affected classroom of the problem when
   i. Three or more children are found to have lice within a two week period in classrooms with more than 15 students, or
   ii. There is one case of lice in a classroom of 15 or fewer students.
e. The principal or his/her designee shall notify the bus driver and/or the transportation department if the student is transported.

3. Students with suspected scabies must be seen by a health care provider for diagnosis and/or treatment. A letter from the health care provider may be required prior to the student being readmitted to school.

   Students with evidence of bed bug bites require no treatment. Bed bugs are not known to spread diseases. (CDC – Jan. 10, 2013)

C. Medication Policy

Medications are generally administered by an Unlicensed Assistive Personnel under the supervision or direction of a school nurse. Medications are given at school as a courtesy to parents. Medications not necessary for attendance may be refused and some prescribed medications may be refused at the nurse's discretion due to safety issues. The following requirements are to be met before medication is administered at school:

1. All medications must be stored and administered from the original containers with the most current, dated labels. The student's name must be on the prescription label. The medication label is not to be changed in any way. (Name of child, dosage, and time given.) Parents are responsible for getting the medications to and from school. Upon receipt at school, medications will be counted and documented on the Medication Tracking Form, in the presence of the parent. Both the parent and the nurse or UAP will sign the Tracking Form to verify medication quantity. An appointment with the nurse is required to assure the nurse is available to receive medication.

2. A parent must sign medication forms giving school personnel permission for administering medications to their child. The dosage on the medication container and the dosage on the medication permission form must be identical.

3. No medication will be given unless it is specifically ordered by the child's physician to be given during school hours. Medication ordered to be given 1, 2, or 3 times a day will be given at home unless specifically ordered to be given during the school day.

4. Morning medications will not be given at school. Parents will be responsible for administering morning medications prior to their students arriving at school. Exceptions to this rule must be approved by the Executive Director of Student Services.

5. All pills should be administered with water. The student must swallow the oral medication in the presence of the adult administering the medication.

6. For Positive Attitude Renewal (PAR), medication(s) will be transported by the parent, for administration during the school day. The parent will be responsible for transporting the medication(s) back to the home school. The home school will be responsible for faxing the supporting documentation to the PAR school nurse.

7. For Field Trips, controlled substances will only be sent for administration if a nurse is attending the field trip. Medications should be counted before being taken from the school and then counted again on return to provide accountability for controlled substances. Administration of medication should be documented on the Medication

Administration Record. Inhalers and epinephrine (auto Injector or nasal spray) may be sent with the teacher on the field trip for use while away from school. Those medications will also be signed out on the Medication Tracking Sheet and signed back in when returned to school.

8. Medications such as inhalers and epinephrine (auto injector or nasal spray) may be kept with the student provided that all district guidelines and state requirements (ACA 6-18-707) are met as stated in the inhaler and epinephrine policies. Non-prescription inhalers will not be allowed at school without a written doctor's order. Stock epinephrine is only available if a doctor prescribes it for the district.

9. The school system is not responsible for reactions caused by medications that are properly administered.

10. If questions concerning a medication arise, school personnel have the right to call the doctor/pharmacist regarding medications. The parent/guardian will be notified.

11. Due to the possibility of choking hazards, no cough drops, throat lozenges, or medicated suckers will be given at school.

12. Narcotic medications such as cough syrups with codeine and pain medications will not be given at school. With a written doctor's order, non-aspirin products may be given for pain management. The doctor's order must be for a specified and appropriate length of time.

13. Stock Narcan (Naloxone HCL) may be kept for treatment of suspected opioid overdose. See Narcan protocol.

14. All medications should be kept in a locking cabinet in the office to be administered by the Unlicensed Assistive Personnel or School Nurse. Controlled substances should be kept in a double locking cabinet and counted once a month, and as needed. This count should be documented on the Medication Administration Tracking sheet and monthly report form maintained in the central nursing office with discrepancies noted and reported to the Lead Nurse and Fort Smith Police Department, if deemed necessary. Only the licensed nurse will administer controlled substances at school.

15. With written permission from the parent/guardian, inhalers and epi-pens may be sent home with the students at the parent's request or at the end of the school year. Controlled substances must be picked up by the parent at the end of the school year. Any controlled substances remaining on the last day of school will be sent to the Fort \ Smith Police Department for destruction.

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

D. Asthma Inhalers

Students may carry and use an inhaler while in school, at on-site school activity, or at an off-site school sponsored activity provided the following provisions are met:

1. The parent/guardian of a student who needs to carry an asthma inhaler shall provide Fort Smith Public Schools with written permission for the student to carry the inhaler for use while in School.

2. This permission shall be for the current school year, while attending Fort Smith Public Schools.

3. The parent or guardian shall provide Fort Smith Public Schools the following Documentation:

   a. Doctor's order for inhaler or a prescription label.

   b. Written doctor's order specifying that the student may carry the inhaler on his/her person.

4. All medical documentation listed above, including an applicable healthcare plan, shall be kept in the medication binder to be used in the event of an emergency.

5. The parent or guardian shall provide a student's asthma inhaler.

6. The student shall demonstrate the skill and responsibility necessary to use the asthma inhaler to the person writing the prescription and the school nurse, when available.

7. Students with asthma are not *required* to carry asthma inhalers on his/her person. The parent or guardian may provide an asthma inhaler for the student to use while at school. The inhaler shall be kept in a locked cabinet until needed.

8. A student is prohibited from sharing his/her inhaler with any other person.

9. Fort Smith Public School District and district employees shall not be liable for injury to a student caused by his or her use of a prescription inhaler.

E. Epinephrine and the Emergency Administration of Epinephrine

Students may carry and use epinephrine, either through an auto injector or nasal spray while in school, at on-site school activity, or at an off-site school sponsored activity provided the following provisions are met.

1. The parent or guardian of a student who needs to carry epinephrine, either through an auto injector or nasal spray, shall provide Fort Smith Public Schools with written permission for the student to carry epinephrine, either through an auto injector or nasal spray on the student's person for use in school.

2. This permission shall be for the current school year, while attending Fort Smith Public Schools.

3. The parent or guardian shall provide Fort Smith Public Schools the following documentation:

   a. Doctor's order for epinephrine, either through an auto injector or nasal spray, or a prescription label.
   b. Written doctor's order specifying that the student may carry the epinephrine, either through an auto injector or nasal spray, on the student's person.

4. The school nurse for each District school shall keep epinephrine on hand, either auto injector or nasal spray that are suitable for the students the school serves provided that a licensed doctor provides a prescription to the district to possess and maintain these products. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer epinephrine, either auto injector or nasal spray to those students who the

school nurse, or other school employee certified to administer epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction. The parent or guardian shall provide a student's epinephrine either through an auto injector or nasal spray.

5. All medical documentation listed above, including an applicable healthcare plan, shall be kept in the medication binder to be used in the event of an emergency.

6. The student shall demonstrate the skill and responsibility necessary to use the auto-injection or nasal spray epinephrine to the person writing the prescription and the school nurse, when available.

7. Students are not required to carry auto-injection or nasal spray epinephrine on the student's person. The parent or guardian may provide an epinephrine, either through an auto injector or nasal spray, for the student to use while at school. The epinephrine shall be kept in a locked cabinet until needed.

8. A student is prohibited from sharing his/her epinephrine with any other student.

9. Fort Smith Public School District and district employees shall not be liable for injury to a student caused by his or her use of an auto-injectable, or nasal spray, epinephrine.

F. Emergency Administration of Albuterol

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in, emergency situations, to students who have an IHP that provides for the administration of albuterol in emergency situations.
The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

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

G. Emergency Administration of Anti-Opioid

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse and school resource officer shall possess an anti-opioid at all times when on duty. The school nurse, other school employee, volunteer, or student, may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

An opioid overdose rescue kit shall be placed within all storage locations in the District high school buildings that currently contain an automated external defibrillator for public use. The opioid overdose rescue kits shall be located where it is readily available to the public, be visually free of advertisement, and contain an anti-opioid.

H. Emergency Administration of Emergency Adrenal Insufficiency Medication

The school nurse, volunteer public school employee, or other school employees designated by the school nurse as a care provider who have been trained, certified by a licensed physician, and authorized by the parent or legal guardian, may administer an injectable emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication in emergency situations.
The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer an injectable emergency dose medication to administer an injectable emergency dose medication to the student when the employee believes the student is having an adrenal crisis due to adrenal insufficiency.

Students who have met the requirements to be authorized to self-administer a stress dose medication under this policy shall provide the school nurse an emergency injectable dose of the student's medication. This emergency injectable dose will be used in the event the school nurse, or other public school employee certified to administer an injectable emergency dose medication, in good faith professionally believes the student is having an adrenal crisis due to adrenal insufficiency.

I. Seizure Disorder Medications

Students who have been diagnosed with a seizure disorder shall have a seizure action plan that shall be a written IHP designed to acknowledge and prepare for the healthcare needs of the student. The student's seizure action plan shall be created in collaboration between District staff and the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis or the student if over eighteen (18). As part of the creation of the student's seizure action plan, the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall:

1. Provide the school with written authorization to administer the seizure medication at school;

2. Provide a written statement from the student's healthcare provider that shall contain the following information:

    a. The student's name;
    b. The name and purpose of the medication;
    c. The prescribed dosage;
    d. The route of administration;
    e. The frequency that the medication should be administered; and
    f. The circumstances under which the medication should be administered;

3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact, which shall be stored in a safe and secure location accessible only by District personnel or volunteers with training to administer seizure medication.

The written authorization, written statement, and seizure action plan shall be kept on file in the office of the school nurse or school administrator and distributed to any school personnel or volunteers responsible for the supervision or care of the student.

J. Immunization Requirements for Kindergarten Through Grade Twelve

(Reference Immunization Checklist - p. 75)

1. Except as otherwise provided in law or regulation, no child shall be admitted to a public or private school of this state who has not been immunized against poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, mumps, hepatitis B, hepatitis A, meningococcal disease, and varicella (chickenpox) as evidenced by a certificate of a licensed physician or a public health department acknowledging the immunization.

2. The requirements for entry into school are:

Kindergarten: At least four doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP) Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT pediatric) vaccine; at least three doses of Polio vaccine; two doses of MMR (measles, mumps, and rubella) vaccine; three doses of Hepatitis B vaccine; one dose of Hepatitis A; and two doses of Varicella (chickenpox) vaccine. A medical professional's [medical doctor, advanced practiced nurse, doctor of osteopathy, or physician assistant] history of disease may be accepted in lieu of receiving Varicella vaccine. No self or parental history of varicella disease will be accepted. Exception: If a student has previously received two doses of measles, one dose of mumps, and one dose of rubella before January 1, 2010 the doses will be accepted as compliant to immunization requirements and 2 MMR's are not required.

1st through 12th grade: At least three or four doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT pediatric), Tetanus/ Diphtheria (Td-adult) or Tetanus/Diphtheria/Acellular Pertussis (Tdap) and one dose of Tdap for ages 11 years (as of September 1st each year and older or three doses for unvaccinated persons 7 years of age or older (including persons who cannot document prior vaccination); at least three doses of Polio vaccine; two doses of MMR (measles, mumps, and rubella) vaccine; two or three doses of Hepatitis B vaccine; one dose of Hepatitis A for First Grade; two doses of Varicella (chickenpox) vaccine; and one or two doses of Meningococcal vaccine with one dose for 7th grade and a second dose of Meningococcal vaccine at age 16 years (as of September 1st each year). A medical professional's [medical doctor, advanced practiced nurse, doctor of osteopathy, or physician assistant] history of disease may be accepted in lieu of receiving Varicella vaccine. No self or parental history of varicella disease will be accepted. Exception: If a student has previously received two doses of measles, one dose of mumps, and one dose of rubella before January 1, 2010 the doses will be accepted as compliant to immunization requirements and two (2) MMR's are not required.

K. Every child must have received all of the vaccines, or show proof that they have a letter from the Arkansas Department of Health approving serology as proof of immunity in order to continue attendance in a public or private school.

L. A facility may temporarily admit a child provided that the child becomes appropriately immunized, is in process of receiving the needed doses of vaccine, or shows proof that he or she has applied for an exemption for those vaccines he or she has not received within thirty (30) program days after the child's original admission. In process may only be verified with a paper copy of a scheduled appointment from a health care provider who will administer the needed immunizations. Any student without all required immunizations (or approved serology) may be excluded from school in the event his or her health is jeopardized by a communicable disease outbreak.

M. School officials are required to evaluate the immunization status of all children in their facilities.

N. Student Well-Being: Emotional

Fostering the health and well-being of all students in a nurturing and respectful learning

community is fundamentally important. Fort Smith Public Schools use research based education Social Emotional Learning (SEL) curriculums coupled with research based suicide prevention curriculums and suicide prevention administrative protocols to create a comprehensive K-12 network of growth and support.

1. School counselors and administrators serve as a point of contact for students/families in crisis. These school leaders will refer the student and their family to appropriate resources.

2. When a student exhibits signs of potential concern for safety, the student will be referred to a school counselor or administrator who will work with the student and, if warranted, help connect them and their parents or guardians with appropriate resources.
3. Students have access to resources which they can use to contact additional support through the counseling link within the Fort Smith Public Schools' website such as:

The National Suicide Prevention Lifeline
Call 988 or text HOME to 741741
www.suicidepreventionlifeline.org

FSPS Safe School Helpline
Anonymous tip line and trained crisis counselor
800-418-6423

4. All students are encouraged to tell a teacher, counselor, administrator, or any adult if they, or a peer, are feeling suicidal or are in need of help.

5. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

O. Kindergarten Physicals

All enrolling Kindergarten students must furnish evidence of a physical performed within the last 2 years administered by a licensed physician or a registered nurse qualified to conduct screening examinations. (ACA 6-15-202 and ACA 6-18-701)

P. Hearing and Vision Screening

All children in prekindergarten (pre K), kindergarten (K), grades one (1), two (2), four (4), six (6), eight (8) transfer students and students by teacher or parent request shall receive a hearing, eye and vision screening. The intent is to detect defects in hearing and vision that may adversely affect the student's ability to achieve his/her potential. If a student fails the screening, a rescreening will be done. If the student fails the second screening, the parent/guardian will be notified of the possible need for further evaluation.

