



2022-2023



PINE BLUFF SCHOOL DISTRICT
STUDENT/ PARENT
HANDBOOK



PINE BLUFF SCHOOL DISTRICT PARENT/STUDENT HANDBOOK

(Including Conduct and Discipline)



Barbara J. Warren
Superintendent

Pine Bluff School District
1215 W. Pullen Street
Pine Bluff, Arkansas 71601
(870) 543-4201

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July 2022						
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August 2022						
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December 2022						
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Student's First Day

First Day of School - August 22, 2022
First Day of Second Semester - January 3, 2023

Student Holidays

Labor Day - September 5, 2022
Thanksgiving - November 21-25, 2022
Winter Break - December 19, 2022 - January 2, 2023
Martin Luther King - January 16, 2023
President's Day - February 20, 2023
Spring Break - March 20-24, 2023
Good Friday - April 7, 2023
Memorial Day - May 29, 2023

Student's Last Day

Last Day of School - June 1, 2023

	Interim Ends	Grade Report	Qtr Ends	Grade Report	# Days
Q1	9/21/2022	9/27/2022	10/21/2022	10/28/2022	44
Q2	11/29/2022	12/2/2022	1/13/2023	1/20/2023	44
Q3	2/14/2023	2/21/2023	3/17/2023	3/31/2023	43
Q4	4/25/2023	4/28/2023	6/1/2023	6/07/2023	46

Parent/Teacher Conferences - 2:00 PM - 7:30 PM

09/27/2022 02/21/2023

Student Early Dismissal - Grades K-6 12:45 PM

Student Early Dismissal - Grades 7-12 1:15 PM

Teacher Break

4:30 PM - 5:00 PM

Professional Development

08/9-12/22; 08/15-18/22; 01/02/23; 06/02/23

Teacher Work Days - 08/08/22 & 08/18/22
Note: Students do not attend school on PD days.

Professional Development - Student Early Dismissal

09/7/22; 10/5/22; 11/2/22; 12/7/22; 02/1/23; 03/1/23; 04/5/23; 05/3/23
Grades K-6 - 12:45 PM Grades 7th-12th - 1:15 PM

DISTRICT/SCHOOL CONTACT INFORMATION

Pine Bluff School District Central Office

1215 W Pullen Ave, Pine Bluff, AR 71601
(870) 543-4200

Forest Park/Greenville Preschool
(870) 543-4378

Broadmoor Elementary
(870) 543-4368

Southwood Elementary
(870) 543-43790

34th Ave. Elementary School
(870) 543-4392

James Matthews Elementary School
(870) 534-0726

Robert F. Morehead Middle School
(870) 534-5243

Jack Robey Junior High School
(870) 543-4290

Dollarway High School
(870) 534-3878

Pine Bluff High School
(870) 543-4300

T- Teacher Days

190

S- Student Days

178

January 2023						
S	M	T	W	Th	F	S
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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Any days missed due to inclement weather or natural disaster will be made up on the following days: June 2-8, 2023. If more than the allotted days are required, they will be made up at the end of the academic year. One PD day would be added after the last make-up day.

DISTRICT GOAL:

OUTSTANDING ACADEMIC ACHIEVEMENT FOR ALL SCHOLARS

Mission Statement:

In partnership with teachers, parents, and community, the Pine Bluff School District will provide quality educational opportunities that will enable scholars to reach their maximum potential, graduating college and career ready.

Vision Statement:

With an entrepreneurial spirit, the Pine Bluff School District will create a 21st century educational experience that will utilize rigorous interdisciplinary opportunities to prepare scholars to be leaders and innovators in an ever- changing, global society.

PINE BLUFF SCHOOL DISTRICT CORE VALUES

The Pine Bluff School District believes:

1. An achieving school district incorporates high-quality, adaptable, performance-driven team members who commit to high expectations, lifelong learning, and overall success.
2. A team-oriented culture supports an environment where various ideas, beliefs, and diversities are celebrated and shared to contribute to our relentless pursuit of excellence.
3. Consistent, open, and honest communication, employed by all stakeholders, in order to transparently explain our decisions, our ideas, our actions, our shortcomings, and our successes, is vital to building and sustaining a culture of trust.
4. Active family engagement is vital to ensure continued academic success and growth.
5. Community knowledge, support, and participation are necessary to foster a high-performing school district.

Board of Education Disclaimer Statement

Use of the masculine pronoun throughout the policies adopted by this Board is for the sole purpose of ease in sentence construction and should not be construed as Board intention to discriminate against females in either its written materials or its practices. The feminine pronoun will be used only in those policies where the masculine form would be totally inappropriate. (Adopted 10/12/82)

For Your Information

Pine Bluff School District (PINE BLUFF SCHOOL DISTRICT; PBSB) shall adhere to the policies set forth in the Handbook for student conduct and discipline, as revised after consultation with appropriate standing committees, to provide that students are disciplined in a fair and equitable manner.

Discipline Management Plan Statement

The Discipline Management Plan is a specific initiative to address the District's goal of eliminating disparities in school discipline by providing discipline management options that do not involve a disruption of education services.

COVID-19 Disclaimer

Due to the Coronavirus pandemic and the impact it has had on the education of PINE BLUFF SCHOOL DISTRICT students, PINE BLUFF SCHOOL DISTRICT reserves the right to amend, alter, modify, or supplement the rules and regulations contained herein in its sole discretion and with or without prior notice in order to assure the safety of PINE BLUFF SCHOOL DISTRICT students and staff, to facilitate the appropriate education of PINE BLUFF SCHOOL DISTRICT students, and to comply with directives and guidance issued by state and federal government.

FREQUENTLY CALLED PBSD ADMINISTRATIVE NUMBERS

Assistant Superintendent	870-543-4405	Kindergarten	870-850-4239
Assistant Superintendent	870-543-4206	Pre-K	870-543-4378
Food and Nutrition	870-543-4216	Registration	870-543-4239
Family and Community Outreach	870-543-4212	Transportation	870-543-4269
Gifted & Talented	870-543-4331	Section 504	870-543-4259
Health Services/Wellness	870-850-6077	Special Education	870-575-0711
Hearing Officer.....	870-543-4236	Student Records & Transfers	870-543-4239

PBSD SCHOOL NUMBERS

Pre-School

Forrest Park/Greenville School Marceinia W. Peoples, Director 870-543-4378

Elementary

Broadmoor Elementary Alycia Wiley, Principal 870-543-4368

James Matthew Elementary.....David Sims, Principal.....870-534-0726

Southwood Elementary..... Paula Watson, Principal.....870-543-4390

Thirty-Fourth Avenue Elementary Claudette White, Principal870-543-4393

Secondary

Jack Robey Junior HighArnold Robertson, Principal 870-543-4290

Robert F. Morehead Middle.....Leondra Williams, Principal.....870-534-5243

Pine Bluff High Ronnieus Thompson, Interim Principal870-543-4300

Dollarway High.....Michael Anthony, Principal.....870-534-3878

EMERGENCY COMMUNITY CONTACTS

Child Protective Services 800-482-5964
 Department 870-730-2048
 Health Department 870-535-2142
 Homeless Hotline..... 870-536-2074

Police Department..... 870-730-2080
 Fire
 Sheriff 870-541-5351
 Social Services 870-534-4200
 Suicide Hotline 800-273-8255



PINE BLUFF
SCHOOL DISTRICT



Section I.

General Information



Pine Bluff School District Executive Team



BARBARA WARREN
Superintendent of Schools



KELVIN GRAGG
Assistant Superintendent



PHILLIP CARLOCK
Assistant Superintendent

FOREWORD

The Pine Bluff School District Board of Education, professional staff, and I are honored to have your student and your family work with us to build an educational institution where excellence thrives throughout our schools and the communities we serve.

It is with great pride that we strive for excellence for all scholars! You will continue to see PBSB support our students with facilities, technology, and innovative instructional approaches, and opportunities designed to unleash each and every student's potential. Our hard-working professional staff will be here to support your student and work alongside your student to help them become the best version of themselves they can be.

In this year's handbook, you will find information/resources you and your student can use to excel this school year. We have revised our handbook to be more user-friendly and simpler to understand. I hope you will find it to be a great resource and reference.

Thank you for the opportunity to serve your scholar and your family. We don't take it lightly. Please feel free to reach out to us if we can do anything to be of service.

Barbara J. Warren

Superintendent of Schools

A MESSAGE TO STUDENTS AND PARENTS:

This handbook is provided to you because we believe that students and their parents have a right to know the rules and consequences of the Pine Bluff School District. PINE BLUFF SCHOOL DISTRICT Board of Education adopted discipline guidelines that are fair and equitable to ensure all students are provided a quality education. The policies and procedures addressed in this handbook are critical to establishing an environment conducive to learning at each school and throughout the District. It is impossible to list a rule for every situation that may arise at school, on the bus, or school sponsored activities. Therefore, students and parents must expect rules and practices to be developed that meet local, state, and federal guidelines. These regulations will be communicated to students and parents. It is imperative that each student and parent/guardian is knowledgeable of these rules of conduct.

State law (A.C.A. § 6-18-505) requires documentation of student and parent receipt of student discipline policies. Required forms must be signed at the beginning of the year. By doing so, parents and students are signifying they have received the Parent/Student Handbook and are aware of the District's rules, policies, and procedures. Parents will also have the option of downloading the handbook from the Pine Bluff School District website. If you need anything, please contact the Director of Student Support at 870-543-4201.

Cheryl R. Hatley

Director of Student Support Services

A. School Visitors

The Pine Bluff School District (PBSD) Board of Education 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. All visitors must be issued a visitor's pass.

Parents and other adults interested in the school are welcome and are required to register at the principal's office upon entering the building for directions and assistance regarding the nature of the visit.

B. Contact with Students While at School

Parents who wish 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.

Unless prior arrangements have been made with the school's principal, Arkansas law provides that 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.

Contact by Law Enforcement, Social Services, or by Court Order

State law requires that Arkansas Department of Human Services (DHS) employees, local law enforcement, or agents of the Crimes Against Children Division 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 from 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 Arkansas State Police, or an investigator or employee of the DHS.

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/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.

C. Search and Seizure

Students have the right to be protected from unreasonable search and seizure by either state, federal, or school officials.

School administrators have the responsibility to make a determination of the point at which the student's right to protection against unreasonable search and seizure is in conflict with the administrator's official duty to maintain a safe, orderly, and efficient school. Search and seizure by the administrator or his designee may occur when reasonable suspicion exists.

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.

A student's person and/or personal effects may be searched whenever a school authority has reasonable and individualized suspicion to believe that the student is in possession of illegal or unauthorized materials. Parents must pick up confiscated possessions such as, but not limited to radios, tape/CD players, pagers, cell phones, or other electronic communication devices by the end of each semester.

If a pat-down search of a student's person is conducted, it shall be conducted in private by a school official of the same sex in the presence of an adult witness of the same sex.

Search and seizure by law enforcement officials will occur only when a probable cause exists. School administrators have the responsibility to make students aware of search and seizure procedures involving school property or person.

Metal detectors may be used for general scanning in all schools. General scans will be defined as the use of metal detectors to search all students who are present at school on the day of the search.

All individuals may be subject to general scanning when entering buildings, gymnasiums, and stadiums for events and activities scheduled outside the school day.

If weapons or illegal substances are found during the process of scanning, District policy, local, state, and federal laws will be followed.

Procedures for scanning are as follows:

Each secondary principal will have a prepared plan for general scanning in their buildings. These plans will be on file in the office of the Assistant Superintendent or his/her designee. Said plan will include details related to:

- a) The number of teachers to be used in the scanning process;
- b) Staff assignment;
- c) Procedures for search of the grounds and buses;
- d) Procedures for securing the building so that when general student population scanning takes place, students may not enter or leave except through designated exits/entrances; and

Provisions for locker searches

Within 48 hours of either a random or a general scan, a written report using the form available for this purpose will be submitted to the Assistant Superintendent or his/her designee. Any teacher/school employee who observes scanning will initial the form when scanning is complete. The scanner will be available for elementary schools provided a building-level plan has been established and students' parents/guardians have been notified.

The conduct of scan searches will follow these listed procedures:

- a) The metal detector will be passed over the student on each side, front, and back.
- b) Once the object that caused the alarm is located, and the alarm does not sound when passed over the student, the search will stop.
- c) If after completing these procedures there is still a reasonable belief that the student is concealing a weapon on his/her person based on the sounds produced by the metal detector, the student may be asked to accompany an administrator to the office. In the privacy of an officer and with a teacher of the same sex present as a witness, the student will be asked to produce any weapon or metal items on his person.
- d) At no time will a strip search be conducted. If a pat down search of a student's person is conducted, it will be performed by a school official or a certified employee of the same sex who has volunteered to conduct the search. If the proposed designee should refuse to participate, that refusal will not be reflected on the employee's record.
- e) The search will be conducted in private and in the presence of an adult witness of the same sex.
- f) If the above measures do not yield the object that is causing the detector to indicate the presence of an object, then the student's parent/guardian will be contacted and the student will be detained until the parent/guardian comes to school.
- g) If the parent/guardian will not or cannot aid in locating the object that is present, the parent/guardian will be informed that police will be contacted for assistance. Arkansas law (**A.C.A. § 5-73-122, A.C.A. § 6-21-608**) gives ample justification for police assistance in that reasonable cause has been established that the student is secreting an illegal object on his/her person that is believed to be a weapon.

