LAWRENCE COUNTY SCHOOL DISTRICT

WALNUT RIDGE HIGH SCHOOL

WR BOBCATS

2025 -2026
Student Handbook

Lawrence County School District

Superintendent: Jacob Kersey Phone: 870-866-6634

510 Southern Avenue
Walnut Ridge, AR 72476

Mission Statement

"The mission of Walnut Ridge High School is to enable all students and faculty an opportunity to exceed and excel. We recognize that the responsibility of a solid educational foundation lies with the students, teachers, school leaders, parents, and community. Our mission is to develop the abilities of each student by maintaining an educational setting that enhances learning, fosters growth, and ensures development."

Principal: Tashena Tate Phone: 870-886-6623

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GENERAL INFORMATION

WALNUT RIDGE HIGH SCHOOL DAILY CLASS SCHEDULE

Monday-Friday

8:00 – 8:48	1st period	11:28 – 12:16	5th period
8:52 – 9:40	2nd period	12:16 – 12:46	Lunch
9:44 – 10:32	3rd period	12:50 – 1:38	6th period
10:36 – 11:24	4th period	1:42 – 2:30	7th period
		2:34 – 3:22	8th period

SCHOOL CLOSING

In the event road conditions, other emergencies, or special events should necessitate closing school or altering the regular day schedule, announcements will be made before 6:30 a.m. through the phone alert system and KAIT-TV. If no announcement is made, busses will run their regular routes at the regular times.

SCHOOL BUS STUDENT EXPECTATIONS & PROHIBITED BEHAVIORS

The purpose of this policy is to ensure the safety and well-being of all students and staff during school transportation. Riding the school bus is a privilege, not a right. Students are expected to demonstrate respectful, safe, and responsible behavior at all times while riding or waiting for the bus. It would be helpful if the parents would notify the bus driver if their children will not be riding the bus, especially if they live where a bus must travel several miles to pick them up or if it is necessary to make a turnaround. This would also be helpful in the case of bad weather.

State transportation regulations must be observed at all times. In addition, because of the dangers or inconveniences involved, the following local regulations are in effect:

1. **Obey the bus driver at all times**; the driver is the authority on the bus. Do not as the bus driver to let you off the bus.
2. **Be at the designated stop on time**; buses will not wait for late students. Board and exit the bus in an orderly manner. Upon getting off the bus, walk in front of it 10 to 15 feet and wait for the bus driver to motion you across**.** If students must cross the road or highway to enter the bus, try to be on the right side of the road waiting for the bus. If they should arrive at the stop just as the bus approaches, they should wait until the bus comes to a complete stop and wait until the driver signals them to come across to the bus. Students who must cross the road after leaving the bus in the afternoon, must go to a point on the shoulder of the road ten feet in front of the bus. Cross the road only after the driver has signaled for them to do so.
3. **Remain seated and facing forward while the bus is moving**. Students are expected to conduct themselves in a manner so as not to distract the driver or disturb other riders. This includes

keeping their hands to themselves, leaving others alone, and staying reasonably quiet.

4. **Possession or use of tobacco, drugs, alcohol, or weapons is strictly prohibited.**
5. **Treat others with respect**: Students should not be fighting, pushing, or doing any type of physical aggression while on the bus. Students must remain seated while the bus is in motion. Students are not to put their hands, arms, heads, or bodies out of the window. Do not yell at anyone outside the bus. Bullying or harassment of any kind is prohibited.
6. **Treat property with respect**: No vandalism or littering. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Students are not to deface the bus or any school property. Do not write on the bus or damage the seats, etc. Do not throw paper, food, or other objects on the floor of the bus. Do not eat on the bus. Keep the aisle of the bus clear from books, lunches, coats, etc. Do not put feet in the aisle.
7. **Use of profane, abusive, or inappropriate language or gestures:** Act 814 makes it unlawful for students or adults to threaten, curse, or use abusive language to a school employee.
8. **Students cannot ride any bus except their own.** Visitors are not allowed unless permission must be secured from the Supervisor of Transportation or in the case of an emergency.
9. **This is not intended to cover all of the "do's" and "don'ts" but is a very specific guide.** The driver may find it necessary to interpret these policies in light of his or her own bus needs.
10. **Consequences for Misconduct**: Bus misconduct will be handled in accordance with the school's discipline code. Consequences may include, but are not limited to the following:

    Offense & Consequences:
    1st Offense – Verbal warning
    2nd Offense – Parent/Guardian contact and written referral
    3rd Offense – Temporary suspension from the bus (1-3 days)
    4th Offense or any offense after – Extended suspension (5-10 days) or loss of bus privileges

    Severe Misconduct could result in immediate removal from the bus and potential long-term suspension or expulsion from transportation services.

Parent/Guardian Responsibilities:

- Ensure students understand and follow the bus rules.
- Provide alternate transportation if a student is suspended from bus service.
- Support the school's efforts in maintaining a safe transportation environment.
-

The safety of all students is our top priority. We appreciate the cooperation of students, families, and staff in maintaining respectful and safe bus behavior.

SCHOOL BUS TRIPS

The school encourages participation in the extracurricular activities which, on occasion, may require that out-of-town trips be made. School-sponsored organizations may secure use of school busses by talking to the Director of Transportation or Superintendent of Schools. Cost of the bus will be determined after a conference with the Director of Transportation or Superintendent of Schools. All trips taken by any student activity group must have adult supervisors or sponsors approved by the principal. The arrangement for the bus and driver should be made with the School Transportation Officer at least 72 hours before the trip.

Students will return by the same transportation unless

1. Signed out by a parent on the designated sign-out form the sponsor or coach will have at the activity or,
2. Alternative transportation has been requested by the parent on the appropriate form and approved by the principal.

No club or school organization is to plan a trip without prior approval of the administration.

CAMPUS

The staff and administration of the Lawrence County School District strive to maintain a school campus that is attractive and efficient. We believe our students deserve an environment conducive to achieving success. We also believe the students must recognize and assume their responsibility toward helping us maintain a clean and attractive campus. Therefore, we ask students to avoid acts of vandalism, activities that could lead to accidents that cause damage and/or injury to themselves or other students, and littering with food or candy wrappers, drink bottles, or other trash.

CLOSED CAMPUS

The Lawrence County School District has a closed campus policy. Once a student arrives on campus, he/she may not leave the campus without checking out in the principal's office. A student may check out of school only with the approval of the principal or his/her designee and when a parent/guardian or predesignated adult signs the student out of school. The principal may allow students to check out via a phone call or note only under extenuating circumstances.

Lunch time is spent on the high school campus. A student may eat in the cafeteria or bring a lunch and eat in the area designated by the administration.

Students are not permitted in the parking lot between arrival on campus and departure time.

NOTICE

Some of the buildings in each of the county school districts contain asbestos; however, it is non-friable and each district has a Management Plan to safely control the asbestos. This plan can be reviewed at the Administrative Office of each school during normal school hours. The schools included in this notice are Hoxie, Hillcrest, Sloan-Hendrix, and Walnut Ridge.

A. W. RAINWATER LIBRARY

In December, 1967, the library was officially named the A.W. Rainwater Library, honoring the 47 years of business manager, superintendent, principal, coach, and teacher, A.W. Rainwater.

Students will be responsible for lost and/or damaged books.

Any material taken from the library – including records, films, laptops, and pamphlets – must be checked out.

Back issues of magazines needed for reference work may be secured at the circulation desk for use in the library.

Copies made for students use will be at a charge of .10 per page.

All fines, costs of books, or financial obligations must be paid before a student takes his/her final semester tests.

TERRY BELCHER GYMNASIUM/ SHARUM GYMNASIUM/FIELDHOUSE

Students should not enter the gymnasiums or fieldhouse at any time unless one of the faculty is present to supervise the activity.

For the protection of the gym floors, which has been sanded and refinished, students should refrain from walking on them without gym shoes.

VAN ELLIS CAFETORIUM

The cafetorium serves well-balanced meals each day, prepared and served under highly sanitary conditions. All students are expected to conduct themselves properly in the cafetorium or they will lose the privilege of eating in the cafetorium. Running to the cafetorium or breaking in line may result in the student eating last for the remainder of the semester and/or other disciplinary action taken.

The cafetorium and school administration expect cooperation in the following:

- all lunch litter to be deposited in wastebaskets.
- food or food trays may not to be taken from the cafetorium.
- trays and utensils are to be returned to movable racks.
- tables and floors should be left clean for others.
- students who wish to leave the building must leave through the designated door and may not re-enter the building until the end of the period.

GUIDANCE & COUNSELING

The Lawrence County School District offers outstanding guidance and counseling assistance. The counselor is available for all students grades 7-12 for assistance in developing academic plans, scheduling, information about scholarships, and counseling about individual concerns or problems.

The counselor is also responsible for the testing program in the school. Registration forms for the ACT and SAT tests, utilized by colleges to establish college entrance requirements, can be obtained from the counselor. The counselor will administer the state-mandated tests and be available to interpret scores for parents and students. Other tests the counselor may administer and/or provide information about include the National Merit Scholarship Qualifying test (PSAT/ NMSQT), the Armed Services Vocational Aptitude Battery (ASVAB) and others that could be relevant to our students' academic success.

The counselor's office is open to the students throughout the school day, but conferences should be scheduled with the counselor ahead of time unless an emergency need arises. Parents are encouraged to communicate with the counselor frequently regarding their student's progress.

SELECTIVE SERVICE REGISTRATION

The Lawrence County School District is required by ACT 229 of 1997 to provide the necessary Selective Service registration forms and instructions for returning completed forms to male students at least thirty (30) days prior to their eighteenth birthday.

Male students who turn eighteen are required to register in accordance with the Military Selective Service Act. Failure to register can result in the student being denied federally funded scholarships and/or student loans for post-secondary education.

A student may contact the counselor at any time prior to the required date if they would like to complete this process.

TEXTBOOKS

Textbooks will be furnished to students in grades 7-12. Students should exercise special care with the books so they will be returned at the end of the year in good condition. Books that are damaged will be paid for by the student.

Each book issued to the student will have a number on it. The student is responsible for returning the book issued to him/her.

Consumable items such as art supplies, etc. must be purchased by the student.

STUDENT LOCKERS

Lockers are available to all members of the student body. Locker assignments may be obtained in the high school principal's office. Books and other articles are not to be left on the floor in front of the lockers or along the halls and walkways, but are to be placed in the lockers. They should be kept locked at all times.

Students are not to share lockers nor give out locker combinations to other students.

School authorities have legal access to lockers and may inspect them at any time. Every locker in school will be searched at least one time throughout the school year. The purpose of this to inspect lockers for lost library books, text books and for health and sanitary reasons.

SCHOOL INSURANCE

The Lawrence County School District maintains a group policy. This insurance covers all members of the student body during the school day and all school activities. It is a secondary coverage and may not provide coverage in certain instances. Please contact the school and insurance company about coverage.

LOST AND FOUND ARTICLES

Any articles on campus that one considers lost are to be left alone and reported to the nearest teacher, or turned in to the principal's office.

ALTERNATIVE EDUCATION

Walnut Ridge High School offers an Alternative Education setting for students who qualify. Alternative Education core curriculum comes from Virtual Arkansas, an approved online high school. Electives may be taken through Virtual Arkansas or in the traditional classes at WRHS. Students must meet two qualifications in order to be considered for placement in Alternative Education. Qualifications include but not limited to:

- Falling Behind in Credits
- Poor Attendance
- Excessive Discipline Referrals
- Social/Behavioral Issues

A student may be placed in the Alternative Education classroom once a referral has been made and the Alternative Education committee has met with the parents and made the determination that the Alternative Education classroom is an appropriate placement for the student. A student may remain in Alternative Education until their goals are met to return to the regular education setting or the committee determines that the placement is no longer appropriate for the student.

EMERGENCY PROCEDURES

(Fire Drills, Tornado Drills, Earthquake Drills, other drills)

Act 258 of the State Laws of Arkansas requires each school to have an efficient operating fire program and a fire drill at least once a month. Drills for emergencies due to a tornado or an earthquake are conducted as required by State Law.

Specific instructions for fire drills or fire emergencies are posted on each classroom bulletin board. Procedures will be reviewed in the classroom no later than during the first full week of classes and again prior to the first fire drill. Procedures for other emergencies will be reviewed with students in the classroom and drills conducted to practice these procedures.

Signals:

FIRE – Fire alarm system warning. One (1) long ring for all clear.

TORNADO - Three (3) long rings with four (4) second intervals. Verbal notification of all clear.

EARTHQUAKE - Intercom announcement for emergency and all clear.

OTHER EMERGENCIES - Prearranged verbal signals. Copies of all drill procedures are available upon request.

ACTIVE SHOOTER DRILL

The District shall annually conduct an active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

GENERAL POLICIES

STUDENTS COVERED BY ARKANSAS COMPULSORY SCHOOL ATTENDANCE LAWS

ACT 1230 of 1997 and ACA 6-18-201 and ACA 6-18-207 as amended by ACT 1230 of 1997 require that beginning with the 1998-99 school year every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any child age five (5) through seventeen (17) years on or before August 1, of that year shall enroll and send the child to a public, private, or parochial school, or provide a home school for the child.

STUDENTS NOT COVERED BY COMPULSORY ATTENDANCE LAW

Any student who has attained the age of 18 is no longer subject to the Compulsory Attendance Law. However, all students attending Walnut Ridge High School must comply with the attendance policy set by the school district. A student has a legal right to attend school inclusively through twenty-one (21) years of age or until he/she graduates.

Students who drop out of school will be reported to the prosecuting attorney's office and State Revenue Office.

LAWRENCE COUNTY SCHOOL DISTRICT ATTENDANCE POLICY

In an effort to be in accordance with Act 1322 of the 2013 Legislative Special Session, the Lawrence County School Board has approved the following concerning school attendance:

A maximum of seven (7) unexcused days per semester may be missed in each class before credit is denied.

Three (3) absences per semester will be excused with a note from the student's parent or guardian indicating the parent or guardian was aware of the student's absence. The signed note

must be brought to school the following day and must include a phone number so the parent or guardian can be contacted for verification.

Subsequent absences will be unexcused unless one of the following reasons is properly documented as indicated:

- Personal illness or medical appointments: doctor's note
- Death or serious illness of a family member: parent or guardian phone call to principal
- Court appearance: note from court official

Parents will be notified by mail from the principal's office when the student reaches four (4) absences and again at six (6) absences per semester in any given class or classes.

The student's parent or guardian will be allowed to petition the school or district administration for additional absences. The petition must be made before the student accumulates the maximum number of 7 absences allowed under the policy. When a student has been absent for a total of 7 days, the principal will contact the parent to determine whether a referral should be made to the legal authorities.

Extenuating circumstances will be reviewed by the principal and an alternate assignment may be made by the principal to a student for the class in which he/she may lose credit.

Act 1223 of 2011 does not prohibit students from missing school for medical or dental treatment. If a student's treatment will require excessive absences, the student may petition for additional absences or may request a 504 plan. Exceptions will be made as necessary to satisfy Individualized Education Program (IEP) or 504 plans.

Make-up work should be initiated by the student upon return to class. Failure to do so will result in the student not being allowed to make up work. One day will be allowed for each day absent. Example: If a student has been absent for two days, he/she will be given two days to make up work after returning to school unless other arrangements have been made.

A student will be counted absent from a class if he/she is more than fifteen (15) minutes late for that class.

Parents are encouraged to check their child's attendance regularly through the Home Access Center (HAC). A Link to HAC can be found on the school web page on the parent page. A user name and password to HAC will be provided at the beginning of each school year.

Seniors will be excused for two college visits. College days must be preapproved by the principal and documentation of the visit must be returned to the office in order for the absence to be excused.

Seniors are only required to attend school for the classes they need to graduate. Seniors must arrive on campus when their classes begin and may not leave until their last class needed for graduation is finished. Seniors may not arrive on campus, take a class, leave and come back for another class. Seniors must attend 4 consecutive class periods where 5th period must be included.

ABSENCES FOR SCHOOL-SPONSORED ACTIVITIES

A student may be excused a maximum of 10 days per semester for school-sponsored activities. Absences for school-sponsored events are not recorded as an absence from school, and the student has the right to complete all assignments made during his/her absences. These assignments or equivalent assignments must be completed within a reasonable time period as determined by the instructor of any class missed.