Medicaid will be filed, when applicable, for hearing and vision screenings conducted by the District. Your student's confidential information cannot be disclosed without your consent. Under the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). Parental consent must be obtained before the school district discloses your student's personally identifiable information to the Department of Human Services, Division of Medical Services, Medicaid, or Medicaid billing agencies for the purpose of billing for Medicaid reimbursement.

The personally identifiable information that may be disclosed could include: student's name, date of birth, social security number, Medicaid ID, disability, Individual Education Plan (IEP), and evaluations, type of service(s), times and date(s) service(s) were delivered, and progress notes. Parent/guardians who object to allowing the District to seek Medicaid reimbursement for hearing

and vision screenings, please complete the link below.
https://forms.gle/AearseoCQVaEkT478

A.C.A. § 6-18-1501

Q. Body Mass Index

All children in kindergarten and even-numbered grades up through 10th grade will have a body mass index screening. A report of this screening will be made available to the parent/guardian during the year the child was screened. Any parent/guardian may refuse to have his or her child's body mass index screened by providing a written refusal to the school. (ACA 20-7-135)

R. Scoliosis

All girls in 6th grade and all boys and girls in 8th grade will be screened for scoliosis. If the student fails the screening, a report will be sent home to the parent/guardian for follow-up with their physician or an orthopedic physician. A child may only be excluded from the screening if it is against their religious beliefs and the parent sends a written statement to the school prior to the screening. (ACA 20-15-801 & ACA 20-15-803)

IV. NUTRITIONAL GUIDELINES

The Arkansas Department of Elementary and Secondary Education has enacted rules related to nutrition standards for Arkansas Public Schools. These rules limit the availability of certain foods and practices on school campus during the school day.

PROHIBITED PRACTICES:

A. Elementary Schools may not serve or provide access to food other than meals provided by the school-lunch program.

B. Secondary Schools may not serve or provide access to food other than meals provided by the school lunch program until thirty minutes after the last lunch period. (Current beverage vending contracts are exempt to this rule.)

C. Schools may not use food as a reward.

D. Schools are limited in the sale of extra food to students; extra foods that may be purchased include milk, fresh fruit, vegetables or a complete extra meal.

E. Schools may not sell or give away extra servings of dessert, French- fries and/or ice cream.

F. **Parents may not provide food/beverage items to other children at school.** This means that it is not permissible for parents to provide birthday or other treats for their children's classroom.

ALLOWABLE PRACTICES:

A. Schools can provide snacks in pre-K and in Kindergarten as long as the snacks meet nutrition guidelines.

B. **Parents have the right to provide any food or beverage they desire for their child only.**

C. Food can be used during a lesson when it has an instructional purpose and value; for example, using cubes of cheese to teach fractions.

D. Schools may provide any food and/or beverages for up to nine different school events each year

as determined and approved by school officials. All food and beverages served during the "9 Special Event Days" must be commercially prepared and packaged by establishments subjected to Arkansas Department of Health Food Establishment Rules and Regulations (homemade foods and foods prepared by parents are prohibited).

Note: The nutrition guidelines do not apply to students with special needs when indicated in the student's IEP. Nor do these guidelines apply to school nurses when providing health care to students.

You may contact the school office or access the Arkansas Department of Elementary and Secondary Education website at http://www.arkansased.gov/divisions/child-nutrition-unit/guidance for a complete set of the rules related to nutrition standards.

Special Dietary Needs/Food Substitutions

Students with special dietary needs will be accommodated based on a physician's diet prescription. Food substitutions are available for medical reasons only. If school menus fail to offer choices consistent with personal dietary preferences, parents should assume responsibility for preparing the student's meals.
Special dietary needs forms are available at school offices and on the Child Nutrition Department web site at www.fortsmithschools.org

Meal Accounts and Refunds

Meal accounts can be managed with a convenient, secure Titan meal payment account.

To open a meal payment account from the Fort Smith Public Schools web site, choose the School Menus tab on the right, then click on the Titan logo. After registering, choose Link Student, then provide your child's name, date of birth, school and grade. The final step is to fund the account.

Meal accounts have a $10.00 credit limit. Account balances at the end of the school year will be carried forward to the next school year. Account refunds are available to seniors and students no longer enrolled at FSPS.

Free or reduced price meal applications are always available in the school office.

V. PARENTAL INVOLVEMENT (ACA 6-15-1702)

The District acknowledges that parents play an integral role in assisting student learning and that the parent is a full partner in the decisions that affect his or her child and family. Each public school district and each public school within its boundaries, in collaboration with parents, will establish a parental involvement plan, including programs and practices that enhance parental involvement and reflect the specific needs of students and their families.

The parental involvement program in each school will involve parents of students at all grade levels in a variety of roles, be comprehensive and coordinated in nature, and recognize that communication between home and school should be regular, two-way, and meaningful. To encourage communication with parents, the school shall prepare an informational packet to be distributed annually to the parent of each child in the school, appropriate for the age and grade of the child. The school may plan and engage in other activities determined by the school to be beneficial to encourage communication with parents. The school will make efforts to promote and support responsible parenting.

Parents who have concerns about the school and/or their student's education should conference with the classroom teacher to try to address solutions. If a solution is not forthcoming, the parent should conference with the building principal or assistant principal to work toward a solution.
The Board of Education believes that all students benefit when the relationship between the home and school is strengthened. Therefore, the Board encourages families to participate in PTA activities and

other school functions that strengthen those bonds.

If you have questions regarding the professional qualifications of your child's teachers or paraprofessionals, you are encouraged to ask the Assistant Superintendent for Human Resources and Campus Support.

Le invitamos a que hable con la si usted tiene alguna pregunta sobre las capacitaciones profesionales de los maestros o asistentes de maestros de sus hijos.

V. PARTICIPACION DE LOS PADRES DE FAMILIA (ACA 6-15-1702)

El Distrito reconoce que los padres de familia tienen un papel fundamental apoyando el aprendizaje de los estudiantes y que ellos participan de forma equitativa en las decisiones que afectan a sus hijos y a su familia. Cada distrito escolar y cada escuela pública dentro de su zona, en asociación con los padres, establecerán un plan de participación de padres de familia, incluyendo programas y prácticas que fortalezcan su participación y reflejen las necesidades específicas de los estudiantes y sus familias.

El programa para la participación de padres de familia en cada escuela involucrará a los padres de los estudiantes de todos los grados en una variedad de capacidades, será integrado y coordinado y reconocerá que la comunicación entre el hogar y la escuela debe ser regular, bidireccional y significativa. Para fomentar la comunicación con los padres, la escuela debe preparar un paquete informativo para distribuir anualmente a los padres de cada niño en la escuela, el cual será apropiado según la edad y el grado del niño. La escuela pueda planear y realizar otras actividades que hayan sido determinadas beneficiosas para fomentar la comunicación con padres. La escuela intentará promocionar y apoyar la crianza responsable de los niños.

Los padres que tengan preocupaciones sobre la escuela y/o la educación de su estudiante deben pedir una conferencia con el maestro de la clase para intentar encontrar soluciones. Si no se encuentra una solución, los padres deben tener una conferencia con el director de la escuela o con el asistente del director para trabajar en una solución.

El Consejo Directivo de Educación cree que todos los estudiantes se benefician cuando la relación entre el hogar y la escuela es fortalecida. Por lo tanto, la Junta Directiva de Educación exhorta a todas las familias a participar en las actividades de la Asociación de Padres y Maestros (PTA por sus siglas en inglés) y otros eventos escolares que fortalecen esos vínculos.

Si usted tiene preguntas con respecto a las cualificaciones profesionales de los maestros o paraprofesionales de su hijo, debe comunicarse con el Asistente del Superintendente del Departamento de Recursos Humanos y Servicios de Apoyo.

V. ການເຂົ້າຮ່ວມພົວພັນຂອງພໍ່ແມ່ນັກຮຽນ (ACA 6-15-1702)

ທາງໝວດໂຮງຮຽນ ຮັບຮູ້ວ່າພໍ່ແມ່ເປັນຜູ້ມີບົດບາດທີ່ຈຳເປັນສ່ວນນຶ່ງໃນການຊ່ວຍລູກສິດຮຽນໜັງສື ແລະ ພໍ່ແມ່ກໍເປັນຜູ້ມີຮຸ້ນສ່ວນເຕັມປ່ຽມໃນຂໍ້ຕົກລົງຕ່າງໆ ທີ່ມີຜົນກະທົບຕໍ່ລູກແລະຄອບຄົວ. ດ້ວຍຄວາມຮ່ວມມືຈາກພໍ່ແມ່ ທຸກໝວດໂຮງຮຽນຂອງລັຖ ແລະ ທຸກໂຮງຮຽນທີ່ຢູ່ພາຍໃນຂອບເຂດນັ້ນກໍຈະໄດ້ປະກອບແບບແຜນ ການເຂົ້າຮ່ວມພົວພັນຂອງພໍ່ແມ່ນັກຮຽນຂຶ້ນ ຊຶ່ງປະກອບດ້ວຍໂຄງການ ແລະ ພາກປະຕິບັດ ເພື່ອເພີ້ມພູນການເຂົ້າຮ່ວມພົວພັນຂອງພໍ່ແມ່ນັກຮຽນ ແລະ ໃຫ້ສະທ້ອນເຖິງຄວາມຕ້ອງການຂອງນັກຮຽນ ແລະຄອບຄົວຂອງພວກເຂົາດ້ວຍ.

ໂຄງການ ການເຂົ້າຮ່ວມພົວພັນຂອງພໍ່ແມ່ນັກຮຽນ ໃນແຕ່ລະໂຮງຮຽນຈະຕ້ອງໃຫ້ມີພໍ່ແມ່ນັກຮຽນທຸກລະດັບຊັ້ນ ໃນບົດບາດຫຼາຍແບບແຕກຕ່າງກັນ, ຈະຕ້ອງກະທັດລັດ ແລະ ປະສານງານກັນໄປໃນໂຕ ແລະ ໃຫ້ຮັບຮູ້ວ່າ ການຕິດຕໍ່ປະສານງານກັນຣະຫວ່າງໂຮງຮຽນແລະຄອບຄົວນັ້ນ ຈະຕ້ອງເປັນໄປຕາມປົກຕິ ແບບສອງທາງ ແລະໃຫ້ມີຄວາມໝາຍ. ເພື່ອສົ່ງເສີມໃນການຕິດຕໍ່ພົວພັນກັບພໍ່ແມ່ນັກຮຽນ ທາງໂຮງຮຽນຈະໄດ້ຈັດຕຽມຫໍ່ຂໍ້ຄວາມຂ່າວຂໍ້ມູນຊຸດນຶ່ງ ເພື່ອທີ່ຈະໄດ້ແຈກຍາຍໃຫ້ພໍ່ແມ່ຂອງນັກຮຽນແຕ່ລະຄົນທຸກໆປີໃນໂຮງຮຽນ ໃຫ້ຖືກຕ້ອງກັບລະດັບ ອາຍຸ ແລະ ຊັ້ນຂອງນັກຮຽນ. ທາງໂຮງຮຽນອາດຈະວາງແຜນ ແລະ ເຂົ້າພົວພັນໃນກິດຈະກຳອື່ນໆ ຊຶ່ງທາງໂຮງຮຽນໄດ້ຈັດໄວ້ ເພື່ອໃຫ້ເປັນຜົນດີໃນການສົ່ງເສີມການພົວພັນກັບພໍ່ແມ່ນັກຮຽນ. ທາງໂຮງຮຽນຈະໄດ້ເຮັດທຸກສິ່ງຢ່າງເພື່ອທີ່ຈະສົ່ງເສີມແລະອຸ້ມຊູບັນດາພໍ່ແມ່ທີ່ມີຄວາມຮັບຜິດຊອບເລົ່ານັ້ນ.

ບັນດາພໍ່ແມ່ທີ່ມີຄວາມສົນໃຈກັບໂຮງຮຽນ ແລະ ການສຶກສາຂອງນັກຮຽນນັ້ນ ຄວນຈະປະຊຸມພົບພ້ໍກັບນາຍຄູ ເພື່ອທີ່ຈະໄດ້ພຍາຍາມສເນີແນະການແກ້ໄຂຕ່າງໆ. ຖ້າຫາກການສເນີຂໍ້ແກ້ໄຂເປັນໄປບ່ໍໄດ້ ພໍ່ແມ່ກໍຄວນຈະປະຊຸມພົບພ້ໍກັບຫົວໜ້າໂຮງຮຽນ ຫຼືຜູ້ຮອງເພື່ອຈະພິຈາຣະນາຫາຂໍ້ຕົກລົງໃນການແກ້ໄຂ.

ທາງສະພາການສຶກສາ ເຊື່ອວ່ານັກຮຽນທຸກຄົນຈະໄດ້ຮັບຜົນດີ ເມື່ອຄວາມສຳພັນຣະຫວ່າງໂຮງຮຽນ ແລະ ຄອບຄົວລູກສິດມີຄວາມແໜ້ນແຟ້ນ. ດັ່ງນັ້ນ ທາງສະພາການສຶກສາຈຶ່ງຢາກສົ່ງເສີມຊຸກຍູ້ໃຫ້ພໍ່ແມ່ເຂົ້າຮ່ວມໃນກິດຈະກຳຂອງສມາຄົມພໍ່ແມ່ນັກຮຽນແລະນາຍຄູ (PTA) ແລະ ພິທີການຕ່າງໆຂອງໂຮງຮຽນ ເພື່ອຈະເຮັດໃຫ້ການຜູກພັນນັ້ນແໜ້ນແຟ້ນຍິ່ງຂຶ້ນ.

ຖ້າຫາກທ່ານມີຂໍ້ຂ້ອງໃຈ ກ່ຽວກັບຄຸນສົມບັດຂອງນາຍຄູ ຫຼື ຄູຊ່ວຍ ລູກຂອງທ່ານແລ້ວ ໃຫ້ທ່ານສອບຖາມກັບຮອງຜູ້ອຳນວຍການໝວດໂຮງຮຽນຝ່າຍບຸກຄະລາກອນແລະການສົ່ງເສີມການບໍຣິການໄດ້.

