



**MANILA SCHOOL  
DISTRICT**

**2018-2019**

**Student**

**Handbook**

## **WELCOME TO THE MANILA SCHOOL DISTRICT!**

This handbook has been written to clearly communicate information, policies, and expectations to our students and their parents.

Manila Public Schools is dedicated to provide the best learning environment for our students. Our school is one in which we all should take pride and assume responsibility to ensure continued success and growth.

We hope this handbook plays its part in helping you as a student or parent have an enjoyable and productive school year. This is your school; be proud of it and take pride in it. Welcome to the new school year.

## **MANILA PUBLIC SCHOOL EDUCATIONAL PHILOSOPHY**

The mission of the Manila Public Schools is to provide an equitable, well-rounded education to its students in a structured learning environment where students can achieve success in all academic disciplines. Each student will have the opportunity to develop skills in the following areas:

1. Accessing and processing information
2. Thinking, reasoning, and problem solving
3. Achieving working skills in technology
4. Dealing with change
5. Developing creativity
6. Valuing themselves and contributing to the community
7. Exhibiting responsible behavior

These skills are needed in order for students to serve their community and society and achieve personal fulfillment. We believe learning is a lifelong process in which students are expected to take personal responsibility and that learning must take place in a nurturing, safe environment that recognizes the diversity of individuals while ensuring equity for all. Above all, MPS will strive to provide challenging educational opportunities that will develop the skills needed to make students productive and effective citizens. Through the education of its citizens, Manila Public Schools is committed to developing, improving, and advancing the community.

## **ALMA MATER**

We are loyal to you MHS – To our colors we are true, MHS – We will back you to stand,  
It's the best in the land, For we know you've got sand MHS, Rah! Rah!  
So crack out that ball, MHS – We are backing you all, MHS – Our team is the fame  
protector; come boys for we expect a victory from you MHS. Rah! Rah!



**MANILA PUBLIC SCHOOL 2**

## COLORS & EMBLEMS

Manila School's colors are black and gold. These are used in all letters given by the school and in the uniforms worn by the various organizations. The school mascot is the Lion, which is emblematic of the fighting spirit of the Manila School athletic teams.

## SCHOOL CALENDAR 2018-2019

August 6,7,8,9,10	Professional Development ( <b>no students</b> )
August 13 (Monday)	First Day of School (1 <sup>st</sup> quarter begins)
September 3 (Monday)	Labor Day Holiday
October 12 (Friday)	End of 1 <sup>st</sup> Quarter (44 days)
October 18 (Thursday)	Parent Teacher Conference
October 19 (Friday)	Professional Development (No Students)
November 19,20,21,22,23, (Mon.-Fri.)	Thanksgiving Holiday (5 days)
November 26 (Monday)	School Resumes
December 21 (Friday)	End of 2 <sup>nd</sup> Quarter (44 days)
December 24-January 4	Christmas Holiday (10 days)
January 7 (Monday)	Return to School( Begin 2 <sup>nd</sup> Semester)
January 21 (Monday)	Professional Development (No students)
February 18 (Monday)	Professional Development (No students)
March 8 (Friday)	End of 3 <sup>rd</sup> Quarter (43 days)
March 14 (Thursday)	Parent Teacher Conference
March 18 (Monday)-March 22(Friday)	Spring Break (5 days)
March 25 (Monday)	School Resumes
April 19 (Friday)	Professional Development (No students)
May 22 (Wednesday)	End of 4 <sup>th</sup> Quarter (47 days)
May 23	Professional Development
May 27	Memorial Day
May 24,28,29,30,31	Inclement Weather/Snow Days



**BOARD OF EDUCATION**

Jeremy Jackson - President; Tracey Reinhart- Vice-President; Monte Middleton - Secretary  
Johnny McCain Tommy Wagner Danny Robbins Casey Wells

**ADMINISTRATION AND STAFF**

Jason Evers..... Superintendent  
John Parrish..... High School Principal  
Steve Milligan..... Assistant High School Principal  
LeAnn Helms..... Middle School Principal  
John Deaton..... K-8 Assistant Principal  
Sherry Mason..... Elementary Principal  
Robin Baugher..... Title I, Federal Programs  
Jason Baltimore..... Technology Coordinator  
Dianne Sparks..... General Business Manager  
Pam Chipman..... Assistant Bookkeeper  
Lisa Hitchcock..... Human Resource  
Dawanna Cater..... District Secretary  
Scottie Reinhart..... Payroll Clerk  
Susan Hollis..... District Student Services



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## **SECTION 1: GENERAL INFORMATION**

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## SCHOOL HOURS

Classes begin each day at 8:05 a.m. School will dismiss daily at 3:15 p.m.

### MEAL PRICES

Breakfast.....	\$ 1.00
Reduced.....	\$ .30
Lunch.....	\$ 2.10
Reduced.....	\$ .40

### EXTRAS

Breakfast.....	\$ .50
Lunch.....	\$ .75
Juice.....	\$ .25

Each student will empty his/her own tray and clean up all napkins, silverware, etc. from his/her area. Students are encouraged to display proper conduct and table manners while in the cafeteria. Students may only accumulate one (1) charge in the cafeteria.

### DISMISSAL OF SCHOOL

Should it become necessary to dismiss school for inclement weather or other perils, the announcement will be made on the Blytheville radio station 96.3 FM, Channel 8 TV, and KFIN-FM 108.

### PLEDGE OF ALLEGIANCE (4.59)

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

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

Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

### RIGHTS AND RESPONSIBILITIES

Students have the right to:



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- Pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.
- Participation in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to compete on an equal basis.
- Practice freedom of speech, freedom of expression of ideas, and freedom of the press.
- Express views or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
- Participate in patriotic exercises or refrain from participating.
- **Privacy in regard to their possessions against unreasonable searches and seizures, unless there is reasonable suspicion that the student is concealing materials prohibited by law.**

Students have the responsibility to:

1. Attend classes daily, be on time to all classes, and obey school rules.
2. Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and members of the school staff, and to respect the dignity and worth of other individuals.
3. Refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. Develop tolerance of the viewpoint and opinions of others; recognize the right of other individuals to form different points of view and to dissent in an orderly and respectful manner.
5. Respect the rights of classmates who do or do not wish to participate.
6. Respect the rights, property, and privacy of other students and school personnel; carry only those materials which are acceptable under the law and which are not hazardous to any person or property; and accept the consequences for the articles stored in their lockers.

### **CARE OF SCHOOL PROPERTY**

Lockers will be issued to students each year. Locks are free and available to all students. They must request the lock in the principal's office. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damages caused by the misuse of tape, etc. will be charged to the students responsible. All students will be held responsible for unreasonable wear and damage to buildings, books, equipment, and school furniture. If a student fails to pay assessed damages, the student's transcript of grades will not be released until settlement has been made and the student may not be allowed to begin school the following school year at the discretion of the principal.



## **USE OF SCHOOL BUILDINGS (4.48)**

Students are not to be in any school building after school hours unless supervised by a parent or school employee.

## **CLOSED CAMPUS (4.10)**

The Manila Public Schools will have a closed campus.

Students will not be permitted to leave campus from their time of arrival until the end of the school day except in case of an emergency or illness and only then with permission from the principal in charge. Students must sign out in the office upon their departure.

Penalty for leaving campus without permission will be as follows:

1. First offense will be three (3) days ISS (in school suspension).
2. Any offense thereafter, the days of ISS will be doubled.

The ordering out of food for delivery by vendors is not permitted. Food cannot be brought to students without receiving permission from the building principal.

## **MERCHANDISE DELIVERY (4.57)**

It shall be the policy of the Manila Board of Education to prohibit the delivery of merchandise to students or employees during school hours, unless requested by the school. Example: balloons, flowers, gifts, food, etc.

## **STUDENT ORGANIZATIONS/EQUAL ACCESS (4.12)**

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

- The meeting is to be voluntary and student initiated;
- There is no sponsorship of the meeting by the school, the government, or its agents or employees;
- The meeting must occur during non-instructional time;
- Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
- The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and



- Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

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

Fraternalities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

#### **PRIVACY OF STUDENTS RECORDS/DIRECTORY INFORMATION (4.13)**

Except when a court order regarding a student has been presented to the district to the contrary, all students' educational records are available for inspection and copying by the parents of his/her student who is under the age of eighteen (18). At the age of eighteen (18) the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if not over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing educational records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of personally identifiable information ("PII") from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is not considered an education record if it meets the following tests:

- it is in the sole possession of the individual who make it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.



For the purpose of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board ; a person or company with whom the school has contracted to perform a special task ( such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement, to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission:

- The student must be in foster care
- The individual to whom the PII will be released must have legal access to the student's case plan; and
- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health and safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health and safety of the student or other individuals.

For purposes of the policy, the Manila School District does not distinguish between a custodial and non-custodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as a parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file- marked copy of such order to the building principal and the Superintendent. The school will make good- faith efforts to act in accordance with the court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student ( or student, if above the age of eighteen (18) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements . "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor know or possessed only by the authorized user. A student's name when associated with their physical address, email address, telephone number, or photograph will only be displayed on the district or school's web page after receiving the written permission of the student's parent or student if over age 18.



The form for objecting to making a directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

"Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of access or communication in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID number or other unique personal identifier that is displayed on student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user identified, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

The right to opt out of the disclosure of directory information under Family Education Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at: Family Policy Compliance Office, U.S. Department of Education, and 400 Maryland Avenue, SW, Washington, DC 20202

### **PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment affords parents or students over the age of (18) eighteen certain rights pertaining to surveys, collection and use of information for marketing, and certain physical exams.

Consent must be obtained for federally-funded surveys that include questions regarding (1) political affiliations or beliefs, (2) family mental problems (3) sex behavior or attitudes, (4) illegal, antisocial, or incriminating behavior, (5) critical appraisals of family members, (6) legally recognized relationships such as with doctors or lawyers, (7) religious practices or beliefs, and (8) income (other than required by law).

Parents or students over the age of (18) eighteen may opt out of non-federally funded surveys that include any of the aforementioned topics.

Opt-out provisions also apply to any invasive physical exams or screenings that are not permitted or required by the State of Arkansas. Vision and hearing screening, kindergarten physicals, scoliosis screening, and immunizations are not included.

Parents and emancipated students may choose to opt out of activities that include activities designed to market personal information from students.

Parents may also inspect upon request such surveys, personal information collection instruments, and instructional materials.

## **STUDENT PARTICIPATION IN SURVEYS**

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

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

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

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



Section Four: Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following;

A student's name;

The name of the student's parent or member of the student's family;

The address, telephone number, or email address of a student or a member of a student's family;

A personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;

Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

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

## **FUNDRAISING**

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

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.

Student participation in any fund raising activity shall:

- 1) Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and
- 2) Not influence or affect the student's grade.



For purposes of this policy, “Door-to-door sales” means the selling of merchandise outside of the child’s home and off the school grounds.