Absences for school activities in excess of ten (10) shall be considered regular absences from school. Exceptions or extensions may be granted by the principal for school-sanctioned competitive events if the student meets the following criteria:

- The student meets all eligibility requirements for the event.
- The student has not accumulated three (3) unexcused absences, been truant, or suspended for disciplinary reasons.
- The student is maintaining a "C" average in all classes and is making satisfactory progress as indicated by grades and/or standardized test scores.

No student may participate in any school activity (athletics, concerts, plays, etc.) or practice for such an event on a day when the student was absent for more than one-half day (4 periods). There may be extenuating circumstances for more than one-half day. This absence will be evaluated by the principal before the student can be declared an eligible to attend or participant in the school activity.

ENROLLMENT

Students required by the Arkansas Compulsory School Attendance Laws to be enrolled in school can do so by filling out the necessary registration forms at the high school principal's office, providing the required records, and meeting with the counselor to complete a class schedule. The required records are the following:

Three proofs of residency are required for enrollment in the Lawrence County School District. **All proofs must be current (in the past 30 days)**.

<u>One of the Following:</u>

- Lease Agreement
- Rent Receipt
- Mortgage Statement
-

<u>Two of the Following:</u>

- Utility Bill (or deposit receipt)
- Cable Bill (or deposit receipt)
- Copy of Driver's License with correct address
- Proof of Voter Registration at current address

- Assessed Property in Lawrence County School District
- Insurance of property in Lawrence County School District
- Name of last school attended for request of records or bring transcript and/or withdrawal grades when enrolling.
- Immunization records
- If not a resident of Walnut Ridge, a student must have completed a Freedom of Choice form or have been granted a legal transfer from the district in which the student resides. Proof of residency can be required. These conditions affect eligibility for enrollment in Walnut Ridge High School and also participation in some extracurricular activities.
- Date of birth must be proven by one of the following methods:
    1. Birth Certificate
    2. A statement by the local registrar of a county recorder certifying the child's date of birth
    3. An attested baptismal certificate
    4. A passport
    5. An affidavit of the date and place of birth by the child's parent or guardian
    6. Previous school records
    7. United States military identification.

After 15 days of a semester, a student cannot enter the Lawrence County School District unless he has been enrolled in another school during the current semester.

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

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

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

Course Enrollment Outside of District - Enrollment and attendance in vocational-educational

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

In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. The principal shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets a proven financial hardship.

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

LEGAL CUSTODY

Act 660 of 1993 indicates that in order to avoid continuing child custody controversies for involving public school personnel and to avoid disruptions to the educational atmosphere in the school, the transfer of a child between the child's custodial parent and non-custodial parent…when both parents are present…is prohibited from taking place on the real property of an elementary school on normal school days during normal hours of school operation.

The provisions of this policy shall not prohibit one parent (custodial or non-custodial) from transporting the child to school and the other parent (custodial or non-custodial) from picking the child up from school at prearranged times on prearranged days if prior approval had been made with the school's principal.

When the non-custodial parent is to be denied access to the student, the custodial parent must provide the principal with the following:

1. A copy of the court order giving the custodial right to the parent, and;
2. A copy of the court order denying the non-custodial parent access to the student, and;
3. A written statement to the principal that such denial is approved by the custodial parent.

LEGAL NAMES

Students must use their legal birth names for all official school documents. Name changes will only be accepted upon receipt of a court order.

POLICY FOR ACCEPTANCE AND REJECTION OF SCHOOL CHOICE NON-RESIDENT STUDENTS

If a non-resident student seeks to attend school in Lawrence County School District, the student's parent shall submit an application to the Lawrence County School District Office on the Nonresident Student Transfer Form, postmarked no later than June 1 of the year in which the student seeks to begin the fall semester. A student seeking transfer must also submit the form to his or her resident school district by June 1. Lawrence County School District will respond in writing no later than August 1 to notify the student's parent(s) or guardian(s) of whether the application has been accepted or denied.

A student's application may not be denied based on the student applicant's athletic or extracurricular abilities, academic achievement, English proficiency level, gender, race, ethnicity, religion, national origin, or disability. An application may not be denied on the basis of previous disciplinary proceedings, except that an expulsion from another district may be considered.

The Lawrence County School District is not required to accept any application that would cause it to add teachers, staff, or classrooms, or in any way exceed the requirements and standards established by law.

A student may transfer by choice to one nonresident school per year. A student who has transferred to our School District may return to his or her resident district at any time, but may only return to our School District by re-application and re-acceptance through the Public-School Choice Act process. No student is allowed more than one school choice transfer per school year.

A present or future sibling of a student who continues enrollment in the school district under the Public-School Choice Act may enroll in or continue enrollment in the Lawrence County School District until the sibling of the transfer student completes his or her secondary education, if the Lawrence County School District has the capacity to accept the sibling without adding teachers, staff, or classrooms or exceeding the regulations and standards established by law. Sibling admissions are exempt from the three percent (3%) cap limitation contained in the Public-School Choice Act.

If a student is denied transfer to our School District due to limits on the number of student transfers imposed by the resident district, the student's resident district must give that student priority for a transfer the following school year. **Reference**: Act 1227 of 2013 (to be codified).

ENROLLMENT OF HOME-SCHOOLED OR PRIVATE SCHOOL STUDENTS

Any Home-School or Private School student wishing to attend Walnut Ridge High School to enroll in certain academic classes may do so under the following circumstances:

- Student must be a legal resident of the Lawrence County School District (see enrollment policy)
- Student must meet certain academic or grade-level requirements such as attendance, testing, coursework, grades and conduct.
- Parents agree to provide transportation for the students at any time in which busing is not provided by the district.
- Student must be enrolled in at least a half day of classes (four courses) for their entire senior year to be eligible to graduate from Walnut Ridge High School.

STUDENT TRANSFERS

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

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

Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

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

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

STUDENTS LEAVING DISTRICT

When a student plans to withdraw from school, the principal should be notified in advance so that copies of the student's records can be prepared to send to the receiving school. On the last day that the student will be in attendance, he/she should make sure that breakfast and lunch charges are paid. Textbooks and library books must be returned.

HEALTH RECORDS

Acts 244 and 633 of Arkansas State Law requires all students to have complete immunization records in order to register for the current school year. Students transferring to another school from Walnut Ridge High School must take a copy of their health record in order to enroll.

CLASS SCHEDULES

Student scheduling is accomplished by having each student prepare a request for classes in the Spring of the preceding school year. The counselor will advise students on their schedules according to their progress toward meeting graduation requirements, their career interests, and their eligibility for scholarships and other academic awards. Request sheets will be sent home for parent review and signature before a school schedule is completed.

SCHEDULE CHANGES

All changes in schedules must be made through the counselor and the principal's office during the first eight (8) days of each semester only. Any change after eight (8) school days must be for unusual circumstances and with the counselor's and principal's approval.

STUDENT RECORDS

A parent or student over 18 years of age has the right to inspect personal educational records. Said parent or student has the right for a hearing should either choose to challenge the contents of such records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into the records a written explanation by the parents regarding the contents of such records. A request to inspect such records shall be complied with as soon as it can be arranged - no more than 45 days from the receipt of the request. The same limit applies for a request for a hearing to challenge the content of such records.

The principal in each building has a copy of the district's policy on student records which may be examined. One has the right to file a complaint concerning alleged failures of the district to

comply with the requirements of the Family Education Rights and Privacy Act. Walnut Ridge High School maintains four (4) types of records: 1) those of academic progress, 2) behavior records, 3) health records, and 4) attendance records. The principal is the person in charge of the records in each building.

Student School Records and Educational Records

The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) states in part that "all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials."

The school will provide parents of students the opportunity to inspect these records and challenge any records that may be misleading, inaccurate, or otherwise inappropriate.

The school must first obtain written permission (consent) from the parents of the student before releasing personal identifiable data from the student's record.

If a student has attained the age of 18, records cannot be released without the written consent of the student.

Only in one specific instance is written permission not required - if the student picks up the records in person.

Other school officials within the same school district may request and receive a student's record.

Students, parents, or guardians have the right to refuse to permit release of directory information such as name, address, telephone number and grade, by notifying the school administration and signing the proper form.

Students, parents, or guardians may correct educational records which they believe are inaccurate by first contacting the principal's office and if the situation is not resolved, by going through the education hierarchy.

PARTICIPATION IN SCHOOL-SPONSORED DANCES

Only students in grades 7-12 will be able to participate in school dances. Some dances may be specifically designed for middle and upper grade levels with principal approval.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Participation by students in extracurricular and co-curricular competitions and activities can be a means of developing wholesome attitudes and good school interpersonal relationships.

Students wanting to participate in activities that are governed by the Arkansas Activities Association, especially those involving interscholastic competition, must meet the criteria for eligibility as established by the Arkansas Activities Association and the Arkansas Department of Education. A copy of the rules and regulations can be obtained from the principal, counselor, or the activity sponsor or coach.

Any student wishing to participate in extracurricular activities must sign a consent form to be drug tested. Failure to return the consent form will result in the student not being allowed to participate in extracurricular activities.

Students wanting to participate in any other organizations or activities at Walnut Ridge High School must meet all criteria for eligibility as established by any National or State sponsoring organizations, and school administration.

As beneficial as student activities can be, it is also possible for students to over-commit themselves to activities to the extent that problems arise for the student and the organization they have joined. It is better to make choices about participation prior to joining groups than to have to make choices about which responsibilities to honor during the school year when conflicts arise.

The following regulations have been established to guide students in their choice of activities. A point system has been designed to determine the ability to be in an activity and/or hold an office.

- A student may only hold one major office.
- Only one person may run and/or hold an office in a class or school-sponsored organization. No dual office holders will be permitted.

EXTRACURRICULAR ACTIVITY OR OFFICE

Major Offices:

1. President/Vice-President of Student Council
2. Editor of the Annual
3. Editor of the *Cat's Dispatch* school newspaper
4. Senior Cheerleader Captain, Drum Major, or Flag Team Captain
5. Business Manager of the Annual
6. President of Senior Class
7. President of Junior Class

ACADEMIC REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

ACADEMIC REQUIREMENTS: Junior High

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

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

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

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

ACADEMIC REQUIREMENTS: Senior High

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

1) Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or

2) If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in a SIP to maintain their competitive interscholastic extracurricular eligibility.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES BY HOME-SCHOOLED STUDENTS

The Lawrence County School District allows home-schooled students to participate in extracurricular activities if the student meets the following criteria:

- Must be a legal resident of the Lawrence County School District
- The student must meet all eligibility requirements set forth by the Arkansas Activities Association (AAA) which include but are not limited to GPA, age, and semesters of eligibility.
- Parents must complete Intent to Participate form which can be obtained in the high school principal's or superintendent's office. The superintendent of schools must approve the application.
- Home-Schooled students must attend at least one class a day. If the extracurricular activity they participate in is during the school day then they must be enrolled in that course. If the activity is an after-school activity then they must be enrolled in at least one course during the regular school day.
- Student must be enrolled in the course no later than the 11th day of the semester in which they intend to participate.
- Parents sign a receipt of the Lawrence County School District Handbook
- The students must adhere to the standards of behavior set forth by the Lawrence County School District, attend practices regularly, adhere to regular drug screening, have all permission slips and waivers signed, have a completed physical examination when required, and pay all participation or activity fees.

This policy does not guarantee a home-schooled student the right to participate in a school-sponsored extracurricular activity, only the right to a fair and equal opportunity to participate as any other regular student.

Any student who drops out of school to be home schooled will not be eligible to participate in any extracurricular activity for 365 days.

ELECTIONS OF STUDENT COUNCIL OFFICERS AND REPRESENTATIVES

The election of Student Council officers and representatives is held in February and March. The election of officers is held first. One week later, class representatives are elected. Petitions are circulated two weeks before the elections. Students must have a 2.0 GPA to run for Student Council and maintain this 2.0 to stay in student council. Petitions should be signed by 10 classmates who have not signed more than 4 petitions for the same position. One week is allowed for campaigning. All candidate speeches must be turned in to the Student Council Advisor before assembly.

The ballots are counted by the senior Student Council members.

CLASS OFFICERS

Class officers are elected the first or second week of May. There is no grade point requirement for class officers. Any student who wants to run for class officer must pick up a petition from his respective class sponsor. The petition should be signed by 10 classmates who have not signed another candidate's petition for the same office. Speeches are made during class meetings held on the day of the election. All candidates must turn in a copy of their speech to the sponsor before election day.

The ballots for class officer elections are prepared and counted by senior Student Council members.

In class elections, 50% plus 1 constitutes a majority. Runoffs will be conducted to determine the winner in case of ties or no majority.

MOTOR VEHICLE REGISTRATION

Each student who drives any type of motor vehicle to school must register that vehicle with the principal's office. The following information will be required:

1. Type of vehicle (automobile, truck, motorcycle, etc.)
2. Make of vehicle
3. Year model
4. Color
5. Vehicle license number

The driver's license submitted must be one which legally entitles the holder to operate the vehicle alone and without being accompanied by a licensed adult driver. Refer to page 67 under Student Parking/Driving for penalties for failing to abide by rules for vehicle use.

Upon arrival at the school, students must park their vehicles in the designated student parking lot, exit their vehicles promptly, and remain outside of them for the remainder of the school day. Sitting in parked vehicles during school hours is not permitted. Any use of an automobile in the vicinity of the school which creates a hazardous situation or which disturbs any classes which may be in progress, will result in forfeiture of the student's privilege of driving the car on, to, or adjacent to the campus.

HOMEWORK POLICY

The proper use of homework assignments can be of value to a student's academic and personal development. These values include providing supplementary learning experiences, reinforcing classroom instruction, developing responsible behavior, increasing independence in learning and building a more positive relationship between the home and the school.

It will be the policy of Walnut Ridge High School that homework assignments will be made such that they can be completed by the student at home with minimum assistance and with present

subject matter knowledge. Assignments should also be made such that the length of the assignment is reasonable for the date announced on which it will be due. Homework assignments will be made that:

1. introduce the student to materials to be presented in class (i.e. chapter reading assignments),
2. are to be graded, or
3. prepare the student through review for evaluation of material covered in the classroom.

Students will be given the opportunity to make up any homework assignments missed due to an excused absence.

HEALTH SERVICES

SCHOOL NURSE

Walnut Ridge Elementary School has the services of a licensed school nurse. Any student who feels ill at school will be required to see the nurse for a determination to be made of appropriate action. The school nurse is also required to see that all immunizations and health records are up to date and will conduct screenings of students for scoliosis, vision, hearing problems, and BMI. (Body Mass Index [BMI], which is height and weight, will be done by the school nurse as mandated by Act 1220.) Parents may request in writing for their child not to be screened.

MEDICAL ALERT

Parents must inform school officials and the school nurse of any medical conditions, which might require immediate and special medical attention. Examples would be severe allergies, diabetes, epilepsy, seizures, asthma, etc.

SCHOOL POLICY FOR DISPENSING MEDICATIONS

It is the policy of the Lawrence County Elementary School that no drug or medicinal preparation, except for medicines or medications approved for first-aid by the Arkansas School First-Aid Guidelines, will be administered to a student on any school premises by school personnel unless the student requires the medications to attend school and unless a current, valid doctor's prescription and instructions, as well as a written request from the child's parents, are received by the school. In the event the parent or guardian deems it necessary that a non-prescription medicine be given at school, said medicine should be brought to school in its original container with specific written instructions for administering. It will also be necessary that a medicine request form be completed by the parent. This policy should be adhered to for short-term illnesses such as cold, cough, toothache, flu-like symptoms, etc. No non-prescription drug will be given on the school premises without the above guidelines being followed.

GUIDELINES FOR DISPENSING MEDICATIONS

I. Requirements

A. Physicians or pharmacists should provide written orders and/or labels on prescription bottles, stating the name of the drug, the dosage and time to be given, and the recommended interval between doses.

B. A Medication Administration Release Form to be signed by parents should be used. This form should include: request for medication to be given, student's name, grade, medication and dosage, plus time to be given; what the medication is for; and emergency numbers in case child has a reaction to the medication.