V. Việc Tham Gia Của Phụ Huynh (ACA 6-15-1702)

Khu Học Chính công nhận rằng phụ huynh giữ vai trò toàn yếu trong việc trợ giúp học sinh học hỏi và phụ huynh là một người hoàn toàn có các quyết định ảnh hưởng đến con em và gia đình của họ. Mỗi khu học chính công cộng và mỗi trường học công lập trong phạm vi của trường; cùng với sự cộng tác của phụ huynh, sẽ thiết lập một kế hoạch về việc tham gia của phụ huynh, bao gồm các chương trình và hoạt động làm tăng cường việc tham gia của phụ huynh và phản ảnh những nhu cầu rõ ràng của học sinh và gia đình các em.

Chương trình tham gia của phụ huynh ở mỗi trường sẽ bao gồm phụ huynh học sinh của tất cả các lớp trong nhiều vai trò khác nhau, chương trình nhận thức, phối hợp, và nhìn nhận rằng việc liên lạc giữa gia đình và trường học phải đều đặn, hai chiều, và có ý nghĩa. Để khuyến khích việc liên lạc với phụ huynh, nhà trường sẽ sửa soạn một bọc giấy thông tin để phân phát mỗi năm cho phụ huynh của mỗi học sinh, thông tin này thích hợp với lứa tuổi và lớp học của đứa trẻ. Nhà trường có thể dự định và đặt để các chương trình khác nhau tùy theo quyết định của trường mà ích lợi trong việc khuyến khích việc liên lạc với phụ huynh. Nhà trường sẽ cố gắng thúc đẩy và hỗ trợ việc làm cha mẹ (dạy dỗ) có trách nhiệm.

Phụ huynh nào có các vấn đề quan tâm về nhà trường và/hoặc là việc giáo dục của con em thì nên hội thảo với thầy cô dạy lớp để tìm ra các giải pháp. Nếu không đi đến một giải pháp, phụ huynh nên hội thảo với hiệu trưởng hay phó hiệu trưởng của trường để đi đến một giải pháp.

Hội Đồng Giáo Dục tin tưởng rằng khi sự liên lạc giữa gia đình và nhà trường được mạnh mẽ thì sẽ đem lại ích lợi cho tất cả học sinh. Do đó, Hội Đồng khuyến khích gia đình tham dự vào các hoạt động PTA và các hoạt động khác của nhà trường để tăng cường các mối liên hệ gắn bó đó.

Nếu quí vị có thắc mắc về khả năng chuyên môn (dạy) của thầy cô con em quí vị hay của các phụ giáo, chúng tôi khuyến khích quí vị liên lạc hỏi Phụ Tá Giám Đốc của Văn Phòng Human Resources and Support Services (Văn Phòng Nhân Sự và Dịch Vụ Hỗ Trợ).

Arabic

إن دائرة المدارس العامة تسلّم بأن الأهل يلعبون دورا تكامليًا في مساعدة الطلبة على التعلّم وبأنهم شريك كامل في اتخاذ القرار الذي يؤثر على أبنائهم وعائلاتهم. كل دائرة مدارس عامّة, وكل مدرسة عامة تعمل ضمن تخوم تلك الدائرة, بالتعاون مع الأهل, ستقيم خطط لمشاركة الأهالي, تتضمن برامج ومهارات من شأنها تعزيز مشاركتهم وإظهار الإحتياجات الخاصة للطلبة وعائلاتهم.

إن برنامج مشاركة الأهل في كل مدرسة سيشرك أهالي التلاميذ من كل المستويات التعليمية بأدوار متنوعة, شاملة ومتناسقة بطبيعتها, ويقر بأن التواصل بين المنزل والمدرسة يجب أن يكون منتظما, بناء وهادفا. لتشجيع التواصل مع الأهل, سوف تحضر المدرسة رزمة من الرسائل الإعلامية تتناسب مع عمر ومستوى كل تلميذ, توزع سنويا على أهل كل تلميذ في المدرسة. قد تخطط المدرسة وتشارك بنشاطات أخرى تحددها المدرسة تكون مفيدة لتشجيع التواصل مع الأهل. ستبذل المدرسة جهدا من أجل تعزيز ودعم أي قوة مسؤولة.

إن الأهالي الذين لديهم مخاوف حول المدرسة وأو تعليم ولدهم عليهم أن يجتمعوا بمعلمة الصف الدراسي لمحاولة إيجاد حلول. إن لم يكن الحل قريب المتناول يتوجب على الأهل أن يجتمعوا بمدير المدرسة أو مساعد المدير من أجل التوصل إلى حل.

تقر هيئة التربية والتعليم بأن كل التلاميذ يستفيدون عندما تقوية العلاقة بين المدرسة
والمنزل. لذلك, تشجع الهيئة التربوية العائلات على الإنتساب إلى نشاطات لجنة الأهالي وأعمال مدرسية أخرى من شأنها تعزيز هذه العلاقة.

إذا كان لديكم أسئلة حول المؤهلات المهنية لمعلم ولدكم أو للمهني المساعد, أنتم مدعوون لسؤال المراقب المساعد في مركز إدارة شؤون الموظفين وخدماتها

VI. ACADEMIC POLICIES

A. Grading System

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance to inform the student, his or her parent/guardian and counselor of progress toward established educational goals.

Letter grades will be used to denote academic achievement except at kindergarten where a check mark system will be employed. At Grades 1-12, the letters “A, B, C, D, and F” will be used according to the following numerical percentage equivalents:

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

These grade assignment standards shall be used in all regular classes in all District schools. Special symbols and terms appropriate to special programs may be used to indicate student progress. Exceptional students shall be graded in accordance with their Individualized Education Program and current guidelines.

Permanent grades will be issued on a yearly basis at the elementary level and on a semester basis at the secondary level. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives may also be given.

Student progress is reported to parent/guardian four (4) times each year. These reports are distributed a few days after the close of each 9-week period. Supplementary notes of commendation, suggestions for improvement, parental conferences, meetings and similar means of keeping in touch with a parent/guardian are emphasized.

B. Graduation Requirements for the Class of 2026

Information regarding Graduation requirements will be sent home with students prior to their enrolling in seventh (7^{th}) grade, or when a seventh (7^{th}) through twelfth (12^{th}) grade student enrolls in the district for the first time. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. All students are required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians as part of the creation of the student’s Student Success Plan (SSP).

Parents may be informed of their curricular choices through counselor meetings, parent teacher conferences, PTA, newsletters, student handbook, etc.

Appropriate school personnel including teachers, counselors, and administrators will be informed and trained about the provisions of student graduation requirements.

GRADUATION REQUIREMENTS
Fort Smith Public Schools Course Catalog

To graduate from the Fort Smith Schools, a student must earn a minimum of twenty-two (22) credits. Credits are earned at the rate of 0.5 credits per class per semester. Smart Core graduation requirements were developed by the Arkansas Department of Elementary and Secondary Education (DESE) to prepare students for college and career post-secondary educational opportunities.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

Personal and Family Finance

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

Computer Science

All students shall earn one (1) unit of credit in a computer science or computer science related career and technical education course in order to graduate.

COURSE OF STUDY
CLASS OF 2026

English – 4 credits

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Mathematics – 4 credits **(or 3** credits **of math and 1** flex credit **of Computer Science Flex*)**

- 1 credit of Algebra I
- 1 credit of Geometry
- 1 credit of Algebra II
- 1 credit of additional math or Computer Science Flex

Science – 3 credits (or 2 credits and 1 flex credit of Computer Science Flex*)

- 1 credit of DESE approved Biology
- 1 credit of DESE approved Physical Science
- 1 credit of DESE approved third science or Computer Science Flex

Social Studies – 3 credits

- .5 credit of Civics
  - ADE Act 478 requires all students to pass the civics portion of the Naturalization Test used by the US Citizenship and Immigration Services (Arkansas Civics Exam).
- 1 credit of World History
- 1 credit of U.S. History
- .5 credit of Economics or equivalent course
  - ADE Act 480 and ADE Act 466 requires all students to complete a course that includes specific personal finance and standards in grades 9-12.

Oral Communications – .5 credits

- .5 credit can be earned in English 10

Physical Education – .5 credits

- .5 credit of PE, Athletics, Cheer, Dance, or JROTC I

Health and Safety – .5 credits

- .5 credit can be earned in JROTC II
- DESE Cardiopulmonary Resuscitation (CPR) standards and the use of automated external defibrillators are included in FSPS Health.

Fine Arts – .5 credits

- Courses that are considered a Fine Art credit include Band, Choir, Orchestra, Music, Music Theory, Music Appreciation, Theatre, Technical Theatre, Visual arts and Humanities through the Arts

Career Focus – 6 credits

- .5 credit of Keystone (This high school credit will be earned in 8th grade in FSPS through Career Connections.)
- 1 credit of Computer Science or qualifying Computer Technical Education (CTE) Course
- ACT 414 requires all students in the 9th grade class of 2022-2023 (class of 2026) to Earn one unit of credit in an ADE approved high school computer course.
- Please use this link to all Computer Science and Qualifying CTE courses

GRADUATION REQUIREMENTS CLASS OF 2027 AND THEREAFTER

GRADUATION REQUIREMENTS

Fort Smith Public Schools Course Catalog

To graduate from the Fort Smith Schools, a student must earn a minimum of twenty-two (22) credits. Credits are earned at the rate of 0.5 credits per class per semester. Smart Core graduation requirements were developed by the Arkansas Department of Elementary and Secondary Education (DESE) to prepare students for college and career post-secondary educational opportunities.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

Personal and Family Finance

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

Computer Science

All students shall earn one (1) unit of credit in a computer science or computer science related career and technical education course in order to graduate.

Community Service

Each student must, or dependent on the student's IEP, receive seventy-five (75) clock hours of community service that is certified by a service agency or organization where the student volunteers, or the student's parent(s). The community service must be in programs or activities that meet the requirements established by the State Board and the District Board of Directors. A student who transfers into the district after the ninth (9th) grade must receive at least the following documented clock hours of community service each year.

- Fifteen (15) hours for students in grade nine (9);
- Twenty (20)) hours for students in grade ten (10);
- Twenty (20) hours for students in grade eleven (11); and
- Twenty (20) hours for students in grade twelve (12); ADE Act 237

Students transferring into the District after grade nine (9), or students graduating early, may receive a diploma provided the minimum requirement for each year the student attends the District is met.

COURSE OF STUDY
CLASS OF 2027 and THEREAFTER

English – 4 credits

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Mathematics – 4 credits **(or 3** credits **of math and 1** flex credit **of Computer Science Flex*)1 credit of Algebra I**

- 1 credit of Algebra I
- 1 credit of Geometry
- 1 credit of Algebra II
- 1 credit of additional math or Computer Science Flex.

Science – 3-credits (or 2 credits and 1 flex credit of Computer Science Flex*)

- 1 credit of DESE approved Biology
- 1 credit of DESE approved Physical Science
- 1 credit of DESE approved third science or Computer Science Flex

Social Studies – 3 credits

- .5 credit of Civics
  - ADE Act 478 requires all students to pass the civics portion of the Naturalization Test used by the US Citizenship and Immigration Services (Arkansas Civics Exam).
- 1 credit of World History
- 1 credit of U.S. History
- .5 credit of Economics or equivalent course
  - ADE Act 480 and ADE Act 466 requires all students to complete a course that includes specific personal finance and standards in grades 9-12.

Oral Communications – .5 credits

- .5 credit can be earned in English 10

Physical Education – .5 credits

- .5 credit of PE, Athletics, Cheer, Dance, or JROTC.

Health and Safety – .5 credits

- .5 credit can be earned in JROTC II DESE Cardiopulmonary Resuscitation (CPR) standards and the use of automated external defibrillators are included in FSPS Health.

Fine Arts – .5 credits

- Courses that are considered a Fine Art credit include Band, Choir, Orchestra, Music, Music Theory, Music Appreciation, Theatre, Technical Theatre, Visual arts and Humanities through the Arts.

Career Focus – 6 credits

- .5 credit of Keystone (This high school credit will be earned in 8th grade in FSPS through Career Connections.
- 1 credit of Computer Science or qualifying Computer Technical Education (CTE) course. ACT 414 requires all students beginning in the 9th grade class of 2022-2023 (Class of 2026) to earn one unit of credit in an ADE approved high school computer course.
- Please use this link to all the Computer Science and Qualifying CTE courses**.**

C. Homework and Independent Study Skills

Homework should be an integral part of the instructional program and a means by which students are provided extended time to master learning concepts and objectives. Homework should be a positive experience and provide students the opportunity to:

1. Reinforce the concepts taught in class and/or lesson preparation.

2. Manage learning time away from the school setting.

3. Involve other adults in helping students learn.

4. Inform the parents of the learning activities provided during the school day.

5. Develop independent study habits, skills, and responsibilities.

6. Division of average amounts of homework per week shall be left to the discretion of the building principal and classroom teacher.

7. Inter-departmental planning and coordination shall be necessary for long-range assignments such as research papers, science projects, television assignments, etc.

8. For Grades K-5, homework will not be used as a grade to help determine the final grade.
    i. K-3 homework should be no more than 30 minutes per day.
    ii. 4-5 homework should be no more than 45 minutes per day.

9. For Grades 6-12, each teacher should advise students how and the extent to which homework will be used in determining final grades.

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.

D. School Reporting of Students' Performance

Teachers shall communicate personally during the school year with the parent/guardian of students to discuss academic progress. Elementary school teachers shall meet with the parent/guardian at least once a semester through a face-to-face parent/teacher conference or a telephone conference. Secondary school teachers shall meet with the parent/guardian of each student at least once during the school year through a face-to-face parent/teacher conference or telephone conference. Teachers will communicate more frequently with the parent/guardian of students not performing at the level expected for their grade. If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated promptly in a conference.

The school shall document parent/guardian participation or nonparticipation in required conferences.