### **Secondary Schools (7-12)**

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

Door to door fundraising activities are generally discouraged. If approved, students wishing to participate who are under the age of eighteen (18) must return to their sponsor a signed parental notification and permission form.

### **Elementary Schools (K-6)**

Fund raising in the elementary schools may only be done by the school or a school sponsored organization. Door to door fundraising activities are prohibited.

## **FERPA**

The Family Education Rights and Privacy Act affords parents and students over (18) eighteen years of age the right (1) to view educational records within (45) forty-five days of a written request, (2) to ask in writing that the school amend inaccuracies in the educational record, (3) to a hearing if the amendment request is rejected, and (4) to consent to the disclosure of personally identifiable information except as federal law permits disclosure without consent.

Under federal law student records are disclosed without consent to school officials with a legitimate educational interest. Under the law this may include agents of the school system such as therapists, support staff, school board members, those serving on official committees, or anyone assisting school personnel in the performance of their jobs. Legitimate educational interest exists if the official needs to view an education record to fulfill his professional responsibility.

Upon request Manila School District discloses educational records without consent to another school district in which a student seeks or intends to enroll.

## **STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE (4.14)**

### **Student Publications**

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored

publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy

**Prohibited publications include:**

- a) Those that are obscene to minors
- b) Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth
- c) Those that constitute an unwarranted invasion of privacy as defined by state law
- d) Publications that suggest or urge the commission of unlawful acts on the school premises
- e) Publications which suggest or urge the violation of lawful school regulations
- f) Hate literature that scurrilously attacks ethnic, religious, or racial groups

**Student Publications on School Web Pages**

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

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4:13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.
3. State that the views expressed are not necessarily those of the School Board or the employees of the District.

## **Student Distribution of Non School Literature, Publications, and Materials**

A student or group of students who distribute ten (10) or fewer copies of the same non school literature, publications, or materials (hereinafter “non school materials”), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly educational environment. A student or group of students wishing to distribute more than ten (10) copies of non school materials shall have school authorities review their non school materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non school materials, prior to their distribution and will bar from distribution those non school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non school materials;
3. Allow no interference with classes or school activities;
4. Specify times, places and manner where distribution may and may not occur;
5. Not inhibit a person’s right to accept or reject any literature distributed in accordance with the regulations

The Superintendent, along with the student publications advisors, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

### **PERMANENT RECORDS (4.38)**

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District. A copy of the student’s permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

## **CONTACT WITH STUDENTS WHILE AT SCHOOL (4.15)**

### **CONTACT BY PARENTS**

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

### **CONTACT BY NON-CUSTODIAL PARENTS**

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal.<sup>1</sup> Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

### **CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER**

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Except as provided below, other questioning of students by non-school personnel shall



be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

### **Contact by Professional Licensure Standards Board Investigators**

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

### **STUDENT VISITORS (4.16)**

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



## **VISITORS TO THE SCHOOLS**

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Conferences may be scheduled by contacting the teacher or building principal.

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

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

## **EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS (4.74)**

### **Definitions:**

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

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



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

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

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

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

### **Extracurricular Eligibility**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal. Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph’s provisions when the student’s failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

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

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and



symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

### **ACADEMIC REQUIREMENTS: Junior High (Includes 9<sup>th</sup> grade for high school)**

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester. Participate in and pass drug screening, as required in grades 7-12.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

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

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

### **ACADEMIC REQUIREMENTS: Senior High**

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

- 1) Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
- 2) If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility. Participation in the SIP shall be at the discretion of the coach and athletic director who will determine whether SIP is offered any given semester. Participate in and pass drug screening, as required in grades 7-12.

### **STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

## **ARKANSAS ACTIVITIES ASSOCIATION**

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

### **Intrascholastic Activities**

#### **AAA Governed Activities**

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

#### **Non-AAA Governed Activities**

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governing intrascholastic extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

### **CRITERIA FOR ATHLETIC BANNERS**

1. Must be a conference or a district champion.
2. Regional runner-up or state quarterfinals.
3. All banners will be of the same design and the same colors.
4. Banners for all sports will be placed in the gym.
5. A plaque system will be utilized to archive removed banners that meets the above criteria under the direction of the high school principal/athletic director.

\*Current banners will remain until such time that they need to be rotated out due to the adoption of the criteria.



## **EXTRACURRICULAR ACTIVITIES--ELEMENTARY (4.74.1)**

### Definitions

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

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

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

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

### Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

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

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related



extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

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

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

## **EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS**

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

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

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy.

Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.



A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11<sup>th</sup>) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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

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

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

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

### **SOLICITATION**

Outside organizations shall not be permitted to solicit, advertise, or sell goods or services to students through the schools of the school district without the approval of the superintendent. Materials submitted by outside agencies are not to be distributed to the pupils or sent home unless authorization of such distribution has come from the superintendent of schools or his/her designee. Commercial solicitation of pupils during school hours by agents, solicitors, or salesmen is prohibited.

### **USE OF DISTRICT CELL PHONES AND COMPUTERS**



Board members, staff and students shall not be given cell phones or computers for any purpose other than their specific use associated with school business. School employees who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including termination. Students who use a school issued cell phones, and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion.

All employees are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including termination.

### **ATTENDANCE AT EXTRACURRICULAR ACTIVITIES**

If a student is placed in out-of-school suspension or in-school suspension, the student is not allowed to go on trips, attend ball games, or participate in any school function.

In order for a student to participate in extracurricular activities, the student must attend school  $\frac{1}{2}$  day on the day the event is scheduled.

### **FALSIFYING RECORDS OR INFORMATION**

If a student falsified information, such as excused absences, personal information, etc. or calls and releases a student without parental consent, the student will be placed in out-of-school suspension or in-school suspension. The amount of days the students receive will be determined by the building principal.

### **DRUG POLICY DOGS**

1. No Arkansas case has been litigated in federal district court, the Eighth Circuit Court of Appeals, or United States Court of "sniffer dog" searches.
2. "Sniffing" by trained dogs in public hallways or autos in public lots is not a search (The Fourth Amendment requirements do not apply).
3. "Sniffing" of a student's person is a search and the legality of such sniffing can only be defended if there is reasonable suspicion that the search will produce evidence that the student is violating the law or school rules.

The school district may elect to use a metal detector at the entrance of all schools.



## **SERVICE ANIMALS IN DISTRICT FACILITIES**

In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained miniature horses (hereinafter referred to as service animals) are permitted for use by individuals with disabilities on district property and in district facilities provided the individuals and their animals meet the requirements and responsibilities covered in this policy.

When an individual with a disability seeks to bring a service animal into a district facility, the district is entitled to ask the individual if the animal is required because of a disability and what work or task the animal has been trained to perform. The district is not entitled to ask for documentation that the animal has been properly trained, but the individual bringing the animal into a district facility will be held accountable for the animal's behavior.

Any service animal brought into a district facility by an individual with a disability must have been trained to do work or perform tasks for the individual. The work or tasks performed by the service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this policy; no animal brought solely for any of these reasons shall be permitted on school grounds.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control by means of voice control, signals, or other effective means.



A service animal shall be groomed to prevent shedding and dander and shall be kept clean of fleas and ticks.

District staff (is there a better word) may ask an individual with a disability to remove a service animal from the premises if:

- (1) The animal is out of control and the animal's handler does not take effective action to control it; or
- (2) The animal is not housebroken.

If the district excludes a service animal due to the reasons listed above, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

The District and its staff are not responsible for the care or supervision of a service animal brought onto district property or into district facilities by an individual with a disability. Students with service animals are expected to care for and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise the service animal, the parent is responsible for providing care and supervision of the animal. Prior to working in the school, any person responsible for providing care and supervision of the animal must go through the same process for background checks as required of all employees of the school system.

The District shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets.

## **COMPUTER USE POLICY**

The Manila School District makes computer and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of District computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. For the purposes of this policy "harmful to minors" is defined as any picture, image, graphic image file, or other visual depiction that

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





No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen (18), is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Student use of computers shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including e-mail, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.



## **SECTION 2: ATTENDANCE**

COMPULSORY ATTENDANCE REQUIREMENTS  
ABSENCES  
MAKE-UP WORK  
TARDIES

### **COMPULSORY ATTENDANCE REQUIREMENTS (4.3)**

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

1. The child is enrolled in private or parochial school.
2. The child is being homeschooled and the conditions of policy (4.6 HOMESCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

When a student who is fourteen (14) years or older is no longer in school, the principal shall notify the Department of Finance and Administration, who shall suspend the student's driver's license.

### **ABSENCES (4.7)**

If any student Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept the responsibilities they will face as an adult. Interactions with other students and participation in classroom instruction enrich the educational experience and promote a continuity of instruction which results in higher student achievement.

#### **Excused Absences**

Excused absences are those for which the student was on official school business or when the absence was due to one of the reasons listed herein. The student is also required to bring a written statement to the principal or designee, upon his/her return to



school from the parent or legal guardian stating such reasons. A written statement presented for an absence having occurred more than two (2) school days prior to its presentation will not be accepted.

1. General student illnesses or contagious illnesses that could jeopardize the health of other students

A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.

2. Death or serious illness in the student's family
3. Observance of recognized holidays observed by the student's faith
4. Attendance at an appointment with a government agency
5. Attendance at a medical appointment
6. Exceptional circumstances with prior approval of the principal; or attendance director
7. Participation in an FFA, FCCLA, or 4-H sanctioned activity
8. Participation in the election poll workers program for high school student
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting

The number of additional excused absences shall be at the discretion of the superintendent or designee.

10. Any other documented reason of one to two days absence deemed to be appropriate to the Superintendent and/or designee

### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Student with four (4) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused



absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has two (2) unexcused absences, his/her parents, guardians, or person in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 4 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangement to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

Students who attend in-school suspension shall not be counted absent for those days.

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

## **INCENTIVE PROGRAMS**

An incentive program for school attendance shall be implemented as follows:



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1. Each quarter, all students with perfect attendance (neither absent or tardy) will be awarded an activity ticket for the following quarter that permits free admittance to all school activities that occur at Manila Public School.
2. Graduating seniors with perfect attendance for the year will be provided with free use of a cap and gown for graduation activities.
3. Students maintaining a B average and missing no more than three (3) days in a course will be exempt from the semester tests. Students maintaining an A average and missing no more than four (4) days in a course will be exempt from the semester tests.
4. Students who score 4 or 5 or grows 10% (MMS) on the ACT Aspire and those students who are proficient on the Alternate Portfolio assessments will receive one day out of school. The day will be determined by the high school principal and the Superintendent.

### **MAKE-UP WORK (4.8)**

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence under the following rules:

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they have an excused/school activity absence.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the students Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences **unless** the absences are part of a signed agreement as permitted by policy 4.8 (ABSENCES). Out-of-school suspensions are unexcused absences.



Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57-IMMUNIZATIONS.