- h) The media will not be present during scanning activities, nor will pictures be taken of students who are being scanned.

D. Interrogation and Removal from School by Legal Authorities

Students have the right to be advised of their rights, to know why they are being questioned, to remain silent, to know that anything he/she says may be held against him/her in court, for the interrogation to take place in the presence of an official's school representative, and not to be removed from school unless he/she has been observed violating a law by a law enforcement officer or the official's school representative is presented a warrant or other valid order for arrest.

The principal or designee shall give the parent, legal guardian, or other person having lawful control of the student under an order of court, or person acting in loco parentis, notice that the student has been reported to, interviewed by, or taken into custody by law enforcement personnel.

If the principal or designee is unable to reach the parent, he/she shall make a reasonable, good faith effort to get a message to the parent to call either the principal or designee, and leave both a day and an after-hours telephone number. (Legal Reference: Act 1217 of 2001)

School administrators have the responsibility to initiate proceedings for removing students from the school by legal authorities when the student becomes uncontrollable or disruptive.

E. Arkansas Activities Association Eligibility Requirements

Student athletes are subject to the eligibility requirements of the Arkansas Activities Association and PINE BLUFF SCHOOL DISTRICT. Please see your coach or the school athletic director if you have any questions.

F. Non-Curricular Activities/Equal Access

Co-Curricular Activities Co-curricular student activities are district-sponsored and directed activities designed to extend learning experiences through group or individual activities at school or public events. These activities are directly connected with academic courses.

Extracurricular Activities Extracurricular student activities are district-sponsored and directed activities designed to provide opportunities for students to explore areas of interest that compliment and enrich the curriculum. The district provides paraphernalia in recognition in athletic activities based on levels of participation. This includes but is not limited to lettermen patches, conference patches, lettermen jackets, and other items of recognition. These recognitions are made across sports to include basketball, baseball, cheer, football, pom/dance, soccer, softball, track, and other sanctioned athletic activities held in the district.

Student Organizations

Students are encouraged to participate in recognized and approved student organizations within the school which are formed for the purpose of sharing common interests, performing service, have an honorary or interest orientation or are an integral part of the educational program of the Pine Bluff School District.

All student organizations will operate according to established and approved guidelines and procedures and will not discriminate on the basis of race, sex, religion, disability or national origin.

Interest clubs may be organized in any areas of the curriculum of the school or in any other areas which are regarded by the school as providing valuable experiences which supplement the educational program.

Clubs will not promote any political party or political cause.

Chartering

All student organizations must obtain approval of and be chartered by the building principal according to district regulations and guidelines.

Fund Raising

All fundraising and charity drives sponsored by a school must receive the approval of the principal and the superintendent or his/her designee. Only two (2) fundraisers will be allowed per year for each organization. Participation in any fundraising or charity drive sponsored by the school or outside agency shall be entirely voluntary as far as each student is concerned. There shall be no cause for embarrassment to those who do not or cannot participate or contribute.

The sponsor of the group will be responsible for seeing that all funds are turned in and receipted through the office. These deposits should be made on a daily basis if large amounts of money are raised. Students who are issued materials or goods are responsible for the value of the items and any expected profit to be realized from the sales. In the event that these items are stolen or lost, the student will be expected to pay for the items. If a student cannot agree to this policy, the student should notify the sponsor that he or she will not participate in the activity. Certain fundraisers are traditionally considered "taken" by specific groups. Others are passed around from year to year with the approval of the principal. Students are prohibited from selling any item or from solicitation on a state highway or within ten feet of a state highway.

Adult Supervision

Each school-related club/organization will be supervised by an adult sponsor approved by the building principal.

Athletics

Admission:

Participants who are scheduled to perform will be admitted without admission charge to PBSO athletic events.

Discipline

Coaches/sponsors are responsible for maintaining discipline among student participants in activities they coach/sponsor.

Coach/sponsors must provide student participants with a written code of conduct, which must be approved by the PBSO. The student's parent/guardian(s) will be given a copy of the code of conduct, and a signed parent/guardian(s) form.

When a coach/sponsor is considering excluding a student from participation, all previously established due process procedures must be followed.

NOTE: Any person(s) attending a Pine Bluff School District-sponsored event removed or arrested at the request of district staff for disruptive activities, will not be allowed to attend a district-sponsored event(s) for a period of one (1) year.

Interscholastic Athletics/Cheerleading/Drill /Pom Team/Pep Club

The athletic coordinator/ director is responsible for designating the coaches/sponsors of athletic teams and spirit groups.

An 8th grade student cannot participate on a 9th grade team except when they are ineligible for middle school participation either by their age or semester rule.

Interscholastic athletic/spirit group activities will be scheduled so that they do not conflict with semester and final exam schedules.

Schools will follow rules and regulations of the Arkansas Activities Association, State Department of Education and North Central Association.

Physical Examinations

The student must have a consent form signed by the parent/guardian(s), along with the physical form signed by a medical provider, on file in the Athletic Trainers Office and in the Dragonfly Max site for Secondary students. It is mandatory that all students trying out or participating in Athletics (interscholastic sports) have a physical exam before any activity occurs. A new physical is required every year. Otherwise, they will not be permitted to participate. It is the parent/guardian(s) responsibility to ensure that the student's physical is performed and the results are certified by the medical provider and a copy is provided to the school and/or proper authority. There will be no exceptions or extensions provided.

Selection of Cheerleader/Drill/Pom Team Officers

- After being selected, each squad will nominate its candidates for office.
- Nominees must meet requirements set forth in the group's constitution.
- Only squad members will be allowed to vote by secret ballot.

Transportation

Interscholastic athletes and all spirit groups will be provided transportation to attend regularly scheduled conference games and post season competitions.

Middle School:

Age

The age rule is an attempt to equalize competition among athletes in our member schools.

A middle school student whose 15th birthday is on or before September 1 may not participate in a middle school interscholastic event. In the year a student in middle school becomes too old for middle school participation, he/she may, not guaranteed, be allowed to participate for the high school team.

Academic Eligibility

The preference of the district is that students have and maintain a 2.5 GPA. However, students who wish to participate in extracurricular activities cannot have less than a 2.0 grade point

average for the semester preceding the semester in which they participate in athletics and other extracurricular activities. No more than two correspondence courses may be used on a student's entire transcript for GPA purposes. Students transferring from other districts bring their eligibility status with them. They will then use their first full nine-week grades in PBSB to meet PBSB GPA requirements. **If a student's GPA is below 2.0, he/she must attend the Supplement Instructional (tutoring) Program (SIP) to maintain eligibility until his/her GPA is 2.0 and will not be allowed to participate until the GPA is at a 2.0 or higher.**

- A student promoted from the 6th to the 7th grade automatically meets the academic requirements.
- A student promoted from the 7th to 8th grade automatically meets the academic eligibility requirements for the first semester. The second semester, 8th grade students meet the academic requirements by successfully passing four academic courses the previous semester, three of which shall be in the core curriculum.
- A student repeating either the 6th or 7th grade for any reason shall not have the opportunity for eligibility during the complete year that is repeated.
- A student who is socially promoted or is administratively promoted will be eligible.
- An 8th grade student who is ineligible for middle school due to the age rule may compete for the high school and the eight consecutive semesters of opportunity for eligibility shall begin.

High School

Academic Eligibility

The preference of the district is that students have and maintain a 2.5 GPA. However, students who wish to participate in extracurricular activities cannot have less than a 2.0 grade point average for the semester preceding the semester in which they participate in athletics and other extracurricular activities. No more than two correspondence courses may be used on a student's entire transcript for GPA purposes. Students transferring from other districts bring their eligibility status with them. They will then use their first full nine-week grades in PBSB to meet PBSB GPA requirements. **If a student's GPA is below 2.0, he/she must attend the Supplement Instructional (tutoring) Program (SIP) to maintain eligibility until his/her GPA is 2.0 and will not be allowed to participate until the GPA is at a 2.0 or higher.**

Summer Practice

Mandatory summer practices cannot begin until two weeks before school starts for all spirit groups. Volunteer practices can be held in the summer.

Home School Eligibility for Extracurricular Activities

Home School students may be eligible to play on Pine Bluff School District athletic team(s) provided that the student meets the following eligibility requirements:

1. Athletes must submit paperwork to their local district by **July 1, 2022** to be eligible for a team in the 2022-2023 school year.
2. Approval to participate is at the sole discretion of the Superintendent. For questions, contact **AD Hatley** at **870.556.0712** or **870.543.4200**
3. Athletes must apply at what would be their local school. They may not apply to a school that they would not normally attend.
4. Student must provide proof that they are performing at or above grade level for their age. Proof will be:
 - a) Standardized testing
 - b) ACT or SAT-10 scores.

Homecoming Activities

Homecoming is an optional and discretionary activity that the Pine Bluff School District supports. It is a school level activity and not a district level activity. The principal has the discretion to determine criteria, number of scholars on the court, etc.

G. Parental Engagement/Media Consent

Parent/Family Engagement Program

The Pine Bluff School District recognizes the National Standards for Parent/Family Engagement Programs based on Dr. Joyce Epstein's framework:

Standard 1: Communicating – Communication between home and school is regular, two-way, and meaningful.

Standard 2: Parenting – Parenting skills are promoted and supported.

Standard 3: Student Learning – Parents play an integral role in assisting student learning.

Standard 4: Volunteering – Parents are welcome in the school and their support and assistance are needed.

Standard 5: School Decision Making and Advocacy – Parents are cull partners in the decisions that affect children and families.

Standard 6: Collaborating with Community – Community resources are used to strengthen schools, families, and student learning.

Parent/Family Engagement Goals:

Goal 1: How will the Local Education Agency foster effective parental engagement strategies and support partnerships among school, parents, and the community to improve student achievement?

PINE BLUFF SCHOOL DISTRICT's Title I Parent Center will foster effective parental engagement strategies, coordinate parental involvement activities with those of other programs, and support partnerships among school, parents, and the community to improve student achievement.

The District parental engagement policy will be placed on the PINE BLUFF SCHOOL DISTRICT homepage for parents to have access to the plan.

Each school will establish a parent facilitator to oversee parent involvement policy implementation.

A survey (Annual Review) of the effectiveness of the parent involvement policy will be utilized to get feedback. The parent involvement survey from the previous year will be analyzed to better meet the needs of the parents. In addition, a perception survey will be sent to all parents to determine perceptions of each school's effectiveness.

PINE BLUFF SCHOOL DISTRICT will reserve a minimum of 1% of the District's Title I, Part A allocation for parent engagement.

Schools will involve parents in annual meetings led by the school's parent facilitator to review the school's parent engagement plan.

Goal 2: How will the District provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement?

The English as a Second Language Coordinator will ensure, to the extent possible, that information is sent home in a language and form that parents can understand.

Each school's parent involvement policy is posted on the District website.

The Title I Parent Coordinator will enhance 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 monitor each Title I, Part A School to ensure that each school performs the following tasks:

The school parent facilitator will assist with the development of the school's parent involvement policy. The school parent facilitator will provide an electronic copy of the school's parent involvement policy to the District Title I Parent Coordinator. Each school's plan will be placed on PBSD's webpage and will be distributed at school parent involvement meetings.

School parent facilitators will offer flexible meeting times.

Each school's parent facilitator and principal will provide information to parents about the school's program.

Each Title I school's parent facilitator and principal will develop and use the School Parent Compact, which describes how the school staff, parents, and students will share the responsibility for improved student academic achievement.

Provide training for parents in working with their child to improve academic achievement.

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 creative scheduling of activities through strategies such as holding meetings at a variety of times in the morning or evening.

The school's parent facilitator will provide materials and training to help parents work with their children to improve academic achievement. Each Title I school will provide the dates of the trainings, the topics that will be covered, the name of the facilitator and their contact number in their individual school plan.

Parent involvement trainings will be held to train parent facilitators on effective parent involvement practices. Parent facilitators will take the information back to the local school.

Goal 3: How will the District build the school's capacity for strong parent involvement?

The school's parent facilitator and principal will provide information to participating parents in such areas as national, state, and local education goals, including parent's rights as defined in Title I, Part A.

The school's parent facilitator will assist in the development of parent engagement groups at their school.

The District Title I Parent Coordinator and school parent facilitators will involve parents through an annual survey to improve school effectiveness.

Approve reasonable and necessary expenses associated with parent involvement activities.