E. Student Promotion and Retention

Promotion in the elementary school is by grade level on an annual basis. Students who are retained will be required to repeat the entire grade level the following school year. If a deficiency of at least one full year exists in both literacy and mathematics for students in K-5, the school's Retention Committee may consider retention. The parents or guardians of any student who is to be retained at any grade level (K-5) shall be given written notice for possible retention in writing no later than the spring parent/teacher conference. If a student enrolls after the spring parent/teacher conference, a written notice will be given as soon as possible regarding possible retention.

To be promoted in middle school and to ninth grade, a student must earn at least three total units of credit from the following 4 courses: English, math, social studies and science over the course of each school year.

High school students (9 -12) must have completed the following number of credits in order to be classified as:

1. Sophomore - Five and one half (5.5) credits
2. Juniors - Eleven (11) credits
3. Seniors - Sixteen and one half (16.5) credits

Credits may be denied to a student in grades 9-12 when a student has more than 15 days of total absences in a semester. Excessive absences may be a basis for denial for promotion or graduation.

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:

1. The building principal or designee;

2. The student's teacher(s);

3. School counselor;

4. 504/special education representative (if applicable); and

5. The student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis.

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

F. State Mandated Testing and Student Academic Improvement Plans

The State of Arkansas requires that each student in grades three (3) through ten (10) shall participate in criterion-referenced exams. Each student identified as not meeting the satisfactory pass levels in their immediate previously administered assessment shall have an Individual Academic Improvement Plan (AIP) developed and shall participate in remediation activities as required in the plan.

Any student who fails to pass the assessment and who fails to participate in the subsequent academic improvement plan shall not be promoted to the next appropriate grade until:

1. The student is deemed to have participated in an academic improvement plan/or

2. The student passes the assessment for the current grade level in which the student is retained.

The Arkansas Department of Elementary and Secondary Education may determine that an individualized education program (IEP) for a student with disabilities identified under the Individuals with Disabilities Education Act, meets the requirements of the individualized AIP that addresses one (1) or more academic areas in which the student is not proficient on state-mandated exams.

VII. STUDENT RECORDS

A. Rights to Privacy

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. The student's right to privacy regarding school records will be protected, and any disclosure of information from a student's permanent record shall serve legal and/or educational needs. Access to a student's records is available to authorized school officials, parent/guardian(s) and officials of other schools in which the student seeks or intends to enroll. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member; 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. 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.

A parent/guardian(s) or eligible student has 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.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent of 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 procedure will be provided to the parent or eligible student when notified of the right to a hearing.

Access to transcripts of a student's record may be made available to persons or agencies outside the school provided written consent is given by a parent/guardian or eligible student. Student records will be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena. A written record will be kept of all persons requesting and seeing student records.

The Fort Smith School District maintains written and electronic student records. The principal is the person in charge of each building and has a copy of this policy, which a parent/guardian may examine.

Comments found on records which are inaccurate, misleading or inappropriate, may be removed from the file. School officials will not change grades, test scores, attendance records or other objective data.

It is the right of the parent(s) 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 website for FERPA is https://www.ed.gov/category/keyword/ferpa. The name and address of the Office that administers FERPA is:

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

B. Directory Information

The Fort Smith School District has designated certain personally identifiable information contained in student records which would not generally be considered harmful, or an invasion of privacy, if disclosed as directory information. High schools routinely disclose directory information to military recruiters upon request. Directory information may be released without prior notice unless a written refusal has been given to the building principal or the Executive Director of Student Services objecting to such release. Directory information shall include, but is not limited to, student's name, address, telephone listing, parent/guardian, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, last school attended and grade level classification.

Written objection to directory information release must be made within the first ten days of each academic year or within ten days of enrollment, whichever is later.

Fort Smith Public Schools Written Objection to Directory Information

C. Service Providers and Personally Identifiable Information (PII):

Arkansas law requires that a data privacy agreement be made with any district-contracted service providers to which students' personal information is provided. A parent or guardian may request a list of all district-contracted or on-demand service providers by contacting the Student Services department.

Personal information may be provided to contracted service providers for the purpose of identifying for students institutions of higher education or scholarship providers that are seeking students who meet criteria, regardless of whether the identified institutions of higher education or scholarship providers provide consideration to the district service contract provider.

Personal information may also be provided to contracted service providers for the purpose of providing students access to employment opportunities, educational scholarships or financial

aid, or postsecondary education opportunities, regardless of whether the school service contract provider receives consideration from one or more third parties in exchange for the student personally identifiable information.

D. Non-Custodial Parent Access to Records

Under Arkansas law a non-custodial parent with visitation rights has the right to access all student records that are available to the custodial parent unless the right is specifically limited by the court. Both parents are assumed to have equal custodial rights unless a court order stating otherwise has been presented to school officials. The parents have the burden of furnishing the school with current court orders.

E. Student Surveys

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. **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):**

    a. Political affiliations or beliefs of the student or student's parent;
    b. Mental or psychological problems of the student or student's family;
    c. Sex behavior or attitudes;
    d. Illegal, anti-social, self-incriminating, or demeaning behavior;
    e. Critical appraisals of others with whom respondents have close family relationships;
    f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    g. Religious practices, affiliations, or beliefs of the student or parents; or
    h. Income, other than as required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of:

    a. Any other protected information survey, regardless of funding;
    b. 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
    c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use:

    a. Protected information surveys of students;
    b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. 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. 20202-5901

F. Destruction of Records

No school records of a permanent nature shall be destroyed by the principal, teacher, or other employee unless permission has been received from the Superintendent of Schools.

Students' transcripts, permanent records, immunization records, and students' cumulative records are to be considered in this category. Teachers' record books and teachers' nine-week reports are considered of a semi-permanent nature and should be preserved for a period of five years.

VIII. CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The Board of Education believes that student activities sponsored by the Fort Smith School District are a vital part of the total educational program and should be used as a means of developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board further recognizes that not all of the District's goals and objectives can be met in formal classroom study. Therefore, the District's program of co-curricular and extracurricular programs will provide opportunities for student participation in activities designed to meet their leisure, recreational, social and emotional interests and needs. Co-curricular and extracurricular activities will be defined as those organized, supervised and conducted under the auspices of the School District or any element thereof which primarily involve students in other than a classroom situation and which are not part of a course of study. These activities will provide for individual, small group and/or student body participation. Activities in this classification may include, but will not be limited to, intramural sports, clubs, athletic teams, spirit groups and interscholastic adjuncts to music or academic courses conducted outside the classroom. The following are examples of activities governed by this policy:

1. Student government and its related activities and organizations;

2. Musical festivals or contests, speech contests, debates or drama activities;

3. Organized activities which are part of intramural or interscholastic athletics;

4. All types of interscholastic competition; and

5. Special interest clubs or service organizations.

Any K-12 student is eligible for, or may participate in, extracurricular activities, including field trips, unless excluded for disciplinary or attendance reasons. Refusal 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 or do not attend school on the dates of the assessment or make-up days, or for failure to meet designated activity qualifications.

The Board further believes that any program of student activities should be governed by the following guideposts:

1. Although student participation is on a voluntary basis, all students should be encouraged to participate in one or more student activities in order to realize the benefits of involvement and participation;

2. Student participation will be based upon interest and qualifications without regard to race, sex, religion, disability or national origin;

3. Financial support for student activities will be provided utilizing the resources which may include fund raising, parent organizations, gate receipts or other available resources; and

4. Participation in student activity programs is designed to develop a sense of involvement, pride, responsibility and teamwork consistent with the mission of the Fort Smith School District.

5. Student activities will be scheduled so as to minimize interference with the academic program of each school. Each principal will monitor student activities in order to avoid excessive encroachment upon instructional time.

Responsibility for oversight of student activities will rest with the Superintendent of Schools and other administrative and teaching personnel who are assigned to coordinate the various programs. The Director of Athletics and Student Activities will provide District-level coordination in cooperation with building principals with regard to allocation of resources, scheduling and administrative policy application.

Reference: ASBA model policies

IX. ELIGIBILITY FOR ATHLETIC COMPETITION

A student's eligibility for interscholastic athletics shall be in the public school district of the parent's residence in accordance with applicable residence rules and Arkansas law. Eligibility for specific Fort Smith School attendance zones will be governed by the current attendance and transfer policies of the Fort Smith School District and Arkansas law.

Loco parentis or legal guardianship may be used for school attendance purposes in accordance with district residence requirements, but not for athletic eligibility per the Arkansas Athletic Association (AAA).

A. In District (Intradistrict) Transfers

In district students are those students who transfer from the one Fort Smith school to another Fort Smith school.

1. Into grades 7-10

    a. Act 475 of 2025 established a firm enrollment deadline of June 1 for transfers to be immediately eligible in varsity level athletics.
    b. Transfer completed after June 1
        i. Student is ineligible for varsity level competition for up to 365 days but still may participate in sub varsity or junior varsity activities only.
    c. A Changing School/Athletic Participation (CSAP) form must be completed by June 1 and signed by appropriate school officials and parents/guardians.
        i. Sending school superintendent

ii. Receiving school superintendent
iii. The parent/guardian
- Signatures and eligibility may be denied if there is evidence of athletic recruiting or if the transfer is solely for athletic purposes.

2. Into grades 11 and 12

a. Student-athletes are ineligible for varsity competition for 365 days unless student has a complete Bona Fide Change of Domicile Eligibility as defined by the AAA.
i. Student-athlete may participate in sub varsity or junior varsity activities only.
b. Student-athletes who complete a transfer application and CSAP form within the first 11 days of each semester in their 11th and 12th grade year to return to their bona fide home attendance zone will be varsity eligible upon enrollment.

3. Into grades 7-12

a. Complete and Bona Fide Change of Domicile Eligibility exception as defined by AAA.
i. If a transfer is due to a bona fide family move in accordance to the Arkansas Activities Association (AAA) definition of Complete and Bona Fide Change of Domicile no eligibility penalty will be applied.
ii. Same sport and same season rule will impact eligibility.

B. Out of District Transfers (into Fort **Smith**)**: School Choice and Student Legal Transfer**

Out of district students are those students who transfer into Fort Smith from another public school district or a private school.

1. Into grades 7-10

a. Act 475 of 2025 established a firm enrollment deadline of June 1 for transfers to be immediately eligible in varsity level athletics.
b. Transfer completed after June 1
i. Student is ineligible for varsity level competition for up to 365 days but still may participate in sub varsity or junior varsity activities only.
c. Changing School/Athletic Participation (CSAP) form must be completed by June 1 and signed by appropriate school officials and parents/guardians.
i. Sending school superintendent
ii. Receiving school superintendent
iii. The parent/guardian
- Signatures and eligibility may be denied if there is evidence of athletic recruiting or if the transfer is solely for athletic purposes.

2. Into grades 11 and 12

Signatures and eligibility may be denied if there is evidence of athletic recruiting or if the transfer is solely for athletic purposes.

a. Student-athletes are ineligible for varsity competition for 365 days unless student has a complete Bona Fide Change of Domicile Eligibility as defined by the AAA.
i. Student-athlete may participate in sub varsity or junior varsity activities only.

b. Student-athletes who complete a transfer application and CSAP form within the first 11 days of each semester in their 11th and 12th grade year to return to their bona fide home attendance zone will be varsity eligible upon enrollment.

3. Into grades 7-12

a. Complete and Bona Fide Change of Domicile Eligibility exception as defined by AAA.
   i. If a transfer is due to a bona fide family move in accordance to the Arkansas Activities Association (AAA) definition of Complete and Bona Fide Change of Domicile no eligibility penalty will be applied.
   ii. Same sport and same season rule will impact eligibility.

C. In District Homeschool Students

Homeschool students who have registered their homeschool enrollment with the state of Arkansas, and whose parents' residence is within Fort Smith Public Schools attendance zone may participate in extracurricular activities. Participation will be dependent upon the same try-out criteria, or other requirements as may be applicable, as for any traditionally enrolled student.

1. Into grades 7-10

a. Act 475 of 2025 established a firm enrollment deadline of June 1 for homeschool students to be immediately eligible in varsity level athletics.
   i. Students are eligible to make transfer application.
b. Approval completed after June 1
   i. Student is ineligible for varsity level competition for up to 365 days but still may participate in sub varsity or junior varsity activities only.
c. If a homeschool student withdrew from varsity activity at a AAA member school during the previous 365 days the student is ineligible to compete in varsity athletics - even if they meet the June 1 deadline.

2. Into grades 11 and 12

a. If a student enrolls in the first 11 days of the semester the student is varsity eligible in the student's home attendance zone.

D. Out of District Homeschool Transfers (into Fort **Smith**)**: School Choice and Student Legal Transfer**

Out of district students are those students who transfer into Fort Smith from another public school district or a private school.

1. Into grades 7-10

a. Act 475 of 2025 established a firm enrollment deadline of June 1 for homeschool students to be immediately eligible in varsity level athletics
b. Transfer completed after June 1
   i. Student is ineligible for varsity level competition for up to 365 days but still may participate in sub varsity or junior varsity activities only.

c. Changing School/Athletic Participation (CSAP) form must be completed by June 1 and signed by appropriate school officials and parents/guardians.
   i. Sending school superintendent
   ii. Receiving school superintendent
   iii. The parent/guardian
      - Signatures and eligibility may be denied if there is evidence of athletic recruiting or if the transfer is solely for athletic purposes.

2. Into grades 11 and 12
   a. Student is ineligible for varsity level athletics for 365 days in any district other than the student's home district.

References: ASBA Model Policies

X. SCHOOL ORGANIZATIONS AND ACTIVITIES

A. Definition

1. School organizations and/or school activities shall include any and all student groups or functions that are identified by or exist by virtue of a particular school or school district.

2. Any activity or function planned by a school organization shall be considered a school activity.

3. Activities planned by patrons or support groups will be considered non-school functions.

B. School Activity Requirements

1. Every activity must have a school employee as a sponsor who shall be designated by the principal.

2. All activities must have the approval of the principal in advance of the activity.

3. Local district membership fees may not be charged. Regional, state and national dues may be collected when the organization is an affiliate of these groups. Students may be asked to share the cost of a particular activity.

4. The principal shall file, or cause to be filed, with the Superintendent an annual report for each organization which shall include, but not be limited to:

5.
   a. A list of activities for the year.
   b. All revenue, including contributions, and the source(s) of the revenue.
   c. All expenditures.