### **Make-Up Schedule**

#### **School Activities**

*Prior* to the day of a school activity, the student must be responsible for:

- turning in assignments due on the activity day
- acquiring assignments that will be given on the activity day
- making arrangements to take tests given on the activity day

#### **Regular Short-Term Absences**

- For short term absences (up to five days), students have one day for each excused absence/activity to make up missed homework or assignments.

#### **Regular Long-Term Absences**

- For long term absences (more than 5 days), the make-up schedule will be determined by the principal.

### **TARDIES (4.9)**

When a student has received three (3) tardies to school, they will receive one day of morning detention. Each tardy after the 3<sup>rd</sup>, will result in an additional day of morning detention. If excessive tardiness occurs, the student has the possibility of receiving after school detention or in-school suspension. All tardies will be removed at the end of each nine weeks period.

Each student who is sent to the office during the school day as tardy will receive discipline at the discretion of the administration. Whether the student is sent to the office is at the discretion of the teacher. Tardy is defined as failure to be inside the classroom prior to the second bell.



**SECTION 3: ACADEMICS**

HOMework

STUDENT PROMOTION/RETENTION

CLASSIFICATION OF STUDENTS

HONORS AND AWARDS

GRADING

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

ADVANCED PLACEMENT COURSES

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PARTICIPATION IN SENIOR ACTIVITIES

CONCURRENT CREDIT

COLLEGE DAYS

ADVANCED PLACEMENT- MIDDLE SCHOOL

ADVANCED PLACEMENT- HIGH SCHOOL

SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS

ALTERNATIVE LEARNING ENVIRONMENT

EARLY GRADUATION POLICY

CHANGING SCHEDULE

WITHDRAWALS





## STUDENT PROMOTION AND RETENTION (4.73)

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

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

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- The building principal or designee;
- The student's teacher(s);
- School counselor;
- A 504/special education representative (if applicable); and
- The student's parents.

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

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

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

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

- Guide the student along pathways to graduation;
- Address accelerated learning opportunities;



- Address academic deficits and interventions; and
- Include college and career planning components.

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

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

An SSP shall be created:

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

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

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

Students who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following Statewide assessment, as applicable. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

## **CLASSIFICATION OF STUDENTS**

End of Freshman year – 5.5 units of credits      End of Sophomore year – 11 units of credits

End of Junior year – 16.5 units of credits      End of Senior year – 22 units of credits

## HONORS AND AWARDS

Each year near the end of the school year, a special assembly is held at which time awards are given to students for outstanding work done in various subjects and departments. Subject awards are given on the basis of academic standing in each subject. There is no limit to the number of awards a student may win. Superintendent's awards are given to students earning no grade below a B in all classes for all quarters during the school year. Perfect attendance awards are given to students who are neither absent nor tardy any part of the school day. Commendable attendance is given to students attending a total of 97% of the total school term and have not been subject to disciplinary actions regarding existing attendance policies concerning per period absence or truancy. Scholarships are awarded at a separate assembly. Parents and patrons are welcome to attend all honors or awards assemblies.

## GRADING

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

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

The grades of a child in foster care shall not be lowered due to an absence from school due to:

1. A change in the child's school enrollment;
2. The child's attendance at a dependency-neglect court proceeding; or
3. The child's attendance at court-ordered counseling or treatment.

It shall be the policy of the Board of Education that grades assigned to students for performance in a class shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives may also be assigned. Points will neither be awarded nor taken away from grades for non-academic reasons.

The grading scale for all schools in the district shall be as follows:



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

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

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

The grade point values for AP courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points. Testing must be completed for weighted credit to be awarded.

A= 5 points  
B= 4 points  
C= 3 points  
D= 2 points  
F= 0 points

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

For example: The grading period had 40 days. A student transferred in with a grade of 83% earned in 10 days at the previous school. The student had a grade of 73% in our district's school earned in the remaining 30 days of the grading period. 10 days is 25% of 40 days while 30 days is 75% of 40 days. Thus the final grade would be  $.25(83) + .75(73) = 75.5\%$ .

## **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS**

### **4.45 SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS**



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All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent record. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.



Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENROLLMENT.

## **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

### **Digital Learning Courses**

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

### **SMART CORE: Sixteen (16) units**

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

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- 1) Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;
- 2) Geometry or Investigating Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10;

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation**

requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

3) Algebra II; and

4) The fourth unit may be either:

- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, Quantitative Literacy, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

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

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

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

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

Economics – one half ( $\frac{1}{2}$ ) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>8</sup>

Fine Arts: one-half ( $\frac{1}{2}$ ) unit

### **CAREER FOCUS: - Six (6) units**

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

### **CORE: Sixteen (16) units**

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

Oral Communications: one-half ( $\frac{1}{2}$ ) unit

Mathematics: four (4) units

- Algebra or its equivalent\* - 1 unit
- Geometry or its equivalent\* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills. (Comparable concurrent credit college courses may be substituted where applicable)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE may be substituted for A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units

- at least one (1) unit of biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or





One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (1/2) unit

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

Health and Safety: one-half (1/2) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

### **CAREER FOCUS: - Six (6) units**

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

## **BEGINNING WITH THE GRADUATING CLASS OF 2007-2008**

A student's GPA will be determined by the grades received on credit classes. All credit classes attempted, grades 8-12 (Algebra I and Physical Science – 8<sup>th</sup> grade) will be counted in the GPA, with the exception of those students who will receive "High Honors" (explained under honor and high honor).

Point values for calculating GPA and class rank are as follows for “Honors” and “High Honors”:

Grading Scale (all classes)	Regular and Pre-AP	AP/IB/Honors Courses
A 90 – 100%	A 4.0 pts.	A 5.0 pts.
B 80 – 89%	B 3.0 pts.	B 4.0 pts.
C 70 – 79%	C 2.0 pts.	C 3.0 pts.
D 60 – 69%	D 1.0 pt.	D 2.0 pts.
F 50 – 59%	F 0.0 pts.	F 0.0 pts.

In order to receive weighted credit for Advanced Placement/International Baccalaureate and approved ADE honor courses level courses, students must take the appropriate AP exam. Weighting will be reduced to a 4.0 scale on the final transcript for students who do not take the AP exam.

Manila High School will award weighted credit only to Advanced Placement/International Baccalaureate and ADE approved Honors courses regardless of weighting applied to other courses at schools from which students may transfer.

Final class rankings will be computed on the basis of eight semesters. Students will be advised on preliminary GPA and class rankings at the end of the seven semesters.

Academic recognition will be given in two categories. Graduation with “Honors” will be the recognition for students who have earned a GPA of 3.50 – 4.0. Graduating with “High Honors” will be the recognition given for students who have earned a GPA higher than 4.0.

High school students who have taken Advanced Placement/International Baccalaureate and ADE honor courses and who’s GPA exceeds 4.0 “High Honors” will have their GPA and class rank figured on the number of credits required for graduation (22). This is to prevent students from being penalized for a larger number of credit classes. All Advanced Placement/International Baccalaureate and ADE honor grades will be counted in the 22 credits. Any grades lower than an “A” must be included in the 22 credits.

The senior(s) with the highest grade point average (GPA) after eight semesters will be named Valedictorian(s). The senior(s) with the second highest GPA after 8 semesters will be named Salutatorian(s).

## **ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, AND HONOR COURSES**

Students in grades 7-12 who take Advanced Placement /International Baccalaureate courses, or ADE approved honors, or concurrent credit college courses shall be graded according to the following schedule:



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

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

A = 5 points  
B = 4 points  
C = 3 points  
D = 2 point  
F = 0 points

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

Additionally, for students taking Advanced Placement/ International Baccalaureate or ADE approved honor courses shall receive weighted credit they must take the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

"Honors Courses" are those courses that have been approved by a Department of Education Committee as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools.

Students who transfer into the district will be given weighted credit for the Advanced Placement/International Baccalaureate and ADE approved Honors courses only, regardless of the weighting system applied in other school districts. All other credit will be counted on a 4.0 scale.

## **DIGITAL LEARNING COURSES**

### **Definitions**

For the purposes of this policy



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

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

“Highly Qualified Teacher” means a teacher who holds at least a Bachelor’s Degree and has demonstrated subject area competence in each of the core academic subjects in which the teacher teaches. A highly qualified teacher that delivers digital learning courses under these rules is not required to be licensed as a teacher or administrator by the State Board of Education. This definition, however, does not override the fact that Federal laws or regulations may require teachers in certain subject areas to hold a teaching license (e.g., special education teachers who teach core academic subjects).

"Instructional Materials" means:

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

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

### **Digital Course Offerings**

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format and shall be tailored to meet the needs of each student.

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

As an approved digital learning provider, the District shall annually determine what District created digital learning courses it will provide to our students. The District may

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

District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in Policy 5.8-USE OF COPYRIGHTED MATERIALS as well as applicable statutory requirements.

The District shall require all outside providers to incorporate Policy 5.8 as a condition of the service contract. Failure of the outside provider to abide by Policy 5.8 shall constitute a breach of contract and the outside provider shall be responsible for any costs resulting from such breach.

The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course.

Regardless of any other provisions of this policy, the District may restrict a student's access to digital courses when the student's school principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses. Furthermore, the student's school principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course.

### **SENIOR PARTICIPATION IN GRADUATION ACTIVITIES**

At the end of the first semester, any student classified as a senior who cannot demonstrate by virtue of their accumulated units of credit and documentation of second semester class enrollment the ability to meet graduation requirements will be ineligible for all senior graduation activities during the second semester. Second semester class enrollment must be at Manila High School in order to count toward graduation. All concurrent credit classes are required to be completed by the end of the first semester of students senior year.

### **CONCURRENT CREDIT**

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one (1) high school credit

for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

A student who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject are/unit requirements in English and mathematics.

Participation in the concurrent high school college credit program must be documented by a written agreement between:

- The District's student, and his or her parent(s) or guardian(s) if the public school student is under the age of eighteen (18);
- The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see Policy 4.44) are to be received by the school within 10 school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize student's eligibility for extracurricular activities, graduation or awards.

Students will retain credit earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited, public school.

## **COLLEGE DAYS**

Each senior will receive two (2) college days per year. The student must report to the office the day prior to the visit and fill out the proper paperwork. The student must also bring documentation from the college and file it in the principal's office or the absence will be unexcused.

## **5th-8th ADVANCED PLACEMENT POLICY**

Manila Middle School students who are enrolled in a Pre-AP class, must have a passing grade by the end of the first quarter in order to remain in the class. When progress



reports are calculated, students who have a D or an F will be asked to attend a parent/teacher/principal conference to discuss possible reasons for poor academic performance. At the end of the 1st quarter, any student who has a failing grade will be removed and placed in a grade level class. Your child will have the opportunity to enroll in Pre AP classes the following school year.

Students enrolling in Algebra I in 8th grade must score proficient or exceeding on the 6th or 7th grade ACT Aspire Summative exam. A student must be enrolled in 8th grade Algebra I in order to take 8th grade Physical Science.