Provide any reasonable support for parent involvement at the request of participating Title I, Part A schools.

Goal 4: How will the District conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parent involvement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation?

The District Title I Parent Coordinator will survey parents annually, including questions to identify obstacles to parent involvement.

The Parent Advisory Council, which will include: parents, teachers, and community leaders, will meet annually to review the parent involvement plan.

The District Title I Parent Coordinator will coordinate the meeting, make recommendations, and provide suggestions as it relates to parent involvement.

Develop procedures for collecting parent participation documentation through sign-in lists for workshops, meetings, and conferences; schedules; brochures; meeting notes; and other means as appropriate throughout the school year.

Goal 5: How will the District involve parents in the joint development of the District Title I Application under section 1112 (ACSIP)?

The Federal Programs Coordinator will recruit parents to serve on.

For more information on free resources and services provided, contact Mrs. Kimberley West (Kimberley.west@pinebluffschools.org or 870-543-4200) or visit www.pinebluffschools.org.

Media Consent:

The Pine Bluff School District is proud of the accomplishments and activities of its students. At times we may submit individual student photos, group photos, names, and quotes to the news media, post on our website, and social media sites run by the school district. A consent form will be provided by the building principals, when completed and signed by the parents/guardians, the signed form authorizes PBSB to take or use photographs, collect comments and/or creative works, and film/video footage of the student for publicity purposes.

H. Non-Discrimination Policy

Overview

It is the policy of PBSB to provide equal opportunities without regard to age, race, creed, color, sex, religion, national origin, handicap, or veterans in its educational programs and activities, educational services, financial aid, and employment. In keeping with the

requirements of federal law, state law, and applicable court order, the District will strive to remove any vestige of discrimination in the employment, assignment, and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; and in location and use of facilities. No student in PBSB 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. The District simply will not tolerate discrimination that includes misconduct by employees toward students that includes, but is not limited to, the singling out and/or different treatment of individual students or groups of students, and any other harassment based on race, color, or national origin. Any student who believes he/she has been subjected to discrimination should report the incident immediately to the school's principal or to the District once listed below. The District will launch a swift investigation. PBSB reminds all employees of their duty to report allegations of discrimination based on race, color, or national origin immediately upon becoming aware of them to the designated department listed below. Students and employees who are found to have engaged in acts of discrimination, and employees who fail to report suspected discrimination to the designated department listed below, will be promptly disciplined. That discipline may include, if circumstances warrant, suspension or expulsion of a student and suspension or termination of an employee. Additionally, students or employees who retaliate against individuals who report discrimination will be promptly disciplined.

Inquiries concerning application of this policy may be referred to:

Mr. Phillip Carlock, Assistant Superintendent

Equity Officer

1215 W. Pullen St.

Pine Bluff, AR 71601

870-543-4200

phillip.carlock@pinebluffschoools.org

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) Civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

*U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or*

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

The Pine Bluff School District is an equal opportunity provider.

NOTICE OF NON-DISCRIMINATION

The Pine Bluff School District does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

For Title II, Title VII, ADA Contact:

Kelvin Gragg
P.O. Box 7678
Pine Bluff, Arkansas 71601

For Section 504 and Title IV Contact:

Barbara Boyce
P.O. Box 7678
Pine Bluff, Arkansas 71601

For Title IX Contact:

Cheryl Hatley
P.O. Box 7678
Pine Bluff, Arkansas 71601

I. Student ID Badges

ID Badges are considered a part of the school uniform. They must be worn at all times during the instructional day. The only exception are for elementary students when their badges maybe distributed by the school administration/designee. **(See dress code policy.)**

J. Student Dress and Grooming/School Uniforms

A student will not practice a mode of dress that disrupts the educational process, calls attention to the individual, violates federal, state, or local law, or affects the welfare and safety of students and teachers. Furthermore, students are prohibited from obscene, lewd, or vulgar comments or designs, and wearing clothing directed toward or intended to threaten, intimidate, or demean an individual or group of individuals, as well as items advertising alcohol, tobacco or illegal drugs.

Exemptions: Parents may apply to the building principal for full or partial exemptions or waivers for students due to a handicapping condition or religious observation. New students to District schools will be given two (2) weeks to comply with the uniform dress code. Denied exemption requests may be appealed to the Assistant Superintendent.

The local school dress code will be enforced. See the next page for additional information.



PBSD STUDENT DRESS CODE 2022 - 2023



UPDATES

Schools	Age/Grade Level	Shirt Colors	Pants Colors
Forrest Park/Greenville Preschool	Age 3 - 4	White, Burgundy, Navy Blue, and Hunter Green	Black, Khaki, and Navy
Broadmoor Elementary James Matthews Elementary Southwood Elementary Thirty-Fourth Avenue Elementary	K - 6 th	K - Hunter Green 1 st Grade – Red 2 nd Grade – Navy Blue 3 rd Grade – Gray 4 th Grade – Purple 5 th Grade – White 6 th Grade – Black	Black, Khaki, and Navy
Jack Robey Junior High Robert F. Morehead Middle	7 th - 9 th	7 th Grade – Gray 8 th Grade – Hunter Green 9 th Grade – Burgundy	Black, Khaki, and Navy
Dollarway High Pine Bluff High	10 th - 12 th	10 th Grade – Gray 11 th Grade – Black 12 th Grade – Burgundy or White	Black, Khaki, and Navy

- **Socks and Belts** are mandatory. If pants have belt loops, a belt must be worn.
- **Walking Shorts, Dresses & Jumpers** will be allowed for PreK-12th Grades (Dollar Bill Rule/Horizontal Length) Colors: Black, Khaki, and Navy.
- **No Leggings, Jeggings, Tights, Joggers, or Sweatpants** of any color are allowed.
- **No sagging pants** will be allowed.
- **Skorts** will be allowed for PreK-6TH Grades.
- **Any clothing article that represents gang paraphernalia shall not be worn.**
- **K -12TH:** All shoes must be **CLOSED TOE**. **NO HOUSE SHOES ARE ALLOWED.**
 - **CROCS ARE ALLOWED IN SPORTS MODE**
 - **ID Badges** are considered a part of the school uniform. They must be worn at all times during the instructional day. The only exception will be for elementary students when badges are distributed by the school administration/designee.
- **Ties or Bow Ties** of any color are permitted.
- **Outerwear: Vests, Sweaters, and Coats:** **NO HOODIES ARE ALLOWED K-12.** A hoodie is a sweatshirt with a hood that doesn't zip or button. Students in grades K-12 may wear sweatshirts or jackets and spirit t-shirts (in their original state, no alterations) that promote school spirit and are in direct relation to approved activities/sports programs (letterman jackets, band jackets, monogrammed sweatshirts, school purchased athletic team hoodies, etc.). Exception: Advertisements for alcoholic beverages or illegal drugs CAN NOT be displayed on jackets/coats.
- **Hats:** Must be a plain solid color with no logo. **Hats or HOODS can't be worn inside the building/ classrooms.**
- **Backpacks:**
 - K- 4TH:** backpacks with no wheels
 - 5TH – 12TH** Must be mesh & clear backpacks
- **Trapper Keepers** are optional

Evacuations

In order to be better prepared in case of an emergency, Pine Bluff School District has diligently formed an evacuation plan to be used by specific schools. In addition to locating an alternate school to which we can transport your child, the District's Emergency Preparedness Committee has also developed some district wide rules that will be implemented in the event that your child must be relocated due to an emergency (i.e.: chemical spill, plane crash, train derailment, etc.)

1. Immediately upon notification of an evacuation, the administration and teachers will begin loading students onto buses and sending them to the receiving school. There will be at least one (1) teacher on each bus.
2. Once the sending school has been notified of the need for evacuation, no student will be released to his/her parent or guardian until the child has been checked in at the receiving school.
3. No student will be allowed to be removed from a bus at any time.
4. Once at the receiving school, administrators and teachers will begin checking students in and releasing students to parents/guardians as quickly as possible.
5. Your child will only be released to someone other than a parent or guardian if that person has a written consent containing the parent or guardian's signature.
6. Once you arrive at the alternate location, there will be information on how to most effectively check out your child, including where to go, traffic instructions, and how to secure your child.
7. If your child attends school at the receiving school, a parent or guardian may check out his/her child following the usual procedures, unless otherwise notified. Please be aware that traffic flow may be altered, as well as pick-up sights, in order to accommodate the sending school's students.

Please know that the safety of your child is our first concern; and that we will try to do everything possible to keep your child calm and safe during any emergency.

K. Student Transfers

District Learning Request Form

Students may be allowed to transfer to a different school within the PINE BLUFF SCHOOL DISTRICT. The District Virtual Learning Academies and District Partnership programs. All teaching and learning request will be subject to program capacity at the school to which the transfer is requested, student assignment guidelines, and the District's desegregation plan. Transportation is subject to zoning areas.

Arkansas Public School Choice Act of 2015

Students may be allowed to transfer to a non-resident school district for school attendance pursuant to the Arkansas Public School Choice Act of 2015. Transportation is not provided.

L. Responsibility for District Issued/Owned Instructional Materials

Students are responsible for instructional materials issued to them such as Chrome books, iPads, lab materials, text/library books, athletic equipment, and other school issued and owned materials. The cost of repair or replacement of school property vandalized or intentionally or recklessly destroyed will be the responsibility of the parent/guardian.

Medicaid Billing for Hearing and Vision Screenings

Hearing and vision screenings are provided as required by Arkansas state law for students in grades Pre-K, K, 1, 2, 4, 6, 8, transfer students, new students, referrals by teacher, or parent request. Parents will be notified if further examination by a doctor is indicated. The intent of the exams or screenings is to detect possible deficits in hearing and/or vision elements of health that would adversely affect the student's ability to achieve his/her full potential.

Medicaid/ArKids First/Insurance will be billed where applicable for Vision and Hearing Screenings conducted at school.

See Section IV and V for additional information

O. Parental Notice to Access Public Insurance

This notice is to inform you of your rights and protections under Part B of IDEA, as a parent of a child with a disability, so that you can make an informed decision about whether you should give consent to allow the District to access your or your child's public benefits or insurance, such as Medicaid, to help pay for health services provided by the District. This notice must be provided before the District obtains your consent for the first time and annually thereafter. These rights include:

1. Your child's confidential information cannot be disclosed without your consent. Under FERPA and the IDEA, parental consent must be obtained before the District discloses your child's personally identifiable information to DHS, Division of Medical Services, Arkansas Medicaid, or Medicaid billing agencies for the purpose of billing for Medicaid reimbursement. The personally identifiable information that may be disclosed could include: student's name, date of birth, social security number, Medicaid ID, disability, IEP and evaluations, type of service(s), times and dates services were delivered, and progress notes.
2. Your child has a right to special education and related services at no cost to you. This means that, with regard to services required to provide a Free Appropriate Public Education (FAPE) to an eligible child under IDEA, the District:
 - a) *May not require parents to sign up for, or enroll in, public benefits or insurance programs in order for their child to receive FAPE;*
 - b) *May not require parents to incur an out-of-pocket expense such as the payment of a deductible or co-pay amount incurred in filing a claim for services provided, but may pay the cost that the parents otherwise would be required to pay;*
 - c) *May not use a child's benefits under a public benefits or insurance program if that use would:*
 - i. Decrease available lifetime coverage or any other insured benefit;
 - ii. Result in the family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for the child outside of the time the child is in school;
 - iii. Increase premiums or lead to the discontinuance of benefits or insurance; or

- iv. Risk loss of eligibility for home and community based waivers, based on total health related expenditures.
 - 3. You may withdraw consent at any time. Once you have given consent for disclosure of confidential information about your child to DHS, Division of Medical Services, Arkansas Medicaid, or Medicaid billing agencies, you have a legal right under the FERPA and IDEA regulations to withdraw that consent at any time.
 - 4. If you refuse consent, or withdraw consent, the District must still provide required services at no cost to you. If you refuse to provide consent for the disclosure of personally identifiable information for the purpose of billing Medicaid, or, if you give consent but then later withdraw consent, that does not relieve the District of its responsibility to ensure that all required services under IDEA are provided at no cost to the parents.

Section II.

Academics

A. Curriculum

Students have the right to a meaningful curriculum, to express their opinion in its development, and access to guides and course outlines. Students have the right to know what is expected of them in class, and to be informed of their progress. Both students and teachers have the right to be treated with dignity.

Students have the responsibility to meet the requirements of graduation and/or plan of study, to seek counsel and direction in determining educational goals, and to work with the teacher to try to resolve any conflicts which might arise. School staff members have the responsibility to recognize the individuality of those students seeking their advice and counsel, to make known to students and the community the broad scope of special instructional programs available in the District, and to work with students to try to resolve conflicts.

B. Evaluation

Students have the right to know what is expected of them in class in order to receive a specific grade, to be graded fairly, to receive both academic and citizenship grades, to be informed of unsatisfactory work, and provided suggestions for improvement.