6. All fund-raising activities must have the approval of the principal in advance of the activity. Door-to-door fund-raising projects are prohibited. Lotteries or selling of chances as a means of raising funds are prohibited.

7. All expenditures must be approved by the principal.

8. All receipts and expenditures must be processed through the District Activity Fund Account. All receipts will be credited to the designated account of the designated school.

9. Funds may be used for organizational activities, reimbursement to students, and/or sponsors, for personal expenses incurred as part of the activity.

10. Membership of any organization shall be open to all students who meet the written criteria for that organization. Written criteria will comply with existing civil rights laws and regulations.

11. The sponsor may discipline or drop students from the organization with the approval of the principal. Parents shall be notified and afforded an opportunity for a conference to discuss the reasons for suspension or dropping of the student.

12. The principal shall have the authority on interpretation of any rules and regulations pertaining to organizations or activities, whether or not they are stated in these policies.

13. Final authority on interpretation of any rules and regulations shall rest with the School Board.

C. Solicitation of Funds

Students are not to be used for solicitation of funds or drives for school-sponsored organizations unless such solicitation or drive is specifically approved by the principal. No door-to-door sales or solicitations by students for school purposes shall be approved.

This policy applies to both elementary and secondary students.

Pursuant to Arkansas Code Annotated 6-18-1104, parents of all elementary students who participate in fund-raising programs are hereby notified:

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.

4. An elementary school student who sells fund-raising merchandise door-to-door must be accompanied by a parent or an adult.*

5. Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

*PLEASE NOTE: Even though the state statute permits schools to allow door-to-door fund-raising with supervision, the Fort Smith Board of Education has prohibited door-to-door sales or solicitations by any student in the Fort Smith Public Schools.

XI. STUDENT MEDIA

The Superintendent and the student media advisors(s) shall jointly develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and the time(s),

place(s), and manner(s) of the dissemination of student media, which shall include timelines for the review of materials.

Definitions

"School-sponsored media" means all student media that are:

1. Supported financially by the school;

2. Supported by the use of school facilities; or

3. Produced in conjunction with a class.

"Student journalist" means a student who gathers, writes, edits, photographs, records, video tapes, or prepares information for dissemination in student media.

"Student media" means any means of communication that are:

1. Prepared, substantially written, published, or broadcasted by a student;

2. Distributed or generally made available, either free of charge or for a fee, to members of the student body; and

3. Prepared under the direction of a student media advisor.

"Student media" does not include media that is intended for distribution or transmission solely in the classroom in which it is produced.

"Student media advisor" means an individual who is employed, appointed, or designated by the District to supervise or provide instruction with respect to student media

While the District recognizes a student's right of expression under the First Amendment to the Constitution of the United States, school-sponsored media does not provide an open public forum for public expression. Student Media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review by Student Media Advisors and/or the District's administration, whose actions shall, in all instances, be timely and reasonably related to legitimate pedagogical concerns and be subject to the following limitations:

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.

2. Media may be regulated to prohibit communications determined by the appropriate teacher and/or Student Media Advisor to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.

3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is 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.

4. Prohibited publications include those that:

    a. Are obscene as to minors;
    b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
    c. Constitute an unwarranted invasion of privacy as defined by state law;
    d. So incite students as to create a clear and present danger of the commission of unlawful acts on the school premises;
    e. So incite students as to create the violation of lawful school regulations;
    f. So incite students as to create the material and substantial disruption of the orderly operation of the school;
    g. Attacks ethnic, religious, or racial groups; or
    h. Harass, threaten, or intimidate a student.

Student Media on School Web Pages

Student media displayed on school web pages shall follow the same guidelines as listed above and shall also:

1. Adhere to any restrictions regarding use of directory information, including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of eighteen (18);

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

Student Media may be distributed at the following times and places:

1. Before and after school;

2. At recess;

3. During school hours, but only passively at designated tables;

4. In the hallways during non-instructional time, but only at middle and secondary schools:

5. In the cafeterias during non-instructional time and designated lunch periods, but only at middle and secondary schools; and

6. As further authorized by a building principal in a manner that is content and viewpoint neutral and that does not cause a substantial disruption of the orderly education environment.

Student Distribution of Non-school Literature, Publications, and Materials

A student or group of students who distribute ten or fewer copies of the same non-school sponsored literature, publications, or materials shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten copies of non-school-sponsored materials shall have school authorities review their non-school-sponsored materials at least three school days in advance of their desired time of dissemination. School authorities shall review the non-school-sponsored materials, prior to their

distribution and will bar from distribution those non- school-sponsored materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the Superintendent, whose decision shall be final. The time, place, and manner for distributing non-school-sponsored materials is governed by the time, place, and manner provisions for distributing Student Media.

Legal References: ACA § 6-18-514
ACA § 6-18-1201, et seq.
Tinker v. Des Moines ISD, 393 U.S. 503 (1969)
Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

Additional Reference: ASBA Model Policies

XII. FORT SMITH PUBLIC SCHOOLS TECHNOLOGY/INTERNET ACCEPTABLE USE GUIDELINES

A. Acceptable Use

The Fort Smith Public Schools' digital devices, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to digital devices issued directly to students, whether in use at school or off school premises.

Students are allowed to use privately-owned devices at school with prior authorization by school officials, provided that they comply with this policy and the accompanying rules.

B. Unacceptable Use (ACA 6-21-107)

The District has established and will maintain an Internet filtering system to prevent computer users from accessing harmful material. The use of the network is a privilege, not a right, which may be revoked at any time for inappropriate conduct as determined by the Fort Smith Public School District.

Such conduct would include, but not be limited to, the placing or viewing of unauthorized or unlawful information (data or graphics) on a system, messages/data, the sending of messages/data that are likely to result in the loss of a recipient's work or systems, and the sending of "chain letters," or "broadcast" messages to lists or individuals. District computing resources cannot be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed, or sexual orientation. The unauthorized disclosure, use, and/or dissemination of personal identification information regarding students or staff is strictly prohibited. Any unauthorized access to District, staff, or student information by any individual is prohibited.

It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems, and people. The user is ultimately responsible for his/her actions in accessing network services. Users must also observe the acceptable use of policy of other networks. What is acceptable use on the District network may not be acceptable on outside networks.

An account assigned to an individual, including Student Use Accounts, may not be used by others. Faculty, students, staff, and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. It is not acceptable to use the network to interfere with or disrupt network users, services, or equipment.

Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation or computer worms or viruses, and using the network to make unauthorized entry to any other machine/service accessible via the network. No one should deliberately attempt to degrade the performance of a computer system (including network resources) or to deprive authorized users of resources or access. Use of the network for recreational games is not acceptable.

C. Behavior in Use

All faculty, students, staff, and associates are responsible for use of district computing resources in an effective, efficient, ethical, and lawful manner even in the absence of reminders or enforcement. Users are expected to follow normal standards of polite conduct in their use of the computing resources. Responsible behavior includes consideration for other users, as well as efficient use of the computing time and materials. Annually every user will be required to successfully complete training as defined by the School District in order to be eligible to access network services.

The District cannot be held liable for any losses, including lost revenues, or for any claims or demands against the user by another party. Users are personally monetarily responsible for their unauthorized access to any “pay” service. The District cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice from a consultant, or any other damages arising from the use of the District’s computer facilities.

Faculty cannot be held liable for the student’s use of the network. Students may access the network for individual work, in the context of another class, at a location other than on campus. The faculty is responsible for instructing and supervising students on acceptable use of the network, network etiquette, electronic mail, chat rooms, and other forms of electronic communication. **Students have no expectation of privacy in their use of school digital devices or when utilizing any district-issued or school-issued account or digital resource.**

D. Student Use of Artificial Intelligence

Students may use AI tools as approved by their classroom teacher to enhance learning and develop future-ready skills.

Students should use AI tools ethically and responsibly, aligning with the district’s educational objectives, and in a manner that does not harm themselves or others. As part of using AI tools responsibly, students should be cautious about the information they provide to AI tools and consult with a teacher if unsure. At no time shall students share personal, sensitive, or confidential information with AI tools, especially AI tools requiring data input.

When a student uses AI tools, a student shall:

1. Review and verify the accuracy of content that is generated by an AI tool;

2. Cite AI tools used as part of an assignment or project as a source, following District citation guidelines; and

3. Be transparent about their use of AI in completing assignments.

Students must ensure all submitted work is their own and properly acknowledge or cite any assistance from AI tools. Students are encouraged to ask questions if they are unsure about the acceptable use of AI tools.

Students should know that AI can be unbiased or unfair. Students should use AI in a way that is fair and includes everyone, ensuring they do not disadvantage anyone based on race, gender, socioeconomic status or ability.

The following actions regarding AI tools are strictly prohibited:

1. Misuse of AI tools for cheating, plagiarism, or any form of academic dishonesty, including the submission of assignments that were fully generated by an AI tool and presented as original student work;

2. Altering or falsifying academic documents or records using AI tools;

3. Using AI tools to:

    a. Gain unauthorized access to District systems; or
    b. Bypass District security measures;
    c. Produce misleading or false information, imagery, or any form of false outputs about themselves, other students, or staff members.

E. Technology and Privacy in Locker Rooms, Restrooms, and Designated Changing Areas

Students, school employees, and other persons present on school property shall respect and protect the privacy interests of individuals who are using locker rooms, restrooms, or other designated changing areas. Students or employees who violate the policy, or any related rules or directives, shall be subject to school disciplinary action and possible legal referral. Other persons violating this policy may lose privileges of using District facilities, may be referred to law enforcement and/or may be subject to penalties provided under applicable law.

In keeping with the District's objective of taking reasonable measures to protect the privacy interests of persons who are using a locker room, restroom, or other changing area for an authorized purpose, all persons present on school property shall, at a minimum, observe the following measures:

1. The use of recording and other electronic devices is substantially restricted in locker rooms, restrooms, and other designated changing areas.

    a. No person may use a camera, video recorder, cell phone, or any other device with recording capabilities at any time to capture, record, transmit, or transfer an image or representation of an undressed or partially dressed person who is in any locker room, restroom, or other designated changing area.
    b. No recording function (photographic, video, audio) of any type of device may be used in any non-emergency situation in such facilities at any time unless (1) the individual has received prior permission of a district administrator, the principal, or other designated facility administrator; and (2) any person being recorded has

consented to the recording. Such permission shall not be exercised when persons who are present in the facilities are actively using the area as a changing area, shower facility, and/or restroom.

c. In order to avoid any appearance of a violation of privacy or other impropriety, individuals present in such facilities are expected to restrict their use of non-recording functions of situations where they have received the prior permission of a district administrator, building principal, or other designated facility supervisor. That is, with these limited exceptions, voice calls, texting, etc. should not be occurring in such facilities.

2. No person shall view or attempt to view from any concealed location, or in an otherwise secret or hidden manner, an undressed or partially undressed person who is using a locker room, restroom, or other changing area.

3. Loitering in the locker room, restroom, or other designated changing area is prohibited.

4. No media is allowed access to locker rooms before, during, or after any school athletic event or practice. Coaches and student athletes may be available for interviews outside the locker rooms, consistent with District policy and school rules.

These guidelines apply to all users of any school facilities.

F. Plagiarism

Copying a student's computer assignment takes little effort; as does detecting and proving such plagiarism. The standard academic penalties for this are severe. Systems staff will cooperate with instructors in verifying plagiarism. Guilty users will lose computing privileges. Students may be subject to receiving a failure for the assignment and possible failure for the course. This includes students who have completed a course and shared their old work with those in a subsequent semester.

G. Use of Copyrighted/Licensed Materials

Unauthorized copying, transmittal of, or use of licensed or copyrighted media (example: software) is considered theft and a violation of copyright laws. Placement of media (example: software onto an on-site user's computer hard disk) onto School District information systems equipment should not be done without prior authorization. Final responsibility of management of a given piece of equipment and the media placed on it is held by the assigned user or on-site lab supervisor.

H. Violations Statement

Violations of the guidelines set forth in this policy shall constitute a violation of school rules and will result in punishment of the student with a minimum penalty of a reprimand to a maximum penalty of expulsion.

Violations of some of the guidelines set forth in this policy may constitute a criminal offense. Transmission or use of any material in violation of any international, U.S., or state laws or regulations is prohibited. Systems staff and district administrators will cooperate fully with law enforcement agencies in correcting any violations.

I. Online Safety Pledge

The student's signature on the District's Student Handbook signature page indicates she/he will uphold all aspects of the following pledge.

I want to use the computer and the Internet. I understand that there are certain rules about what I should do online. I agree to follow these rules:

1. I will not give my name, address, telephone number, school, or my teachers'/parents' names, addresses, or telephone number to anyone I meet on the Internet.

2. I will not give out my email password to anyone (even my best friends) other than my teachers/parents.

3. I will not send a picture of myself, or others, over the Internet.

4. I will not fill out any form or request online that asks me for any information about my school, my family, or me.

5. I will tell my teachers/parents if I see any bad language or pictures on the Internet, or if anyone makes me feel nervous or uncomfortable online.

6. I will never agree to get together with someone I "meet" online.

7. I will not use any articles, stories, or other works I find online and pretend it is my own.

8. I will not use bad language online.

9. I will practice safe computing, and check for viruses whenever I borrow a disk from someone, download something from the Internet, or receive an attachment.

10. I will be a good online citizen and not participate in any activity that hurts others or is against the law or my school's policy.

11. I have no expectation of privacy in my use of school digital devices.

J. Additional Rules for Digital Devices Issued to Students for Classroom Use

1. Digital devices are on loan to students as an educational tool and are only authorized for use in completing school assignments.

2. Students are responsible for the proper care of digital devices at all times, whether on or off school property, including costs associated with repairing or replacing the digital device.

3. If a digital device is lost or stolen, this must be reported to the schools administrators immediately. If a digital device is stolen, a report should be made to the local police and to district administrators immediately.

4. The Board's policy and rules concerning computer and internet use apply to use of digital devices at any time or place, on or off school property.

5. Students are responsible for obeying any additional rules concerning care of digital devices issued by school staff.

6. Violation of policies or rules governing the use of digital devices, or any careless use of a digital device may result in a student's digital device being confiscated and/or a student only being allowed to use the digital device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.

7. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the digital device and Internet access when in use at home.

8. Digital devices must be returned in acceptable working order at the end of each use, or whenever requested by school staff.

9. Students who are issued a Fort Smith Public Schools email address should have no expectation of privacy in its use. Parents may request to be given access to student email accounts by completing a Parental Request for Access to Student Email Account from the Director of Technology at Rogers Center (784-8130).

K. Additional Rules for Bring Your Own Device (BYOD)

1. Students are expected to use these devices only for educational purposes during school hours. Teachers have the right to require a student not to use the device if they believe that it is being used for anything other than educational purposes.

2. Students must login with their assigned unique username and password before accessing the wireless network.

3. Students have no expectation of privacy in their use of a privately-owned device while at school. The school unit reserves the right to search a student's privately-owned devices if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the device.

4. Whether or not student-owned devices are permitted to be used in the classroom during instructional time will be determined by the individual teacher.

5. If a student is caught violating the acceptable use policy, his or her access may be revoked temporarily or as decided by the building principal or administrator.

6. The Fort Smith School District will not be held financially or legally responsible for lost, stolen, or damaged devices.

7. Support will not be provided by the Technology Department or Technology Liaisons for student-owned devices if they are unable to connect. **Students have no expectation of privacy in their use of a privately-owned device while at school.**

8. The school unit may confiscate any privately-owned device used by a student in school without authorization as required by these rules. The contents of the device may be searched in accordance with applicable laws and policies.

L. Internet Safety and Web Filtering Policy

The Fort Smith Public School District has developed a set of policies and guidelines to address the Internet safety of both students and staff members. These guidelines follow security guidelines as recommended by the Department of Information Systems of the State of Arkansas and the Arkansas Public School Computer Network Division. They are also in compliance with the Child Internet Protection Act.

1. Web filtering servers will be employed, updated and maintained to prevent access by minors to inappropriate subject matter on the Internet and the Web.

2. The use of electronic mail, chat rooms, or any other form of direct electronic communications by students will be prohibited unless monitored by a staff member to protect the students' safety and security.

3. A network firewall will be employed, updated, and maintained to prevent unlawful or unauthorized access, including "hacking", from the outside or from within the computer network.

4. Information security access rules and secure password policies will be employed to prevent the unauthorized disclosure, use, or dissemination of personal identification information regarding students and staff members.

5. Student access to materials harmful to them will be restricted through the implementation of web filtering servers, a network firewall, and anti-malware software.

M. 1:1 DIGITAL CONVERSION GUIDELINES

Fort Smith Public Schools is providing students the opportunity to participate in a digital conversion program where students are issued Chromebook devices for school and home use. This is an innovative approach where learners have access to a rich array of technological tools intended to enhance both teaching and learning.

Terms of Use

Students and Parents/Guardian(s) must follow the terms, conditions, and policies communicated within this section, in addition to the Acceptable Use Policies defined under Section XII – Fort Smith Public Schools Network/Internet Acceptable Use Guidelines. Student issued Chromebooks are the property of Fort Smith Public Schools and their use is a privilege, not a right. Disciplinary actions or revocation of this right may be imposed if there is failure to adhere to these policies. The district reserves the right to collect and/or inspect a device and delete any material or applications deemed to be inappropriate. Student devices may be seized or searched at any time, as they are the property of the district. The policies, procedures and information in this section apply to the digital conversion program and include all other devices deemed appropriate by the administration. Teachers may set additional requirements for computer use in the classroom.

Student Online Accounts & Privacy Policy

Instruction using technology is often facilitated through the use of e-mail, software, web-based applications and cloud-based file storage. As a part of the Digital Conversion program, students will be issued a Google account which gives them access to e-mail (Gmail), as well as Google Workspace Apps and other web-based applications. The Children's Online Privacy Protection

Act (COPPA), however, requires that a parent or guardian give the district permission to share the student's first and last name which is needed to create the account. Google and other web-based applications do not share this information, and the District will make every reasonable effort to maintain the privacy of this student information in accordance with ACT 754.

1. The district will only provide the first name, last name, and account login name to create each student's Google account.

2. Parents or guardians have the right to see the information provided to create these accounts.

3. Parents or guardians have the right to ask that their student's accounts be deleted, or require that the first and last name is no longer provided. To exercise these rights, a written and signed request must be provided to the school administration which allows reasonably sufficient time for action.

4. Parents or guardians have the right to request a list of applications to which the district is providing student data.

Guidelines for Use

Students should abide by all policies defined under the Acceptable Use Policy as documented under Section XII Fort Smith Public Schools Network/Internet Acceptable Use Guidelines.

Use of these devices should be restricted to educational purposes. Any extracurricular use during school time, such as instant messaging, video chatting, video games, etc. is strictly prohibited and can result in disciplinary action, unless explicitly permitted by school administration and/or the student's teacher. Students should expect no privacy with regard to media or content created or stored on their device. Students will be held liable for inappropriate materials found on devices. If inappropriate materials or applications are found as a result of a search by school officials, a student's Chromebook may be wiped and reset to factory defaults. The district will not be responsible for lost files or information should a device be reset to factory defaults.

An attempt by a student to access files or materials on another student's device is forbidden unless explicit permission is given. Unauthorized use or access to files or information by a student may result in disciplinary action. Students should keep all personal usernames and passwords private and should not give this information to anyone other than a school official.

Use of microphones and/or webcams in the classroom to record and/or post audio or video content to the internet is strictly forbidden, unless explicitly allowed by a student's teacher for an instructional purpose. Possession, transferring, or uploading any unauthorized photographs, videos, or audio recordings is strictly forbidden and may result in disciplinary action or revocation of a student's device.

Student devices are considered a learning tool both in the classroom and at home. A student's device should never be loaned or used by anyone outside of his/her immediate family.

Students are responsible for backing up important files and data stored on their device. The school district holds no liability or responsibility to recover lost, deleted, or missing files as a result of hardware issues, software issues, or any unforeseen occurrence in which files could be lost.

Proper Care Guidelines

Proper care and storage of student Chromebook devices are the responsibility of each individual student. Proper care tips include:

1. Do not leave or store the device in the extreme heat or extreme cold.
2. Do not leave the device in a vehicle or other unsecured location.
3. Do not place any item or object on top of the device when not in use.
4. Do not eat or drink in close proximity of the Chromebook.
5. Do not use any cleaning product, including, but not limited to, abrasive cloths, sponges, or liquid cleaners to clean the screen or exterior of the device. Only a soft, lint-free microfiber cloth should be used.
6. Do not write on or place any adhesive items such as stickers to any surface of the device.
7. Do not remove any serial number labels or labels applied by the district.
8. Do not carry or transport the device without being in a proper carrying case with the zipper closed.
9. Do not drop the device or bump it against any hard surface.
10. Do not place or leave the device on the floor where it may be stepped on or tripped over.

Web Filtering

Students are expected to follow the policies and guidelines established to ensure adequate internet filtering while at school.

While at home, district web filtering is still in effect, however, parents will be responsible for monitoring the use of the internet. The district holds no responsibility for inappropriate content accessed outside of school provided internet access. The responsibility of monitoring internet access once a student is off school premises and no longer using district provided internet access, will fall directly on the student's parent or guardian. Inappropriate content delivered and/or stored on a student device by the use of internet access away from or outside of school provided internet may result in disciplinary action if found by school officials.

Financial Responsibility

Damaged, Lost, or Stolen Chromebooks

1. Accidental damage to a Chromebook device should be reported to a school official Immediately.
2. Theft of a device while on school premises should be reported to a school official Immediately.

3. Theft or loss of a device while away from school should first be reported to local police officials, then reported to school officials. You may be asked by your school to provide an official police report.

4. If a device is damaged by another person or student, it should be reported to the office, teacher, or school personnel immediately. Any claim will be investigated by the school district or law enforcement.

Technical Problems & Chromebook Repairs

All hardware or software issues should be reported to the student's teacher. Issues which occur during non-classroom time, should be reported to school officials.

The district will attempt to repair all hardware and software issues by trained staff or technicians. No charges will be incurred for hardware or software repairs not caused by deliberate misuse or accidents. No one other than district staff members should ever disassemble or attempt to repair any hardware component of a Chromebook. Doing so may cause damage and subsequent charges and/or disciplinary actions.

A loaner Chromebook device may be provided to a student in the event that their assigned Chromebook is kept at school for necessary repairs. In the event that a student receives a loaner device, they will be responsible for the loaner just as if it was their original issued device. Loaner Chromebooks will be inspected before and after check out. Should physical damage occur to the loaner device, the student will be financially responsible for any repairs that must be performed in order to restore the loaner device to its original condition.

1. Charges will be assessed for any damage not caused by unexpected hardware failures which fall under the terms and conditions of the manufacturer's warranty.

2. Such charges may result from damage caused by improper use, handling, or intentional or accidental damage.

3. Lost Chromebooks or accessories will not be covered by the district and charges will be assessed to replace these items.

4. Any other damaged hardware will be quoted by professionals and charges will be assessed accordingly.

5. Students will not be re-issued another device until non-warranty repair costs have been paid.

XIII. DISTRIBUTION OF LITERATURE

Students may not possess or distribute any literature that causes disruption of school, is in violation of School Board policy, or is obscene.

XIV. STUDENT DRESS CODE

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

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however, to a costume or uniform worn by students while performing in a school- sponsored activity or event.

NOTE: Individual school handbooks may contain additional guidelines to student dress. Decisions on inappropriate dress will be the sole responsibility of building leadership.

Legal References: A.C.A. 6-18-502(c) (1) and A.C.A. 6-18-503(c) Additional Reference: ASBA Model Policies

XV. SEARCH, SEIZURE, AND MONITORING

Search and seizure are permissible when there is reasonable belief that a controlled substance, weapon, or items in violation of school policy are present (ACA 6-21-608). Student lockers are to be used to protect personal items and books and are not to be used to store or conceal illegal or prohibited items or material. Lockers remain the property of the Fort Smith Public School District and are subject to inspection by school officials for reasonable cause.

Privately owned automobiles parked on school property may be searched by a school administrator if there is reasonable suspicion that the search would produce evidence indicating the student has violated the law or school rules.

School buildings and campuses (including parking lots) are subject to periodic search by the canine unit of the Fort Smith Police Department in an effort to reduce the presence of illegal and prohibited items on the campus.

The District uses video surveillance to assist in security and investigations.

XVI. ANTI-BULLYING ADMINISTRATIVE POLICY

Definitions

“Attribute” means an actual or perceived personal characteristic including without limitation to 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:

1. Physical harm to a public school employee or student or damage to the public school employee’s or student’s property;

2. Substantial interference with a student’s education or with a public school employee’s role in education;

3. A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or

4. Substantial disruption of the orderly operation of the school or educational environment;

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

1. Cyberbullying;
2. Sarcastic comments “compliments” about another student’s personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
6. Demeaning humor relating to a student’s actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by Policy 4.27, is also a form of bullying, and/or
13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: “Slut”, “You are so gay.”, “Fag”, “Queer”).

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

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

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

1. Building a fake profile or website of the employee;
2. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
3. Posting an original or edited image of the school employee on the Internet;

4. 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;

5. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;

6. 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;

7. Signing up a school employee for a pornographic Internet site; or

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

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

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

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

1. Necessary cessation of instruction or educational activities;

2. Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;

3. Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or

4. Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

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.

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 building principal, or designee, as soon as possible.

Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

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

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:

    a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
    b. Prepare a written report of the alleged incident of bullying;

2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.

3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.

4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged to have been the perpetrator of the incident of bullying:

    a. That a credible report or complaint of bullying against their student exists;
    b. Whether the investigation found the credible report or complaint of bullying to be true;
    c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
    d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;

5. Make a written record of the investigation, which shall include:

    a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
    b. Any action taken as a result of the investigation; and

6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

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

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, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

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

Copies of this policy shall be available upon request.

XVII. STUDENT USE OF MULTIPLE OCCUPANCY ROOM AND STUDENT NAME, TITLE, PRONOUN

A. Student Use of Multiple Occupancy Room

Definitions

"Multiple occupancy room" means an area in a District building that is designed or designated to be used by one (1) or more individuals at the same time and in which one (1) or more individuals may be in various stages of undress in the presence of other individuals, which includes, without limitation, a restroom, locker room, changing room, or shower room.

“Sex" means the physical condition of being male or female based on genetics and physiology, which may be demonstrated by the sex identified on a student's original birth certificate.

Each multiple occupancy room in a District building shall be designated as either male or female. Except as permitted by this policy, a student shall not enter a multiple occupancy room that does not correspond to the student's sex.

An individual who is unwilling or unable to use a multiple occupancy room designated for the individual's sex shall be granted a reasonable accommodation, which may include, without limitation, access to a single-occupancy restroom or changing area. A reasonable accommodation shall not include access to a restroom or changing area that is designated for use by members of the opposite sex to an individual while members of the opposite sex of the individual are present or may be present in the restroom or changing area.

The prohibitions in this policy do not apply to an individual who enters a multiple occupancy room designated for use by the opposite sex when the individual enters for any of the following reasons:

1. Custodial, maintenance, or inspection purposes;

2. To render emergency medical assistance;

3. To address an ongoing emergency, including without limitation a physical altercation;

4. To accommodate individuals protected under the Americans with Disabilities Act; or

5. To assist young children who are in need of physical assistance when using a restroom or changing facility that is located in the District.

Legal Reference: A.C.A. § 6-21-120

B. Student Name, Title, Pronoun

Unless a District employee has the written permission of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student or the student if the student is an emancipated minor or over eighteen (18) years of age, a District employee shall not address a student with a:

1. Name other than that listed on the student's birth certificate, except for a derivative of the name; or

2. Pronoun or title that is inconsistent with the student's biological sex.

A student shall not be subject to discipline for declining to address a person using a:

1. Name other than that listed on the student's birth certificate, except for a derivative of the name; or

2. Pronoun or title that is inconsistent with the person's biological sex.

Legal Reference: A.C.A. § 6-1-108

XVIII. TRANSPORTATION RULES FOR STUDENTS

Student misbehavior could result in losing the privilege of riding the bus. Any student causing damage to a bus will be required to pay for the damage. The driver of a bus has the same authority over bus passengers that a teacher has over students in the classroom. Drivers have the responsibility to maintain conduct on their bus and will identify students who cause trouble to the students' building principal. The district believes all students can behave appropriately and safely while riding on a school bus. No tolerance will be shown for student behavior that stop drivers from doing their jobs or which prevent students from having safe transportation. Students must ride the bus they are assigned to ride. Each driver will review the rules of conduct on the bus with the students riding the bus. Physical or verbal abuse of the driver by a student will result in suspension.