#### **4.66 ADVANCED PLACEMENT LANGUAGE AND COMPOSITION ADVANCED PLACEMENT LITERATURE AND COMPOSITION 9<sup>TH</sup> AND 10<sup>TH</sup> GRADE PRE-ADVANCED PLACEMENT ENGLISH**

Requirements:

- Beginning with the 2009-2010 school year, students must take a pre-AP English course in the 9<sup>th</sup> and/or 10<sup>th</sup> grade to be eligible for AP Language and/or AP Literature
- Students must have summer assignments completed by the first day of school the following August; if work is not completed and turned in on the first day back to school, the student will be dropped from pre-AP or AP and enrolled in regular courses.
- Any new transfer student that wants to take a pre-AP or AP English course but missed the summer assignment will have one month to make it up from that student's first day of school.
- No late work is accepted; students will receive 0% for any work that is late
- Students wanting to take pre-AP or AP courses must sign, along with their parents, a contract, discussing the requirements and difficulty level of the course, before the school year begins.
- If at any 9 weeks grading period a student has an F, that student will be immediately dropped and enrolled in regular classes
- If at any 9 weeks grading period, a student has a D, that student will be strongly recommended to drop and enroll in regular classes
- All students enrolled in AP courses must take the AP exam at the end of the year.

\*\*Any other circumstances and all final decisions related to pre-AP and AP courses will be at the teacher's' and principal's discretion.

#### **SPECIAL EDUCATION (4.49)**

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

### **MANILA HOMEWORK POLICY (4.64)**

It shall be the policy of the Board of Education to delegate the responsibility of assigning homework for students in grades PK-12 to the professional staff.

Homework in grades PK-12 will be assigned in accordance with the following guidelines:

1. Homework will be considered as any assigned work to be completed by the student outside of the classroom.
2. The professional staff will exercise judgment relative to the quantity and frequency of homework.
3. Students may be assigned homework on a daily basis.
4. Failure to complete homework or cheating on homework will result in lowered grades, failing grades, or retention. Other disciplinary action or academic interventions may also be required.

Parents shall be notified of this policy at the beginning of each school year.

### **ALTERNATE LEARNING ENVIRONMENTS**

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

The superintendent or designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.

The team is to be comprised of the following:

- a school counselor from the referring school;
- the ALE administrator and/or ALE teacher;
- the building principal or assistant principal from the referring school;
- a parent or legal guardian (if they choose to participate);
  - The District shall document its efforts to contact the student's parent or guardian to schedule a meeting or a phone call for a placement meeting at





the parent or guardian's convenience, and maintain such documentation in the student's Student Action Plan (SAP).

- LEA special education/504 representative (if applicable);
- at least one (1) of the student's regular classroom teacher(s); and
- if the District so chooses, the student.

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

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

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

- e) Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- f) Abuse: physical, mental, or sexual;
- g) Frequent relocation of residency;
- h) Homelessness;
- i) Inadequate emotional support;
- j) Mental/physical health problems;
- k) Pregnancy; or
- l) Single parenting.

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

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

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



## **EARLY GRADUATION POLICY**

Manila High School allows for a 3-year graduation plan upon recommendation by the high school principal and approval from the superintendent and Manila School Board. This plan must be in place for the student to actually participate in the graduation ceremony. In order to complete the 22 units needed for graduation with a high school diploma, students who wish to be an early graduate have to complete some units outside the regular school day. Off campus classes must be approved by the high school principal before they will be considered as part of the graduation requirements. All off campus classes must be completed by the end of the 1<sup>st</sup> semester of their senior year.

Students who wish to participate in early graduation must make application to do so during the pre-registration/scheduling period prior to their junior year in order to be projected for graduation and to participate in the graduation ceremony. This **MUST** be done so that the counselor can advise the student what courses would be needed for early graduation. Planning will be provided by the counselor so that the student meets all requirements necessary such as required classes, credits, scholarships, testing, financial aid, and other senior concerns. It is also necessary for the parents/guardians to meet with the counselor and principal to insure understanding of current policies and requirements.

The request for early graduation must reflect some type of special circumstance such as a student hardship (parenting, housing, ect.). Parents of students who wish to graduate early, must submit a letter to the principal stating why they feel their child would benefit from the early graduation program. It must be turned into the principal by May 1<sup>st</sup> of their sophomore year.

A student who is graduating early may obtain honor and high honor recognition if they meet all criteria required by policy. However, they may not receive Valedictorian or Salutatorian status.

\*\*\* Please note: Concurrent enrollment at local colleges requires a specific ACT score and grade point average. These are set by the college in order to help insure success.

## **CHANGING SCHEDULES**

Daily programs may be changed with the permission of the counselor. Schedule changes will be considered only if a student has a logical reason for requesting changes. Students should obtain a schedule change request form from the counselor, have the teacher whose class they are withdrawing from sign the form and return it to the counselor. First semester, no changes will be made after the classes have been in session for a one-week period. Changing schedules at the end of the first semester will



be permitted only upon the recommendation of the counselor or principal. If the principal, counselor, teacher and parent see a need to change a student's schedule throughout the year for extenuating circumstances, it will be decided between the above-mentioned persons.

### **WITHDRAWALS**

Any student who plans to withdraw should notify the principal's office of these intentions. Withdrawal procedures will be explained at this time.

**SECTION 4: RESIDENCY/ENROLLMENT/RECORDS**

RESIDENCE REQUIREMENTS  
ENTRANCE REQUIREMENTS  
SCHOOL CHOICE  
STUDENTS TRANSFERS  
HOME SCHOOLING  
ENROLLMENT OR RE-ENROLLMENT  
FOSTER STUDENTS  
PLACEMENT OF MULTIPLE BIRTH SIBLINGS  
HOMELESS STUDENTS  
FOREIGN EXCHANGE STUDENTS  
GUIDANCE PROGRAM



## **RESIDENCE REQUIREMENTS (4.1)**

### Definitions:

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

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

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

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

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a non custodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.



Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

### **ENTRANCE REQUIREMENTS (4.2)**

To enroll in a school in the Manila District, the child must be a resident of the Manila District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.70---STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a district school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as



they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6---HOME SCHOOLING.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to the child's admission to a District school:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
  - (a.) A birth certificate;
  - (b) A statement by the local registrar or a county recorder certifying the child's date of birth;
  - (c.) An attested baptismal certificate;
  - (d) A passport;
  - (e) An affidavit of the date and place of birth by the child's parent or guardian
  - (f) United States military identification; or previous school records.
  - (g). Previous school records
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. In accordance with Policy 4.57- IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas State Department of Health.

#### **Uniformed Services Member's Children**

For the purposes of this policy, "active duty members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211; "uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health



Services; “veteran” means: a person who served in the uniformed services and who was discharged or released therefrom under conditions other than dishonorable.

“Eligible child” means the children of:

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

An eligible child as defined in this policy shall:

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





## **SCHOOL CHOICE (4.5)**

### **Standard School Choice**

#### **Exemption**

The District is under an enforceable desegregation court order/court-approved desegregation plan regarding the effects of past racial segregation in student **assignment** that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Arkansas Department of Education (ADE). As a result of the desegregation order/desegregation plan, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.

#### **Definition**

"Sibling" means each of two (2) or more children having a **common** parent in common by blood, adoption, marriage, or foster care.

#### **Transfers into the District**

#### **Capacity Determination and Public Pronouncement**

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

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

#### **Application Process**

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

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

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

### **Accepted Applications**

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

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

A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of

siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School Choice is eligible to remain in the District until completing his/her secondary education.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

### **Rejected Applications**

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

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

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

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

### **Transfers Out of the District**

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

- Academic Distress or classified as in need of Level 5 Intensive Support under either A.C.A. § 6-15-430(c)(1) or A.C.A. § 6-18-227; or
- Facilities Distress under A.C.A. § 6-21-812.; or



- Foster Child School Choice under A.C.A. § 6-18-233.

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

### **Facilities Distress School Choice Applications**

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

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

### **Opportunity School Choice**

#### **Transfers Into or Within the District**

For the purposes of this section of the policy, a “lack of capacity”<sup>12</sup> is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the ADE Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

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



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

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

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

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

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

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

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

Additionally, the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the

program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

### **Unsafe School Choice Program**

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

### **STUDENT TRANSFERS (4.4)**

The Manila District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at regularly scheduled board meetings.

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

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

Any student transferring from a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from Homeschool will be placed in accordance with policy 4.6---HOMESCHOOLING.

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

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



## **HOMESCHOOLING (4.6)**

### **Enrollment in Home School**

Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to homeschool. The notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

Written notice of the parent or legal guardian's intent to homeschool shall be delivered to the Superintendent through any of the following methods:

- Electronically, including without limitation by email;
- By mail; or
- In person.

The notice shall include:

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

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

### **Enrollment or Re-Enrollment in Public School**

A homeschooled student who wishes to enroll or re-enroll in a District school shall submit:

- A transcript listing all courses taken and semester grades from the home school;
- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
  - o Curricula used in the home school;
  - o Tests taken and lessons completed by the home-schooled student; and
  - o Other indicators of the home-schooled student's academic progress.

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

A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:

1. As indicated by the documentation submitted by the home-schooled student;
2. By mutual agreement between the public school and the homeschooled student's parent or legal guardian; or
3. If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, the District may have sole authority to determine the homeschooled student's grade placement and course credits. The District will determine the homeschooled student's grade placement and course credits in the same manner the District uses when determining grade placement and course credits for students enrolling or re-enrolling in the District who attended another public or private school.

The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the District's other students. The District shall not deny a homeschooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a home school:

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



## **STUDENTS WHO ARE FOSTER CHILDREN (4.69)**

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

## **PLACEMENT OF MULTIPLE BIRTH SIBLINGS (4.70)**

The parent, guardian, or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling’s grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

- There have been a minimum of 30 instructional days since the start of the school year;
  - After consulting with each classroom teacher in which the siblings were placed, the school determines the parent’s classroom placement request is:
    - Detrimental to the educational achievement of one or more of the siblings;
    - Disruptive to the sibling’s assigned classroom learning environment; or
    - Disruptive to the school’s educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings’ classroom placement to the Superintendent. The Superintendent’s decision regarding the appeal shall be final.



## HOMELESS STUDENTS (4.40)

The Manila School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:

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

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

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

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

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and



- The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.

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

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

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

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

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

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

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

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

A. Are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals; or

B. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

C. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

D. Are migratory children who are living in circumstances described in clauses (a) through (c).

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

#### **4.55 Foreign Exchange Students**

The district will accept only three (3) foreign exchange students per year. Acceptance will be on a first come basis. Foreign exchange students will not be accepted after Labor Day. Exchange students will not be eligible to receive academic awards, but can receive Honorable Mention Awards.

#### **GUIDANCE PROGRAM**

Manila Public Schools have full-time guidance counselors who works with students and parents to guide the students into areas best suited to individual needs. The counselor will also provide College and Career Counseling.