C. All medication should be in the original container, with child's name on label. (Pharmacists should provide second container to send to school upon request.) Drugs should not be mixed in a container.

D. Prescriptions for long-term health problems should be updated at the beginning of each semester. The nurse should communicate with the physician regularly regarding students on long-term medications that would have an effect on the student's educational progress, such as medication for hyperactivity, epilepsy, etc.

E. Medication request forms will be in the school offices.

F. No non-prescription drugs will be given at school, as school personnel (excluding the licensed nurse) are not trained to determine when medications are needed and as this is a form of prescribing. The exception being if a parent/ guardian brings said non-prescription medicine in the original container to school with specific written directions for administering medicine.

II. Security

A. Prescription medicine not requiring refrigeration will be stored in a locked container in the health office or elementary principal's office.

B. Medication requiring refrigeration will be stored in the refrigerator in the health office.

III. Dispensing of Medications

A.The school nurse will administer all prescription medication.

B. Medicines will be dispensed in the health office or by the nurse. Asthmatic children will be allowed to use their inhalers according to physician's directions but will be monitored to prevent overuse. Any medicine (examples: antibiotics) prescribed to be given 3 times a day or less should not be sent to school but be scheduled to be given at home.

C. All medications administered by the school nurse will be recorded on the student medications form.

D. All medications received by the school nurse will be counted in the presence of the person bringing the medication.

E. Parent/guardian is required to deliver medication to the school nurse.

F. During field trips and extra-curricular activities, a parent must designate a person to give medication and document it on the student medication form.

G. If an error is made in administering a medication, the school nurse should (1) immediately notify the prescribing physician and follow his/her directions for possible antidote; (2) fill out the Medication Error Form (see attached form) and provide copies for the student's file, the principal, and parents; and (3) notify the parent.

H. If the medication error is made by a non-licensed person, the school nurse should be notified immediately. She/he will follow the procedure in Section G.

IV. Emergency Medications

A. Under imminent threat or danger, certain good faith measures may be taken to lessen or remove the immediate threat to life, health, and safety. Emergency procedures for Arkansas School First-Aid Guidelines (1986) should be followed.

B. ACT 1694 (B) (i) – The parent or guardian of a student who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school with written authorization for the student to carry an asthma inhaler or auto injectable epinephrine, or both, on his or her person for use while in school, at an on-site school-sponsored activity, or at an off-site school sponsored activity.

- Evidence must show they have been prescribed by a health care practitioner with prescriptive privileges;
- Evidence that the student needs to carry the asthma inhaler or auto-injectable epinephrine, or both, on his or her person due to a medical condition, and
- a copy of an individualized health care plan for the student, prepared in accordance with 6-18-1005.

C. They shall be supplied by the student's parent or guardian and shall be stored and transported in its original prescription-labeled container.

D. A student is prohibited from sharing, transferring, or in any way diverting his or her own medication to any other person.

V. Liability

A student should not be in possession of any drug, prescription or non-prescription, at any time. Some over-the counter medications might be considered as illegal drugs for adolescents. Students should not be in possession of any such items.

VISITORS

The administration, faculty and staff of the Lawrence County School District welcome visitors to our campus. We especially encourage parents of our students to visit with us about a student's progress and to attend the programs and activities that are presented from time to time by the students and school personnel. Certain rules for visitors must be observed. All visitors should report to the principal's office and secure approval and a pass for visiting on campus. Student visitors to classrooms are not allowed unless prearranged with the principal.

We encourage participation by all individuals. If a person has a disability, advance notification of any special needs will help us better serve the visitor. If assistance is needed, contact either the high school principal's office or the Lawrence County School District superintendent's office at 870-886-6634.

USE OF TELEPHONE

Students will only be allowed to use the phone in the office with permission of the principal or his/her designee. On all incoming calls, except in emergencies, students will not be called to the telephone. Messages will be delivered to the student by someone in the office.

ANNOUNCEMENTS

No announcements will be circulated until they are cleared through the principal's office.

FUND-RAISING PROJECTS

No solicitations of funds, drives, and sale of tickets may be made without the approval of the principal or Superintendent of Schools.

MARRIED STUDENTS

If a student is already married when school begins, the student may enroll and participate in such activities as approved by the high school principal.

If a student plans to marry while attending school, the high school principal must be notified before the marriage if it is necessary for the student to be out of school. Arrangements for being absent must be made in advance. Any such student may return to school and participate in such activities as approved by the principal.

A married student must obey all regulations governing students.

NON-DISCRIMINATION AND SECTION 504

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

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified and provided with appropriate educational services.

Under Section 504, due process rights of qualified students with disabilities and their parents are guaranteed in the Lawrence County School District. The 504 Coordinator for the LCSD may be contacted at Walnut Ridge High School, 508 East Free Street, Walnut Ridge, Arkansas, 72476 or by phone at 870-886-6623, between the hours of 8 a.m. and 3:30 p.m., Monday through Friday. Each school within the district has a 504 Building Coordinator who may be contacted at his/her respective building.

MEAL CHARGE POLICY

I. Purpose

The goal of the Lawrence County School District is to provide student access to nutritious no- or low-cost meals each school day.

However, unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the Lawrence County School District. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. The Lawrence County School District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money. Charging of items outside of the reimbursable meals (a la carte) items is prohibited.

II. Policy

- Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid/prepaid. ACT 123/HB59 allows all students to receive one free breakfast meal each school day.
- Reduced Meal Benefit - Reduced eligible students will be allowed to charge a maximum of *$100* meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.
- Full Pay Students - Students will pay for meals at the school's published paid meal rate each day. If a student is without meal money on a consistent basis, the administration will

investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced-price lunches for their child if applicable. A student will be allowed to charge a maximum of *$100* meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.

- Parents/Guardians are responsible for meal payment to the food service program. Discreet notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
- Students/Parents/Guardians may pay for meals in advance with cash sent in an envelope with the student's name or with a check payable to Walnut Ridge School. Further details are available on our web page at *bobcats.k12.ar.us*. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.
- Refunds for withdrawn, and graduating students; a written or e-mailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.
- Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Lawrence County school District Food Service Program.
- Balances Owed collection of owed balances will follow the policies and procedures set by the school.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced-price lunches for their child if applicable.

TITLE IX

In June 1972, Congress passed Title IX of the Education Amendments, a law which affects virtually every educational institution in the country. The law prohibits discrimination by sex, in educational programs that receive federal funds.

The law states in part that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance."

EQUITY

It is the policy of the Lawrence County School District to provide equal opportunities without regard to race, color, national origin, gender, disability, or age, or to veterans in its educational programs and activities. This includes but is not limited to admission, educational services, financial aid, and employment.

ACADEMIC POLICIES REQUIREMENTS

GRADING SCALE

The computation of grades for the high school in the Lawrence County School District is determined as follows:

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

For honor roll purposes, students may make a "C" in any AP class, and still be considered for "A – B" honor roll.

The Lawrence County School District maintains a point system for determining Grade Point Average (GPA) for a student. It is a four-point scale with the exception that any course with an Advanced Placement (AP) designation will be graded on a 5.0 basis.

A – 4.0 B – 3.0 C – 2.0 D – 1.0 F – 0.0

The following scale and numeric values will be used for advanced placement courses:

A – 5.0 B – 4.0 C – 3.0 D – 2.0 F – 0.0

Any student who takes an Advanced Placement course shall be required to take the end of course exam on the predetermined date. Make-up tests shall be scheduled through AP Coordinator and may require additional fees. Failure of a student to take the Advanced Placement end of course exam will require the school district to use the standard 4.0 grade point scale instead of the weighted 5.0 scale. Students may also be denied credit for the course at the discretion of the principal. Each case will be measured on its own merits.

GPA is calculated by determining the total points achieved from all courses (by adding the appropriate number of points for each letter grade earned) and dividing by the total classes completed.

EXAMPLE:

Science	A = 4	Total Points = 12
Civics	C = 2	
English	B = 3	Number of Courses = 4
Math	B = 3	
	12	12 points divided by 4 = 3.0 GPA

GPA's are used to determine class rank, awards and honors, and for eligibility for extracurricular activities.

The Lawrence County School District does not participate in the International Baccalaureate (IB) Program. Students transferring into the Lawrence County School District who have participated in the IB program will have the grades transferred from the IB courses with the same 5.0 grading scale used for Advanced Placement courses.

The 5.0 grading scale used for Advanced Placement (AP) courses will be utilized for students who have completed an ADE approved Honors course. The same 5.0 grading scale will also be utilized for students who have completed an ADE approved Honors course from another district and transfer into the Lawrence County School District.

Weighted credit/additional quality points for designated AP courses and IB courses will be contingent upon the teacher completing training as required by the State Department of Education and the student taking the applicable AP and/or IB examinations.

Following graduation, a final cumulative grade point average reflecting all high school work will be entered on the permanent record.

Admission requirements for AP courses shall include some or all of the following: teacher recommendation, counselor recommendation, grade of "A" or "B" in previous prerequisite courses, 3.0 GPA, no discipline referrals to the office.

PLAGIARISM

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

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

The use of generated Artificial Intelligence by a student trying to pass it as his/her own work is considered a form of plagiarism.

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

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

2. All parties to plagiarism are considered equally guilty. (If you share your coursework with another student and he or she plagiarizes it, you are considered as guilty as the one who has

plagiarized your work, since you enabled the plagiarism to take place.) Under no circumstances should a student make his or her coursework available to another student unless the teacher gives explicit permission for this to happen.

Students who plagiarize are likely to be caught, and the consequences will be severe and will include anyone who enabled the plagiarism to take place. All student work produced for school will be subject to an electronic database to determine plagiarism.

Consequences for plagiarizing work will range from redoing the project for half (1/2) credit for first-time offenders to receiving no credit for second-time offenders.

PROGRESS REPORTS/PARENT-TEACHER CONFERENCES

The faculty of the Lawrence County School District will communicate about the progress of students in their classes by means of mid-9 weeks reports. Two scheduled parent-teacher conferences are conducted, one in each semester to allow dialogue on a student's academic progress and/or behavior in classes. Parents can request more frequent progress reports by contacting the principal, counselor, or a particular faculty member.

PARENT/TEACHER COMMUNICATION

It is the belief at Walnut Ridge High School that teachers and parents maintain an open and frequent line of communication. If a teacher sees a student falling short of classroom expectations, not competing work, or failing to turn in numerous assignments, then the teacher will attempt to contact the parents with their concerns.

REPORT CARDS

A report card with student grades and attendance record will be given at the end of each nine weeks. Parents will be notified by letter at the fifth week of each nine weeks if the student is doing failing or near failing work.

PROMOTION/RETENTION

A disservice is done to students through social promotion and is prohibited by state law. The district shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. The Lawrence County School District shall include in the student handbook, the criteria for promotion of students to the next grade as well as the criteria for retaking a course, if applicable. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older.

Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

The criteria used to determine retention will be based on academic performance. In grades seven and eight, if a student has a yearly average of a failing grade in two or more of the four core academic subjects, then he or she shall be recommended for retention. A retention committee made up of the principal, counselor, and teachers will review student performance to determine if the student shall be retained. Students in grades 9 through 12 must pass the course to receive credit for the course. If a student fails a course then he/she must retake the course. If the course is required for graduation then a student must obtain a passing grade to receive credit for the course. This can be done either by retaking the course during the next available offering, an approved correspondence course, or summer school.

If there is doubt concerning the promotion or retention of a student, or their required retaking of a course, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held before a final decision is made. 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, the final decision to promote or retain shall rest with the principal or his/her designee.

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

CLASSIFICATION

Seventh Grade:	Promotion from sixth grade
Eighth Grade:	Promotion from seventh grade
Freshman:	Promotion from eighth grade
Sophomore:	5.5 units of credit passed
Junior:	11 units of credit passed
Senior:	A minimum of 16.5 units of credit passed and enrollment in a schedule which will permit the student to receive the necessary 24 credits for graduation.
Graduate:	24 credits required.

LANGUAGE ARTS
- English 9
- Advanced English 9
- English 10
- Advanced English 10
- English 11
- AP Language & Composition
- Freshman Composition 1 & 2 - Concurrent Credit
- English 12
- AP Literature & Composition
- World Literature 1 & 2 – Concurrent Credit
- Personal Communications
- Professional Communications
- Journalism I
- Journalism II
- Journalism III
- Debate I
- Academic Reading
- Transitional Literacy

SCIENCE
- Physical Science
- Advanced Physical Science
- Biology
- Advanced Biology
- Anatomy & Physiology (Every other year)
- Chemistry
- Physics (Every other year)
- AP Biology
- Environmental Science

PHYSICAL EDUCATION & HEALTH
- Personal Fitness for Life
- Health & Safety

FINE ARTS
- Art I-IV
- Band
- Jazz Studies I-V (Local Credit Only)
- Vocal Ensemble I-V
- Music Appreciation
- Music Lab I

AGRICULTURE
- Intro to Agriculture
- Agriculture Mechanics & Fabrication
- Agriculture Fabrications; metals
- Agriculture Fabrications; structures
- Plant Science I & II

BUSINESS
- Survey of Business
- Business Procedures
- Accounting
- Financial Planning

CRIMINAL JUSTICE
- Intro to Criminal Justice
- Criminal Justice I & II

COMPUTER SCIENCE
- Intro to Computer Science

MATHEMATICS
- Algebra I
- Geometry
- Advanced Geometry
- Technical Math for College & Career
- Algebra II
- Advanced Algebra II
- Algebra II
- AP Pre-Calculus
- College Algebra – Concurrent Credit
- Quantitative Reasoning

SOCIAL STUDIES
- Civics
- Advanced Civics
- Economics w/ Personal Finance
- Advanced Economics w/ Personal Finance
- World History
- AP World History (World Civ II – Concurrent Credit Second Semester)
- U.S. History
- AP U.S. History
- U.S. History – Concurrent Credit
- U.S. Government
- AP U.S. Government
- Psychology

FOREIGN LANGUAGE
- Spanish I & II

FIRE SCIENCE
- Firefighter I
- Firefighter II
- Community Preparedness

DRIVERS EDUCATION
(Local Credit Only)

EAST I-IV

NEA TECHNICAL CENTER
(Jonesboro H.S.)
2 Elective Credits (See Counselor)

BLACK RIVER TECHNICAL CENTER
(Pocahontas BRTC Campus)
3 Elective Credits (See Counselor)

NON-CREDIT CLASSES
Annual Staff (Local Credit – 1 Year Only)
Athletics
Teachers Aid
Study Hall

Correspondence courses must be approved by the counselor and principal prior to enrollment. Seniors must also complete and have grades on file for any course counted toward graduation in order to participate in the graduation ceremony.

The Lawrence County School District will limit the number of credits to be taken by correspondence to four (4) courses or two (2) credits, unless by special permission from the principal. Correspondence courses may be taken after a student has unsuccessfully attempted the core course offered by Walnut Ridge High School; elective courses must be approved by principal or counselor.

CONCURRENT CREDIT

Any student enrolled in the Lawrence County School District in grades 9-12 shall be eligible to enroll in a publicly supported community college, technical college, four-year college or university, or private institution in accordance with the rules and regulations adopted by the college or university. Three semester hours of college credit taken by a student in grades 9-12 shall be the equivalent of one unit.

Students participating in concurrent credit must comply with enrollment for graduation requirements of the Lawrence County School District. The District encourages prior approval of college classes to encourage that the classes are equivalent to or exceed the Arkansas frameworks in order to receive replacement credit for required courses. Otherwise, all courses will be given elective credit. All costs of higher education courses taken for concurrent college credit are the student's responsibility. Students are eligible to take concurrent credit at no cost to the student per hours allowed by DESE guidelines.