Students and parents have the right and responsibility to initiate conferences with teachers concerning student classroom performance. Parents have the responsibility to respond promptly to teacher notification of unsatisfactory academic performance or unsatisfactory conduct on the part of the student.

C. Grading

Parents or guardians, persons having lawful control of a student, or persons standing in loco parentis shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, persons having lawful control of a student, or persons standing in loco parentis, 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 (9) week grading period to keep parents/guardians informed of their student's progress. **Teachers are required to submit a minimum of two grades per week in the HAC system.**

The Board directs that grades be used to measure and report academic progress for grades K-12. All elementary schools will use report cards appropriate to the level being reported. Secondary grades will be reported by computer printout. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that are aligned with other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given as prescribed by Standard VII 12.02 of the Rules Governing Standards for Accreditation of Arkansas Public Schools and School Districts (2007). The Superintendent is directed to provide guidelines to be used by teachers in reporting grades.

These guidelines will include values for regular coursework as well as for Advanced Placement (AP) courses.

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

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

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 points

F = 0 points

The grade point values for AP, approved course for weighted credit, International Baccalaureate (IB), and approved honor courses shall be one (1) point greater than for regular courses, with the exception that an F shall still be worth zero (0) points.

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

Students in grades 9-12 shall qualify to be exempt from taking the semester test in a class when they have:

- maintained at least a "B" average for the semester;
- 4 or less unexcused absences; and
- not been suspended from school.

Semester grades will be determined by an average of the two quarters (9-weeks). Advanced Placement Courses Students in grades 7-12 who take AP courses or concurrent credit college courses approved for weighted credit by the Division of Elementary and Secondary Education (DESE) 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 a student to be eligible to receive weighted credit for an AP course:

- The course must be taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and DESE rule or, for an AP teacher, is in the process of completing an additional training plan; and
- The student takes the applicable AP examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable exam. Students who do not take the applicable exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.
- Students who transfer into the district will be given weighted credit for the AP courses approved by the Arkansas Department of Education (ADE), or concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

AP exams and the student's score on the exam does not affect the student's grade for the course, students can reasonably be expected to take the test. By standardizing the timing of awarding weighted credit across Arkansas, all students will be on a level playing field regarding their grade point average (GPA) for college applications

D.Homework Policy

The term homework refers to an assignment to be completed outside of class or an assignment which requires further individual work in the study hall or the home. The Board recognizes homework as an important part of the educational process and directs that homework assignments meet, at a minimum, the following objectives:

- Improvement of learning processes;
- Aid in mastery of skills; and
- The creation and stimulation of interest on the part of the students.

The Board also recognizes that learning activities in the life of a student are not restricted to the classroom or homework assignments. Participating in school activities, pursuing cultural interests, participating in family living, and exploring personal interests are factors to be considered by teachers in planning assignments.

General Guidelines

Homework will be used as a learning activity increasing in complexity with the maturity of the student. With increased maturity, learning should become a more independent activity. Meaningful assignments will be used to encourage students to investigate for themselves and to work independently as well as with others. As the student advances through school, it is reasonable to expect that the amount of homework may be increased, but care should be exercised in terms of the amount given and the time required for each assignment. Instructions for homework assignments will be clear and specific so that the student may complete the work. All homework will involve some type of follow up and evaluation; the work will be checked for errors and corrected to provide prompt feedback and reinforcement.

Limitations

Homework will not require use of materials or equipment not readily available in most homes, school libraries or public libraries and should require the use of those materials and equipment only after the student has had instruction in their use.
Homework will not be used as a form of punishment under any circumstances.

E. Make-up Work

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

- Students or parents/guardians are responsible for asking the teachers of the classes they missed what assignments they need to make up.
- Teachers are responsible for providing the missed assignments when asked by a returning student or the student's parent/guardian.
- Students or parents/guardians are required to ask for assignments on the student's first day back at school or their first class day after their return.
- Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
- Students shall have at least one class day to make up their work for each class day they are absent, at the discretion of the teacher.
- Make-up work that is not turned in within the make-up schedule for that assignment shall be graded at the discretion of the teacher.
- Students, or the parent/guardian of elementary students, are responsible for turning in their make-up work without the teacher having to ask for it.
- Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return, at the discretion of the teacher.
- As required/permitted by the student's IEP or 504 Plan.

Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement with the principal as permitted by Board Policy 4.7 Absences. Students who are found to be out of their designated area, and in violation of this policy the 2nd time, will not be allowed to make up major classroom tests. Students will be allowed to make up work missed for the first suspension or any suspension of two (2) days or less. The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion.

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion. This includes offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

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

F.Report Cards/Progress Reports

The Board believes that student performance is a joint responsibility of the school and the home and that students are best served when there is open and frequent communication between the two. Personal communication between the teacher and parent may be through grade reports, parent-teacher conference, telephone or video conference, home visit, notes of commendation, or suggestion for improvement. All teachers will be encouraged to use these and similar means for communication.

Interim reports will be sent to parents of all students during the fifth week of the first term. During the fifth week of the second, third, and fourth terms, teachers will send interim reports to parents for students who have low or failing grades, and for those whose achievement is deteriorating to the point that there is a possibility of a failing semester, term, or final grade that was not reflected on the previous term's report. Principals will require that interim reports be returned to the teachers with parent signatures.

Parent-teacher conferences will occur once each semester based on the District calendar.

School records will provide documentation of parent participation.

G.Student Promotion and Retention

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level.

Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis, 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, legal guardians, persons having lawful control of a student, or persons standing in loco parentis, and teacher(s) of a student in kindergarten through eighth (8th) grade, shall be notified in writing of the student's independent grade-level-equivalency in reading.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

A student in grade nine (9) must have a minimum of five and ½ (5.5) academic credits at the beginning of the fall semester to be promoted to grade ten (10).

A student must have eleven (11) academic credits at the beginning of the fall semester to be promoted to grade eleven (11), and sixteen and ½ (16.5) academic credits at the beginning of the fall semester to be promoted to grade twelve (12).

At the junior high school level, a student is expected to progress annually from grade to grade.

A student that has not passed both semesters of language arts and math, and does not have two or more passing semester grades in either science and/or social studies, shall be referred to the retention committee. However, if in the judgment of the professional staff, a student is at risk of not reaching proficiency in basic skills to be potentially successful at the next grade level, the local school retention committee will be convened.

This committee will look at all available data and determine the grade placement that is in the best educational interest of the student. Data examined will include, but not be limited to:

teacher recommendation, medical history, grades, work samples, prior educational history, age, and attendance.

The committee's decision will be explained by the principal and teacher to parents of the students. A modification plan, attached to the Student Success Plan (SSP), will be created for each retained student that is reviewed by the retention committee.

At the elementary school level, the school shall, at a minimum, evaluate each student annually in an effort to help students who are not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s).

Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success. If a student is to be retained in a grade, notice of retention and reason will be communicated promptly.

In order to determine promotion or retention of a student, the retention school-based committee shall meet with the parents/guardians, teachers, principal, and other pertinent personnel. The committee 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. Promotion or retention, as discussed by the committee, shall be primarily based on the following criteria:

Retention Policy

The district will meet with our scholars/ parents prior to retention on three occasions. These are before the Christmas break, Spring break, while finalizing, on or around mid-April.

The following factors will be considered:

- Academic achievement;
- School attendance;
- Achievement test scores;
- Physical maturity and age;
- Social and emotional maturity;
- Teacher recommendation;
- Light's Retention Scale instrument;
- Medical history;
- Work samples; and
- Prior educational history.

If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the building principal. Parents or guardians may appeal the promotion/retention by requesting a hearing with the building level principal. The building level decision to promote/retain may be appealed to the PINE BLUFF SCHOOL DISTRICT Assistant Superintendent.

Each student, 8th grade and above, shall have an SSP developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

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

- Local assessment scores.

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

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

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

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

An SSP shall be created:

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

A student's 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 or retention 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.

Academic Improvement Plan (AIP)

In compliance with Act 2243 of 2005, elementary classroom teachers and both middle and high school teachers of English language arts and mathematics will develop an Academic Improvement Plan (AIP) for each student who:

Is not performing on grade level (K-2) as measured by developmentally appropriate testing.

Is not "proficient" on any part of the state's Benchmark examinations in grades three through eight (3-8).

Is not scoring "proficient" on End-of-Course examinations for Geometry, Algebra I, Biology, and Literacy. The following sanctions apply:


- A student who is not proficient on benchmark or end of course exams is required to participate in remediation activities outlined in the student's individualized Academic Improvement Plan (AIP). The activities could include required participation in after school tutoring programs and/or summer learning programs.
- With regard to benchmark assessments, a student will not be promoted to the next grade until the student is deemed to have participated in an Academic Improvement Plan or the student passes the appropriate benchmark assessment.
- With regard to end-of-course assessments, students must participate in remediation activities outlined in the student's individualized Academic Improvement Plan in order to receive credit on his/her transcript.
- Students not scoring "proficient" on End-of-Course examinations in Literacy, Geometry, Biology and/or Algebra I are required to complete the remediation activities outlined in the student's Academic Improvement Plan to receive credit.
- Beginning with 2009-2010 school year, a student is required to pass the end of course exam in Algebra I in order to receive credit for the course on his/her transcript and in order to graduate. Schools and individual teachers are encouraged to develop plans for additional students who, in their judgment, require remediation or intervention.

The Academic Improvement Plan (AIP) will document a student's achievement through District-adopted assessment tools, consideration of personalized education services (special education, English-as-a-Second Language, Title I, gifted programs, etc.), identification of areas of need, specific skills to improve, strategies that will be implemented and progress.

The Academic Improvement Plan (AIP) and the student's progress toward grade-level or "proficient" performance must be shared with parent/guardian(s) at the parent-teacher conferences that are regularly scheduled. If parents do not attend the scheduled parent-teacher conferences, alternate conference times may be scheduled or the form may be mailed. The principal must review and sign all AIPs. The AIP will be used to document parent-teacher conferences. Academic Improvement Plans are to be filed in the students' permanent record folders at the end of each school year or when the student withdraws from the school.

H. Graduation Requirements

Arkansas High School Requirements for Students

9th Grade <ul style="list-style-type: none"> • English I (1) • Algebra I (1) • Physical Science (1) • Civics (1/2) 	10th Grade <ul style="list-style-type: none"> • English II (1) • Geometry (1) • Biology (Required) (1) • World History (1)
11th Grade <ul style="list-style-type: none"> • English III (1) • Algebra II (1) • Chemistry (1) • U.S. History (1) 	12th Grade <ul style="list-style-type: none"> • English IV (1) • Math (1) (choice of: Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Linear Systems and Statistics, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics) • Physics or Principles of Technology I & II or PIC Physics (1)
<p>Additional PBSB Requirements: 4</p> <p>Required: <u>½ Fine Arts</u> Additional: 3 ½ Electives</p> <p>Total Graduation Credits = <u>22</u></p> <p><i>The Pine Bluff School District reserves the right to deny any graduating senior the right to participate in the graduation ceremony and/or prom due to behavior that is deemed inappropriate by the school district (e.g. fighting, drugs, weapons, disrespect, insubordination, etc.).</i></p>	

Graduation Requirements

The number of units that 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.** One-half unit of the 4 additional units must be fine arts. The other 3 ½ units can be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. Unless exempted by a student's Individual Education Plan (IEP), all students must successfully pass all End-of-Course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

Early Graduation Act 275 of 1997

Any student who is enrolled in Pine Bluff High School and has earned the number of credits required for graduation shall be eligible to graduate from Pine Bluff High School without regard to the grade the student is enrolled in at the time such credits are earned. The Intent for Early Graduation form must be completed, submitted and approved prior to grade 11.

Physical Activity

- Students in grades K-6 receive a minimum of 60 minutes per week of physical education and instruction and 90 minutes of physical activity.
- Students in grades 5-8 receive a minimum of 60 minutes of physical education instruction weekly.
- Students in grades 9-12 are required to take .5 credits of physical education.

Home School

*Arkansas law requires parents who wish to home school their children to file a **Notice of Intent (NOI)** to home school with their local school superintendent by August 15th of each year. After this deadline, unless waived by the superintendent or local school district board, the public school may require a 5-day waiting period before releasing a student to be homeschooled.*

Beginning June 15, 2022, parents will be able to submit a Notice of Intent for the 2022-2023 school year. Parents have two options for submission:

1. Paper forms may be completed and turned in at your resident school district. Forms are available at your resident school district or may be printed from the DESE website: <https://dese.ade.arkansas.gov/Offices/learning-services/home-school>. Click on "Notice of Intent" on the left-hand side. It is recommended that you make a copy for your records prior to submitting it. If you need assistance with a paper form, please contact the Central Office and ask to speak with the home school coordinator.
2. Electronic forms may be submitted through our online system: <https://noihs.ade.arkansas.gov>. If you submitted an electronic form last school year, you can log into your existing account and submit an updated form for this year. If you need assistance with the electronic system, please contact the state Home School Office at (501) 682-1874.