Bus Rules

1. Students are to comply with the authority of the driver.

2. Students are to give their correct name and/or produce their student ID card.

3. Students are to remain seated while the bus is in motion and must be in their assigned seat.

4. Students are to keep all parts of their body inside the bus.

5. Students are not to push, shove, fight, or throw objects at any time.

6. Students are not to eat, drink, smoke, spit, litter, use obscene language or gestures or make any distracting noises at any time. Texting is allowed but voice calls are not allowed.

7. Students should be at the bus stop ten minutes before the bus is scheduled to arrive, no earlier. Do not litter or destroy any property at the bus stop.

8. Students are to stand back at least ten feet from the bus stop and are not to approach the bus until it has come to a complete stop, and the door is opened.

9. Students are to enter and leave the bus quickly and in an orderly manner. Do not enter or exit the bus through the back door except in an emergency or unless directed to do so by the driver.

10. If a student must cross the street after leaving the bus in the afternoon, go to a point on the shoulder of the street ten feet in front of the bus and wait until the driver has signaled for you to cross. If a student drops an object while leaving the bus, he/she should not attempt to retrieve it until the bus has left the scene, and the street is clear of vehicles. Never cross behind the bus.

The school district encourages any person who observes an incident jeopardizing the safety of a student on a school bus to report the incident to the Transportation Department. It is most helpful when a person can identify the bus by its number when making a report. Any recommendations that will assist the department in its operation are also encouraged (785-2501, Ext. 1256 or 1238).

XIX. STUDENT CONDUCT NOT PERMITTED ON SCHOOL PREMISES OR AT ANY ACTIVITY RELATED TO SCHOOL

A. Disregard of Directions or Commands

A student shall comply with reasonable directions or commands of teachers, interns, substitute teachers, paraprofessionals, principals, administrative personnel, the Superintendent, transportation staff, police officers, or other authorized school personnel. Students will be considered insubordinate when they refuse to obey any rule or regulation of the school or school district or the reasonable instructions of school district personnel.

Minimum Penalty—**Reprimand**
Maximum Penalty—**Expulsion**

B. Disruption and Interference with School

Prohibited Conduct

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;

2. Disruptive behavior that interferes with orderly school operations;

3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;

4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;

5. Possession or use of tobacco in any form on any property owned or leased by any public school. Electronic nicotine delivery systems are included in this prohibition;

6. Willfully or intentionally damaging, destroying, or stealing school property;

7. Possession and use of a personal electronic device except as authorized by Policy 4.47 or the student's IEP or 504 Plan;

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

9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;

10. Inappropriate public displays of affection;

11. Cheating, copying, or claiming another person's work to be his/her own;

12. Gambling;

13. Inappropriate student dress;

14. Use of vulgar, profane, or obscene language or gestures;

15. Truancy;

16. Excessive tardiness;

17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, national origin, sex, sexual orientation, gender identity, or disability;

18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy;

19. Hazing, or aiding in the hazing of another student;

20. Gangs or gang related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;

21. Sexual harassment;

22. Bullying;

23. Operating a vehicle on school grounds while using a wireless communications device.

24. Laser pointers;

25. Use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption;

26. Engaging in conduct disruptive to educational objectives;

27. Urging or inducing others to violate school policies;

28. Refusing to identify themselves to a staff member upon request; and

29. Interfering with or distracting another student during the period of silence. Students are to remain silent during this time period (ACT 576 of 2013);

30. Theft of another individual's property or school property; and

31. Antisemitism.

Minimum Penalty—**Reprimand**
Maximum Penalty—**Expulsion**

Legal References: A.C. A 6-5-201, 6-15-1005, 6-18-222, 6-18-502,506,514, 6-18-707, 6-21-609, 27-51-1602,1603,1609

Additional Reference: ASBA Model Policies

C. Immorality

A student shall abstain from indecent and immoral acts. A student may not possess any material, which depicts or otherwise describes any indecent or immoral acts.

Minimum Penalty—**Reprimand**
Maximum Penalty—**Expulsion**

D. Fireworks, Explosives, and Other Incendiary Devices

A student shall not possess, handle or store matches, cigarette lighters, firecrackers, smoke bombs, or any other kind of fireworks and/or explosive or incendiary devices that could cause injury to persons or damage to school property or that could be disruptive to the learning climate of the school. Neither shall a student possess any device resembling any of the above items.

Minimum Penalty—**Reprimand**
Maximum Penalty—**Expulsion**

E. Providing False Information

Students shall provide to the District valid information regarding identity, address, telephone number and other relevant data requested by the school. Students providing invalid or false information shall be in violation of this policy.

Minimum Penalty—**Reprimand**
Maximum Penalty—**Expulsion**

F. Fraternities, Sororities, or Other Secret Organizations or Societies (ACA 6-18-601 through 6-18-607)

No student shall participate in, recruit for, or display the symbols of a fraternity, sorority, or other secret organization or society which fosters undemocratic practices and seeks to perpetuate

itself by taking in additional members from the students enrolled in that school or local school system on the basis of the decision of its membership.

Minimum Penalty—**Reprimand**
Maximum Penalty—**Expulsion**

G. False Alarms (ACA 5-71-210)

No student shall communicate a false emergency alarm. False alarms shall include, but not be limited to, fire alarms, bomb threats, 911 emergency calls, and severe weather alarms.

Minimum Penalty—**Reprimand**
Maximum Penalty—**Expulsion**

H. Pets on Campus

No pets of any kind are allowed on school property or at any school activity without the express permission of the building principal.

Minimum Penalty—**Reprimand**
Maximum Penalty—**Expulsion**

I. Behavior not covered Above (ACA 6-18-502)

1. The School District reserves the right to discipline student behavior that occurs on or in reasonable proximity to school property which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.
2. Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures.

Minimum Penalty—**Reprimand**
Maximum Penalty—**Expulsion**

J. Sexual Harassment

3. Policy

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

For the purposes of this policy, “sexual harassment” is defined as conduct based on sex that includes any of the following:

2. Quid Pro Quo by a District Employee: Offering or withholding district services, benefits, or opportunities based on submission to or rejection of unwelcome sexual conduct.

   a. Hostile Environment: Unwelcome conduct that, from a reasonable person's view, is severe, pervasive, and objectively offensive enough to deny someone equal access to the school's education program or activity.

   b. Acts That Meet Criminal Definitions;
      i. Sexual Assault
      ii. Dating Violence
      iii. Domestic Violence
      iv. Stalking

3. Behaviors that Constitute Sexual Harassment

   Sexual harassment can occur between students, employees, non-employees, or any combination. It may involve a pattern of behavior or a single serious incident. Examples include, but are not limited to:

   a. Making sexual propositions or pressuring for sexual activities;
   b. Unwelcome touching;
   c. Writing graffiti of a sexual nature;
   d. Displaying or distributing sexually explicit drawings, pictures, or written materials;
   e. Performing sexual gestures or touching oneself sexually in front of others;
   f. Telling sexual or crude jokes;
   g. Spreading rumors related to a person's alleged sexual activities;
   h. Discussions of sexual experiences;
   i. Rating other students or employees as to sexual activity or performance;
   j. Circulating or showing e-mails or Websites of a sexual nature;
   k. Intimidation by words, actions, insults, or name calling; and
   l. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the individual self-identifies as homosexual or transgender.

4. Retaliation Prohibited

   a. The District will discipline any student who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who assists in an investigation or proceeding relating to a sexual harassment complaint.
   b. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.
   c. Punishments for retaliation include, but may not be limited to, a warning, transfer, suspension, or expulsion.

5. Reporting Investigation

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to bring their concerns to **any** District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment.

Reference: ASBA Model

6. Punishment

Punishment can include, but may not be limited to, written warning, suspension, or expulsion.

Minimum Penalty—**Reprimand**
Maximum Penalty—**Expulsion**

K. Possession and Use of Personal Electronic Devices

Except as permitted under this policy, a student shall not be in possession of a personal electronic device (without limit a: Cellular telephone; Paging device; Beeper; Mobile telephone that offers advanced computing and internet accessibility; Digital media player; Portable game console; Tablet, notebook, or laptop computer; Digital camera; Digital video or audio recorder; Smart watch; and Device that can connect and transmit data through Bluetooth technology) during the school day defined as the time students are required to be at school until the time students are dismissed from school.

A student may possess a personal electronic device during the school day if:

1. The personal electronic device is required by the student's individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;

2. The possession of the personal electronic device is during an emergency as defined as without limitation: an active fire, an active tornado or earthquake; an active shooter, an evacuation of school grounds, or a medical emergency;

3. The personal electronic device is issued by the District for the student's use during the school day; or

4. The possession of the personal electronic device is during a special event during the school day.

A student shall be deemed to not be in possession of a personal electronic device if the device: (1) is in the student's bag, as long as they are not reaching into the bag to access it during the school day except as permitted by law when removing it from the bag to access; (2) is in the student's locker; (3) is in the student's vehicle; or, (4) is issued to the student by the District and is used by the student exclusively within the scope of the permission granted by the District. If a student does not have a bag, all

personal electronic devices must be turned into the office for the school day and can be picked up at the end of the day

Minimum Penalty—**Reprimand**
Maximum Penalty—**Expulsion**

XX. CONTROLLED SUBSTANCE DISCIPLINE PROCEDURES

A. Controlled Substance – General Student Population

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, beverage containing alcohol or intoxicant of any kind, or other controlled substance as defined in the State of Arkansas Uniform Controlled Substances Act 5-64-101. The student may not possess any substance represented to be a controlled substance.

The safety of students and patrons attending on-site and away school activities is of paramount concern. Similarly, it is important that students comply with existing laws regulating the use and possession of intoxicants and controlled substances. Accordingly, the meaning of the term “use” should be deemed to include, but not necessarily be limited to, the consumption in any amount, of alcoholic beverages, controlled substances, or other intoxicants, prior to or during the travel to and from on-site and away student activities. The manifestation of use by such factors as detectable odor; physical appearance e.g., blood shot eyes or slurred speech; or other articulable observations may implicate the application of this policy and its accompanying consequences.

1. Disciplinary Action Taken Toward any Student who is Involved with Controlled Substances at School

The possession, use, sale, or distribution of any controlled substance or paraphernalia shall be prohibited on school grounds or at any school activity while a student in enrolled in Fort Smith Public Schools.

a. First Violation: The student will be subject to disciplinary action which may include suspension from school and/or possible recommendation for expulsion, and the police will be notified.
b. Second Violation: The student shall be suspended for a minimum of ten (10) days with a possible recommendation for expulsion. The police will be notified.

B. Controlled Substance- Activity Program

The Activity Program acts as an extension of the school curriculum and is an integral part of the educational program. Participation in activities helps prepare students for responsible roles in society, allows students the privilege of representing their school, and affords these students the opportunity to set good examples for others to follow.

Students who involve themselves with illegal, controlled substances (including alcohol) and participate in school activities are not appropriately fulfilling their responsibilities to properly represent their school and set good examples for others. Therefore, the following policy has been developed for school administrators to follow when controlled substance problems are encountered:

1. Disciplinary Action Taken Toward Students who are Involved with Controlled Substances at School or while Participating in a School Activity and are Involved in Extra-Curricular Activities

   a. First violation: The student shall be removed from that said activity until ALL the requirements are met in Section XIX.A.1.a., First Violation
   b. Second Violation: The student will be automatically removed from ALL extra-curricular activities and shall not be allowed to participate in any school activities for the remainder of that school year. Also see Section XIX.A.1.b., Second Violation.

2. Disciplinary Action Taken Toward Students who are Involved with Controlled Substances but not at School or while Participating in a School Activity and are Involved in Extra-Curricular Activities

   a. First Violation: Allow the coach or sponsor to handle individually. Student will not be suspended from school but may be suspended from the activity for a period of time or suspended for a certain number of games or activities. Parents will be notified.
   Second Violation: The student will be dropped from the activity for the balance of the year. Parents will be notified.
   b. Disciplinary action may be appealed to the principal or his/her designee.

C. Controlled Substances- Attempted Suicide

School administrators who determine that a student has attempted suicide using controlled

substances or non-prescription medications should require appropriate professional assistance for the student.

Disciplinary Action Taken Toward Students who have Attempted Suicide with Controlled Substances or Non-Prescription Medications at School or while Participating in a School Activity

A professional evaluation to assess suicide risk and the student's capability of functioning in the unsecured environment of a public school is required before the student returns to school. (Utilize Suicide Prevention Form, SP-1, for this purpose.)

*The administration reserves the right to recommend expulsion when the offense is serious enough to warrant the more severe penalty.

XXI. DISCIPLINE FOR STUDENTS WITH DISABILITIES

A. Students with disabilities who engage in misbehavior 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).

B. The Individualized Education Program (IEP) Committee for a student with disabilities should consider whether particular disciplinary procedures should be adopted for that student and be included in the IEP.

C. After removing a student for more than 10 school days in a school year, the District will convene a meeting of the student's IEP Committee to address behavior.

XXII. SUSPENSION OF STUDENTS

Students may be suspended from school for a violation of the District's discipline policies or other conduct that would tend to impair the discipline of the school, or harm the other students, but such suspension shall not extend beyond the current term (ACA 6-18-507). In the Fort Smith Public Schools, authority to suspend a student is delegated to the school principal or designee.

At the time of suspension, the student should be informed of the reasons for suspension and the procedures for re-admittance. The student should also be advised and allowed to make a statement relative to the situation or on his/her behalf at the time of suspension.