GRADUATION REQUIREMENTS

Twenty-four (24) units are required for graduation. Sixteen specific units are required. Please see courses below for graduation requirements:

English – 4 units
- English 9th Grade
- English 10th Grade
- English 11th Grade
- English 12th Grade

Mathematics – 4 units
- Algebra I
- Geometry
- Algebra II or Quantitative Reasoning
- Fourth Math – Algebra III, Quantitative Reasoning, AP Calculus, College Algebra, Comparable concurrent credit courses may be substituted where applicable

Science – 3 units
- Physical Science
- Biology
- Chemistry
- Other ADE Approved Courses

Social Studies – 3 units
- Civics – 1/2 unit
- Economics w/ Personal Finance – 1/2 unit
- World History
- U.S. History
- Other ADE Approved Courses – 1/2 unit

Oral Communications – 1/2 unit

Computer Science – 1 unit

Physical Education – 1/2 unit

Health & Safety – 1/2 unit

Fine Arts – 1/2 unit

Career Focus – 7 units

Community Service – 75 hours (as required by DESE)

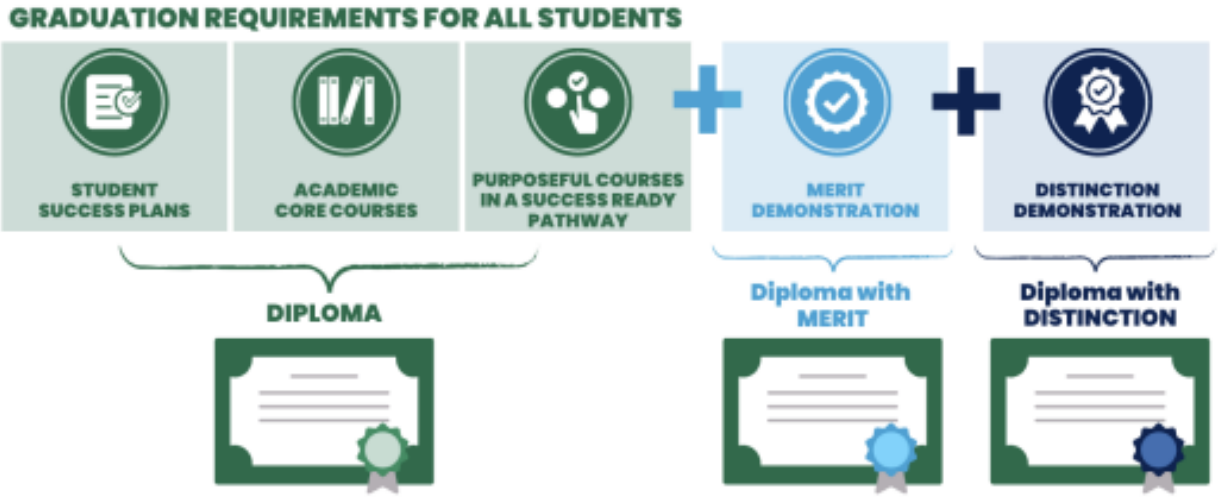
Success-Ready Pathway Guide

Every Arkansas student deserves the opportunity to graduate on a path toward prosperity.

Every student in Arkansas should graduate from high school success-ready with the knowledge, skills, abilities, and habits to succeed on their chosen path, with options including:

- **Enlistment** in military service,
- **Enrollment** in a postsecondary training or degree program, and
- **Employment** in a career that provides a family-sustaining wage.

Starting with the ninth-grade class of 2024–2025, students can pursue flexible college and career readiness pathways that guide course selection and progress toward graduation. These success-ready pathways support purposeful planning aligned with postsecondary and career goals, and completion may qualify students for a Diploma with Merit or Distinction.



Updated: April 25, 2025

Pathways Leading to Diplomas with Merit and Distinction

In order to qualify for a Diploma with Merit, students must:

1. **Complete a Success-Ready Pathway with three sequential credits as outlined in Table 1;**
2. **Earn a demonstration of readiness via *one* of the following:**
   - Identified High Wage, High Demand Industry-Recognized Credential
   - 12 or more postsecondary credits
   - Arkansas Certified Pre-Apprenticeship leading to a Registered Apprenticeship
   - AP Scholar Designation[1]
   - AP Scholar with Honor Designation[2]
   - ASVAB Score of 31 and completion of approved Enlistment Pathway
   - Cambridge Scholar[3]
   - IB Career-related Programme Certificate[4]
   - IB Scholar[5]
   - Seal of Biliteracy

In order to qualify for a Diploma with Distinction, students must:

1. **Complete a Success-Ready Pathway with three sequential credits as outlined in Table 1;**
2. **Earn a demonstration of readiness via *one* of the following:**
   - Technical Certificate or higher (e.g., Associate's Degree)
   - Cambridge Advanced International Certificate of Education (AICE) Diploma[6]
   - International Baccalaureate (IB) Diploma[7]
   - AP Scholar with Distinction Designation[8]
   - AP Capstone Diploma Designation[9]
   - ASVAB Score of 31 and currently enlisted in the Armed Forces
   - Youth Apprenticeship leading to a Registered Apprenticeship

Please refer to Business Rules for the Class of 2026 and 2027 for determining Merit or Distinction.

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[1] Granted to students who receive scores of 3 or higher on three or more AP Exams.
[2] Granted to students who receive an average score of at least 3.25 on all AP Exams taken, and scores of 3 or higher on four or more of these exams.
[3] Granted to students who earn qualifying scores of "E" or higher on at least three Cambridge Advanced course assessments.
[4] Granted to students who complete a minimum of 2 IB classes, up to 5 IB classes, AND complete the four elements of the IB CP Core components.
[5] Granted to students who earn qualifying scores of 4 or higher on at least three IB course assessments.
[6] Candidate must earn seven full credits from at least three subject groups through courses and exams taken over a 25-month period.
[7] Candidate must take and complete the assessment components for six subjects AND the three core elements of the IB DP.
[8] Granted to students who receive an average score of at least 3.5 on all AP Exams taken, and scores of 3 or higher on five or more of these exams.
[9] Diploma program from College Board based on two year long AP courses: AP Seminar and AP Research.

DIGITAL LEARNING ACT

Per Act 1280 of the 2013 Arkansas Legislative Session, the District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

Each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

Students will be required to pass with a minimum score of 60%, the civics portion of the Naturalization test used by the United States Citizenship and Immigration Services.

SPECIAL EDUCATION

For a student with disabilities, the Individualized Education Program (IEP) serves as the students' "graduation plan." Beginning not later than age 14, or earlier if determined by a student's IEP Team, transition planning must be initiated to prepare a student for exit from a secondary education program to post-secondary life. This includes planning for the student's exit from school due to graduation. For a student with disabilities, fulfillment of the requirements set forth in the student's IEP constitutes the basis for graduation from high school.

EARLY GRADUATION

In order for a student to graduate early, he she must meet the following requirements:

- Have a GPA of 3.0 or higher
- Submit an intent for early graduation letter to the principal by the end of the sophomore year signed by both the parent and student
- Have completed junior English or its equivalent and have earned the necessary 16 credits prior to the start of the junior year
- Forfeit the right to be considered Valedictorian/Salutatorian; may still be granted honor graduate status

HONOR GRADUATE

In order to qualify for valedictorian, salutatorian, or honor graduate of a public high school or to qualify for membership in the National Honor Society or its equivalent, students must successfully complete the minimum core of courses recommended by the State Board of Higher Education and the State Board of Education, pursuant to Arkansas Code 6-61-217.

To be considered for Valedictorian or Salutatorian a student must also have attended Walnut Ridge High School for the last two (2) years.

To be named an honor graduate, a student must meet the following requirements:

1. Have a 3.5 or better grade point average
2. Have completed 4 units of math including Algebra I, Geometry, and Algebra II and math beyond Algebra II
3. Have completed 3 units of Social Studies including World History, U.S. History, or Civics, and Economics
4. Have completed 2 units in one Foreign Language
5. Have completed 3 units of science including Physical Science, Biology and Chemistry
6. Have completed 4 units of English with emphasis on writing skills
7. Completed both Professional and Personal Communications or a three hour Oral Communications college course
8. Complete pathway for Merit Diploma OR Distinction Diploma (Starting with the 2029 Graduating Class)
9. A student who has been denied credit in any course due to excessive absences will not be eligible for honor graduate status

All who meet the above requirements would be designated as “Honor Graduates”. The number so honored could change each year. The student ranking highest would be named Valedictorian, and the second highest would be named Salutatorian. The ranking shall be based on all semester grades except the final semester of the senior year. In the event that a student takes at least 5 AP courses or college concurrent credit courses and that student makes a semester grade of an A in those courses and has maintained all A’s on his/her semester grades from the ninth through the twelfth grade then he/she will be awarded Valedictorian or Co-Valedictorian.

GRADUATION – ARKANSAS SCHOOL FOR MATH, SCIENCE, AND THE ARTS SENIORS ACT 1326 OF 1997

Students who attended school in the Lawrence County School District prior to acceptance to the Arkansas School for Mathematics and Sciences may elect to participate in senior activities the year they graduate, including prom, senior banquet, baccalaureate services, and all other graduation services.

Students attending ASMSA will be sent a questionnaire at the beginning of their fourth year of high school in which they are to indicate which activities they plan to attend. The questionnaire will

be sent to the last address on record in the school district files. Failure to return the questionnaire by October 1 will constitute a waiver of the election to participate. Students who will graduate early and who intend to participate in any activities must notify the senior high principal in writing by October 1 that they will graduate early and plan to participate in graduation activities.

ASMSA students will be responsible for the costs of these activities to the same extent as Lawrence County School District students, and agree by participating to abide by the Student Handbook of the Lawrence County School District at these functions. Students who violate provisions of the Student Handbook at senior activities may be barred from attending one or more future events upon recommendation of the senior high principal, subject to appeal to the superintendent, whose decision shall be final.

ASMSA students who participate in the graduation ceremony are not eligible to be recognized as valedictorian or salutatorian, but upon presentation of an official transcript from ASMSA by March 12 of the graduating year, will be recognized as honor graduates, if appropriate and based on the criteria of the Lawrence County School District for honor graduates, ASMSA students who choose to participate in graduation ceremonies will not receive diplomas issued by the Lawrence County School District, but will instead be presented with certificates of recognition.

SEMESTER TEST EXEMPTIONS

All students in grades 7-12 with an A or B for the semester will be exempt from the semester test. The students may opt to take the test only to improve their grade.

Students who have an average of C or below will be required to take the test but only to potentially improve their grade.

This policy does not include concurrent credit courses or courses taught online through Black River Technical College.

REGULATIONS CONCERNING SEMESTER EXAMINATIONS

Teachers will post examination schedules on bulletin boards in their respective rooms for subjects taught. Each teacher will determine if a student is to be exempt from his/her test.

Examination testing periods will be the length of one class period. Students who are exempt will not have to attend school during semester tests. Students will attend school during the time of their examinations only. Students who remain at school during semester tests shall be required to go to a designated area when not testing. Loitering in the halls will not be permitted.

Students are required to take semester tests during their designated times. Tests are not to be taken early unless extenuating circumstances exist that might require them to be taken prior to the designated times. Parents should make arrangements with the principal prior to the semester tests dates. The principal shall have sole authority in determining whether or not a student will be

allowed to take semester tests before their designated date and time.

It is the responsibility of the student to make certain when their examinations are to be held. Any student missing an examination must present a doctor's certificate before being granted a special examination, unless given permission by the principal.

It is the responsibility of the student to be punctual. If a student is late, he/she loses just that much time from the exam.

All library fines, fees, and any other obligations must be taken care of before students are permitted to take examinations. Extenuating circumstances will be considered by the principal.

The examination schedule will be posted on the bulletin board outside the high school principal's office.

Teachers will stay in their respective testing areas as long as students are taking their tests.

Semester tests equal 1/5 of the semester grade, and each nine weeks grade equals 2/5 of the semester grade.

A student must attend school within the Lawrence County School District for one entire grading period per semester before being eligible for exemption from semester tests.

ACADEMIC AWARDS

Academic awards shall be given at the end of each school year.

7-8 Honors:

- All A Honor Roll: Students achieving all A's on grade level in all subjects
- A/B Honor Roll: Students achieving all A's and/or B's on grade level in all subjects
- Perfect Attendance: no absences or tardies (early dismissals)
- Top 5: Top five students with highest grade in each subject per grade level
- Most Valuable Attitude: one student per grade level
- Student of the Year: one student per grade level
- Mack Davis Award: one 8th grade student

9-12 Honors:

- All A Honor Roll: Students achieving all A's on grade level in all subjects
- A/B Honor Roll: Students achieving all A's and/or B's on grade level in all subjects
- Perfect Attendance: no absences or tardies (early dismissals)
- Each class taught will award the top two students

STUDENT DISCIPLINE
(POLICIES, RULES AND REGULATIONS)

The school is a community, and the rules and regulations of a school are the laws of the community. All those enjoying the rights of citizenship in the school must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

CITIZENSHIP

Citizenship with the Lawrence County School District is interpreted to include the usual concept of behavior plus a wholesome and cheerful attitude toward work, teachers and other students. The following list of characteristics and traits of a good citizen is used by the faculty and administration in determining a citizenship grade.

1. Honest
2. Truthful
3. Considerate of others
4. Courteous and well-mannered
5. Loyal to school, schoolmates, and self
6. Dependable
7. Friendly
8. Cheerful and not a grumbler
9. Constructive and not destructive
10. Careful of personal appearance, always neat and clean
11. Respectful of constituted authority
12. Open-minded and broad-minded
13. Participation in outside activities of the school
14. Willing to cooperate and work with groups
15. Wholesome in attitude toward work, teachers, and other students
16. Willing to take part in all school activities
17. Able to control self at all times
18. Industrious and applies himself/herself to his/her work
19. Responsible

Since the grading is rather close, a grade “B” on citizenship means that the student has been a good average citizen. A grade of “A” on citizenship means that there has been evidence of leadership and there has been something out of the ordinary to commend the citizenship of the student. If the student has a grade of “C” or lower in citizenship, there has been something about his/her behavior, his/her attitude and/or his/her participation that is not commendable. He/she should try to improve at once.

Students have the rights of citizenship as delineated in the United States Constitution and its amendments, and these rights may not be abridged, obstructed, or in any way altered, except in accordance with due process of law.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program.

The following rules, regulations and procedures are designed to protect all members of the educational community in the exercise of their rights and duties.

DISCIPLINE

The hallmark of the exercise of disciplinary authority shall be fairness.

Teachers and other school personnel have the authority to give reasonable instructions to any student who is under school jurisdiction and are responsible for reporting to the principal violations of school regulations not resolved by the teacher.

A teacher shall send the student to the office of the principal and shall file with the principal a written statement of the reasons for the student's suspension from class. The principal shall determine whether to reinstate the student in class, reassign him, or take other disciplinary actions.

RESPONSIBILITY OF ADMINISTRATORS TO REPORT CERTAIN VIOLATIONS

Acts 888 of l997 and 1243 of 1997 require that school officials report to local law enforcement agencies, the occurrence of a felony or crime of violence that happens on school property or during a school supervised activity. This could include, but is not restricted to, fighting; vandalism; theft; possession of weapons; possession, use, or selling of alcoholic beverages or controlled substances prohibited by Federal, State or local laws.

BEHAVIOR NOT COVERED

The school district reserves the right to punish behavior which is not conducive to good order and discipline in the school, even though such behavior is not specified in the following written rules.

GENERAL CONDUCT

Students should follow the guidelines listed below:

1. Avoid loud noises, gathering in groups, running or pushing in the halls or corridors.
2. Refrain from marking, cutting or otherwise defacing the buildings or its furniture.
3. Respect the rights of others whether in a classroom, the halls, or at any other place on campus.

4. Avoid talking or any other form of disturbance while assemblies are in progress. Whistling and yelling are not proper forms of applause. Students are expected to give courteous attention to visiting speakers and to student performers at all assemblies.
5. Each student should try to exercise common sense judgment, thus avoiding bad conduct.

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other students, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook. (Insubordination is defined as a defiance of authority.)

OFF-CAMPUS EVENTS

Students at school sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of district personnel. Failure to obey the rules and regulations and/or failure to obey reasonable instructions of school district personnel shall result in loss of eligibility to attend school sponsored, off-campus events and may result in disciplinary action applicable under the regular school program.

CLASSROOM DISCIPLINE

The faculty of the Lawrence County School District has established a set of basic classroom rules. Faculty members will review these rules with the students at the beginning of the school year and periodically during the year as needed. Faculty members have the right to establish and enforce other rules for discipline in their classrooms as long as these rules are reasonable and necessary to maintain the proper environment for learning.