Changes during the School Year: Notify PBSO Central Office if your address changes and/or if you stop homeschooling. If you move and your new residence is in a different school district, you shall provide written notice to the superintendent of the new district within 30 days.

Optional Notary Section: It is **NOT** necessary to have this form notarized for submission to the resident school district. This section is provided in case a notarized copy of this form is needed by the parents or student(s) for another purpose, such as seeking the GED. Driver's License: Guidelines for receiving an Arkansas driver's license changed in 2020. Home school students no longer have to present a notarized copy of their current-year NOI to take the driver's test. Please consult the websites for the Arkansas Department of Finance and Administration (DFA) – Office of Driver Services or the Arkansas State Police for current requirements. You may also contact your local DFA Revenue Office.

College & Career Readiness Testing: Home school students may participate in the one-time, state-funded PSAT (10th grade only) or ACT (11th grade only) test starting this school year.

Advanced Placement (AP) exams are also available, but please note that a fee may apply. Participation is optional. By selecting a test on the form, you are consenting to allow your student's name, grade level, and testing choice to be shared to process this **specific request only.**

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

REQUIREMENTS FOR PBSH HONOR GRADUATES

1. A student must have taken at least 10 Pre-AP/AP courses. (Pre-AP 9th Grade English, Algebra II, Pre-AP Civics, and Pre-AP Physical Science when taken at the 9th grade will count toward the requirements for honor graduates.)
2. A student must have a 3.5 or better grade point average (G.P.A.)
3. A Student cannot have an F on his/her transcript.
4. Transfer students must meet the above criteria (items 1-3) and be enrolled for two (2) consecutive semesters. For transfer courses to be considered as AP, they should carry weighted credit points at the former school and meet College Board requirements. It is the student's responsibility to have the former school documents that the course is weighted credit from that school.
5. If an exchange student is enrolled in two senior level AP courses, does not have an F, and maintains a 3.5 or higher G.P.A., he/she may be considered an honor graduate. He/she will follow the last designated Pine Bluff High Honor Graduate in determining procedures.
6. Students not taking the AP exam will not be able to count the AP course as one of their ten (10) Pre-AP/AP courses needed to be considered as an honor graduate.
7. All honor students will be ranked according to G.P.A.
8. Senior rankings are determined at the end of the 8th semester.

Smart Core Curriculum

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

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum.

The parent must sign the separate Smart Core Waiver Form to do so.

SMART CORE CURRICULUM

English – 4 units

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

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science*) At least one MATH unit must be taken in Grade 11 or Grade 12.

- Algebra I (or Algebra A & Algebra B - Grades 7-8 or 8-9)
- Geometry (or Geometry A & Geometry B - Grades 8-9 or 9-10)
- Algebra II
- Fourth math as approved by ADE or approved *Computer Science

Science – 3 units with lab experience (or 2 units with lab experience and 1 unit of Computer Science*)

- Biology – 1 unit (Biology, IB Biology, ADE Approved Biology, ADE Approved Biology Honors, AP Biology or Concurrent Credit Biology.)
- Physical Science, Chemistry, Physics, or approved *Computer Science – 2 units; a maximum of 1 computer science credit may count for this requirement

Social Studies – 3 units

- Civics - ½ unit
- World History - 1 unit
- U.S. History - 1 unit
- Other social studies - ½ unit

Oral Communications – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

Economics – ½ unit (may be counted toward Social Studies or Career Focus)

Fine Arts – ½ unit

Career Focus – 6 units

***Computer Science – (optional)** A flex unit of an approved Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses may be used for career focus credit.

Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

Smart Core Informed Consent Form can be found in the back of the handbook.

Arkansas Civics Exams

- All students must receive a passing score on the Arkansas Civics Exam in order to graduate. A student may be excluded based on their IEP if the IEP team determines there are not sufficient accommodations for the student to access the assessment. If a homeschooled or private schooled student transfers into the District, the student will need a passing score on the Arkansas Civics Exam to receive a high school diploma.

Cardiopulmonary Resuscitation (CPR)

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

Digital Learning Courses

The District shall offer one or more digital learning courses through one or more District-approved providers 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.

Economics with Personal Finance

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

Graduation for Seniors from Math and Science School (Act of 1326 of 1997)

Students who attend school in the Pine Bluff School District prior to acceptance to the Arkansas School for Mathematics and Science may elect to participate in graduation activities the year they graduate, including prom, Baccalaureate, awards program, and all other graduation activities.

Students attending the Math and Science School will be sent a questionnaire at the beginning of their fourth year of high school in which they are to indicate which activities they plan to attend. The questionnaire will be sent to the last address of record in school district records. Failure to return the questionnaire by October 1 will constitute a waiver of the election to participate. Students who will graduate early from the Math and Science School and who intend to participate in any activities must notify the Pine Bluff High School or Dollarway High School principal, in writing by October 1 that they will graduate early and plan to participate in graduation activities.

Math and Science students will be responsible for the costs of these activities to the same extent as PBSB students and agree by participating to abide by the Student Handbook of the Pine Bluff School District at these functions. Math and Science students who violate provisions of the Student Handbook at senior activities may be barred from attending one or more future events upon recommendation of the high school principal, subject to appeal to the superintendent, whose decisions shall be final. Math and Science School students who enroll or re-enroll in the Pine Bluff School District for the purpose of graduating from Pine Bluff High School will not be allowed the privilege of graduating with honors or of being Valedictorian or Salutatorian.

Concurrent College and High School Credit

1. A student in grade 12 who possesses at least an ACT sub-score of 17 in English, reading or mathematics (or equivalent measure) may enroll in remedial/developmental education courses in English, reading and mathematics at a publicly supported community college, technical college, four-year college or university, or private institution.

2. Any public school student in grades 9-12 who enrolls in and successfully completes a course(s) offered by a publicly supported community college, technical college, four-year college or university, or private institution shall be entitled to receive both high school and college grades and credit (credit earned by CLEP examination may not be counted as high school credit) toward graduation, as outlined in these regulations. Participation in the concurrent high school and college credit program must be documented by a written agreement between:

- a) The public school student, and his or her parent(s) or guardian(s) if the public school student is under the age of eighteen(18);
 - b) The public school or public school district where the student is enrolled; and
 - c) The publicly supported community college, technical college, four-year college or university, or private institution.
3. Students must comply with applicable enrollment or graduation requirements of the public high school the student attends while the student participates in the concurrent credit program.

Graduation Requirements Special Education Students

The Board of Education believes in and is committed to the provision of educational programs through individualized instruction and related services for students who have special needs.

Physical Education

The district follows the Arkansas Physical Education and Health Curriculum Frameworks in grades K-8 and Health and Safety Curriculum Frameworks in grades 9-12. Grades K-8 implements the SPARK curriculum.

Graduation Expenses

We encourage parents to begin to prepare early for graduation expenses. Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. The Pine Bluff School District will not incur these expenses. Please communicate with your students' counselor for fees associated with graduation and senior year related events.

Summer School

Elementary and middle school students qualify for summer school based on district criteria. High school students may attend summer school for credit recovery, credit advancement.

I. Notice of Students' Records/Directory Information

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

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

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

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

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

In addition to releasing PII to school official 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 DHS, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

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

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

For purposes of this policy, PINE BLUFF SCHOOL DISTRICT does not distinguish between a custodial and non-custodial parent, and a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the District to the contrary, the fact of a person's

status as parent or guardian, alone, enables that parent or guardian to review and copy his/her child's records.

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

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his/her 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, email 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, among others.

If the student participates in inherently public 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 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, password or other factor known or possessed only by the authorized user.

A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.

The form for objecting to making directory information available is located on the PINE BLUFF SCHOOL DISTRICT student enrollment portal, Registration Gateway, and must be completed and signed by the parent or age eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The District is required to continue to honor any signed opt out form for any student no longer in attendance at the District.

The right to opt out of the disclosure of directory information under 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:

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

J. In-School

PINE BLUFF SCHOOL DISTRICT has Alternative Learning Environments (ALE) programs at the elementary and secondary levels which are designed to provide prevention and intervention strategies to students who are at risk due to poor attendance, failing grades, inappropriate behavior, excessive suspensions, or an overall lack of interest in the traditional educational setting. PINE BLUFF SCHOOL DISTRICT offers multi-age classrooms for 2nd, 3rd, and 4th grade students. Additionally, the District provides -School Suspension (ISS) classrooms and Alternative Learning Classrooms (ALC) for secondary students. Alternative learning referrals must be initiated at the student's school of attendance by a parent, local school official, , or local school special education designee to be submitted to the alternative education placement team. 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, if an alternative placement is the most appropriate setting for the student's specific needs. A student may be enrolled in an ALE only upon 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, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate);
- The District shall document its efforts to contact the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to schedule a meeting or a phone call for a placement meeting at the convenience of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis, and maintain such documentation in the student's Student Action Plan (SAP).
- Local Education Agency special education/504 representative (if applicable);
- At least one (1) of the student's regular classroom teachers; and
- If the District so chooses, the student.

Students who are placed in the ALE shall exhibit at least two (2) of the characteristics from the items listed below:

- Disruptive behavior;
- Dropping out from school;
- Recurring absenteeism;
- Personal or family problems or situations;
- 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:
- Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- Abuse: physical, mental, or sexual;
- Frequent relocation of residency;
- Homelessness;
- Inadequate emotional support;
- Mental/physical health problems
- Pregnancy; or
- 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, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate); and the student, outlining the responsibility of the ALE, parent, legal guardian, person having lawful control of the student, or person standing in loco parentis, 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 DESE 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, standing, curriculum, and expenditure requirements identified in the ADE rules. It may be convenient for schools to operate or integrate this committee through established Response to Intervention committees located within the school. The District Hearing officer can assign students to the ALE in lieu of expulsion through the hearing process. Students entering PINE BLUFF SCHOOL DISTRICT from another school district who have previously been assigned to ALE will receive a comparable assignment.

K. Academic Dishonesty

A student will not cheat on assignments or tests, nor will a student aid other students in cheating on tests. Students caught cheating on tests will receive a zero. Plagiarism is considered academic dishonesty. Any student committing plagiarism will receive a zero.



Section VIII.

Student Attendance



A. Compulsory Attendance Ages

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, within the District shall enroll and send the child to a District school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy 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 ADE 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).

A. Entrance Age Requirements

To enroll in a school in the District, the child must be a resident of the District as defined in Residence Requirements, meet the criteria outlined in Homeless Students or in Students Who Are Foster Children, be accepted as a transfer student under the provisions of 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, will become five (5) years old during the year in which he/she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any student who was enrolled in a state accredited or state approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he/she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a 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.

Homeschool students enrolling or re-enrolling as a public school student shall be placed in accordance with Homeschooling.

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, legal guardian, person having lawful control of the student, or person standing in loco parentis 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 DESE.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the District with one (1) of the following documents indicating the child's age:
 1. A birth certificate;
 2. A statement by the local registrar or a county recorder certifying the child's date of birth;
 3. An attested baptismal certificate;
 4. A passport;
 5. An affidavit of the date and place of birth by the child's parent or legal guardian, person having lawful control of the student, or person standing in loco parentis;
 6. United States military identification; or
 7. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is

seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.

4. In accordance with Immunizations, the child shall be age appropriately immunized, or have an exemption issued by ADH.
5. In order to verify the school zone of residence, parents or legal guardians must provide the following: gas, water, or electric bill showing address within attendance zone in parent/guardian name. If this document is provided, no other document is needed. If this document is not provided, then two from the list below are needed:
 1. Deed to home
 2. Rent receipt for latest month
 3. Property tax bill
 4. Escrow papers
 5. Lease Agreement (landlord/management office may be contacted to verify agreement)
 6. Deposit receipt for gas, electric, cable or Aide to Families with Dependent Children correspondence
 7. Copy of driver's license showing current address in zone

Uniformed Services Members' Children

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

"Active duty" means full-time duty status in the active, uniformed services of the United States, including without limitation, members of the National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209 and 1210.

"Deployment" means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to his/her home station.

"Active duty members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. §§ 1209 and 1211;

"Eligible child" means the children of:

- Active duty members of the uniformed services;
- Members of the active and activated reserve components 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.

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

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

The Superintendent shall designate an individual as the District’s military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the Superintendent designates as the District’s military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.

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 the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses and/or programs;
5. Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous 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.

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

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

Classroom Assignment of Multiple Birth Siblings

"Multiple birth sibling" means a twin, triplet, quadruplet, or other sibling resulting from a multiple birth; and "parent" means the parent, legal guardian, or other person having custody or charge of a student enrolled in a public school. (Legal Reference: A.C.A. § 6-18-106)

Not later than the fourteenth day before the first day of school, a parent of multiple birth siblings who are assigned to the same grade level and school, in prekindergarten through grade six (PreK-6), may request in writing that the school place the siblings in the same classroom or in separate classrooms.