## **SECTION 5: STUDENT BEHAVIOR**

STUDENT DISCIPLINE  
PROHIBITED CONDUCT  
DETENTION POLICY  
DETENTION TIMES  
HOMECOMING REQUIREMENTS  
CONDUCT TO AND FROM SCHOOL  
DISRUPTION OF SCHOOL  
WEAPONS AND DANGEROUS INSTRUMENTS  
TOBACCO AND TOBACCO PRODUCTS  
BULLYING  
DRUGS AND ALCOHOL  
DRESS CODE  
POSSESSION OF ELECTRONIC DEVICES  
GANG AND GANG ACTIVITY  
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FIGHTING POLICY  
POSSESSION OF FIREARM FORBIDDEN  
SUSPENSION FROM SCHOOL  
EXPULSION  
CORPORAL PUNISHMENT  
SEARCH, SEIZURE, AND INTERROGATIONS  
STUDENTS' VEHICLES  
STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT  
CONDUCT AT BALL GAMES  
BOMB THREATS  
SCHOOL SAFETY DEVICES



## **STUDENT DISCIPLINE (4.17)**

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

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

The Manila Public School licensed personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Manila School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies. This process will not prohibit collaboration with the building Principal and/or other standing Handbook or Discipline Committee members as may be appropriate to policy information.

The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent or legal guardian shall sign and return to the school an acknowledgment form documenting that they have received the policies. These policies may be provided in electronic format unless the student or parent request a paper copy.

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



Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

The school discipline policies shall: Prescribe minimum and maximum penalties, including students' suspension or dismissal from school, for violations of each of the following offenses and for violations of other practices prohibited by school discipline policies.

If a student is given a discipline and refuses to comply, the student will be given 3 days out of school suspension and must complete the discipline which was previously given before he/she may return to school.

### **PROHIBITED CONDUCT (4.18)**

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination
2. Disruptive behavior that interferes with orderly school operations
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual
5. Possession or use of tobacco in any form on any property owned or leased by any public school
6. Willfully or intentionally damaging, destroying, or stealing school property
7. Unauthorized or inappropriate use of an electronic device
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, or the inappropriate use or sharing of prescription or over-the-counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession
10. Inappropriate public displays of affection
11. Cheating, copying, or claiming another person's work to be his/her own
12. Gambling
13. Inappropriate student dress
14. Use of vulgar, profane, or obscene language or gestures
15. Truancy
16. Excessive tardiness



17. Engaging in behavior designed to taunt, degrade, ridicule, or humiliate another person on the basis of race, ethnicity, national origin, gender, sexual orientation, socio-economic status or disability
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form
19. Hazing or aiding in the hazing of another student is prohibited and may lead to expulsion;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited
21. Sexual harassment
22. Bullying
23. Fireworks
24. Operating a vehicle on school grounds while using a wireless communication device.
25. Portable gaming devices & music players, earbuds/headphones
26. Laser pointer;
27. Possession or use of cameras or other electronics without permission
28. Unauthorized or inappropriate use of cell phones
29. Recording via electronic devices such as cell phones is prohibited without permission;
30. Stealing school or private property
31. Failing to identify self upon request of school staff
32. Operating a vehicle on school grounds without a campus car permit while using a wireless connection device.

The Manila School District is not responsible for any loss, theft, or damage of or relating to any electronic device brought to school.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

## **DETENTION POLICY**

Detention will consist of three different forms:

1. ***Morning detention*** will meet from 7:40 a.m. until 8:00 a.m. Students will be given time to make arrangements for transportation.
2. ***Lunch detention***: Specific seating and no use of electronics during the lunch period.
3. ***Saturday detention*** will meet from 7:00 a.m. until 11:00 a.m. The building principals will make the decision as to which form of detention is appropriate.





## **DETENTION TIMES**

Morning Detention: 7:40 to 8:00

Lunch Detention: Lunch

Saturday School: 7:30 to 11:30

## **HOMECOMING REQUIREMENTS**

1. Must maintain a 2.00 GPA
2. Must have attended Manila High School one semester prior to election.
3. No expulsions (9<sup>th</sup>-12<sup>th</sup> grade)
4. No OSS (out of school suspensions) during the current school year.
5. No more than one ISS offense, with 2 days maximum penalty.
6. If a student has been placed in ISS (In School Suspension), for a cumulative number of days of two or less, the ISS suspension must be completed by 3:15 on the day of Homecoming in order for the student to participate as a maid or escort.
7. Eligibility will be verified according to the above rules.

## **CONDUCT TO AND FROM SCHOOL (4.19)**

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

## **BUS CONDUCT**

While the Board of Education offers, as needed, a system of public transportation, it also requires parents of students to accept responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus, and only at that time, does he/she become the responsibility of the school district. Such responsibility shall end when the child is discharged at the regular bus stop at the close of the school day.



Since the bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with establishing standards for classroom behavior.

When a child does not conduct him/herself properly on the bus, such instances shall be brought to the attention of the building principal by the bus driver. The building principal shall inform the parents of the misconduct and require their cooperation in controlling the child's behavior. They shall also discipline guilty students as deemed appropriate.

A child who becomes a serious disciplinary problem on the bus may have his/her transportation privileges suspended, or terminated. In such cases, the parents of the children involved shall become responsible for seeing that their children get to and from school.

According to Act 247, of the 2005 regular session, it is unlawful for a person over the age of 18 to enter a school bus while ignoring the order or instruction of the driver.

### **POLICIES FOR RIDING SCHOOL BUSES**

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway.
2. While waiting for the bus, pupils must remain in a safe place away from the traffic. If you miss the bus, do not attempt to hitchhike or walk to or from school.
3. While loading and unloading, enter or leave the bus orderly and quickly.
4. While riding the bus, students are under supervision of the driver and must obey the driver at all times.
5. Students are expected to conduct themselves in a manner that they will not distract the attention of their driver or disturb other riders on the bus.
6. Do not change seats while the bus is in motion.
7. You are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc.
8. Pupils are not to put their hands, arms, heads, or bodies out of the windows.
9. Pupils must stay seated while the bus is in motion.
10. Students should not deface the bus or any school property. Do not throw paper, food, or other objects on the floor of the bus. Smoking while riding a school bus is not allowed.
11. Do not ask the driver to let you off the bus uptown, at the store, to get the mail out of the box, or at any stop other than your designated stop.
12. If the pupil must cross the highway to enter the bus, he/she must wait until the bus has come to a complete stop and the driver has signaled for him/her to cross in front of the school bus. Cross the highway only after the driver or the student patrol has signaled you to do so.



13. Do not damage road signs or warning signals placed on the highway by the highway department.

### **DISRUPTION OF SCHOOL (4.20)**

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

### **STUDENT ASSAULT OR BATTERY (4.21)**

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: (a) cause a breach of the peace; (b) materially and substantially interfere with the operation of the school; (c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

### **WEAPONS AND DANGEROUS INSTRUMENTS (4.22)**

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



school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event.

A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, nunchucks, pepper spray or other noxious spray, explosive, taser or other instrument that uses electrical current to cause neuromuscular incapacitation or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

Possession of a weapon on school grounds or at school functions is unacceptable and shall be grounds for disciplinary action up to and including expulsion.

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The Superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearms policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The district shall report any student who brings a firearm or weapon to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.



## **TOBACCO AND TOBACCO PRODUCTS (4.23)**

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

### **FIRST OFFENSE:**

2 days in-school suspension

1 day of Saturday school

Parent, student, principal conference

Notify law enforcement: Fine up to \$ 100.00

### **SECOND OFFENSE:**

4 days in-school suspension

2 days Saturday school detention

Notify law enforcement: Fine up to \$ 100.00

### **THIRD OFFENSE:**

10 days out-of-school suspension with a recommendation for expulsion for the remainder of the year and loss of credits.

Notify law enforcement: Fine up to \$ 100.00

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

## **BULLYING (4.43)**

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



A school principal, or designee, who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

Definitions:

“Attribute” means as actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

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

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

“Electronic act” means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

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

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

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

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

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

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

1. Sarcastic comments “compliments” about another student’s personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,



5. Demeaning humor relating to a student's actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
12. Teasing or name-calling related to sexual characteristics or the belief or perception  
that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or Transgender.

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

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.<sup>1</sup> In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus.



## **DRUGS AND ALCOHOL (4.24)**

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

Therefore, no student in the Manila School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

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

### **PROCEDURES**

1. All violations of the drug/alcohol policy shall be reported to the student's parents as soon as possible.
2. All violations of the drug/alcohol policy shall be reported to the appropriate police agency.
3. All offenders of the Drug and Alcohol Policy shall be automatically suspended for ten days and referred to the Board of Education for expulsion for the remainder of the semester, school year, or permanently.

## **STUDENT DRESS AND GROOMING (4.25)**

It is felt that learning to dress appropriately is an important aspect of a student's education. It is also felt that improper dress is a distraction and a deterrent to the educational process. Any student may be sent home immediately if clothing does not meet the dress code or attracts undue attention to the student and thus creates a disturbance in the school. All garments must be worn in a manner as not to detract from the dignity of the student, school, and community.

The Board of Education adopts the following dress code:



1. Students will at all times dress and be groomed to present a respectable appearance.
2. Clothing displaying symbols, slogans, or pictures of a vulgar nature or depicting alcohol beverages or illegal drugs will not be worn.
3. The wearing of clothing that promotes hate or violence is prohibited.
4. Hats, caps, toboggans, bandanas or head apparel are not to be worn in the buildings.
5. Shorts must be 3" from the top of the knee.
6. Skirts or dresses may be worn, but must be a dollar bill width from the top of the knee.
7. Any garments worn over leggings, yoga pants, excessively tight pants (skinny jeans) must be mid-thigh in length.
8. Students will not go bare shouldered, bareback, bare midriff or sides.
9. The wearing of muscle shirts (tank tops) is prohibited.
10. Sleeveless shirts must be hemmed and fit snugly around the arm
11. Hoods may not be worn in any school building.
12. Students will not wear see-through or transparent apparel.
13. Sunglasses may not be worn in any school building.
14. Boxer or biker shorts as outer garments may not be worn.
15. Sagging clothing is not permitted. All pants are to be neat and of appropriate size.
16. Pajamas or house-shoes are not permitted.
17. Chains as part of clothing or chains attached to the clothing may not be worn.
18. No facial jewelry may be worn; with the exception of earrings. (This includes tongue rings, eyebrow rings, nose rings, lip rings, etc.)
19. Articles of clothing with rips and/or tears will not be allowed if skin above the knee is exposed.
20. Female students may not wear any apparel which exposes cleavage. Male students must wear shirts while on school campus or at school events.

The administration reserves the right to determine when piercing or jewelry is disruptive to the educational process or poses a health or safety risk.

A student's apparel may be deemed unacceptable by the principal because of tightness, transparency, excessive exposure of skin, or other distracting or disruptive conditions. Guidelines for student dress/grooming at special events (Example: Prom, Homecoming) will be provided by the building principal. Failure to follow these guidelines may result in the student's removal from the event. Final approval of appropriate dress/grooming is at the discretion of the principal.