DISCIPLINE FOR STUDENT WITH DISABILITIES

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 free, appropriate public education.

The individualized education plan (IEP) team for a student with disability student should consider whether particular discipline procedures should be adopted for that student and included in the IEP.

Students with disabilities students may be excluded from school only in emergencies and only for the duration of the emergency. In no case should a student with a disability be excluded for more than 10 days in a school year due to out-of-school suspension, unless there has been a

manifestations determination meeting has been held to determine if the student's misconduct was a direct result of their disability.

After an emergency suspension is imposed on a student with a disability, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from exclusion.

The suspended student should be offered alternate educational programming for the duration of exclusion of more than 10 days.

DEFINITION OF DISCIPLINARY ACTION

The **minimum consequence** for any infraction where a student is sent to the office will be a conference with the principal. The **maximum consequence** will be expulsion with loss of credit. Each policy violation has recommended consequences. They are recommendations only, and principal discretion will determine the consequences for each infraction. Fairness and consistency will dictate as to which consequences will be imposed.

DETENTION

A student may be assigned to a supervised detention room by any faculty member or the high school principal for a period of not more than one (1) hour before, during, or after school for certain violations. A student shall be given notice of such detention at least one (1) day in advance of such detention so transportation can be arranged by the parent/guardian. Failure to attend detention will result in being assigned two detentions.

Students who fail to attend either one of these two detentions may be assigned a Saturday school detention or be suspended.

For more serious offenses or chronic misbehavior, students may be assigned In-School Suspension.

IN-SCHOOL SUSPENSION

A student may be assigned to In-School Suspension (ISS) for one (1) to five (5) days. A student will be given notice of ISS at least one (1) day in advance except where policy dictates immediate placement. ISS days will not count as absences and the student will be given classroom assignments to be completed during the ISS. These assignments will be returned to the teachers when completed to be counted for credit. Assignments must be completed by the assigned due date to count for credit. Students in ISS will be allowed to go to the classroom to take exams or get help on assignments if necessary to maintain academic standing. A student in ISS will be eligible to participate in scheduled after-school extracurricular activities while in ISS (band or athletic practice, games, meetings, dances, etc.) Once a student has accumulated ten days of in-school suspension in one school year, each subsequent offense will be out-of-school suspension.

SATURDAY SCHOOL

A Saturday school detention presents an additional alternative form of disciplinary action which may be taken by school administrators.

Rules concerning Saturday school detention are as follows:

1. Students may only be assigned by an administrator.
2. Saturday school detention will be for students in grades 7-12.
3. Saturday school detention will be held once a month with a second date added if deemed necessary by the administration.
4. Saturday school detention will be from 8:00 a.m. until 12:00 noon. Students will be expected to report by 8:00 sharp or be locked out of the building.
5. Non-attendance on an assigned date must be due to extenuating circumstances and must be excused (or other arrangements made) by the assigning principal.
6. Failure to attend the assigned Saturday (unless excused by the principal) will indicate a parental preference for a three-day suspension.
7. Students may be assigned to Saturday school detention for inappropriate behavior in or out of class, poor attendance, excessive tardies, or for other infractions for which it is felt this would be appropriate action.
8. Students must bring paper, pencil, and books with them.
9. One break will be allowed at approximately 10:00 a.m. for a restroom, water break.
10. If students do not abide by the Saturday school detention rules by being disruptive, failing to do the assigned work, etc., the student will be assigned to another Saturday School session at which they must be accompanied by an adult family member or will receive a three-day suspension.

CORPORAL PUNISHMENT

Corporal punishment is permitted under Arkansas Law, and the Lawrence County School Board permits corporal punishment.

Reasonable discipline may include the administration of corporal punishment to a student in the exercise of sound discretion by a faculty member or administrator, provided that corporal punishment shall not be excessive or unduly severe.

Corporal punishment can be administered according to the following suggested procedures:

1. It may be used only after other alternative, including but not limited to counseling, have failed or in unusual circumstances.
2. It will be administered in the presence of at least one certified employee in addition to the person dispensing it.
3. It will not be administered in the presence of other students, with malice, anger or in excess.

4. Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student is being punished in the presence of the witness. If the student claims innocence, the certified employee will permit the student to state his/her position. School officials are not required to conduct formal hearings prior to corporal punishment.
5. Refusal to take corporal punishment may result in suspension or other disciplinary measures.
6. The principal will be notified when corporal punishment is administered, and a written report shall be filed in the principal's office.

SUSPENSION AND EXPULSION

State Laws and State Board regulation permit local school officials to expel students who are unwilling to behave in an appropriate manner and fail to abide by district attendance policies. Due process must be provided.

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

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

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

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

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 within 24 hours, if possible.

Additionally, the parents will be mailed a copy of the suspension, its duration, the manner in which the student may be readmitted to school, and the procedure for review of the suspension.

A suspended student will be readmitted to school after being suspended for ten (10) days including the day upon which the suspension was initially imposed, even if the appeal has not been completed.

A suspension that does not amount to an expulsion for the remainder of the semester but is more than ten (10) days shall come only after the student has been afforded notice, opportunity for a hearing, and the same procedural rights as for expulsion.

Notwithstanding the policy concerning suspension and expulsion, students may be suspended indefinitely without notice, hearing, or other rights provided herein if the school is undergoing a violent upheaval or if orderly educational processes have otherwise been substantially disrupted.

This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and the board to consider the case within the usual time. In all cases, notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.

Lawrence County School District shall offer any expelled student the opportunity to receive credit through digital learning that is at least equal to the credit that would have been received had the student remained enrolled.

DUE PROCESS

Every student is entitled to due process in every instance of disciplinary action for which the student may be subject to penalties of suspension. (See Ark. Stat. Ann. 80-1516).

Due process is afforded to students in disciplinary cases of some magnitude including the following:

1. suspension
2. expulsion
3. statements removed from the student's records, and
4. clearing one's reputation

Prior to any suspension, the school principal or his/her designee shall advise the student in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.

The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.

Written notice of suspension and the reason(s) for the suspension shall be given to the parents/ guardians of the student.

Any parent(s) or legal guardians of a student suspended shall have the right to appeal to the superintendent of schools.

EXPULSION PROCEDURE

A written recommendation of expulsion by the principal to the superintendent shall include a statement of the policy violation(s) against the student. The superintendent may recommend that a student be expelled from school with loss of credit for the entire semester.

The school board may expel a student for the remainder of the semester, for the remainder of the school year or permanently for conduct it deems to be inappropriate, where the student's continued attendance at school would be unacceptably disruptive to the educational program, or the student would be reasonably dangerous to other students and faculty members.

PERSONAL SEARCH

A personal search of a student should be limited to a situation in which the administration has probable cause that the student is concealing evidence of an illegal act, contraband, or has violated a school rule.

Dangerous items (such as firearms, weapons, knives), controlled substances (as defined by Act 590 of 1971 as amended), and other items which may be used to substantially disrupt the educational process will be removed from the student's possession and will be reported and transmitted to the proper authorities.

An adult witness will be present when a personal search is conducted.

Students should be asked for their consent prior to a personal search. A search warrant should be obtained if a student objects to a personal search unless there is probable cause to believe that a dangerous weapon or illegal drugs are being concealed.

A pat-down search of a student should be done by a school official of the same sex and with an adult witness present.

Warrantless searches of students' automobiles and lockers are generally valid with probable cause.

UTILIZATION OF POLICE DRUG DOG

The Lawrence County School District administration has access for use of a drug dog.

The dog may be used at the school when deemed appropriate by the administration.

Students found in possession or whose property contains illegal drugs are subject to discipline of the school as well as the local, state and federal authorities.

"Sniffing" by trained dogs in public hallways or vehicles in public lots is not a search. (The fourth amendment requirements do not apply).

DISTRIBUTION OF LITERATURE

Students shall have the right to distribute and possess literature, such as, but not limited to, newspapers, magazines, leaflets, and pamphlets, except that the district may prohibit a specific issue of a specific publication if there is a substantial, factual basis to believe its possession or distribution will cause, or is causing substantial disruption of school activities.

The time, place and manner of student distribution of literature may be reasonably regulated by the district provided such regulations

1. are uniformly applied to all forms of literature;
2. allow distribution at times and places where no interference with school activities will occur;
3. are specific as to places where and times where distribution is prohibited; and,
4. do not inhibit a person's right to accept or reject any literature distributed in accordance with the rules.

All literature shall be free of obscenities, libelous statements and personal attack and shall be within the bounds of reasonable conduct. Petitions must be submitted to and approved by the principal before circulation. Noncompliance with the stated policy will result in disciplinary action. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration.

Minimum - oral reprimand
Maximum - suspension and/or expulsion

INFRACTIONS TO AVOID

The Lawrence County School District recognizes that each student's discipline case must be handled on its own merits. The circumstances of each student may dictate a different or unique approach. However, the following guidelines are set forth to outline prohibited student behaviors and the range of penalties recommended for those behaviors. These guidelines are not comprehensive, but are intended to help assure that each student is treated in a fair manner and that the learning environment is secured and maintained. The prohibited student behaviors and recommended penalties are listed.

Some of the following activities are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school, and/or notification of law enforcement officials. The violation of a rule will occur whether the conduct takes place on or off the school grounds at a school supervised activity, function, or event, or en-route to and from school activities on transportation provided by the school.

STUDENT DISCIPLINE - SEXUAL HARASSMENT
ACT 1108 of 1997

PURPOSE

Sexual harassment is sex discrimination under Title IX. It is the policy of the Lawrence County School District to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

AUTHORITY

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation

of this policy for students to harass other students or members of the district staff through conduct or communications of a sexual nature as defined below.

DEFINITIONS

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or member of the district staff constitutes sexual harassment when

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

Sexual harassment, as defined above, may include but is not limited to the following:

1. verbal harassment or abuse,
2. repeated remarks to a person with sexual or demeaning implications,
3. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.,
4. inappropriate patting or pinching,
5. intentional brushing against a student's or an employee's body, or
6. any sexually motivated unwelcome touching.

PROCEDURES

Any person who alleges sex discrimination or sexual harassment by any staff member or student may use the district's equity complaint procedure (detailed below) or may complain directly to the building principal, guidance counselor, or to Equity Coordinator, the individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades or work assignments. Use of the provided reporting forms is optional.

Upon receipt of a report of sexual harassment, the building principal, guidance counselor or other staff member shall immediately notify the Equity Coordinator without screening or investigating the report. If the report is given verbally, the principal, counselor, or staff member will reduce it to a written form within 24 hours and forward it to the Equity Coordinator. Failure to report any sexual harassment report or complaint as provided will result in disciplinary action taken against that employee.

If the complaint involves the building principal or counselor, the complaint may be filed directly with the superintendent or Equity Coordinator. If the complaint involves the Equity Coordinator, the complaint may be filed with the Superintendent. If the complaint involves the superintendent, the complaint may be filed with the Equity Coordinator.

The Equity Coordinator shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the Equity Coordinator within 10 school days of the complaint or report of sexual harassment.

The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

In addition, the district may take immediate steps, at its discretion, to protect the person filing the complaint, students and employees pending the completion of the investigation.

The Equity Coordinator shall make a report to the superintendent within two school days of the completion of the investigation.

SCHOOL DISTRICT ACTION

Upon receipt of a recommendation that the complaint is valid, the district will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or nonrenewal of contract.

The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the district. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA. If the harasser is an employee of the district, the report will document the action taken as a result of the complaint to the extent permitted by law.

REPRISAL

The district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

HARASSMENT

If a student is being harassed at school or at school functions, the student should report to the nearest faculty member.

SEXUAL HARASSMENT

Behavior or actions that are offensive to another or violate his/her right to personal privacy, to annoy or to touch in a sexually offensive manner, nuisance telephone calls to students or staff members, continued comments or passing notes to another person that he/she does not wish to hear or receive will result in the following:*

1. detention and parent conference,

2. three-day suspension, or
3. recommended expulsion

*In all instances a report will be filed with the Equity Coordinator.

THREATS OF PHYSICAL VIOLENCE/SEXUAL HARASSMENT

A student shall not threaten physical violence upon another student nor shall a student direct harassment toward another person.*

Minimum - detention and parent conference
Maximum - recommended expulsion

*In all instances a report will be filed with the Equity Coordinator.

PROFANITY AND VULGARITY

A student shall not use abusive, vulgar or irreverent language and/or gestures on school campus or school bus at any time. Failure by a student to follow this rule could result in:

1. detention and/or parent notification,
2. Saturday school,
3. three-day suspension, or
4. recommended expulsion

ASSAULT AND ABUSE OF STUDENTS AND STAFF MEMBERS ACT 706 of 1997

DEFINITIONS

Assault is the willful attempt or threat to inflict injury upon the person of another, coupled with the apparent present ability to do so. Any display of force that would give the victim reason to fear bodily harm is assault, even if touching or striking does not occur.

Battery is similar to assault, but requires unexcused physical touching or injury.

Abuse means to wrong in speech, reproach coarsely, disparage, revile, or malign. Use of profanity or vulgar expressions directed at another is considered abuse.

STATEMENT OF POLICY

Students are to keep their hands to themselves, and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting or threatening others with physical injury, etc., constitute battery and/or assault, and are strictly

forbidden. Profanity and rude and abusive language directed at others is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or an act of violence may have been committed on campus.

The Lawrence County School District will exhibit a zero tolerance policy with regard to threats whether serious or in jest. Actions will reflect this policy.

Minimum - warning/parent conference
Maximum - recommended expulsion

PHYSICAL ABUSE, OR ASSAULT BY A STUDENT ON A SCHOOL EMPLOYEE

A student who commits assault and/or battery upon a member of the faculty or staff of the Lawrence County School District shall be recommended for expulsion.

VERBAL ABUSE OF SCHOOL EMPLOYEES

The use of violent, abusive, obscene or profane language addressed to a teacher or member of the staff will result in the following:

1. three-day suspension
2. recommended expulsion

NOTE: Arkansas Code of 1987 Annotated 6-17-106 - Insult or abuse of teachers.
Any person who shall abuse or insult a public school teacher while that teacher is performing normal, regular or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars ($100.00), nor more than one thousand five-hundred dollars ($1500.00).

Each school district shall report to the Department of Education any prosecutions within the school districts under this section.

FIGHTING

Acts of violence will not be tolerated at school or school functions.

Threats of violence by one student upon another or extremely provocative remarks or slurs by one student to another to encourage an act of physical violence is not justification for a physical response. Punishment for making threats or remarks is:

Minimum - detention
Maximum - three-day suspension

The punishment for fighting at school or school functions is:*

Minimum - detention

Maximum - recommended expulsion

A student has the right to defend himself without being suspended in clear cases where the student is the target of a physical attack which he did not provoke and does not have the opportunity to avoid. However, the student must be able to justify the action to the satisfaction of the administration.

*Note Administrator's Responsibility to Report Violent Acts.

DRUG AND ALCOHOL POLICIES

POSSESSION OF DRUGS OR ALCOHOLIC BEVERAGES

Students found in the possession of or whose property at school or school functions contain alcoholic beverages, controlled substances (illegal drugs) marijuana or other materials prohibited by federal, state, and local laws will be punished. *

Penalty: Student will be suspended for 10 days and may be recommended for expulsion for the remainder of the semester with loss of credit.

* Note Administrator's Responsibility to Report Violations

USE OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS

Students found to be using, or under the influence, buying or selling such illegal drugs or alcoholic beverages at school or school functions will be suspended for 10 days and may be recommended for expulsion for the remainder of the semester with loss of credit.

Students violating either the possession or use rules may also be prosecuted according to Act 590 of 1971 -- the State of Arkansas Amended. *

* Note Administrator's Responsibility to Report Violations

POSSESSION WITH INTENT TO DELIVER

Possession with intent to deliver means offering or selling beer, alcoholic beverages or other illegal drugs by students on school property (Act 104 of 1983 Special Session).

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, or other controlled substance, as defined in Act 590 of 1971 of the State of Arkansas, as amended, or beverage containing alcohol or intoxicant of any kind. *

Penalty – Student will be suspended for 10 days and may be recommended for expulsion for the remainder of the semester with loss of credit.

