

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 (virtual and on-site) who are 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 1997 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,

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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 HANDICAPPED

Handicapped students 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 handicapped student should consider whether particular discipline procedures should be adopted for that student and included in the IEP.

Handicapped students may be excluded from school only in emergencies and only for the duration of the emergency. In no case should a handicapped student be excluded for more than 10 days in a school year due to out-of-school suspension.

After an emergency suspension is imposed on a handicapped student, 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.)

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

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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

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.

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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

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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

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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

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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

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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. recommended 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.

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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

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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

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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, Butobarbital, Butalbital, Pentobarbital, Phenobarbital, Secobarbital, and Trizolam
- Amphetamines -- Amphetamine, Methamphetamine and Crystal Meth.
 - Benzodiazepines -- Alprazolam, Chlordiazepoxide, Clorazepate, Diazepam, Halazepam, and Prazepam
- Qualitative THC -- Marijuana
- Opiates -- Codeine, Heroin, and Morphine
- Cocaine Metabolites, Propoxyphrenes, 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 student's 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.

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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

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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

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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

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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

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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

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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.

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- Punishment for possession of a weapon is:

Minimum – warning

Maximum – recommended expulsion

USE OF ELECTRONIC DEVICES

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

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

Misuse of electronic devices includes, but is not limited to the following:

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

Any teacher/administrator/teacher substitute has the right to confiscate cell phones and/or electronic devices during any examination/quiz. If student refuses to turn in the cell phone/electronic device, then appropriate consequences will follow, and it will be considered cheating.

Students using cell phones or other electronic devices during instructional/class time shall have them confiscated. This will include checking the phone, texting, or using it in any capacity during instructional/class time. If a phone is confiscated, it may be searched by a school administrator when reasonable suspicion exists that would warrant such a search. Confiscated phones and other electronic devices must be picked up in the office by a parent.

To protect the security of statewide assessments, no electronic device, as defined in this policy,

shall be accessible by a student at any time during assessment administration. This means that when a student is taking any state assessment, the student shall not have his/her electronic device in his/her possession or student must turn in phone to test administrator upon entering the testing room. Any student violating this provision shall be subject to this policy's disciplinary provisions.

Specifically concerning state assessments, failure to comply with the LCSD Cell Phone and Electronic Device Policy could result in the following:

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- A cell phone or other electronic device to be confiscated on the spot, checked by the Building Test Coordinator (with the student/person present) for test content: photos, texts, emails etc. Phone will be given to the school principal during the investigation. Parents will be notified of the incident.
- Building Test Coordinator will contact the District Test Coordinator who will report the incident to the Arkansas Department of Education; DTC will then follow ADE protocol.
- Disciplinary actions will be decided at the campus level, district level, or state level, depending on whether test content is found on electronic device.

1st offense – One warning on the phone; parent must still come get the phone.

2nd offense – student is placed in ISS for one day and parent must pick up phone.

3rd offense – student is placed in ISS for three days and parent must pick up phone.

4th and subsequent offenses – 3 day out-of-school suspension and parent must pick up phone.

TARDIES

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

1 st and 2 nd unexcused tardy	Warning
3 rd and 4 th unexcused tardy	Detention
5 th 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.

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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.

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- 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.

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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.

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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.

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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

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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:

(as of September

(One dose if the first dose was given at age 16 or after.)

Kindergarten:	3 Doses	4 Doses	One dose on or after 4 th birthday
DTP	2 Doses	One dose on or after 4 th birthday	
Polio MMR	3 Doses	One dose on or after 1 st birthday	
Hepatitis B	2 Doses		
Varicella	1 Dose	One dose on or after 1 st birthday	
Hepatitis A		One dose on or after 1 st birthday	
Grades 1 thru 12th	4 Doses	One dose on or after 4 th birthday	
DTP			
Tdap	1 Dose	One dose for ages 11 years	

Polio	4 Doses	1 st each years) and older One dose on or after 4 th birthday
MMR	2 Doses	One dose on or after 1 st birthday
Hepatitis B	3 Doses	
Meningococcal	1 Dose	Students entering 7 th grade regardless of age. At age 16 a second dose is required.
Students age 16: Varicella (chicken pox)	2 Doses	One dose after 1 st birthday. A medical professional history of disease may be accepted.

The following exemptions may be made to the Immunization Law:

1. Medical

- A. A certificate issued by the Director, Arkansas Department of Health, that the vaccine would be detrimental to the health of the child. Statement from private physicians should not be accepted by the school or child care facility without this certificate.
- B. A child who has had a particular disease, as documented by an attending physician, should not be required to have the vaccine for that disease. However, re-immunizing because of disease uncertainty or lost records will not harm the child.
- C. Any exemptions authorized by the Arkansas Department of Health School Immunization Schedule.

2. Religious

- A. The Arkansas Department of Health standard immunization form for religious exemptions must be submitted to the school. The form is available from the Arkansas Department of Health upon request. A statement is required from a pastor or church official that the parent or guardians are members or adherents of a recognized church or religious denomination whose tenets are opposed to immunizations.

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 NewuserEndingYear (example: Newuser2021).

You will be forced to change it at first login.

The password must be at least eight 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 Use 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.

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.
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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

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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

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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 is NewuserXXXX with the XXXX replaced with the ending calendar year of the school year. For example, for the 2020-2021 school year, your password will be Newuser2021. 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 8 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.