#### **4.60 POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student

owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

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

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

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

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

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

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

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32--Search, Seizure, and Interrogations.

Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be



subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violations may result in disciplinary action up to and including suspension.

### **VIDEO SURVEILLANCE (4.61)**

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. Violations of school personnel policies or laws caught by the cameras and other technologies authorized in this policy may result in disciplinary action.

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 recording being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time 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 reviewing of such records shall be 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.



## **GANGS AND GANG ACTIVITY (4.26)**

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

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang-related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

## **STUDENT SEXUAL HARASSMENT**

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

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/ other responsible adults, and the employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to: the nature of sexual harassment; the



District's written grievance procedures for complaints of sexual harassment; <sup>1</sup> that the district does not tolerate sexual harassment; that students can report inappropriate behavior of sexual nature without fear of adverse consequences; the redress that is available to the victim of sexual harassment; <sup>2</sup> and the potential discipline for perpetrating sexual harassment.

“Sexual harassment” means conduct that is:

1. Of a sexual nature, including, but not limited to:
  - a. Sexual advances;
  - b. Request for sexual favors;
  - c. Sexual violence; or
  - d. Other personally offensive verbal, visual, or physical conduct of a sexual nature;
2. Unwelcome; and
3. denies or limits a student's ability to participate in or benefit from any of the District's educational programs or activities through any or all of the following methods:
  - a. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
  - b. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
  - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

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

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual proposition or pressuring for sexual activities;



- Unwelcome touching;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person's alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students as to sexual activity or performance;
- Circulating or showing emails or Web sites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not he students self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will provide assistance on the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

Complaints will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to individuals who are responsible for handling the District's investigation to the extent necessary to complete a thorough investigation; the extent necessary to submit a report to the child maltreatment hotline; the Professional Licensure Standards Board for complaints alleging sexual harassment by an employee towards a student; or the extent necessary to provide the individual accused in the complaint due process during the investigation and disciplinary process. Individuals who file a complaint have the right to request that the individual accused of sexual harassment not be informed of the name of the accuser; however, individuals should be aware that such request may substantially limit the District's ability to investigate the complaint and may make it impossible for the District to discipline the accused.<sup>3</sup>

Students, or the parents/legal guardians/ other responsible adult of a student, who file a complaint of sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats, intimidation, coercion, or discrimination. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation

occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

Following the completion of an investigation of a complaint, the District will inform the parents/legal guardian/ other responsible adult of the student, or the student if over the age of eighteen (18), who filed the complaint:

- The final determination of the investigation;
- Remedies the District will make available to the student; and
- The sanctions, if any, imposed on the alleged harasser relevant to the student.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following an investigation, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.





## **Student Conduct (4.46)**

It is the intention of the Manila Board of Education that the district's schools help students achieve maximum development of individual knowledge, skills, and competence; and that they learn behavior patterns which will enable them to be responsible, contributing members of society. Students will be expected and required to act with due regard for the rights for other students.

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. The above mentioned activities are considered improper conduct and will subject the students to disciplinary action including but not limited to, parent conferences, corporal punishment, detention, class suspension, and/or expulsion. The school district reserves the right to punish students for behavior which is not conducive to good order and discipline, even though such behavior is not specified in the receding written rules. The minimum penalty for any infraction of each policy will be verbal reprimand and the maximum penalty will be expulsion.

## **LASER POINTERS (4.28)**

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

## **INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY (4.29)**

### **Definition**

For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

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

No student will be granted Internet access until and unless an Internet and electronic device use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the



Internet and electronic device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

### **Technology Protection Measures**

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

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

### **Internet Use and Safety**

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

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

### **Misuse of Internet**

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

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district’s technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student’s own or those of another student/faculty/community member, to other students;

- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

### **9-12 FIGHTING POLICY**

Manila High School is committed to providing a safe and nurturing learning environment for all students. To help ensure this goal, Manila High School believes that fighting is never acceptable on any district property. Because of these beliefs we have adopted new policies on fighting and have listed each below.

#### **FIRST OFFENSE:**

1. Any student participating physically in any altercation that the school administrators deem fighting shall be suspended for 3 days and removed from the campus by the school resource officer (SRO) or the other law enforcement official.
2. Any student participating physically in any altercation that the school administrators deem fighting may be issued a ticket for disorderly conduct by local authorities.
3. Any student that has been removed from campus for fighting must be picked up from city hall by a parent or guardian.

#### **SECOND OFFENSE:**

1. Any student that participates in a physical altercation that the administrators deem as fighting shall be suspended for 5 days and removed from the property by the SRO or other law enforcement official.
2. Any student that is removed for a second offense must be picked up from city hall by a parent or guardian and is subject to a disorderly conduct ticket at the discretion of the local authorities.
3. After the second offense the district will file a Family in Need of Services (FINS) petition with the juvenile court.



Please understand that Manila High School and the Administrators of the Manila Public School District take the safety of each of the students very seriously and want to provide them with the most stable environment possible.

Student  
Signature: \_\_\_\_\_

Parent  
Signature: \_\_\_\_\_

**POSSESSION OF FIREARM FORBIDDEN –  
PARENT ACKNOWLEDGMENT OF LEGAL LIABILITY:**

Any student, who possesses, however briefly, a firearm or weapon identified by Arkansas law as prohibited on a school campus, shall be expelled from school for a period of not less than one calendar year. "Firearm" is defined as any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use, including such a device that is not loaded or lacks a clip or other component to render it immediately operable, and components that can readily be assembled into such a device.

The Superintendent shall have the discretion to modify the expulsion requirement on a case-by-case basis, but will generally do so only to avoid violating state or federal law or regulations. In the event that a student's enrollment status changes after violating this provision, it is required by law that the expulsion proceeding be completed. Before any student who has been expelled for violating this provision may be readmitted after serving his/her sentence of expulsion, the student's parents, guardians, or other persons responsible for custody of the student must, by law, sign the following statement:

I \_\_\_\_\_, parent/guardian/person acting in loco parentis of \_\_\_\_\_ (student) understand that Act 1149 of 1999 makes it a crime for a parent, stepparent, or legal guardian who has legal custody of a minor pursuant to a court order and with whom the student resides, who know that minor is in legal possession of a firearm in or upon 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 fails to prevent the possession or fails to report the possession to the appropriate school or law enforcement officials.

Signed \_\_\_\_\_ Date \_\_\_\_\_



**MANILA PUBLIC SCHOOL 100**

## **SUSPENSION FROM SCHOOL (4.30)**

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school.

Students are responsible for their conduct that occurs:

- at any time on the school ground;
- off school grounds at a school-sponsored function, activity, or event;
- going to and from school or a school activity.

A student may be suspended for behavior including, but not limited to that which:

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

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

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

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

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

1. The student shall be given written notice or advised orally of the charges against him/her;
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
3. If the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last



address reflected in the records of the school district. The parents may also be informed by phone call from the principal or assistant principal.

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

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

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

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

During the period of their suspension, students serving out-of-school suspensions not be permitted on campus except to attend a student/parent/administrator conference.

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

Suspensions initiated by the principal or his/her designee may be appealed by the parent, legal guardian, or person acting as a parent to the Superintendent, but not to the Board.

Suspensions initiated by the Superintendent may be appealed to the Board.

### **EXPULSION (4.31)**

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct

- deemed to be of such gravity that suspension would be inappropriate,
- where the student's continued attendance at school would disrupt the orderly learning environment or
- would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:



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

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

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

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

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

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of

### **CORPORAL PUNISHMENT (4.39)**

The Manila School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment.



Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

#### **SEARCH, SEIZURE, AND INTERROGATIONS (4.32)**

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.





A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

Questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant. If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

### **STUDENTS' VEHICLES (4.33)**

Only Manila High School students may drive their vehicle to school upon filing proper documentation in the Principal's office. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

The school district does not assume any liability for damages to personal property including vehicles parked or driven on school property. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

### **CONDUCT AT BALL GAMES (4.53)**

Students should not be allowed to leave the gym during a ballgame. If a student leaves without permission from an administrator he/she may not re-enter.

Students or adults who display poor conduct at ball games face suspension from future athletic contests.

### **BOMB THREATS (4.54)**

Persons making bomb threats to any schools or district offices will be prosecuted under 46-4610, Act 300, 1959. Also, students making such threats will be expelled.

### **SCHOOL SAFETY DEVICES**

Tampering with school safety devices has serious implications for the well-being of all students as well as school personnel, visitors, and emergency personnel. Therefore tampering or misuse of any school property designed to help insure student safety such as fire extinguishers, fire alarms, cameras, intercoms, phone systems, smoke alarms, exit/emergency lighting and computer systems will be subject to disciplinary action including out of school suspension and/or expulsion.



**SECTION 6: STUDENTS HEALTH AND RELATED SERVICES**

COMMUNICABLE DISEASES AND PARASITES  
STUDENT MEDICATIONS  
STUDENT ILLNESS/ ACCIDENTS  
EMERGENCY DRILLS  
FREE AND REDUCED MEAL DISCLOSURE  
SPECIAL HEALTH CARE NEEDS  
SCHOOL ACTIVITY INSURANCE  
SCHOOL MEAL MODIFICATIONS  
FOOD SERVICE PREPAYMENTS  
ALTERNATIVE MEALS  
MEDICATION RECEIPT BY SCHOOL  
IMMUNIZATIONS  
FOOD SHARING  
DRUG TESTING  
WELLNESS POLICY  
PANDEMIC PLAN  
PHYSICAL EXAMINATIONS



## **COMMUNICABLE DISEASES AND PARASITES (4.34)**

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant *Staphylococcus aureus*), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally).<sup>1</sup> A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any bloodborne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

In accordance with 4.57—IMMUNIZATIONS, the District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

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

### **STUDENT MEDICATIONS (4.35)**

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse, or in the absence of the nurse, to the principal's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s). The principal and/or his/her designee will also follow this procedure.

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP. The parent permission form for such medications will serve as a component of the IHP.

The only Schedule II medications that shall be allowed to be brought to the school are those indicated for ADHD/ADD such as methylphenidate (Ritalin) and amphetamine sulfate (Adderall.) To help ensure their safe keeping, any such medications brought to the school nurse shall be double locked. For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II



medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications as these procedures pertain to such as school activities and field trips.

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

- Self-administer either a rescue inhaler or auto-injectable epinephrine;
- Perform his/her own blood glucose checks;
- Administer insulin through the insulin delivery system the student uses;
- Treat the student's own hypoglycemia and hyperglycemia; or
- Possess on his or her person:
  - A rescue inhaler or auto-injectable epinephrine; or
  - the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school;
- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

Students may be administered Glucagon in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

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

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

- The time scheduled for a dose of insulin in the student's IHP; and



- Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

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

Nonprescription medications may be given to students upon the decision of the principal or the nurse. Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage, and instructions for the administration of the medication (including times).