* Note Administrator's Responsibility to Report Felonies

TOBACCO OR TOBACCO PARAPHERNALIA

Students of the Lawrence County School District are not permitted to smoke or use tobacco products on campus or at school activities (Act 779 of 1997). Violation of this act could result in a misdemeanor conviction punishable by a fine of no more than $100.00. Students are not allowed to possess or use any smoking paraphernalia (lighters, matches, pipes, cigarette papers, etc.) on school grounds or at school related activities. This also includes the use or possession of e-cigarettes.

POSSESSION, SMOKING OR USE OF TOBACCO PRODUCTS

1. three-day suspension and law enforcement agencies notified
2. five-day suspension and turned over to law enforcement agency for appropriate action
3. potential expulsion

CHEMICAL SCREEN TEST POLICY FOR THE LAWRENCE COUNTY SCHOOL DISTRICT

It is the mission of the Lawrence County School District to educate all students to the highest practical extent of our abilities, and to provide for their physical, mental, and emotional needs through the development of a safe, non-threatening environment with minimum interruptions providing for a conducive learning climate.

The Lawrence County School District recognizes that chemical abuse or misuse is a significant health and safety problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Lawrence County School Board of Education is committed to its Mission Statement and is determined to help students by providing another option for them to say "NO" to the use of drugs. Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of the legal drugs and medications.

PURPOSE OF A CHEMICAL ABUSE POLICY

1. To allow the students of the Lawrence County School District to know that the school is concerned about their total well being. The school district is interested in helping the students who may be having problems with illegal drugs or alcohol.

2. To emphasize concerns for the health of students in areas of safety while they are participating in activities, as well as the long-term physical and emotional effects of chemical use on their health.

3. To confirm and support state laws which restrict the use of such mood-altering and other illegal chemicals.

4. To assist students of the Lawrence County School District to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
5. To establish standards of conduct for students of the Lawrence County School District who are considered leaders among their peers.
6. To work cooperatively with the parents by assisting them in keeping their children free from mood-altering and other illegal chemicals.
7. To provide referrals for students who need evaluation regarding their use of mood-altering and other illegal chemicals.
8. To deter chemical abuse or misuse of all students through the use of random drug testing.
9. To deter chemical abuse or misuse by all students through the use of testing those who are determined under reasonable suspicion to be using, selling, or under the influence of drugs or alcohol at school or a school event.

SCOPE

The provisions of this policy apply to all students in the Lawrence County School District in grades seven through twelve, who sign, and whose parent/guardian sign Consent Form "A" of the Chemical Screen Policy. All students who wish to drive and park on school property or participate in extracurricular activities at the Lawrence County Schools will be required to be subject to random testing.

The use or possession of illegal drugs during school activities or prior to school activities where the illegal drug has the possibility of affecting the participant is a violation of this policy. Students may be tested if reasonable suspicion exists.

GENERAL PROVISIONS AND DEFINITIONS

The Lawrence County School District shall randomly require selected students in grades seven through twelve of the Lawrence County Schools to provide a urine specimen for urinalysis testing.

Illegal Drugs are defined as drugs, or the synthetic or generic equivalent or derivative of drugs, which are illegal under federal, state, or local laws including, but not limited to marijuana, heroine, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and its derivatives or related substances, which are not prescribed by a physician or are prescribed by a physician and not used as authorized by the doctor or the manufacturer of the substance.

Extracurricular Activities are defined as school sanctioned activities other than regular classroom instruction. Such activities include clubs, school organizations with district, state, or national affiliates. Also included are student/groups involved in presentations, representing the school and/or competitions either directly or indirectly with the Lawrence County School District.

This also includes any programs sponsored by the Arkansas Department of Education.

Alcohol is defined as ethyl alcohol or any beverage containing ethyl alcohol.

Refusal to submit to testing: Any participant who refuses to submit to random drug testing shall remain at the testing site until the school officials have made proper contact with parent or guardian.

CONSENT FORM

No student shall be allowed to drive and park on school property or be allowed to participate in any extracurricular activity at Walnut Ridge School until the consent form has been signed by both students and custodial parent/legal guardian and returned to the principal. All students and custodial parents/guardians will be strongly encouraged to sign a consent form for random testing during the year.

TESTING DUE TO REASONABLE SUSPICION

Students who have been identified through the criteria outlined as reasonable suspicion may be tested separately from the times of the random testing. The testing should take place as soon as possible after the determination of reasonable suspicion has been verified. The charge of the testing for those identified will be the responsibility of the district.

Students who test positive under this policy's provision dealing with reasonable suspicion will be subject to disciplinary action as outlined in the Lawrence County High School Handbook.

REASONABLE SUSPICION PROVISIONS

The use or possession of illegal drugs or alcohol by a student on property under the control of the district or prior to entering property controlled by the district or at a district-sponsored event is a violation of this policy. This includes attendance at any location involving activities in which the Lawrence County School District or its students are competing, presenting, or participating. The penalty for possession of drugs or alcohol is outlined in this handbook.

Reasonable Suspicion is defined as a reasonable suspicion by an administrator or other district employee that a student has used, possessed, or sold illegal drugs on district property or has used illegal drugs off district property, but is on district property or at a district-sponsored event while under the influence of the illegal drug; or that a student has used or possessed alcohol off district property, but is on district property or at a district-sponsored event while under the influence of alcohol; or that a student is abusing or misusing prescription medication on district property or at a district-sponsored event while under the influence of the prescribed medication. This includes attendance at any location involving activities in which the Lawrence County School District or its students are competing, presenting, or participating.

Examples of reasonable suspicion include, but are not limited to

--- Eyewitness evidence by a district official, administrator, or employee;

--- Eyewitness evidence of another person plus additional evidence;

--- Individualized suspicion possessed by an employee of the district which is based upon reasonable suspicion and/or reasonable reliable evidence.

COST

The cost of the test given during random selection will be paid by the district. Follow up tests for those students testing positive will be paid by the district. Any test requested by the parent(s) or student challenging the validity of the initial test results will be at the parent's expense. If that test proves negative, the district will pay for that retest.

GRIEVANCES

The procedure for appeal is found in the Lawrence County School District handbook.

PROCEDURES

Type of testing: The district shall randomly require selected students of the Lawrence County School District in grades seven through twelve to provide a urine specimen for urinalysis testing. Each specimen cup will have a number on it, which will be assigned to a participant's name. The samples submitted by the students will be sealed and sent to the lab for testing. All students randomly selected must report to the designated location for providing urine samples to be taken at the Lawrence County School District. Urinalysis will be the method utilized to test for the presence of chemicals in the body. A breathalyzer will be used to determine alcohol content in the body.

Selection process: Students enrolled at the Lawrence County School District will be subject to random selection for chemical testing. Students will be divided into a pool for students in grades seven through eight and another pool for students in grades nine through twelve. Each student will be assigned a number. The testing agency will select days for random testing: these days will not be known by the school officials. A minimum of ten test days will be set per year for each pool. The numbers drawn will be no less than 5% or no greater than 25% of the students in grades seven through eight and no less than 5% or no greater than 25% of students in grades nine through twelve annually who have Consent Form "A" signed. If any student whose number is drawn is absent on that day, the selection process will continue until the number (5-25%) of students selected for testing equals the number specified for that day's random testing.

Use of positive tests: Upon receipt of a positive test result for any student, a student may request a retest at his/her expense within a 24-hour period of a positive result. The specimen used for the second testing will be from the original split sample taken during the random sampling. The original sample taken at the testing site will be divided into two separate containers and sealed at the collection site.

- The superintendent or designee shall notify the student's parent/guardian.
- The superintendent or designee shall schedule a conference with the student's parent/guardian

to explain the results.

1. Initial counseling including referrals, resources and information on chemical abuse will be available from the district. Further outside counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. The additional counseling/ rehabilitation will be at the expense of the student.
2. The student will be placed on confidential probation for thirty days. If the parent/ guardian of the student submits that the student may continue in the Lawrence County School extracurricular activities, the student will be so permitted. The school will not be responsible for injury or other health problems due to the student's misuse or abuse of the drug while the said student is involved in school activities. After thirty days, the student will be tested again: a written copy of the results will be given to the superintendent or designee. If the retest is negative, the confidential probation will be lifted.
3. If the retest is positive, the principal and sponsor(s) will be notified that the student will not be allowed to continue in extracurricular activities until his/her test results prove negative. The following tests to verify the negative test will be administered by the testing agency. The schedule for retesting will be determined by the superintendent or designee. The student cannot participate in any extracurricular activities until testing negatively. To regain eligibility for participation in extracurricular activities, a student must have a negative result on the Chemical Screening Test. This test must be administered by the Walnut Ridge School's testing agent.

Exception: Certain chemicals that take more than twenty days to leave the student's system will be considered differently if the Medical Review Officer's written opinion details the said residual effect of that particular substance.

TESTING PROCEDURE

Analysis of Urine Specimens: The initial urinalysis method shall be an immunoassay screen. If a specimen tests positive for any substance being checked, a gas chromatography/mass spectrometry, (GC/MS), confirmation test will be performed. If the parent/guardian questions the validity or reliability of the testing agency's results, the sample from the split specimen in the second sealed vial will be used for the parent-requested follow up test. The parents may choose a laboratory of choice so long as the Department of Health and Human Services Standards certify it. GC/MS shall be conducted on the specimen. If the result of the GC/MS test is positive, the student shall be considered to have had a positive result. If the results of the GS/MS are negative for the suspected substance or substances, the student shall be considered to have had a negative result. The school will be responsible for paying for the requested test if the results prove to be negative.

All test results from the laboratory shall be communicated to the superintendent or designee. To ensure proper testing procedures, United States Department of Health and Human Services Standards as defined by the National Institute of Drug Abuse certified laboratories will be followed.

All initial urine specimens will be taken at the designated location determined by the principal or designee. Any student who is requested to provide a urine specimen shall be directed to the collection site where the student will complete the necessary forms. Students selected as part of

the random test will be required to provide additional information for the testing agency. Students confirmed positive might be permitted, at the superintendent's discretion, to provide the sample after day thirty confidential probation at the testing agency facility. (This is to ensure confidentiality.)

The following precautions will be taken, as appropriate, at the collection site:

- Agent and/or administrator shall positively identify the examinee.
- The agent and/or administrator shall ask the individual to remove any unnecessary outer garments (i.e. coat, jacket) that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. The agent and/or administrator shall note any unusual behavior or appearance.
- The student shall be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student shall not be outside the presence of the agent and/or administrator and not have access to water fountains, faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed. Only one student will be allowed at a time in the washroom and process area.
- The female student will be allowed to provide the specimen in a stall or partitioned area that will allow for individual privacy. The male student may be required to provide the specimen while using a urinal. After the specimen has been provided for the agent, the female student should leave the stall, and the male student should leave the urinal or stall. Extra specimen containers should not be left in the restrooms.
- At the collection site, toilet bluing agents shall be placed in the toilet tanks, whenever possible. No other source of water shall be available in the immediate area where the urination occurs.
- After the specimen has been provided to the agent, the agent will continue with the chain of custody procedures and will determine whether the specimen contains at least 45 milliliters of urine. If there is not at least 45 milliliters, additional urine shall be collected. The student may be given reasonable amounts of water for drinking. If a student fails for any reason to provide the necessary amount of specimen, the agent and/or administrator shall contact the superintendent or designee for guidance.
- Immediately after collection, the testing agent shall check the temperature of the specimen and inspect the specimen for color and sign of contaminants. Freshly filled specimen containers should be warm. If the specimen is not between 90 and 100 degrees, the student will be required to provide another specimen of urine within two hours of the original collection.
- Both the agent and/or administrator and the student being tested shall keep the specimen in view at all times prior to its being sealed and labeled.
- The student shall observe the tamper-proof seal. The labels for the specimen bottle must have all information completed before being placed over the bottle caps and down the sides of the bottles. The agent will place the identification label securely on the bottles.
- The student and the agent will sign the chain of custody form. The observer will initial the specimen label.
- The identification label on the specimen container shall contain
  - *the date
  - *the student's assigned number
  - *the student's name is NOT to be on the sample

Ethyl alcohol will be tested by using a breathalyzer. The cutoff level for ethyl alcohol will be four-one-hundredths of one percent (.04%) by weight of alcohol in the student's breath. Cutoff levels used are determined by the National Institute on Drug Abuse.

Medical Review Officer will review and verify all positive test results, report said results, check for chain of custody compliance and determine false positives.

RESULTS AND NOTIFICATION

Test results shall be reported to the superintendent or designee within a specified number of days after the lab's receipt of the specimens. All reports shall be in writing. All specimens testing negative on the initial test or negative on the confirmation test shall be reported as negative. Only specimens confirmed as positive shall be reported as positive for a specific drug(s).

SUBSTANCES TESTED

The specific drugs in the drug screen may be selected at the beginning of each school year, and may be amended any time throughout the year. The substances for which students may be tested include, but not limited to the following:

- Barbiturates -- Amobarbital, Butabarbital, Butalbital, Pentobarbital, Phenobarbital, Secobarbital, and Trizolam
- Amphetamines -- Amphetamine, Methaphetamine and Crystal Meth.
- Benzodiazepines -- Alprazolam, Chlordiazepoxide, Clorazepate, Diazepam, Halazepam, and Prazepam
- Qualitative THC -- Marijuana
- Opiates -- Codeine, Heroin, and Morphine
- Cocaine Metabolites, Propoxyphnenes, Phencyclidine (PCP), Ethyl Alcohol

The cutoff levels for initial screens shall be 100 nanograms per milliliter (ng/ml) for marijuana metabolites (THC), 300 ng/ml for cocaine metabolites and opiates, 25 ng/ml for phencyclidine, and 100 ng/ml for amphetamines. The cutoff level for ethyl alcohol shall be four one-hundredths of one percent (.04%) by weight of alcohol in the student's breath. Cut off levels used are determined by the National Institute on Drug Abuse.

The cutoff levels for confirmation tests shall be 15 ng/ml for marijuana metabolites, 150 ng/ml for cocaine metabolites, 300 ng/ml for opiates, 500 ng/ml for amphetamines, and 25 ng/ml for phencyclidines.

RECORDS

All records concerning chemical abuse testing shall be maintained by the superintendent or designee in a separate locked file. The records shall not be kept in a students regular file. Only the superintendent or designee shall have access to the files. The files on each student shall be destroyed upon graduation or twelve months after termination of enrollment. A student and the student's custodial parents/legal guardians may obtain a copy of the student's chemical abuse testing records upon written request. Information in these files will not be released to local authorities unless required through a court order.

VARIOUS DRUG TESTING FORMS

Consent Form "A"

The Lawrence County School District is providing an opportunity to help students be drug free. The school solicits your support through your voluntarily signing of this form.
Each Parent's support is needed for the youth to succeed.

I/We, _____ and _____, the parents of _____ do hereby consent to, abide by, and comply with the policy regarding the Chemical Screen Testing for Lawrence County Public Schools.

I, _____ a student in the Lawrence County School District do hereby consent to, abide by, and comply with the Chemical Screen Test policy of the Lawrence County School District.

_____	_____
Student	Parent/Guardian
_____	_____
Date	Parent/Guardian

NOTIFICATION OF VIOLATION OF CHEMICAL SCREEN TESTING POLICY

I, _____ , am the custodial parent/legal guardian of

_____ , a student in the Lawrence County School District. I have

been notified by officials of the Lawrence County School District that _____

(student's name) has tested positive during the chemical test administered under the provisions set by the Lawrence County School District.

If my child has been participating in extracurricular activities, I understand that he/she may be permitted to continue participating during the *confidential* probation period of approximately thirty days. My signing of this form releases the school from all responsibilities that my child may encounter (health problems or injuries) related to his/her misuse or abuse of drugs or alcohol while participating in a school activity.

I also understand that the school will have information, referrals, and resources available through the district counselor's office at no cost to the student. I understand that my child is furthermore hereby recommended for professional counseling. If any additional charge is incurred from the professional counselor, it will be our responsibility and not that of the school's.

After day thirty (specific date will be determined by the superintendent or designee) the student will be allowed to be retested under the guidelines set forth in the Chemical Screen Test Policy.