The school may direct a classroom placement for the multiple birth siblings that differs from the parent's request if thirty (30) instructional days have lapsed since the date the multiple birth siblings began the classroom placement made at the parent's request; and after consulting with the teacher of each classroom in which the multiple birth siblings are placed, the school determines that the classroom placement requested by the parent is:

- Detrimental to the educational achievement of one (1) or more of the multiple birth siblings;
- Disruptive to the classroom learning environment where the multiple birth sibling is assigned; or
- Disruptive to the school's educational or disciplinary environment.

B.School Admissions

All persons seeking admission to the elementary and secondary schools of the District must satisfactorily meet eligibility prerequisites for the school or program to which they seek admission.

Any student transferring from a school accredited by DESE 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.

The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Students who request admission at a time when they are suspended from another school district will not be admitted until the period of suspension expires. This policy will also apply if a student has been recommended for expulsion, but has been allowed to withdraw from school prior to final action on the recommendation. 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.

Transcripts of students transferring into the District will be assessed and evaluated by the principal or his/her designee at the receiving school. Course credits will be accepted as determined by the principal. Grades will be accepted on the same grading scale utilized by the sending school.

Any student transferring from homeschool or a school that is not accredited by DESE to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. In the event that a student has no grades or transcript, the receiving school shall evaluate for proper placement.

The District will comply with the laws of Arkansas and regulations of the State Board of Education in its admission practices. Further, the admission practices will be construed in a manner consistent with the desegregation plan and student assignment plan of the District as approved by the United States District Court for the Eastern District of Arkansas. (Legal References: A.C.A. § 6-18-316, A.C.A. § 6-18-510, A.C.A. § 6-15-504)

C.Student Absences and Tardy Policies

The Board of Education believes the instructional program is vital and the students benefit with regular attendance. It is the responsibility of the parent/guardian(s) to see the student attends school daily. Parents/guardian(s) must notify the school relative to their child being absent from school. Upon returning to school, the child must come to with written documentation to support the absent. Failure to do so will result in the absence being recorded as unexcused. Full day or a half-day absence will be unexcused for personal illness (only 3 parent notes per year), family emergency or an unusual cause that is approved by the Student Hearing Officer and/or Superintendent of Schools. Daily classroom activities provide necessary preparation for maximum levels of achievement on tests and other forms of student evaluation and can be used as a part of the total percentage to determine the child's overall grade.

Students under IDEA and Section 504 with Excessive Absences

Students under IDEA and Section 504 may miss school due to medical reasons or other reasons approved by the building level administrator. Policies under IDEA take precedence over school district policies. If a student misses an excessive amount of school, the student's IEP and or Section 504 team must conduct a conference to document the absences and determine how the student will make up any missed assignments. If the student's team meets and it is determined there is no approved reason for the excessive

absences, the student will have those missed days documented as excused or unexcused, and district policy on unresolved absences will be upheld.

Any absence that does not meet Pine Bluff School District requirements will be declared an unexcused absence.

Elementary Attendance Policy and Procedures

Any parent/guardian(s) or other person residing within the state and having custody or charge of any child may elect for the child not to attend kindergarten if the child or children will be age five on August 1st of that particular school year. If permission is granted, the parent/guardian(s), or other person having custody or charge of the child, must file a signed kindergarten waiver form with the local district administrative office. Such a form will be prescribed by regulation of the Department of Education. On filing the kindergarten waiver form, the child will not be required to attend kindergarten in that school year. Any child who has been enrolled in a state- accredited or approved kindergarten program in another state for at least 60 days, who will become five years old during the year in which he is enrolled in kindergarten and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the school district. An alternative Arkansas Department Education (ADE) issued 9-digit number may be requested in lieu of a social security number. This request must be completed and signed by the parent and submitted to the Student Registration Office.

Denial of credit, promotion or graduation due to excessive absences

Regulations for student attendance state that for denial of credit, promotion, or graduation, absences cannot be categorized as excused or unexcused. Parents must be notified in writing or by phone when the child has accumulated four (4) absences.

Students who exceed the maximum number of absences (10 days) allowed under district policy may be denied credit, promotion, or graduation.

It is the intent of the Pine Bluff School District that students with excessive absences due to illness, accident or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time before a student accumulates 10 absences, the student or the student's parent/ guardian or person in loco parentis may:

1. Petition to the Student Hearing Officer, in writing, for special arrangements to address the student's absences
2. If special arrangements are granted by the Student Hearing Officer, the arrangements will be formalized into an Attendance Contract Agreement to include the conditions of the agreement and the consequences for failing to fulfill the requirements of the agreement.
3. The agreement shall be signed by:
 - a) Designee of the school administration or of the school district administration.
 - b) Student's parent/guardian(s) or person in loco parentis.
 - c) Student.
4. When a student exceeds 10 absences OR when a student has violated the conditions of agreement granting special arrangement, the school district shall notify the prosecuting attorney and the student's parent/guardian(s), or in loco parentis shall be subject to a civil penalty not to exceed five hundred dollars (\$500.00) plus cost of court and any reasonable fees assessed by the court.

Absences may not count against you for the purpose of discipline, make-up work, participation in extra -curricular activities and other circumstances under the following conditions:

- Personal illness.
- Participation in school functions.
- Absent due to suspension or sent home.
- Religious reasons (parent must provide written request to the principal in advance of the absence).
- Medical and dental appointments.
- Required court appearances.
- Family emergencies (immediate family).
- College visits (high school only).
- Participation in a FHA, or school sanctioned activity.
- Working as an election page.
- Working as an election official.
- To visit his/her parent/guardian(s) if the parent/guardian(s) is a member of the uniformed services and has been called to active duty, is on leave from active duty or returned from deployment to a combat zone or combat support posting.
- Other reasons approved by the principal.

In order for an absence not to count against you for the purpose of discipline, make-up work, participation in extracurricular activities, it is the responsibility of the parent to provide written communication to the school administrator. Documentation of the absence from the doctor, dentist, court, (or other appropriate documentation) will be submitted to the school upon the student's arrival back to school.

On the high school level, when a student misses four (4) or more class periods in one day, this equals a full-day absence. On the elementary/middle school and junior high level, if a student misses four (4) or more class periods in one day, this equals a full-day absence.

Tardiness/Tardies

Promptness is an important character trait that District staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

A student is tardy if he or she is not in his classroom or other assigned location by the time the tardy bell stops ringing (ACA, 6-28-217, 6-18-22). Generally, there is no excused and unexcused tardiness. However, school personnel who detain a student should always send a note with the student so the student will not be counted tardy. Tardiness will be handled as follows:

- A. Students who arrive at school after the tardy bell rings for first period must report to the office and sign in so that an accurate count of attendance can be made.
- B. It is imperative that a teacher inform the office (any period) when a student who has been listed absent enters the class as tardy.
- C. As part of effective classroom management, teachers will manage and control tardiness in individual classrooms. Below is the method that will be used:
 - a) If a student is tardy first period, he or she will go to the office and sign in. Tardiness for all other periods (2-8) will be reported by the teacher.

- b) The student will attend noon detention hall for ten minutes the day of the tardy.
- c) Failure to attend noon D-hall will result in more intense discipline.
 - D. After excessive tardies in a class (5), a teacher will report this to the office by a referral slip, and excessive tardiness will result in more severe discipline--even to the referral to Juvenile Court.
 - E. Except in truly emergency situations or being detained by school personnel, there are no excused tardies.

Summer School

Elementary and middle school students qualify for summer school based on district criteria. High school students may attend summer school for credit recovery, credit advancement.

PBSD Procedure for Reporting Absences/Truancy

Elementary/Secondary Schools

It is the responsibility of the parent to petition the school in writing for special arrangements to address the student's absences at any time BEFORE a student accumulates 11 absences.

Number of Absences	Person Responsible	Action to be Taken
	Teacher	Teachers shall enter attendance information at the beginning of class each day so that the attendance information can be forwarded to the district's recording official.
	Secretary	Run a daily report to ensure that all attendance has been submitted.
3	Administrator/ Social Worker	Student Intervention Team (S.I.T.) meeting is scheduled after the 3 rd absence.
4, 8, or 10	Social Worker	After the 4 th absence, A FINS Report will be filed with the Juvenile Court System by the School Administration system. The school shall notify the parent of the absence by letter via US mail.
	Administrator	The school shall notify the student's parent/guardian(s) of number of absences by letter via US mail. At the 8 th absence an additional letter shall be sent via certified mail.

	Social Worker	Social Worker schedules a conference with the parent/guardian(s) to discuss interventions at a 2 nd S.I.T. meeting due to an approaching denial of credit (10 accumulated absences results in a loss of credit).
8	Administrator	Conducts a conference with parent <u>or</u> documentation of absences sent to the student's address on record. Administrator denies promotion/course credit and notifies parent/guardian(s).*
10	Social Worker	Makes a referral to the Juvenile Court and notifies parent/guardian(s) of the referral after the juvenile has reached the correct number of absences for the referral to be sent to the appropriate level.

If the principal denies promotion or course credit, the denial may be appealed to the Student Hearing Officer. The appeal must be requested within 48 (2 business days) hours of the decision.

Absences Excused for Other Reasons (Religious Holidays, Holy Days)

Students may be excused from classes upon written request from parent/guardian(s) to observe religious or specific holy days. Students may be excused from classes for medical or dental appointments, required court appearances upon presentation of documentation by the court, absences due to family emergencies in cases of serious illness or death within the immediate family, or other reasons acceptable approved by PBSB.

Absences Due to Disciplinary Sanction

When a student is suspended from school, it shall count as an unexcused absence. The absence will be coded to reflect the type of sanction. If the student remains out of school in excess of the number of days of suspension, those days will be counted as unexcused absences unless otherwise approved to be an excused absence.

Make-up Work

Students shall be issued make up work for excused absences and for any type of suspension. It is the student's and/or the parent's/guardian's responsibility to request make-up assignments upon returning from excused absences. The student shall have the same number of days that equaled the absence or suspension in order to complete the make-up work. Upon re-entry to school, the teacher must communicate with the student as to the assignments and work that was missed.

Participation in School Functions

Students or groups of students who participate in school-sponsored activities that are approved in advance by the principal and the Athletic Director will not be counted as absent during the class periods missed due to that participation.

Student Leave

Extended illness is considered an extenuating circumstance under the Pine Bluff School District's attendance policy.

- A student will not be excluded from the school's education program, including any class or extracurricular activity, on the basis of marriage, pregnancy, childbirth, termination of pregnancy or recovery from pregnancy, unless the student requests voluntarily to participate in a separate program or activity of the school. The school may require a pregnant student to obtain a medical provider's statement to certify that the student is physically and emotionally able to continue participation in the normal educational program or activities as long

as the same requirements are made of all students for other physical or emotional conditions requiring the attention of a doctor. If a pregnant student leaves school, permission must be granted by the child's parent/guardian(s). The school may ask for medical documentation in depending on the circumstance.

- After the birth of an infant, the student may return to school. However, it is recommended that she receives a physical checkup and/or clearance from her doctor before returning to make sure she is physically able to resume her normal school schedule.

Homeless Students

You are encouraged to inform the district if you or your child is experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

For more information on services for homeless students, contact your child's campus social worker.

E. Pivot to Remote Instruction

Remote instruction is in the event of a school closing will occur at the superintendent's directive.

Section IV.

Student Services

Cheryl Hatley

A. School Health Services

The district believes that healthy children promote a better learning environment, are more capable of high student achievement, and will result in healthier, more productive adults. Therefore, the goal of the District's health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils. While the school nurse is under the supervision of a designated administrator, the delegation of health care duties is the responsibility of the Registered School Nurse and shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules Chapter Five: Delegation of Nursing Care.

- A. If your child should have a medical condition that requires medical attention during the school day, please contact the school nurse for appropriate form(s) to be completed annually and submitted back to the Health Office.
- B. Each school shall take proper measures to ensure the safety of all students and protect those students against injuries which may occur in or on the school facilities or site.
- C. Parents/Guardians are urged to inform the school nurse and teacher of any known health condition(s) the student may have that may require medical treatment while at school.
- D. Parents/guardians should also inform the school nurse of any medical concerns that may arise during the school year including new medical orders obtained from medical provider visits, dental visits, etc.
- E. All students with special healthcare needs that warrant specific care at school, including chronically ill, medically fragile and technology dependent students, must have an Individualized Healthcare Plan (IHP) on file at the school. The Individualized Healthcare Plan medical form must be completed by the student's medical provider or other medical provider.
- F. If you wish for your child to receive medical attention in the District's School Based Health Clinic, please see the school nurse for additional information.