### Emergency Administration of Epinephrine

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

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

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

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

The school shall not keep outdated medications or any medications past the end of the school year. By this policy, parents are notified ten (10) days after the last day of school,



all medications will be disposed of that are left at the school. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.

### **Student Illness/Accident (4.36)**

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

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

### **EMERGENCY DRILLS (4.37)**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The district shall annually conduct an active shooter drill and school safety assessment for all district schools in collaboration with local law enforcement and emergency management personnel. The training will include a lockdown exercise with panic button alert system training. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans. Students shall be included in the drills to the extent practicable.





### **Free & Reduced Meal Disclosure (4.51)**

Manila Public Schools may provide aggregate free and reduced meal information to the public that does not identify individuals without consent.

However, it is the policy of the Manila Public Schools not to disclose free and reduced price meal information about individual student eligibility. Access to individual student eligibility information will be limited to (1) administration and child nutrition director or other designated school district personnel for the purpose of application, and (2) federal, state, and local officials for the purpose of audit and examination or investigation of violations.

### **SPECIAL HEALTH CARE NEEDS (4.52)**

Parents of students defined as disabled under 94-142 and 105-17 or the Americans with Disabilities Act (504) may pursue needed accommodations to address medical needs under the due process procedures of the applicable acts as defined by federal statute, the State of Arkansas, and the Manila School District.

Any other student thought by the parent to have a special health care need may be referred to the building principal for special consideration of medical treatment necessary during school hours. The parent of any student with such need may be required to provide a physician's statement of the condition that includes specific instructions regarding care and a statement that such care cannot be provided outside of normal school hours. The parent will be required to provide any medical equipment, device, or supplies associated with any prescribed treatment and/or care.

In the event that the medical intervention requested is viewed by the principal as being beyond what is customary or routine, the parent may be referred to the Superintendent.

All medical services will be provided by the school nurse and/or the Superintendent or building principal's designee.

The Manila School District does not employ medical personnel qualified to make decisions regarding Do Not Resuscitate orders. Therefore, NFR orders will not be considered by the school district.

### **SCHOOL ACTIVITY INSURANCE (4.56)**

The District makes accident insurance coverage available for all students. Students are given information concerning this coverage at the beginning of each school year. Students should take this information home to parents. This insurance is not primary insurance coverage. However, insurance coverage is available to purchase by the student insurance carrier.



## SCHOOL MEAL MODIFICATIONS (4.50)

The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a medical statement completed by a state licensed healthcare professional, which includes:

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

The medical statement should include:

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

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

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

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

The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.



**FOOD SERVICE PREPAYMENT (4.68)**

**Meal Charges**

The district does not provide credit for staff or students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:

- Submitting cash or check payment at the cafeteria or in principal approved locations
- Depositing funds through the District’s online services; EZ School Pay (www.EZSchoolPay.com).

A student’s parents will be contacted by authorized District personnel regarding a student’s prepaid account balance at the following times:

- Beginning of the school year, intermittently throughout the year, and at the close of the school year.

**Alternative Meals**

The District does not provide alternative meals for students. The District does not refuse regular meal service based on the provisions of this policy as outlined in the first paragraph.

**MEDICATION RECEIPT BY SCHOOL (4.71)**

**Medication Receipt by School**

Student’s Name \_\_\_\_\_

Medication \_\_\_\_\_

On \_\_\_\_\_, \_\_\_\_\_, was/were received form  
(date) (quantity, form)

\_\_\_\_\_

\_\_\_\_\_  
Nurse/Principal or Designee Signature

\_\_\_\_\_  
Witness Signature

\*Please note the following. Excess medications not picked up by the parent or guardian will be destroyed according to policy. Receipt of this medication is in accordance with the provisions of the Student Medications Policy.



## **IMMUNIZATIONS (4.75)**

### **Definitions**

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

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

### **General Requirements**

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

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

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

The only types of proof of immunization the District will accept are immunization records provided by a:

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. Official record from another educational institution in Arkansas.

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



In order to continue attending classes in the District, the student must have submitted:

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

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

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

### **Exclusion From School**

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school.

It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.



Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in “examinations” and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

### **FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA Food Sharing Table (4.76)**

The District has no food sharing system for food items other than milk and juice. Students who do not intend to drink milk or juice received as part of a meal may place the milk/juice in a designated cooler where another student may retrieve it at no charge. Milk and juice may not be taken by another student unless the carton is unopened and was in the cooler. A student may not return to the cooler to place for sharing or retrieve an item after the student has left the service line.

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

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

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

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

### **Chemical Screening --extracurricular (4.77)**

#### **MANILA SCHOOL DISTRICT CHEMICAL SCREENING POLICY – EXTRACURRICULAR**

*Philosophy:* It is the philosophy of the Manila School District that students should be encouraged and supported in their efforts to develop and maintain a chemical-free lifestyle. The Manila Schools recognize the use of mood-altering chemicals as a significant health problem, resulting in negative effects on behavior, learning, and the total development of each individual. The use, misuse, and abuse of mood-altering chemicals affect academic growth, achievement, activities, families, teammates, schoolmates, and other significant persons in each student’s life.



*Purpose:* The purpose of the chemical screening policy is to accomplish the following:

1. Emphasize concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on one's health.
2. Promote a sense of discipline among students.
3. Confirm and support existing state laws which restrict the use of such mood-altering chemicals.
4. Assist students who desire to resist peer pressure which directs them toward the use of mood-altering chemicals.
5. Work with the parents to assist in keeping their children free from mood-altering chemicals.

*Method:*

1. **Every student 7 through 12 will be tested one time per semester.**
2. During the school year students participating in extracurricular activities at the district, regional, or state level, will be randomly selected to be drug screened.
3. One third of the participating students will be randomly screened.
4. Students in grades 7 through 12 will be pooled for the random screening.
5. All students and their parents must sign consent to screen form before one will be allowed to participate in any extracurricular activity at the district, state, or regional level.
6. A refusal by the student to be tested will be treated the same as a positive test.

*Consequences:*

1. The parent and student will be notified of a positive test.
2. Students testing positive will be advised to seek counseling.
3. Students testing positive for the first time will be given the opportunity to adhere to monthly random drug test for one school year (178 school days) and maintain eligibility for extracurricular activity. If at any point during this time that the student fails a test it will be treated as a second failed test and he/she will be removed from all extracurricular activity for one school year (178 school days).
4. If the student refuses to take the monthly drug tests after the first failed drug test, he/she shall be suspended for four months (80 school days). At the end of this time the student will be required to pass a test for eligibility to be reinstated.
5. If the second test is positive, the student will not be allowed to continue in any extracurricular activity for a period equivalent to one school year (178 school days).
6. To regain eligibility for any extracurricular activity after the ineligibility period, a student must have a negative chemical screening. This test will be at the student's expense. If this test is positive, the student will again be suspended from extracurricular activities for the equivalent of one school year (178 school days). These periods of ineligibility will be counted consecutively not concurrently.



7. Once removed from an extracurricular activity on a second positive test, the student must be retested and have a negative chemical screen from a qualified lab or medical facility before he/she can participate in any extracurricular activity.

Example:

1st positive test: The student will be given the opportunity to remain in extracurricular activities if he/she agrees to monthly screening for the equivalent of one school year (178 days). IF the student does not agree to monthly screening he/she will be suspended from extracurricular activity for 80 days. The student will then be drug tested at the end of 80 days to determine eligibility for activities.

2nd positive test: The equivalent of one school year (178 school days) suspension from extracurricular activities.

3rd and additional positive test: The equivalent of one school year (178 school days) suspension from extracurricular activities.

8. Any student refusing to test or who does not test as requested will be ineligible for participation in extracurricular activities for the equivalent of one school year (178 school days).

9. Notice: Parents of students who are randomly drug tested will receive notification of the positive test results via first class mail or telephone.

*Confidentiality:*

Confidentiality is an important part of the testing policy. Therefore, only the principal, parent and the student will be given test results. All test results are to remain confidential.

*Third Party Administration:*

1. All testing will be done by a third party administrator.
2. The split specimen collections will be frozen and kept by the lab for 30 days.
3. The Third Party Administrator will be responsible for random selections, results, chain of custody, etc.

## **WELLNESS POLICY**

The health and physical well-being of our students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the board of directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

The problem of obesity and inactivity is a public health issue. The board is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the





schools and the Department of Education, but with the community and its residents, organizations and agencies. Therefore, the district shall enlist the support of the larger community to find solutions which improve the health and physical activity of our students.

### **Goals**

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the district will adhere to the Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools. Adhering to these Rules will include, but is not limited to district efforts to

1. Appoint a district school health coordinator who shall be responsible for ensuring that each school fulfills the requirements of this policy;
2. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
3. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
4. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
5. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
6. Not use food or beverages as rewards for academic, classroom, or sports performances;
7. Ensure that drinking water is available without charge to all students;
8. Establish class schedules, and bus routes that don't directly or indirectly restrict meal access;
9. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
10. Establish no more than nine (9) school wide events which permit exceptions to the food and beverage limitations established by Rule. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar;
11. Abide by the current allowable food and beverage portion standards;
12. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;
13. Restrict access to vended foods, competitive foods, and foods of minimal nutritional value (FMNV) as required by law and Rule;
14. Confirm new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of FMNV.
15. Provide professional development to all district staff on the topics of nutrition and/or physical activity;
16. Utilize the School Health Index available from the Center for Disease Control (CDC) to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students;



### **Advisory Committee**

To enhance the district's efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way that ensures age-appropriate recommendations are made which correlate to our district's grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule. The overarching goal of the committee shall be to promote student wellness by monitoring how well the district is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, and 8 of the CDC's School Health Index as a basis for assessing each school's progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in each school's ACSIP, provided to each school's principal, and reported to the board.

### **PANDEMIC PLAN**

In the event of a pandemic Manila School District will work in conjunction with the Arkansas Department of Health, the Arkansas Department of Education, and other agencies, such as CDC (Center for Disease Control) to formulate a response.

The superintendent will initiate communication and information dissemination by meeting with key personnel (i.e. principals, nurse). Principals will communicate vital information as needed to all building levels personnel and parents. Calling trees will be implemented as necessary.

The regular procedures for notification of school closing will be followed.

### **PHYSICAL EXAMINATIONS OR SCREENINGS (4.41)**

The district conducts routine screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential.

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

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

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of



withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

Students who participate in extracurricular activities will be drug tested.

### **EQUAL EDUCATIONAL OPPORTUNITY (4.11)**

To: Instructors, Staff and Students

From: Superintendent

No student in the Manila School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. Inquiries on non discrimination may be directed to, contact Jason Evers, Superintendent at (870)561-4419.