I, the custodial parent/legal guardian, understand that if the test results are found to be negative, the so named student will remain again eligible for the extracurricular activities. If the test results are positive, the so named student will be suspended from extracurricular activities until testing negative. The third and any subsequent tests will be approximately thirty days apart.

In addition to the suspension, the student will be immediately referred for professional counseling and rehabilitation at the expense of the parent.

_____	_____
Custodial Parent/Legal Guardian	School Official
_____	_____
Custodial Parent/Legal Guardian	Date

NOTIFICATION OF SECOND POSITIVE RESULTS OF CHEMICAL SCREEN TEST

I, _____ custodial parent/legal guardian of _____ , a student in the Lawrence County School District, was notified on _____ (date) of the first positive chemical screen test results of the so named student by _____ (school official).

At that time, I understood that the student would be on confidential probation. I understood following day thirty that my child would submit to a second test administered under the guidelines set forth in the Lawrence County School District's Chemical Screen Test Policy. I, custodial parent/legal guardian of the so named student, was notified of the second positive test results on the date of _____ by _____(school official).

I understand that under the Lawrence County School District's Chemical Screen Test Policy, which I, the custodial parent/legal guardian consented to when I signed the consent for, the so named student will be suspended from extracurricular activities until testing negative. I also understand that the named student will be referred for professional counseling and rehabilitation at the expense of the parent.

_____	_____
Custodial Parent/Legal Guardian	School Official
_____	_____
Custodial Parent/Legal Guardian	Date

ANTI-BULLYING POLICY

The Lawrence County School District has an obligation to and is committed to providing a safe learning environment for each of its students. Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidations and threats. Bullying is a destructive behavior that will erode the foundational principles on which a school is built. This school will not tolerate any behavior that is classified under the definition of bullying and will take steps needed to eliminate such behavior.

Believing that prevention is the strongest means available in eliminating bullying, this school will offer programs or educational material regarding the nature of bullying and its consequences should a child choose to engage in this type of behavior, and the procedures for reporting an incident which involves bullying. The information will emphasize that this district will not tolerate bullying, and that school employees, volunteers, and students are encouraged to report any instances of bullying without fear of consequences. Any reports will take into account the age of the offending student, the level of seriousness of the behavior, and the frequency of the bullying behavior. Appropriate measures will be taken in dealing with such students.

It will be considered a violation of this policy for any student to inflict bullying behavior upon another student (s) as defined in this policy. After completing an investigation of the reported incident, a student who has been found guilty of participating in bullying behavior will be subject to disciplinary action that is appropriate to the degree of seriousness of the bullying behavior which may include any of the following:

- Detention
- Saturday School
- 3 day suspension
- Recommendation for expulsion with loss of credit

If it has been determined by the principal or building level administrator that a student has been a victim of bullying, the school shall provide the parents of the victim notification within five (5) days of the incident. The principal or designee will provide the parents of the victim details of the incident(s) and what measures may be taken. The administrator may recommend counseling for the victim if it is determined that it may be beneficial. The school shall not report to the victim or parents of the victim any disciplinary measures taken upon the student(s) found guilty of bullying to protect the rights of minor students.

The principal or building level administrator must prepare a written report of the incident which includes the following: Details of the incident(s), process by which the incident was reported and investigated, any true findings, actions taken by the administration, and any other pertinent information surrounding the incident.

"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 causes or creates a clear and present danger of

(i) Physical harm to a public-school employee or student or damage to the public-school employee's or student's property;

(ii) Substantial interference with a student's education or with a public-school employee's role in education;
(iii) 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
(iv) Substantial disruption of the orderly operation of the school or educational environment;

"Electronic act" means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager.

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

BULLYING IS PROHIBITED:

- While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events; or by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment. This shall apply to an electronic act whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

- Bullying behavior will generally be established when an individual has exhibited a pattern of offensive behavior or when a single serious act is committed; (i.e. the threat of one's life, etc.) What is or isn't bullying will depend on the surrounding circumstances. Depending on these circumstances, examples of bullying include, but are not limited to: sarcastic statements or questions made with the intention of embarrassing, intimidating, or humiliating another student; mocking, taunting, or belittling another student, derogatory statements regarding a student's race, gender, ethnicity, or personal characteristics; deliberately excluding a student from an activity or group in order to embarrass or humiliate that student, deliberately injuring another student or their property, threatening to harm another student, non-verbal threats, intimidations, and harassment, stealing or hiding another student's belongings, blackmail, extortion, bribery, and "hazing" or demeaning "initiations".

- Students who believe they have been victimized by a bully or parents who believe their child has been victimized by a bully are encouraged to file a complaint by contacting a school counselor, teacher, principal or superintendent who will assist them in getting help for the child and take the appropriate steps to ensure that such behavior is stopped. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students, parents, or teachers who file a complaint against a student who is guilty of being a bully, will not be subject to retaliation or reprisal in any form.

- Students or adults, who knowingly fabricate allegations and falsely accuse a student of being a bully, will be subject to disciplinary action which may include the following:

  - detention and parent notification
  - Saturday School
  - 3-day suspension
  - recommended expulsion

- Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of a student for the purpose of bullying, may be subject to disciplinary action which may include the following:

  - warning and conference
  - detention
  - Saturday School
  - 3-day suspension

MISCELLANEOUS INFRACTIONS

Penalties for failure to comply with requests by administration or faculty for each of the infractions described in this section are listed below each infraction.

DISREGARD OF DIRECTIONS OR COMMANDS

A student shall comply with reasonable direction or commands of teachers, student teachers, substitute teachers, teacher's aides, principals, administrative personnel, superintendents, school bus drivers, school security officers or other authorized school personnel.

1. detention and/or parent notification
2. Saturday school
3. three-day suspension
4. recommended expulsion

DISORDERLY CONDUCT

A student shall not engage in behavior which produces situations in which instructions or activities of other students are adversely affected.

- detention and parent notification
- Saturday School
- three-day suspension
- recommended expulsion

DAMAGE, DESTRUCTION, OR THEFT OF SCHOOL OR STAFF PROPERTY

A student shall not cause or attempt to cause damage to school or staff property. A student shall not steal or attempt to steal school property or staff property. The Lawrence County School District will recover damages from the student damaging or destroying property. Parents of minor students under the age of 18 will be liable for damage caused by said minor (in an amount not in excess of $2000.00).

- detention and/or parent notification
- three-day suspension
- recommended expulsion

BOMB THREATS

Any student who calls in a bomb threat and/or other threat related to the health and safety of students and employees will be referred to the legal authorities and will be recommended for expulsion. *

* Administrative responsibility to report violations

FIRE ALARM AND EXTINGUISHERS

The activation of the school fire alarm by a student for any purpose other than its intended emergency purposes shall result in suspension and criminal charges filed for turning in a false alarm or tampering with fire extinguishers.

POSSESSION OF FIREARMS

Pursuant to Act 104 of 1983, A.C. 5-73-119 and Act 1282 of 1999, the possession of any firearms or other weapons is prohibited on school property.

Act 1282 states: (2)(A) No person in this state shall possess a firearm upon the developed property of the public or private schools (K-12) or in or upon any school bus or at a designated bus stop as identified on the route lists published by school districts each year. (2)(B) Violation of subdivision of (2)(A) of this section shall be a Class D felony, and no sentence imposed for

violation thereof shall be suspended or probated or treated as a first offense under 16-93-301.

Pursuant to Act 1149 of 1999, when a parent of a minor knows that a minor is in illegal possession of a firearm in or on the premises of a public or private school, in or on the school's athletic stadium or other facility or building where school sponsored events are conducted, or public park, playground, or civic center, and the parent fails to prevent the possession or fails to report the possession to the appropriate school or law enforcement official, the parent shall be guilty of a Class B misdemeanor.

"Firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any other device readily convertible to that use, including such a device that is not located or lacks a clip or other component to render it immediately operable and components that can readily be assembled into such a device.

Act 1150 of 1999 amends AC 6-18-502 defining suspension and expulsion and stating in section (e) that: The superintendent of any school district shall recommend the expulsion of any student from school for a period not less than one (1) year for possession of any firearm or other weapon prohibited upon the school campus by law; provided, however, that the superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.

This process shall be completed regardless of the enrollment status of the student. The administrator shall report, within a week, to the Department of Education, the name, current address, and social security number of any student expelled for the reason mentioned above or any other violent act.

POSSESSION OF WEAPONS (NON-FIREARM)

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at a school sponsored activity, en route to or from a school-sponsored activity, or at any bus stop.

A weapon is defined as any firearm (see firearm policy), knife, razor, ice pick, box cutter, taser, pepper spray or other noxious spray, or explosive.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If a student discovers prior to any questioning or search by school personnel that he/she accidentally brought a weapon, other than a firearm, to school on his/her person, in a backpack, purse, or vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such a parent or legal guardian can pick up the weapon from the school office. Repeated offenses are unacceptable and shall be grounds for disciplinary action.

All incidents of students being found in possession of a weapon as defined in the policy shall be reported to the School Resource Officer (SRO) for further review.

- Punishment for possession of a weapon is:

Minimum – warning
Maximum – recommended expulsion

USE OF ELECTRONIC DEVICES

In accordance with the "Bell to Bell, No Cell Act" (SB142/Act 122), possession and use of any personal electronic device interferes with a positive, orderly school environment, does not respect the rights of others, and is strictly prohibited. During the school day, all student personal electronic devices must be turned off and placed in a secure location out of access to students. Students will not be allowed to access any personal electronic devices for the entire school day, from the first bell to the last. Exceptions are outlined specifically, and any violations will result in disciplinary action as stated in the policy.

Definitions

"Emergency" means a serious, unexpected, and dangerous situation that requires immediate action, including without limitation:

· An active fire;
· An active tornado or earthquake;
· An active shooter;
· An evacuation of school grounds; or
· A medical emergency

"Personal electronic device" means without limitation a:

a. Cellular telephone;
b. Paging device;
c. Beeper;
d. Mobile telephone that offers advanced computing and internet accessibility;
e. Digital media player;
f. Portable game console;
g. Tablet, notebook, or laptop computer;
h. Digital camera;
i. Digital video or audio recorder;
j. Smart watch; and
k. Device that can connect and transmit data through Bluetooth technology.

"School day" means from the time students are required to be at school until the time students are dismissed from school.

Possession of Personal Electronic Device

Except as permitted under this policy, a student shall not be in possession of a personal electronic device during the school day. A student may possess a personal electronic device during the school day if:

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

o The possession of the personal electronic device is during an emergency as defined by this policy;

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

o 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 it is in their 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; the student's locker; or the student's vehicle.

Use of Personal Electronic Device

Except as permitted by this policy, a student shall not use a personal electronic device during the school day. A student may use a personal electronic device during the school day if:

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

o The use of the personal electronic device is during an emergency as defined by this policy;

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

o The use of the personal electronic device is during a special event during the school day.

o The student is enrolled in an endorsed concurrent enrollment course at an institution of higher education, and the use of the personal electronic device is necessary in order to utilize two-factor authentication to access course work and resources for the endorsed concurrent enrollment course. The use of the personal electronic device shall be limited to the time necessary to complete the two-factor authentication process.

A student may possess and use a personal electronic device at a special school event for the purpose of taking photographs. The District shall inform the students and students' parents, legal guardians, persons having lawful control of the student, and persons standing in loco parentis the following before a special school event takes place:

§ When and where the special school event will take place;
§ Whether or not personal electronic devices shall be allowed at the special school event; and
§ Where personal electronic devices may be used at the special school event.

The use of personal electronic devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Misuse of Personal Electronic Devices

Even if a student is allowed to possess or use a personal electronic device under this policy, the misuse of a personal electronic device is prohibited. Misuse of personal electronic devices includes, but is not limited to:

1. Using personal electronic devices issued by the District during class time in any manner other than specifically permitted by the classroom instructor;

2. Permitting any audible sound to come from the personal electronic device when not being used for reason #1 above;

3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;

4. Using the personal electronic device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;

5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person regardless of whether the image is real or created through the use of artificial intelligence;

6. Using a personal electronic device issued by the District in a manner that violates the Electronic Device and Internet Use Agreement regardless of whether the violation occurred on or off campus;

7. Using a personal electronic device at an event during the school day that was not designated as a special school event or in a manner or location that was not authorized as part of the special school event;

8. Using personal electronic devices issued by the District while driving any vehicle at any time; or

9. Using a personal electronic device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property.

Discipline

A student may have a personal electronic device confiscated if:

§ The student is found to possess or use a personal electronic device when the use or possession is not authorized by this policy and the personal electronic device was not issued by the District;

§ The student misuses a personal electronic device as defined by this policy; or

§ The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis uses the remote recording or listening capabilities of a personal electronic device, either through an app installed on the personal electronic device or the built-in capacity of the personal

electronic device, except when authorized by the District.

Confiscated personal electronic devices may be picked up at the school's administration office by the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. Students have no right of privacy as to the content contained on any personal electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

A student and the student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis expressly assume any risk associated with a student's possession or use of a student's personal electronic device that is not issued by the District. The District shall not be liable for a personal electronic device that is confiscated if the personal electronic device is lost, stolen, or damaged.

In addition to the confiscation of a personal electronic device for a violation of this policy, a student may be subject to the following discipline:

1st offense – Detention; parent must pick up the phone.

2nd offense – One day in ISS; parent must pick up phone.

3rd offense – Three days in ISS; parent must pick up phone; student must turn in personal electronic devices to the building office daily for the remainder of the semester.

4th and subsequent offenses – 3 days out-of-school suspension; parent must pick up phone; student must turn in personal electronic devices to the building office daily for the remainder of the school year.

To protect the integrity of the administration of the assessments under the Arkansas Educational Support and Accountability Act, a student who is found to be in possession of or to use a personal electronic device during the administration of a statewide assessment that is not required by the student's IEP, 504 Plan, or issued by the District shall have the discipline the student is subject increased by an additional level.

Legal References:
A.C.A. § 6-15-2907
A.C.A. § 6-18-515
A.C.A. § 27-51-1602
A.C.A. § 27-51-1603
A.C.A. § 27-51-1609
DESE Test Administration Manual
DESE Rules Governing Student Discipline and School Safety

TARDIES

Tardies are disruptive to class and are to be discouraged. The following consequences for unexcused or excessive tardies will be used:

1st and 2nd unexcused tardy	Warning
3rd and 4th unexcused tardy	Detention
5th and all subsequent unexcused tardies	1 day of ISS

Tardy is defined as being late for class.

TRUANCY

A student will not be absent from school without parent and/or school authorities prior knowledge and/or consent. After arrival on campus, a student absent from his/her assigned learning station without permission from school authorities shall be considered truant. This includes leaving campus at any time during the day without permission.

Definition of skipping school: missing school without parental permission.

• Detention and/or parent notification	1st offense
• In-school suspension or Saturday School	2nd offense
• 1 day out of school suspension	3rd offense
• 3 day out of school suspension	4th and subsequent offenses

STUDENTS WHO LEAVE CAMPUS WITHOUT PERMISSION

Students are not to leave campus during the school day without permission from the Principal or his/her designee. Once a student arrives on campus, he/she shall remain on campus until properly checked out by a parent, legal guardian or designated person who is allowed to check the student out. Students who leave campus without permission will be given an unexcused absence for any class time missed.

• 1st offense	3 days of in-school suspension
• 2nd offense	5 days of in-school suspension
• 3rd offense	Recommended expulsion

INTERNET POLICY

Students may have the opportunity to use a variety of technologies at school, including computers and the internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology (which may involve loss of credit if the

technology use was course work). Students who violate technology user agreements are also subject to the penalties outlined in the agreement.

Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as policy violation. Example: A student sends a threatening email message to another student. This student would be disciplined for misusing technology as well as threatening another student.

1. Suspension of technology privileges -
   Minimum -- one month loss of privileges
   Maximum -- permanent loss of privileges
2. Other penalties according to offense

GANGS AND GANG ACTIVITIES

Gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus and at any school-sponsored activity. Gang-related activity--whether genuine or pretense--that is identified by school officials will result in a minimum of five (5) days suspension up to a maximum of expulsion for the remainder of the semester. A second offense of gang-related activity will result in a recommendation for expulsion for the remainder of the school semester, the remainder of the school year, for one calendar year, or permanently.