Communicable Diseases and Parasites

A Communicable Disease is an infectious disease that is transmissible by contact with infected individuals or their bodily discharges or fluids (as respiratory droplets and blood), by contact with contaminated surfaces or objects, by ingestion of contaminated food or water, or by direct or indirect contact with disease vectors. Visit the Arkansas Department of Health Website (healthyarkansas.gov) for additional information and a list of communicable diseases.

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 F when taken orally). 1 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 blood borne, 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).

Head Lice

Head lice are a fairly common problem in school age children. They are most prevalent in the preschool and elementary populations. While head lice are a nuisance, they do not pose a significant health hazard and are not known to spread disease.

They can be acquired anywhere in the community and may not be identified until weeks or months after exposure. Having head lice is not related to cleanliness of the person or their environment. If a child is assessed as having head lice, confidentiality must be maintained so the child is not embarrassed. The child's parent or guardian should be notified that day and educated on the prompt, proper treatment of head lice. The parents or legal guardians of students found to have live human host parasites (lice) 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 maybe 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.

When a student has suspected head lice:

1. The school nurse or trained staff member will assess the student with suspected head lice as needed to determine the action steps required.
2. If live adult lice are found, the student's parent or guardian will be notified with instructions on how to ensure treatment guidelines are followed.
3. Students may be picked up from school by the parent or guardian upon identification of the head lice.
4. A head lice letter and treatment timeline will be sent home with the student.
5. Students will not be excluded from school for the identification of nits only and will be allowed to remain in class.
6. A follow up assessment of the student will be completed by the school nurse or trained staff member within 7-10 days.
7. The parent must provide proof of treatment to the school nurse or building administrator.
8. The student will be assessed by the school nurse or trained staff member after a head lice treatment has been administered at home by the parent or guardian.
9. The parent or guardian is instructed to ensure that all treatment guidelines have been followed so that re-infestation does not occur.
10. Screening of students who have close contact with the student at school will be assessed at the discretion of the school nurse.
11. Only students who have active head lice will be sent notification from the school nurse or building administrator.
12. The American Academy of Pediatric Medical providers does not recommend that routine screenings of the entire school population be completed, nor any school wide notification

occur when a student has head lice. Therefore, building wide screenings nor notifications are not recommended.

13. If a student has frequent infestation of active adult head lice, the school nurse or trained staff member will assess each student in the appropriate classroom(s) as deemed necessary by the school nurse. The best method of controlling an outbreak of head lice is by the parent or guardian doing regular checks of the child's hair and scalp at home.

Right to Privacy

The District/school shall respect the student's/employee's right to privacy and need for confidentiality.

Therefore, the knowledge that a student/employee has an infectious/communicable disease will be confined to those with a direct need to know. Federal Law mandates this right be protected. 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 school until the outbreak has been resolved and the student return to school is approved by the Arkansas Department of Health.

Legal References: A.C.A. § 6-18-702

Arkansas State Board of Health Rules Pertaining To Immunization Requirements

Student Medications

It is the policy that no drug or medicinal preparation, except for medicines or medications used in first aid, will be administered to students on any school premises by school personnel unless the student requires the medication in order to attend school. To ensure a safe method in dispensing medications to students, a current and valid doctor's prescription with instructions as well as a written request from the student's parent/guardian must be provided to school personnel.

It is the responsibility of the parent/guardian to notify the school nurse of any medication to be given at school. Any medication changes are to be given to the school nurse. All medications must have a doctor's or other medical provider's order. Orders must be updated annually each school term.

Guidelines

1. Only medications prescribed by a medical provider will be given at school.
2. All medication (both prescription and over the counter medicine) must be in a container (bottle) with a prescription label noting the name of the student, medication name, dosage, and clear directions for administration.
3. School personnel are not trained to determine when non-scheduled medications are needed, as this is a form of prescribing. However, there are times when PRN (as needed) medication may be required. A medical provide statement must be provided giving specific instructions regarding how much, when and how often the medication is to be given.
4. Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required.
5. 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.

6. The consent form (Medication Administration Record Form) must be signed by the parent or guardian before any medication will be given at school. Handwritten notes are not acceptable.
7. No medication to be given three (3) times daily or less will be administered at school unless a medical provider's statement specifically directs the medication be given at a certain time.
8. Building level personnel and school nurses will administer medicine to students according to Board Policy Code.
9. A locked and limited access area for storage of medications will be provided.
10. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.
11. Parents/guardians shall be responsible for transporting medication to and from school for students in grades K-12 unless other arrangements are made with the school nurse or principal. It is recommended that parents/guardians bring a month supply to school and note when more medicine is needed to prevent missed doses due to depleted supply. The quantity of medication will be counted and recorded when medication is brought to the school.
12. At the end of the school year, any unused medication must be picked up by parent/guardian on or before the last day. All medication not picked up will be destroyed in the presence of a witness, unless prior arrangements have been made.
13. The school nurse or designee must administer all medications. However, to comply with Act 1694 of 2005, an exception will be made for students to carry/self-administer asthma inhalers or emergency medications required for documented health conditions with a medical provider order and school nurse approval. An emergency health care plan and the consent (Medication Administration Record Form) must be on file.
14. For the student's protection, the nurse or designee will not give a dosage of medication in excess of the recommended dosage on the label unless a medical provider's order is received.
15. The initial dose of a new medication must be given by the parent/guardian outside of the school setting.
16. Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, 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.
17. No sharing of any medication is permitted.
18. Narcotic pain medication will not be administered in the school setting. Students requiring this type of medication should stay at home.

Student Illness/Accident:

If a student becomes too ill to remain in class and/or could be contagious to other students, the school nurse, 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 parent/legal guardian or person designated by the parent to pick up the student can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious 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 and may be shared with a third party agency.

- Parents are strongly encouraged to keep their contact information current and up to date.

Student's information 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.

Physical Examinations or Screenings:

The district conducts routine health screenings such as Hearing, Vision, Scoliosis and (BMI) Body Mass Index 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 his/her full potential. **Medicaid/Arkansas Kids First/Insurance will be billed, where applicable, for hearing and vision screenings conducted at school.** In compliance with the family Education Rights and Privacy Act (FERPA) the districts is informing you the parent/guardian that your child's personal identifiable information records will be disclose to the third party billing vendor for the purpose of billing Medicaid and/or private insurance related to health screenings received if applicable. *** If object, the parent/guardian should submit in writing to the school and provide a copy to the school nurse at your child's school.*

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, screenings by submitting a refusal note, in writing to the school (must be received within 30 days of enrollment).

Immunizations:

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the PBSB District who has not been age appropriately immunized. Students must be able to show proof to their school that they have obtained the needed vaccines.

If a parent cannot provide documentation that the student has received the necessary vaccines, the student will be excluded from school at that time. The student will not be allowed to enter school until the necessary documentation is provided.

There are three types of exemptions: medical, philosophical and religious. If for any reason you choose not to have your child immunized, you must call the Arkansas Department of Health for an exemption application. The application must be reviewed and approved by the Arkansas Department of Health before an exemption is granted. This is an annual requirement, and the process is lengthy. Proof of exemption or proof of exemption application is required **BEFORE SCHOOL STARTS.**

If there are reported cases of a vaccine-preventable communicable disease, an exempted student may have to be excluded from school until the Arkansas Department of Health deems that it is safe for the exempted student to return to school.

Because of the large number of students who will be affected, we strongly encourage you to contact your local Health Department or your doctor's office to schedule these vaccines as soon

as possible. If you wait until close to the start of the school year, you may find you are unable to get a timely appointment or you may run the risk of non-availability of the vaccines.

If your child is new to our district and you do not provide his/her shot record, you will NOT be allowed to complete registration or enroll your child UNTIL the shot record is provided.

If you have any questions about your child's immunization record, you can ask his/her School Nurse for additional information.

These vaccines are available at your local health department or your doctor's office.

All students must meet immunization requirements under Ark. Code Ann. §§ 20-7-109, 6-18-702, 6-60-501-504, 51 and 20-78-206 to remain in school. See immunization schedule below.

- **4 doses** of DTP/DT/Td/DTaP/Tdap, with 1 dose on or after the 4th birthday. **ALL STUDENTS PK-12th**
- **3 doses** of Polio vaccine, with 1 dose on or after the 4th birthday. **ALL STUDENTS PK-12th**
- **2 doses** of MMR (measles, mumps, rubella), with 1st dose on or after 1st birthday. **ALL STUDENTS PK-12th**
- **3 doses** of Hepatitis B vaccine. **ALL STUDENTS PK-12th**
- **2 doses** of Varicella with 1st dose on or after 1st birthday. (Physician documentation only for the history of disease will be accepted). **ALL STUDENTS PK-12th**
- **1 dose** of Hepatitis A vaccine, with 1 dose on or after 1st birthday. **KINDERGARTEN AND 1ST GRADE**
- **2 doses** Hepatitis A with the 1 dose after 1st birthday **PK**
- **ALL students 11 years** and older by September 1st of each year will be required to have a Tdap vaccine. **ANY STUDENT AGE 11 AND OVER**
- **All 7th graders** will be required to have one dose of MCV4 (Meningococcal) vaccine with a second dose administered at age 16. If not vaccinated prior to age 16 years, 1 dose is required for all students who are age 16 on or before September 1st of each year. Please make sure your child is in compliance with the immunization requirements. For additional information or questions, please contact the School Nurse.
- 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 medical provider;
- B. Health department;
- C. Military service;
- D. Official record from another educational institution in Arkansas; or

An immunization record printed off of the statewide immunization registry with the Official Seal of the State of 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 as a history of varicella disease must be documented by a licensed physician, advanced practice nurse, doctor of osteopathy, or physician assistant. Valid proof of immunization and of immunity based on serological testing shall be entered into the student’s record.

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

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

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

Temporary Admittance

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

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student’s temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

Exclusion from School

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for no fewer than twenty-one (21) days or even 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.

Annually by December 1, the District shall create, maintain, and post to the District's website a report that includes the following for each disease requiring an immunization under this policy: The number of students in the District that were granted an exemption by the Department of Health from an immunization;

- The percentage of students in the District that were granted an exemption by the Department of Health from an immunization;
- The number of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH;
- The percentage of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH; and
- The percentage of a population that must receive an immunization for herd immunity to exist.

B. School Nutrition

PINE BLUFF SCHOOL DISTRICT and the Student Nutrition Department care about students and want every one of them to have an enjoyable experience at school. Our school district participates in the National School Breakfast and Lunch Programs sponsored by the United States Department of Agriculture (USDA) and is held to a high standard of accountability, good nutrition, and safety. Eating breakfast and lunch will enable students to be better prepared to learn in the classroom.

Breakfasts and lunches are provided in all PINE BLUFF SCHOOL DISTRICT school cafeterias. Students are encouraged to participate in these nutritionally balanced programs; however, students may choose to bring meals from home.

Guidance:

1. I.D. numbers and I.D. cards are not to be shared. Once a number or card has been used by someone other than your student and your student tries to eat using his/her card a second meal will ask for payment. If in elementary school, a charge will be applied to the I.D. number and the parent or guardian will be responsible for those charges.
2. Regardless of free or reduced meal status, second meals will be charged at full price.
3. Charge notices will be sent to the parent or guardian weekly for every student who owes charges for meals. After one charge notice has been sent with no response, the parent is contacted on the second week by phone. If the parent does not have a phone, a notice will be mailed or emailed.
4. ADE Rule 8.02.4 defines school events – Students may be given any food and/or beverage items during the school day for up to nine (9) different events each school year to be determined and approved by school officials. These items may not be given during meal times in the areas where school meals are being served or consumed.
5. Parties must be school-wide and every class would need to participate in these on the same day and all such days are required to be placed into eSchoolPlus prior to the school year beginning. Birthday parties for individual students are prohibited.
6. If you choose to bring your child food, it must be brought by the student's parent/guardian at the student's lunch period. The parent/guardian must check in at the front and hand-deliver the food to the student. Food can only be provided to your student and cannot be shared with other students. No third party delivery companies will be accepted in the school.

Food Allergy Policy

If your child has a food allergy to any item on the menu, a doctor's statement is required to be filed with the cafeteria manager and the school nurse, stating the student's allergies to all such foods and the alternate food to be served.

Meal Prices:

All Students Eat Free

BREAKFAST

Adults (NON- STUDENTS)	\$2.00
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LUNCH

Adults (NON- STUDENTS)	\$3.75
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BEVERAGES

All Milk Sold	.50
4 oz. Juice	.50

In the case of late school openings because of inclement weather, breakfast will not be served. In the case of late buses, breakfast will be served to those students.

We will be glad to answer any questions concerning your student's meal account by calling the PINE BLUFF SCHOOL DISTRICT Nutrition Services Office at 870-543-4200.

In accordance with Federal Civil Rights law and USDA Civil Rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

C. Insurance

A group accident insurance policy is available to all members of the student body when school activities begin each fall. Athletic participation fee does not include school insurance. PINE BLUFF SCHOOL DISTRICT is not liable for injuries received by students on our campuses.