Upon suspension of a student, the school shall immediately contact the student's parent or legal guardian to notify him/her of the suspension. Contact will be attempted in the following order: a telephone call, voice mail, email, or first class mail. Standardized suspension forms will be utilized. Notification of suspension shall include the reasons for suspension, the manner in which the student may be readmitted to school, and the student's right to appeal.

Elementary students may be assigned to the Positive Attitude Renewal (PAR) program in lieu of a suspension. Students are expected to make up class work during the suspension and may receive full credit upon satisfactory completion. All make-up work should be returned to the appropriate teacher upon the student's return to school. The sole responsibility for completing assigned work rests with the student.

In some incidences where the nature of the infraction or misconduct is deemed disruptive to the extent that the student should not be in school, the suspension shall be followed by a recommendation for expulsion. In such cases, the policy for expulsion shall be followed.

Any suspension that has previously been reviewed by the principal, at the request of the parent, will be reviewed by the Department of Student Services. All such cases must be reported to the Superintendent.

Administrative Procedures for Suspension of Students

A. A teacher may temporarily dismiss any student from class for disciplinary reasons.

B. The teacher shall, when feasible, accompany the student to the office of the principal or designee and shall, as soon as practical, file with the principal a written statement about the student's dismissal from class.

C. After a conference, which will include at least the principal or assistant principal, the teacher and the student, the principal or designee shall determine whether to reinstate the student in class, reassign the student, or take other disciplinary action.

D. The principal or designee of any school is authorized to suspend students from school for disciplinary reasons up to ten school days, including the day upon which the suspension was initially imposed.

E. Prior to such suspension, the principal or designee shall inform the student either orally or in writing about the infraction.

F. If the student denies the charges, the principal shall explain to the student the evidence that forms a basis of the charges and shall permit the student to present his/her side of the story.

G. When the principal considers that a suspension is proper, he/she shall send the student home with a Suspension Notice requesting a student/parent/principal conference prior to admission.

H. The parent will be provided a copy of the Suspension Notice that shall include the reasons for the suspension, its duration, the manner in which the student may be readmitted to school, and the procedure for review of the suspension.

I. The principal or designee may require the attendance of the student involved at the said conference as a condition of considering reinstatement.

J. When students have been notified that they are suspended from school, they shall remain away from all school district premises and any school district activities until the principal or designee reinstates them. Suspended students may return to school premises when accompanied by their parent or guardian for a student/parent/principal conference.

K. If no decision is reached during the conference by the principal for a reinstatement of the student or if any suspended student or a parent or guardian (when the student is a minor) requests a review of the suspension by the Superintendent, the principal or designee shall advise the person of the review procedure.

L. Suspensions of five days or less will be reviewed by the Superintendent or designee upon parent request; the decision reached in the review is final. All reviews must be requested within the term of the suspension. The Superintendent of Schools or designee shall have the authority to revoke, terminate or otherwise modify the suspension and will notify the principal and parents of his/her actions as soon as possible.

M. A suspension of more than five days will be reviewed by the Superintendent or designee upon parent request; the decision reached in the review may be appealed to the Student Affairs Committee of the School Board. The Superintendent or designee or the Student Affairs Committee shall have the authority to revoke, terminate or otherwise modify the suspension and will notify the principal and parties of the actions. All appeals must be filed within the term of the suspension.

N. A suspended student will not be readmitted to school until the suspension is completed or the appeal process, if applicable, is completed.

O. If the school is undergoing a violent upheaval or if orderly educational processes have otherwise been substantially disrupted, students may be suspended indefinitely without notice, hearing, and the other rights provided herein having been first given. In all such cases, written notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.

P. A student may request that hearings with the Board or Student Affairs Committee of the Board be private. The Board or Student Affairs Committee may consider its decision in executive session without the presence of anyone other than the Board or Committee. The Board or Committee shall reconvene in public session to vote on the matter.

XXIII. STUDENT CONTROL – RESTRAINT

School officials will only use restraint when the student is in danger of hurting himself/herself or others. Board Policy 4.60.

XXIV. EXPULSION

The Board of Education is authorized to expel a student for conduct it deems to be inappropriate or disruptive to the educational program.

It is anticipated that the procedure leading to expulsion will be preceded by suspension and will be covered by the policy on suspension of students.

The Superintendent or his/her designee shall give written notice to the parent or guardian that he/she has recommended to the Board of Education that a student be expelled. The Recommendation for Expulsion shall contain a statement or reasons for this recommendation. Upon request of the parent or guardian, the Superintendent or designee shall schedule a hearing with the Student Affairs Committee of the School Board. Notice of time and place of such hearing shall be given to the parent following the request for hearing.

ACA 6-18-507 provides that the directors of a school district may exclude students for a violation of the District's discipline policies or other conduct that would tend to impair the discipline of the school, or harm other students. Prior to readmission a parent, guardian, or person serving in loco parentis of a student who is expelled for a weapons violation will sign a statement acknowledging that the parents have read and understand the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.

Expulsion Procedures

A. The principal of the school may recommend that a student be expelled from school with loss of credit. A written recommendation for expulsion, which includes a statement of the charge against the student, will be discussed with the parent or guardian if the student is a minor, or

B. discussed with the student if the student is an adult. A copy of the Recommendation for Expulsion will be sent to the Superintendent.

C. If the Superintendent or his/her designee concurs with the recommendation and the parent or guardian requests a hearing before the School Board, a hearing will be scheduled. The request for a hearing must be made within 30 calendar days of the recommendation for expulsion.

D. In every case of a hearing held by the Student Affairs Committee or the School Board regarding the expulsion of a student, the President of the Board or another member, selected by the Board, shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel.

E. The Superintendent or designee shall present evidence and may present witnesses or statements of those persons who have personal knowledge of the events or circumstance that give rise to the expulsion recommendation at the hearing.

F. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues.

G. Cross-examination should ordinarily be limited to the question or questions on which the credibility of the witnesses has become an issue.

H. Students may observe all evidence offered against them.

I. Members of the committee or the Board may question any witness.

J. At the conclusion of the hearing, the Board may discuss the matter and dispose of it by vote.

K. The School Board may expel a student for the remainder of the semester, for the remainder of the school year, or for 365 days in the event of a weapons violation. (ACA 6-18-502)

L. If the Board does not expel the student with loss of credit, it may impose less severe disciplinary actions, such as long-term suspension, which may be without opportunity for make-up of schoolwork. The Board shall briefly state its findings at the end of the hearing.

M. The Board shall make a record of the evidence taken at the proceedings.

N. If the student wishes, the record will be furnished to the student. Copies of all statements used as evidence will be included with the record.

O. The President of the Board or the presiding officer has the authority to limit unproductively long or irrelevant questioning.

P. A student or the student's parents or guardian may request that hearings with the Board or the Student Affairs Committee of the Board be private. The Board or Student Affairs Committee may consider its decision in executive session without the presence of anyone other than the Board or Committee. The Board or Committee shall reconvene in public session to vote on the matter.

XXV. GROUP HEARINGS FOR SUSPENSION OR EXPULSION

When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a group hearing may be conducted for them if the Board believes the following conditions exists:

1. A group hearing will not likely result in confusion.

2. A student will not have his/her interest substantially prejudiced by a group hearing.

If during the hearing, the Board finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student. A student or student's parent or guardian may request that hearing with the Board or committee of the Board be private.

XXVI. COMPLAINT RESOLUTION PROCEDURES

A. Education Equity or Sexual Harassment

1. PURPOSE: The purpose of the Educational Equity or Sexual Harassment Complaint Procedure is to afford an opportunity to seek redress for any real or perceived problem in the area of:

a. Title VI (Race) of the Civil Rights Act of 1964
b. Title IX (Sex) of the Educational Amendment Act of 1972
c. Section 504 (Disability) of the Rehabilitation Act of 1973
d. Sexual Harassment

2. WHO MAY REGISTER A COMPLAINT?

Complaints concerning equity or harassment, as indicated in the Purpose section, may be made by students, parents, legal guardians, employees and any concerned citizen.

3. WHEN IS A COMPLAINT REGISTERED?

A complaint may be registered by anyone listed in # 2 above when a question concerning equity or harassment relative to the areas listed in the Purpose section 1 cannot be resolved at the individual school level.

4. PROCEDURE FOR REGISTERING A COMPLAINT:

An equity or harassment complaint by anyone listed in # 2 above when a question concerning equity or harassment relative to the areas listed in the Purpose section cannot be resolved at the individual school level.

Fort Smith Public School District
Equity and/or Title IX Coordinator
P.O. Box 1948
Fort Smith, AR 72902-1948

Reporting may be in person, by mail, by telephone, or by email using the contact information listed for Equity Coordinator or the Title IX Coordinator. Such a report may be made any time,

including during non-business hours, by using the telephone number or email address or by mail to the office address.

Definitions:
'Complainant' – an individual who is alleged to be the victim of conduct that could be an issue by anyone listed in the Purpose section.

'Decision maker' – an individual who makes the determination regarding responsibility with findings of fact, conclusions, about whether alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant. The decision maker cannot be the Equity and/or Title IX Coordinator.

5. PROCEDURE FOR HANDLING COMPLAINTS:

Within seven (7) working days after receipt of a complaint, the Equity and/or Title IX Coordinator will appoint a committee composed of a parent, a principal, a teacher, a central office administrator, and a student when appropriate. The central office administrator will act as the chairperson of the Hearing Committee. The chairperson may conduct the hearing or ask another committee member to do so.

The Committee will hold a hearing with the complainant within fourteen (14) working days of the receipt of the complaint. The hearing will be limited to involved parties only. Live hearings may be conducted with all parties physically present in the same geographic location or, at the school's/district's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. Schools/district must create an audiovisual recording, or transcript, of any hearing.

The complainant and the Committee shall have an opportunity to present evidence, question parties involved, and bring in witnesses.

The decision-maker (who cannot be the same person as the Equity or Title IX Coordinator or the investigator) must issue a written determination regarding responsibility with findings of fact, conclusions about whether alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant. The written determination must be sent simultaneously to the parties along with information about how to file an appeal within thirty (30) working days of receipt of the complaint.

6. APPEAL:

The complainant shall have the right to appeal the decision of the decision maker to the Board of Education by notifying the President. The appeal must be submitted in writing or audio recording within fifteen (15) working days of receipt of the decision maker's decision. Written appeals must be dated and signed. Taped appeals must include date recorded and the identification of the appealing party.

The President of the Board of Education will convene a meeting of the Board within fifteen (15) working days of receipt of the appeal. At least four (4) members of the Board must be present at the meeting. The appealing party and the Board each have the right to present evidence, question parties involved and bring in witnesses. The Board will make a decision based on the evidence presented at the meeting. The decision will be in writing, and copies will be sent to the appealing party, the Superintendent, the appropriate principal, and the Equity and/or Title IX within ten (10) working days of the hearing.

7. SUBSEQUENT APPEALS:

The complainant has a right to appeal the decision of the Board of Education. Further appeals must be submitted to the State or Federal agency charged with responsibility in the area covered by the complaint.

8. ADDRESSES AND HOME NUMBERS:

Fort Smith Public School District
Equity and/or Title IX Coordinator
P. O. Box 1948, Fort Smith, AR 72902-1948 (479) 785-2501

Equity Assistance Center
#4 Capitol Mall – Room 402A Little Rock, AR 72202-1071 (501) 682-4213

B. Federal Funds

Complaints related to district use or administration of federal funds generated through specific programs identified by the Arkansas Department of Elementary and Secondary Education (DESE) and authorized in the Elementary and Secondary Education Act (ESEA) may be taken directly from a patron or by referral from the Arkansas Department of Elementary and Secondary Education (DESE). If taken directly from a patron, the complaint may be submitted by either a signed statement or by a certified, recorded deposition, or statement in which the complainant is identified.

Complaints related to use of federal funds shall be addressed in the following manner:

1. The complaint shall be referred to the Director of Student Achievement and Accountability, who shall assemble a team of not less than three people (the Director, one administrator, and one teacher) to investigate the complaint.

2. Throughout the investigation, sufficient notes and records will be taken and maintained to substantiate the findings of the investigation.

3. The team will interview the complainant and others as necessary to enable the team to make a determination of the validity of the complaint. The team may consult with individuals with knowledge or expertise in the matter which is the subject of the complaint to include legal counsel.

4. The investigation of complaints referred by the DESE shall be completed within 30 working days of receipt of the complaint unless a longer time period has been approved by the DESE.

5. The investigation of complaints made directly to the district shall be completed within 40 working days unless there are extenuating circumstances; in such case, a preliminary report shall be made within 40 working days of receipt of the complaint, which shall include an explanation of the unusual circumstances requiring additional time to complete the investigation.

The report of the conclusions of the investigation shall be given to the complainant, to the superintendent of schools, and to the DESE if the complaint was a referral from the DESE. It shall contain a summary of the allegations of the complaint, a summary of the investigative actions taken by the team, a summary of the findings concerning each alleged violation or implied violation, a statement of corrective actions needed to resolve the issues involved in each allegation and finding of complaint.

Immunization Checklist
Reference Section III, J, pages 21-22

KINDERGARTEN AND GRADE 1

_____ **Diphtheria, Tetanus, Pertussis (DTP/DT/Td/DTap/Tdap)** — 4 doses (with one dose on or after 4th birthday)
_____ **Polio** - 3 doses (with one dose on or after 4th birthday)
_____ **Measles, Mumps, and Rubella (MMR)** — 2 doses (with all doses on or after 1st birthday)
_____ **Hepatitis B** — 3 doses
_____ **Varicella** — 2 doses (with all doses on or after 1st birthday)
_____ **Hepatitis A** — 1 dose on or after 1st birthday: Required for students in Kindergarten and Grade 1

GRADE 2 – GRADE 12

All shots required for Kindergarten and Grade 1 except Hepatitis A. In addition:

at Age 11:
_____ **TDap** — 1 dose (all students ages 11 and older on September 1)

at Grade 7:
_____ **Meningococcal (MCV4)** — 1 dose

at Age 16:
_____ **Meningococcal (MCV4)** — OR
- 1 dose (booster - at age 16 as of September 1)
- 1 dose (if first dose is administered at age 16 or older)