Students arrested for gang-related offenses, regardless of where the offense may have occurred, may be expelled for the remainder of the semester, for the remainder of the school year, for one calendar year, or permanently, depending on the circumstances of the arrest. Gang-related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gangs insignia, “throwing signs” or other gestures or language (however expressed) associated with gangs, intimidation, and threats.

RULES FOR ASSEMBLIES

Students are expected to act appropriately at all assembly programs. Students participating in misconduct at such programs are subject to discipline consequences or expulsion from future programs.

Minimum -- conference
Maximum -- recommended expulsion

LUNCH

Punishment for not being at proper approved areas (cafeteria, square, and area between gym and library) during lunch is as follows:

- detention and/or parent notification
- in-school suspension
- three-day suspension

- recommended expulsion

Students must obtain permission from the principal to check out during lunch.

SLEEPING IN CLASS

A student shall not be allowed to sleep in class. A student who becomes ill shall go to the nurses' station.

- detention and/or parent notification
- considered insubordination - Saturday school
- three-day suspension
- recommended expulsion

NON-DILIGENCE OF STUDY

A student is expected to be diligent in his/her studies. To be diligent a student shall a) complete all assigned work on time, b) pay attention as required by teachers, c) equip themselves with necessary materials and/or equipment, and d) cooperate with teachers and other students.

- conference and/or counsel
- considered insubordination

PUBLIC DISPLAY OF AFFECTION

Public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectations of school staff will lead to disciplinary action.

1. detention and/or parent notification
2. considered insubordination

FIREWORKS

Fireworks are prohibited at school.

Minimum -- conference
Maximum – expulsion

GAMBLING

A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object of value.

Minimum -- conference
Maximum -- expulsion

APPEARANCE AND DRESS CODE

Act 835 of 2011 prohibits students from wearing, while on school grounds of a public school during regular school day or at school sponsored events, clothing that exposes underwear, buttocks, or breast of a female. These shall not apply to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

- Clothing should not be so immodest or so inappropriate to the school setting as to disrupt the educational process. Therefore, the school will not permit clothing deemed distracting, revealing, overly suggestive or otherwise disruptive. This includes exposed midriffs (Appropriateness will be determined by the student extending the arms outward to be parallel to the floor. If any exposed midriff is seen then the student is in violation of the dress code), halter/tank tops, spaghetti straps, and see-through shirts, tops or blouses. Sleeveless tops must be at least 1 ½ inches in width across the shoulder.

- Clothing that displays vulgar, obscene or otherwise inappropriate symbols, language or wording will not be allowed.

- Clothing or accessories (i.e. book bags, jewelry, hats, etc.) that display or make reference to alcohol, tobacco, or other illegal substances will not be permitted.

- Shorts are permitted provided that they are of sufficient length. Sufficient length is defined as six inches above the knee or at a length in which the second finger does not touch skin while the arms rest naturally at one's side. Miniskirts must also meet the same criteria.

- Pants must be worn at the waistline. "Sagging" is not allowed.

- Racerback shirts are not allowed, and leggings must be worn with a shirt of appropriate length covering the buttocks.
- During the regular school day, students' athletic attire such as tennis, track, cheerleading, etc. must conform to all other regulations of the dress code.

- Students may not wear hats, toboggans, head stockings or kerchiefs in the building except on approved days. Pajama pants are not allowed.

- The school administration will make the final judgment on the appropriateness of any student's dress and reserves the right to prohibit students from wearing any articles of clothing or accessory which may result in the disruption of the school environment.

Failure to comply will result in the following penalties:

- require change of apparel
- conference and/or warning
- suspension until parent conference
- suspension not to exceed 10 days
- recommendation for expulsion

- Students cannot wear hats or caps on campus unless it is for a preapproved school activity or fundraiser.

Penalties:

- cap or hat confiscated and returned at the end of the day with warning.*
- cap or hat confiscated and returned to parents and a conference with parents.

*If emblem or words violate regulation regarding profanity, then other penalties may apply.

Beginning with the second infraction any class time missed due to disciplinary action will result in an unexcused absence.

STUDENT PARKING/DRIVING

A student using any type of vehicle as a means of transportation to and from school shall adhere to the Motor Vehicle Registration section of this book and the parking regulations handout that the student will receive when a vehicle is registered. Reckless operation of a vehicle on or around campus can result in the loss of vehicle privileges at Walnut Ridge High School and possible referral to our local law enforcement agency. Violation of parking regulations will result in the following penalties:

- warning -- first offense
- three-day suspension of parking privileges -- second offense (same violation)
- possible loss of parking privileges for the remainder of semester -- third offense (same violation)

If the third offense occurs during semester examination days, the loss of parking privileges may apply to the next full semester.

PERSISTENT DISREGARD FOR SCHOOL RULES

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to the established rules, may be suspended or recommended for expulsion.

REPEATED SUSPENSION

Repeated suspensions may be subject to recommended expulsion. Upon repeated suspensions, a student and parents are subject to meet with the school board.

PARENT INVOLVEMENT POLICY

The **Lawrence County School District** will involve parents in regular, two-way and meaningful communication addressing student achievement and ensuring

- that parents play an integral role in assisting their child's learning
- that parents are encouraged to be actively involved in their child's education
- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

In compliance with Section 1118(a)(2), of the Elementary and Secondary Education Act (ESEA), the **Lawrence County School District** agrees to implement required statutory requirements to

- involve parents in the joint planning and development of the district's Title I plan through representation on the district ESEA team
- involve parents in an Annual Local Review of the Title I Program and use the results of the Annual Review to address any identified barriers to parental participation
- involve parents in the development, implementation, and review of Parent-School Compacts
- involve parents in the planning and development of effective parent involvement activities through representation on each building's Title I Needs Assessment/Evaluation Committee or Schoolwide Committee
- build the schools' and parents' capacity for parent involvement by
    - providing parents with information on state standards, assessments, requirements of Title I, monitoring their child's progress, and working with educators
    - providing materials, resources and training to help parents work with their children to improve academic achievement
    - implementing a two-way communication system with parents that provides information in clear and understandable terms
    - coordinating parent involvement activities with other initiatives including HeadStart, after school programs, etc.

The **Lawrence County School District** Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I programs as evidenced by meeting minutes.

If you would like more information about the Parent Involvement Policy or the Parent Center, contact Dyan Heard (870-819-0441) or Lindsey Romine (870-819-0443) at the Walnut Ridge campus.

VIDEO SURVEILLANCE

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

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

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than after they were created.

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

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

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 or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted 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.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

IMMUNIZATION POLICY

No child will be admitted to a public or private school of this state, irrespective of grade or transfer, who has not been immunized in accordance with the Arkansas Department of Health immunization schedule.

Responsibility for enforcement of requirements rests equally with each school district of this state and the parent or guardian of the student and each shall be separately and individually liable for permitting any violation of these acts.

Requirements for immunizations:

Kindergarten:		
DTP	4 Doses	One dose on or after 4th birthday
Polio	3 Doses	One dose on or after 4th birthday
MMR	2 Doses	One dose on or after 1st birthday
Hepatitis B	3 Doses	
Varicella	2 Doses	One dose on or after 1st birthday
Hepatitis A	1 Dose	One dose on or after 1st birthday
Grades 1 thru 12th		
DTP	4 Doses	One dose on or after 4th birthday
Tdap	1 Dose	One dose for ages 11 years (as of September 1st each years) and older
Polio	4 Doses	One dose on or after 4th birthday
MMR	2 Doses	One dose on or after 1st birthday
Hepatitus B	3 Doses	
Meningococcal	1 Dose	Students entering 7th grade regardless of age. At age 16 a second dose is required. (One dose if the first dose was given at age 16 or after.)
Students age 16:		
Varicella (chicken pox)	2 Doses	One dose after 1st birthday. A medical professional history of disease may be accepted.

Medical Exemptions

5.02.1 Only a letter issued by the Medical Director, Immunization Section of the Arkansas Department of Health, stating the vaccine(s) for which a student is exempt is to be accepted as a valid medical exemption by the school. The exemptions are required YEARLY at the start of the school year.

FAILURE TO COMPLY WITH RECOMMENDATION OF SCHOOL HEALTH OFFICIALS TOWARD THE CONTROL OF INFECTIOUS DISEASE: Suspended from school until the disease is controlled.

LAWRENCE COUNTY SCHOOL DISTRICT
INTERNET ACCESS INFORMATION

Note to Parents: Your student will have internet access using a generic login for the first three weeks of school. If you do not want to allow this, call the school and special arrangements will be made.

Initial Login
Whether you are getting a new account or are returning from summer vacation, the login process is the same each year.

User name
Your user name is firstname.lastname (example: john.doe).

Password
Your initial password will be set by the technology director.
You will have the option to change it after first login.
For security purposes, your password should be changed after first login.
The password must be at least 12 characters long (a mixture of uppercase, lowercase, numbers and punctuation). The password cannot include your name or be any of the last five passwords used.

Login Messages
Pay close attention to the messages when logging in and make note so you can communicate the message when requesting assistance.

A. **Account Disabled –** You have an account but your signed User Agreement has not been processed.
B. **Password does not meet complexity requirements** – Refer to this document for password requirements.
C. **User name or password incorrect** – either you have no account (new user) or the user name or password has been mistyped. Be careful of spaces and case.

WARNING
Deliberately bypassing the filter, or attempting to, will result in losing computer access which will be a detriment to your grades. UltraSurf or browser extensions used in any form for any reason is strictly prohibited.

ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE LAWRENCE COUNTY SCHOOL DISTRICT

The Lawrence County School District is pleased to make available to users access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all users must take responsibility for appropriate and lawful use of this access. Users must understand that one person's misuse of the network and Internet access may jeopardize the ability of all users to enjoy such access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the users have been directed, each student or staff member will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's or staff members access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

A student or staff member who submits to the School, as directed, a properly signed Use Agreement and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Users will be asked to sign a new Policy each year during which they are students or staff members in the School District before they are given an access account.

III. ACCEPTABLE USES

A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

4. Using the network for financial or commercial gain without district permission. (Although not prohibited, you should not give others private information about you, including credit card numbers and social security numbers). School related purchases can be done with approval of the administration.

5. Uses that result in computer software being installed without permission. No user is permitted to install software without the consent of the Technology Coordinator. This consent will require proof of district ownership of the software. Software provided by the district through specialized district-provided installation menus are permitted to be installed by the user provided they have a right to use the software. Users are not permitted to reconfigure school-owned computers without prior permission from the Technology Coordinator unless such reconfiguration is available through specialized district-provided menu choices such as printer location selections.

6. Giving your password, or anyone else's password to anyone or allowing others to use your password. Under normal circumstances no one has access to your password, not even the administrator. If you forget your password it can be reset to the default password that is given out for new accounts and then changed to the password of your choosing, so long as it meets the password complexity requirements.

7. Defeating or attempting to defeat any software program or hardware device used to monitor, secure, filter or control a computer is a violation of this Use Agreement.

8. Using a proxy, circumventor, or any software, procedure, or activity to bypass internet filtering. Running UltraSurf or other similar programs will result in loss of your network account.

9. Wasteful use of limited resources provided by the school including paper.

10. Personal use of computers during instructional time

C. Netiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

D. Prohibited. Under no circumstances will any wireless access points be connected to the network without permission from the technology coordinator. This is by far the biggest threat to the internal network and will be strictly enforced with no tolerance.

IV. INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow

a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. **"Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Arkansas law, for internal administrative purposes or approved educational projects and activities.

Personally identifiable information (PII) on mobile devices is at risk. Due to this risk, any mobile device that syncs with the district email server needs to be cleared of any PII that would put the district in jeopardy of legal action in the case of being lost or stolen. This process wipes the device back to factory settings.

E. **Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

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

V. PRIVACY

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES / INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but

not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

IX. LIABILITY FOR DEBTS

Staff shall be liable for any and all costs (debts) incurred through their use of the District's computers or the Internet including penalties for copyright violations.

X. LOGGING IN FOR THE FIRST TIME

After your account is setup, you will log in with your user name and the initial password which you will be forced to change at the first login. Your user name is in the format of firstname.lastname. Your initial password will be set by the technology director. Your new and subsequent passwords must adhere to the following rules:

- A mixture of uppercase, lowercase, numbers, and punctuation.
- Cannot include your name
- Must be at least 12 characters long
- Cannot be any of your last five passwords.

XI. DATA SECURITY AND PERSONAL DATA RESPONSIBILITIES

There are federal laws protecting certain types of information especially "personally identifiable information". It is your responsibility to safeguard this information that is in your possession.

Personal files or files on the local machine are not backed up. This includes files on a take home laptop or other device with storage. Pictures, music, documents, etc. will be lost when the device is upgraded or maintenance is performed and it is the users' responsibility to ensure that backups, if desired, exist before the upgrade or maintenance.

Cellphones that are setup to sync email with the email server contains PII and a mandatory policy is in effect to enforce password protected access to any device being synced. This is not an extremely strong security measure. It is designed to give you time to remotely clean your device in case it is lost or stolen, at which point you are responsible. The remote clean is very easy to do and it is your responsibility to do or get assistance doing the remote clean before PII is compromised.

MEDICAID

Signature of acceptance of Lawrence County School District Elementary School handbook ALSO allows the Lawrence County School District to access personally identifiable information/student education records to be disclosed to a Third-Party Billing Agent for the purpose of billing Medicaid and/or private insurance in compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 123g; 34 CFR Part 99).

If you **DO NOT** want to give permission to the Lawrence County School District, you must notify the office in writing.

ANTISEMITISM PROHIBITED (Arkansas Act 721)

Arkansas law now requires public schools to take strong steps to prevent and respond to antisemitic behavior, just as we do with all forms of discrimination. This law uses the International Holocaust Remembrance Alliance (IHRA) definition of antisemitism, which helps schools clearly identify antisemitic speech or actions. Families should know that freedom of speech is still protected. Criticizing a country, including Israel, is not considered antisemitism unless it crosses into hate or bias against Jewish individuals.

STUDENT USE OF ARTIFICIAL INTELLIGENCE (Arkansas Act 848)

"Artificial Intelligence (AI) Tools" means Software applications or platforms that utilize machine learning algorithms to perform tasks typically requiring human intelligence, such as generating content, providing recommendations, or solving problems. For purposes of this policy, AI tools does not include the use of spell check or grammar check.

The purpose of this policy is to establish guidelines for the responsible use of AI tools by District students. The policy applies to all students enrolled in the District and covers the use of AI tools when completing District assignments or projects.

The district shall provide teachers and students resources and education on AI literacy and digital citizenship. The District shall establish a committee who shall be responsible for the review and selection of AI tools that shall be available for students to use. All AI tools selected by the committee shall comply with applicable state and federal data privacy laws. Students shall only use AI tools that were approved by the District committee for classroom assignments or projects.

Teachers are responsible for providing instructions on when and how AI tools may be used for classroom assignments. 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.

The following actions regarding AI tools are strictly prohibited:
- 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;
- Altering or falsifying academic documents or records using AI tools;
- Using AI tools to:
  - Gain unauthorized access to District systems; or
  - Bypass District security measures;
- Using AI tools to produce misleading or false information, imagery, or any form of false outputs about themselves, other students, or staff members.

Students should report any inappropriate content or security concerns encountered while using AI tools to a teacher or administrator.

Violations of this policy shall be handled in accordance with the District's disciplinary procedures.

GENERAL INFORMATION FOR PARENTS

Lawrence County Elementary Schools are committed to the belief that all children can learn and acknowledge that all of us – teachers, administrators, and parents – working together can make a positive difference in student achievement. The school district will provide an optimum learning environment in which students will experience success and achieve excellence in learning.

Lawrence County School District acknowledges that parents play an integral role in assisting student learning. To help parents in assisting students, the school shall schedule regular parent involvement meetings through our Parent Teacher Organization. The parent center is also available to provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment.

Walnut Ridge School Telephone Numbers

Elementary Building 886-3482
Middle School Building 886-6697
High School Building 886-6623
Superintendent' 886-6634
Bus Shop 886-4376
Cafeteria 886-5121
Parent Center 886-9158

Any misprint or incorrect statement not approved by the local school board shall be deemed null and void. Policy established by the local school board shall take precedence over any mistake that is written in this student handbook.