### **NON DISCRIMINATION POLICY STATEMENT (4.62)**

In keeping with the guidelines of the Title VI, Section, 601, Civil Rights Act of 1964; Title IX, Section 901, Education Amendments of 1982, and Section 504 of the Rehabilitation Act of 1973; Manila School District assures that no person in the United States shall, on the basis of race, color, national origin, age, sex, or handicap be excluded for the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Coordinator:	Title VI, Superintendent
Address:	P.O. Box 670 Manila, AR 72442
Phone:	870-561-4419

Coordinator:	Title IX, Superintendent
Address:	P.O. Box 670 Manila, AR 72442
Phone:	870-561-4419

Coordinator:	Section 504, Superintendent
Address:	P.O. Box 670 Manila, AR 72442



**MANILA PUBLIC SCHOOL 123**

Phone:

870-561-4419

Any person having inquiries concerning compliance with Title VI (Race), Title IX (Sex), or Section 504 (Handicap), is directed to contact the above appropriate coordinator.

**MANILA SCHOOL DISTRICT**

To: Instructors, Staff and Students

From: Superintendent

In keeping with the guidelines of the Title VI, Section 601, Civil Rights Act of 1964; Title IX, Section 901, Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, Manila School District assures that no person in the United States shall, on the basis of race, color, national origin, age, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**COORDINATOR, TITLE VI  
(not specifically required by regulation)**

Title IX Coordinator..... Jason Evers  
P.O. Box 670  
Manila, AR 72442  
(870) 561-4419

Section 504 Coordinator..... Jason Evers  
P.O. Box 670  
Manila, AR 72442  
(870) 561-4419

Any person having inquiries concerning compliance with Title VI (Race), Title IX (Sex), or Section 504 (Handicap) is directed to contact the above appropriate coordinator.



**PARENT / STUDENT  
STATEMENT OF RESPONSIBILITY**

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

The statement below must be signed and returned to the school within one (1) week after the student receives it. If, after one (1) week, the student has not returned the form, he/she will not be permitted to attend class until he/she does comply.

We have received the Manila Schools Handbook for students' conduct and discipline and although may not agree with all the regulations, we understand that the student must adhere to them while he/she is at school or in attendance at school sponsored activities. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification within one (1) week after receipt of the policy.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **SECTION 7: PARENT INVOLVEMENT PLANS**

### **Manila School District Parental Engagement Plan 2018-2019**

**District Parent Engagement Committee:**  
**Robin Baugher, District Parent Coordinator**  
**John Parrish, High School Principal**  
**LeAnn Helms, Middle School Principal**  
**Sherry Mason, Elementary Principal**  
**Jamie Cole, Elementary School Parent Coordinator**  
**Melissa Baker, Middle School Parent Coordinator**  
**Angie Gipson, High School Parent Coordinator**  
**Jason Baltimore/Community, Parent**  
**Mark Manchester, Parent**  
**Tiffany Costner, Parent**  
**Amy Pryor, Parent**

**The Manila School District will foster effective parental engagement strategies and support partnerships among school, parents, and the community to improve student achievement by:**

**Developing and disseminating a district parental engagement policy...** The District Parent Engagement Plan will be developed jointly with parents and made available on the Manila Public School's webpage. It will also be included in the student handbooks that are provided to all students.

**Conducting an annual meeting in the spring to update policy for next year's Title I, Part A program...** The district will host an annual Title I meeting each spring to discuss any changes that have occurred in the program during the school year and updates that need to be made for the coming school year. For the 2018-2019 school year, this meeting will be held on March 14<sup>th</sup>. The schools also host annual Title I meetings the first week of August each year. These meetings provide information to parents about curriculum, the parent's right to request information pertaining to the professional qualifications of teachers; the state of the school as reported on the Annual Report Card; student assessment reports; the school's progress in comparison to other districts; complaint procedures regarding Title I issues; the right of disabled parents to request aids for communication with the school; the Parent Engagement Plan; and, the School-Parent Compact. The 2018-2019 meeting will be conducted by Robin Baugher.

**Coordinating parental engagement activities with those of other programs...** Manila Schools will support and promote transition activities from Pre-K through twelfth grade by working collaboratively with programs such as Head Start and Arkansas Better Chance at the lower grade levels and community colleges, state universities and technical schools at the upper



grade levels. Sherry Mason, Pre-K Director, will be responsible transitions at the Pre-K level and John Parrish, high school principal, will be responsible for transitions at the secondary level.

**Establishing a parental engagement contact person at each of the Title I, Part A schools...** Robin Baugher will serve as the District Parent Engagement Coordinator. Melissa Baker will serve as the contact for middle school; Jamie Cole for elementary school; and Angie Gipson for high school.

**Conducting an annual review of the effectiveness of the parental engagement policy...** The District Parent Engagement Committee will work collaboratively to review the plan and ensure that all barriers to positive parental engagement have been removed and that parents of students at all grade levels are involved in a variety of roles. The plan will be reviewed on Wednesday, August 29, 2018 and the meeting will be facilitated by Robin Baugher, district parent coordinator.

**Developing a district parental engagement committee to create a parental engagement policy and implement parental engagement activities as well as disseminate information to the community to promote parental engagement...** Recognizing that parents should be full partners in the decisions that affect their children and family, and that parents play an integral role in assisting student learning, the district parental engagement committee will be comprised of both faculty and parents. The committee will create a plan that is comprehensive and coordinated in nature and one that supports meaningful two-way communication between home and school. Robin Baugher will assure the completion of this action.

**Ensuring that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form they can understand...** Parents will be provided with all forms of communication, including the Parent Engagement Plan in a language that they can understand.

**Involving parents in the process of school review and improvement...** Parents will be part of the District Parent Engagement Committee and the District Leadership Team. These teams will be responsible for leading the review, revision (when necessary) and implementation of policies regarding every aspect of school improvement.

**The Manila School District will provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental engagement by:**

**Conducting ongoing site visits to observe parental engagement practices...** The district will support the development, implementation and regular evaluation of the parent engagement program at each school. Superintendent Jason Evers will assure the completion of this action.

**Enhancing the awareness and skills of teachers, pupil service personnel, principals, and staff in reaching out to, communicating with, and working with parents as equal partners...** The district will provide resources that support an effective parental engagement program. This will include opportunities for professional development and technical assistance.

**Ensuring, to the extent possible, that information is sent home in a language and form parents can understand...** Robin Baugher, District Parent Engagement Coordinator (870) 561-1036, building principals John Parrish High School (870) 561-4417, LeAnn Helms Middle School



(870) 561-4815, and Sherry Mason Elementary (870) 561-3145 will be responsible for assuring this action is complete.

**Monitoring each Title I, Part A School to ensure that each school performs the following tasks:**

- Develop parental engagement policy.
- Offer flexible meeting times.
- Provide information to parents about the school's program, include parent information guide.
- Develop and use the School-Parent Compact.
- Provide training for parents in working with their child to improve academic achievement, to include training on the phone notification system in order to have real-time access to their child's attendance and achievement. Parents will have training opportunities through scheduled literacy & math nights and through resources made available in the schools' parent centers.
- Reinforce parenting skills to support the acquisition of academic skills and their application in real-life situations for parent use.
- Encourage parents to visit/volunteer at school by assisting staff in developing volunteer opportunities as well as training staff to encourage and build volunteer efforts.
- Encourage parent participation through innovative scheduling of activities through strategies such as holding meetings at a variety of times and locations, such as morning and evening, in order to maximize the opportunities for parents to participate in school-related activities.
- Ensure, to the extent possible, that information is sent home in a language and form parents can understand by providing translated materials as needed. The district also offers assistance with forms and translation through the services of Mrs. Norma Lee, the district's bi-lingual liaison.
- Coordinate and integrate parental engagement strategies and staff training with the Readiness Coalition Committee.
- Convene annual school meeting to inform parents of their school's participation in the development of the parental engagement policy and their right to be involved.

Robin Baugher will assure the completion of this action.

**The Manila School District will build the school's capacity for strong parental engagement by:**

**Providing information to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I, Part A...** This information will be disseminated in part at both the Annual Open House meeting and the Title I meeting. Information will also be made available by ongoing parent meetings, school newsletters, and the school website. In addition, the school will pay attention to the policies that affect students and parents who are economically disadvantaged, disabled, limited English proficient, limited literacy, or who are of a racial or ethnic minority. Robin Baugher and Jason Evers will be responsible for this action.

**Assisting in the development of parent engagement groups at each school...** The district will support flexibility in scheduling parent meetings and/or events and thereby promote





engagement and participation of the family in the education process. Robin Baugher will be responsible for this action.

**Involving parents through an annual survey to improve school effectiveness...Parents will** be given the opportunity to participate in surveys during parent/teacher conferences and/or other public meetings. Building principals, Lee Ann Helms, Sherry Mason, and John Parrish will assure the completion of this action.

**Providing any reasonable support for parental engagement at the request of participating Title I, Part A schools...**The district will provide coordination, technical assistance, and other support necessary to assist schools in the planning and implementation of an effective Parent Engagement Plan and the activities associated with the plan. Robin Baugher, district parent coordinator, will be responsible for this action.

**The Manila School District will conduct, with the engagement of parents, ongoing evaluation of the content and effectiveness of the parental engagement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation by:**

**Surveying parents annually, including questions to identify barriers to parental engagement...** Parents will be given the opportunity to participate in surveys during parent/teacher conferences and/or other public meetings. These surveys will help identify and eliminate barriers that keep parents from being involved in their child's education. Building principals, John Parrish, LeAnn Helms, and Sherry Mason will assure the completion of this activity.

**Providing an opportunity for the parents to assist in the development of the evaluation procedures, including analysis of data collected...**The district will conduct, with the engagement of parents, an annual evaluation of the Parental Engagement Plan thereby improving the academic quality of the school. Robin Baugher will be responsible for this action.

**Using findings from evaluation process...** The district will make recommendations to each participating school for parental engagement policy revisions and provide suggestions for designing school improvement policies, as they relate to parental engagement. Parent coordinator, Robin Baugher will be responsible for this process.

**Developing and disseminating an annual parent activity evaluation report to share with parents, staff and the community...**The district will conduct an annual review of the Parental Engagement policies to examine their effect on promoting higher student achievement. This will be done by a committee consisting of parents and school staff. As part of this evaluation, a report will be generated that lists the different activities offered during the year. The committee will determine how beneficial those activities were to parents and the program. The Parent Engagement policies will be part of the District's Title I plan and distributed to the district's parents and community through student handbooks and the district webpage. Notification of the availability of this plan will be made during public meetings and in the local newspaper. Robin Baugher will be in charge of this process.



**The Manila School District will involve parents in the joint development of the district Title I Application under section 1112 (ACSIP).**

**Recruiting parents to serve on district ACSIP committee to develop the Title I Application...**Parents will serve on the district ACSIP committee and in the development of the Title I Application and the development of the goals, interventions and actions required for school improvement. The Title I director, Robin Baugher, and the building principals, John Parrish, LeAnn Helms, and Sherry Mason will be responsible for this recruitment.

**Parents may contact the person listed after the action if they have questions or need additional information about any of the actions listed in this plan. Please call (870) 561-4419 to be connected to the appropriate party.**