D. Transportation

School buses are operated by PINE BLUFF SCHOOL DISTRICT as an accommodation to students and parents. Riding a bus is a privilege that must not be abused by daily bus riders or those only riding a bus for a field trip. The same appropriate behavior expected at school is expected on the school bus. A student's failure to conform to acceptable standards of behavior and courtesy will result in him/her being subject to disciplinary action. Parents will be held

financially responsible for damage to the inside/outside of the school bus. Students transported on PINE BLUFF SCHOOL DISTRICT school buses will adhere to the Centers for Disease Control and Prevention, ADH, and the PINE BLUFF SCHOOL DISTRICT transportation regulations.

Transportation to Locations for Childcare

Due to fiscal and liability concerns, PINE BLUFF SCHOOL DISTRICT shall not provide transportation services to a location for the purpose of providing care to students prior to or immediately following the instructional day. This policy has no impact on transportation services specified in a student's IEP or 504 plans.

Contact Numbers:

Mr. Fred Bennett, Transportation Director: 870-543-4268 or 870-543-4265



PINE BLUFF
SCHOOL DISTRICT



Section V.

Wellness



A. Wellness Policy

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

The problem of obesity and inactivity is a public health issue. The Board of Directors is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Division of Elementary and Secondary Education (DESE), but with the community and its residents, organizations and agencies. Therefore, the District shall enlist the support of the larger community to find solutions that improve the health and physical activity of our students.

Water Bottle Policy

It is the policy of Pine Bluff School District (PBSD) to provide water hydration to our students. Providing access to drinking water gives students a healthy alternative to sugar-sweetened beverages. It helps to increase students' overall water consumption, maintain hydration, and reduce energy intake if substituted for sugar-sweetened beverages according to CDC.

Because water is a necessary nutrient to maintain and improve health, PINE BLUFF SCHOOL DISTRICT allows students to carry a clear, plastic water-bottle while on campus.

In an effort to limit confusion, the following rules apply to students.

- Bottle must be a clear plastic reusable bottle
- To prevent spills the bottle must be capped, with either a push-button sip-lid or an automatic seal spout.
- A screw on lid top is not sufficient

PROCEDURE:

- The container must (be filled on campus and) contain plain water.
- There can be no juice, no soda, no addable, No candy or energy drink in the water bottle.
- The water may be consumed during class but only in designated areas.
- Bottles are not to be in close proximity to any technology (computers, overheads, document cameras, smart writes, or projectors). Water will not be allowed in any computer class or computer lab, as well as the library.
- Classroom rules regarding the use of the restroom will be in effect.
- Students and staff need to take care of restroom needs before class smart and one must be responsible for the amount of water that is taken in during classroom time
- Students and staff will be responsible to fill the bottle between classes. A student may not leave class to fill bottle.
- Water bottles are not to be played with on school grounds. This includes throwing the bottle or pouring the contents of the bottle onto a student, staff, or equipment.
- Any failure to follow the policy will result in the bottle taken away and student may lose the opportunity to have water bottle privilege.



Section VI. Other Policies

Cheryl Hatley

A. Due Process – Grievances

Students have the right to be immediately informed of alleged violations of standards of behavior as established by Board policy and/or school regulations, and to be informed of appeal procedures.

Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct. Principals and teachers have the responsibility to follow Board established procedures in disciplinary actions against students. Principals are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call the principal for a conference when needed, and to arrange with proper school authorities for desired student hearings.

B. Parent/Student Process for Complaints/Appeals

If a student and/or the parent of the student involved in a disciplinary ruling wishes to contest a disciplinary ruling or a condition or circumstance imposed by a teacher or school administrator, the procedure which follows should be used by the person filing the complaint. All complaints must be submitted in writing.

The complaint must be directed to the person who originally took the action upon which the complaint is based. The person shall reconsider his action and give his decision to the complainant.

If the complainant is not satisfied with the decision, the complaint must be directed to the immediate superior of the person who took the original action. If the complaint is directed to a teacher, the immediate superior would be the building principal. If the complaint is directed to a principal and involves an academic problem, the immediate supervisor would be the Assistant Superintendent or his/her designee. If the problem involves a disciplinary action, the principal's immediate supervisor would be the Assistant Superintendent or his/her designee. The supervisor or his/her designee shall review the original action which was taken and render a decision or suggest a solution which might be mutually satisfactory to all parties.

If either party is not satisfied with the decision of the supervisor, the complaint may be directed to the Superintendent.

The Board of Directors delegates to the Superintendent the authority to review the complaint and issue a decision regarding the complaint. In regard to suspension and due process, the decision of the Superintendent will be final.

Note: Only the Board of Education may expel a student from school on concurrence of the Superintendent with the principal's recommendation, and only through due process proceedings. The Board of Education may expel a student for the remainder of the semester, for the remainder of the school year, etc. while providing educational services.

Complaints

The following procedure will be used to address a complaint from a student, parent, or guardian. Complaints can include, but are not limited to, discrimination based on race, color, national origin, religion, handicap, age or gender, sexual harassment, sexual orientation, the handicap/disability in the placement, instruction and guidance of pupils; the employment, assignment, training, or promotion of personnel; the provision and maintenance of physical

supplies and equipment, the development and implementation of the curriculum, including the activities program; and in all matters relating to the instruction, supervision, administration and Board policy development:

1. Report the alleged incident to the principal as soon as possible after the event(s) has occurred. If the complaint involves the principal, the report of the alleged incident should be made to the appropriate Superintendent as soon as possible after the event(s) occurred.
2. The complaint will be investigated and the individual bringing the complaint will be advised of the outcome of the investigation within ten (10) days.
3. If the individual bringing the complaint is not satisfied with the principal's resolution he/she may appeal to the appropriate associate Superintendent. The appeal must be made in writing within ten (10) days from receipt of the principal's decision.
4. If the individual is not satisfied with the resolution of the complaint, he/she may appeal to the Superintendent of Schools or his/her designee. The Superintendent of Schools, following a documented investigation, may direct the notification of law enforcement authorities where appropriate.

Complaint Procedure:

First Contact: Appropriate building principal *Follow-Up Contact:* Assistant Superintendent, 1215 W. Pullen St. Pine Street, Pine Bluff, Arkansas 71601; 870-543-4200 *Appeal:* Superintendent of Schools, 1215 W. Pullen Street Pine Bluff, AR; 870-543-4200

Cross Reference: Student Handbook, District Procedures Handbook for Section 504 of The Rehabilitation Act of 1973 COMPLAINT RESOLUTION COMPLAINT RESOLUTION FOR TITLE II, TITLE VI, TITLE VII, TITLE IX, ADA, SECTION 504, OR OTHER SIMILAR REQUIREMENTS

The specific purposes to be served by these procedures are: To ensure that a complaint is considered fairly, with all due speed, and without prejudice or reprisal to the aggrieved person; To encourage employee expression regarding conditions that affect him/her; To provide a specific procedure that will facilitate the understanding of district policies affecting employees; To build confidence, in the sincerity and integrity of the complaint resolution procedure as a means to establish the facts upon which a complaint is based, a problem is stated, and a fair conclusion or solution is reached. Definitions A "complaint" is an allegation of action or inaction by the District or its representatives in violation of Title II, Title VI, Title IX, ADA or Section 504, or the implementing regulations, or other similar requirements. The "complainant" is the student, patron, or employee bringing the complaint. "Employee" means a person who is a full or part-time employee who is on the payroll of the District. "Patron" means any student's parent or other resident in the PBSB. The "responsible official" means the employee designated by the District to coordinate its efforts to comply with and carry out its responsibilities under the above mentioned requirements. "Student" means a person enrolled in one of the schools operated by the corporation. "Superintendent" means the Superintendent of Schools or his/her designee. Process The following process will be used in the review and resolution of complaints regarding compliance with Title II, Title VI, Title VII, Title IX, ADA, Section 504, or other similar requirements of the Civil Rights Law of 1964 as amended:

- **Step 1 (Informal Resolution):** The complainant is encouraged to try to resolve any issues relating to implementation and compliance with any of the aforementioned legal requirements at the lowest administrative level possible. The complaint should be brought to the administrator/supervisor at the point where the possible violation exists. Within ten days after receipt of the complaint, the administrator will attempt resolution

with the complainant in an informal manner. If a satisfactory informal resolution cannot be reached, the complainant and/or the administrator may seek the assistance of the District's responsible official.

- **Step 2 (Formal Complaint):** If the complainant is unable to secure a satisfactory resolution through informal means at step 1, the complainant may file a formal complaint. The complaint should be filed with the PBSB's official who has district level responsibility for that area. The complaint must be filed within ten days of the response of the administration at step 1. The complaint should be in writing and give a concise but thorough overview of the alleged problem or violation and indicate the specific relief requested. All relevant documents also should be included. The responsible official will investigate the complaint and collect whatever information is needed to make an informed decision. The responsible official will issue a written finding within fifteen days of the receipt of the complaint or inform the complainant of the reasons that it is not possible to issue a finding in that time frame. If a finding cannot be issued within fifteen days, it will be issued as soon as practicable.
- **Step 3 (Appeal to the Board of Education):** If the complainant is not satisfied with the finding at step 2, he/she may request a hearing with the Board of Education. The request for the hearing must be made within ten days of the written finding issued at step 2. The request for the hearing must include a statement of the complaint, the finding of the responsible official from step 2, and any response to the finding that the complainant wishes to present. It should include the reasons that the complainant believes the finding is in error. The individual members of the Board will review the information presented with the written request for the hearing prior to following month's Board agenda meeting. The Board will decide at the agenda meeting whether or not to place the appeal on the agenda for a hearing. If the Board decides not to hear the complaint, the written finding of the District's responsible official will be the position of the PBSB. Timelines The failure of the complainant to comply with the identified timelines will be considered to be an abandonment of the complaint. Effect of Settlement Any settlement of a complaint will be applicable to that complaint only and will not be binding authority for the disposition of any other complaint.

Anonymous Complaints

The PBSB is committed to compliance with its legal obligations. As a result, anonymous complaints will be thoroughly investigated and handled in a serious manner. However, anonymous complaints are more difficult to substantiate and investigate. Therefore, complainants are encouraged to be open, forthcoming, and identify themselves to assist in a satisfactory resolution to the complaint. The PBSB recognizes that some students, patrons, and employees will not come forward with legitimate complaints because of a fear of retribution. The PBSB will not condone or tolerate reprisals against complainants by any of its employees. Employees who exercise retaliatory behavior against any complainant will be appropriately disciplined. Reporting outside the process in instances where there is a genuine sense of potential reprisal and it is not realistic to report the complaint at the lowest administrative level, the complaint may be made with the District's responsible official. The responsible official may refer the complaint to another administrator in the department's organizational structure to attempt a resolution.

C. Procedures for School Investigations

An investigation will be promptly initiated when a complaint or a report of misconduct is received.

Complaints/reports will be processed based on the severity of the report and mandated due process. Due process for Section 504 and IDEA must be followed.

The PINE BLUFF SCHOOL DISTRICT administration recognizes that every situation is different. However, when a complaint is made or a report is submitted, the following process shall be used by school administrators as a general guideline for conducting an investigation:

1. Provide a complaining party with the appropriate form (complaint form or teacher referral documentation).
2. Initiate investigation in a timely manner.
3. Immediately notify the central office to relay information or for guidance, when applicable. This may include the Assistant Superintendent, Director of Student Support.
4. Immediately notify school officials in your building who should be involved in the investigation (nurse, food services manager or director, school or District security).
5. Immediately contact parents/guardians, when applicable and as required by board policy and District procedure, to inform them that an investigation is pending.
6. Check surveillance cameras for footage of the incident that is the subject of the complaint. Make arrangements to provide the Assistant Superintendent with a copy of the surveillance footage. If the incident occurred on a school bus, contact the bus pound and notify the Director of Transportation so that he can obtain the surveillance footage. The school shall request that footage is saved/copied as evidence through the PINE BLUFF SCHOOL DISTRICT Department of Safety and Security.
7. Take written statements from all parties involved (e.g. students, staff, parents, etc.). This includes witnesses on both sides of the allegation. Evidence should reflect a distinction between what was seen or what was heard. When possible, witnesses should write their own statements on the witness statement form.
8. If applicable, notify outside agencies who should be involved in the investigation (police, DHS-800-482-5964). All staff members are mandated reporters.
9. Upon completing the investigation, the findings will be documented and the persons involved will be notified in writing, when applicable.

Reminders:

1. Copies of written statements may be shared upon request only if the name of the student has been removed.
2. Confidentiality must be a priority. Consequences administered to students cannot be shared with other parties.
3. All requests to view on-campus surveillance footage should be forwarded to the Assistant Superintendent. Surveillance footage may be viewed at the discretion of the Assistant Superintendent.
4. All requests to view bus surveillance footage should be forwarded to the Director of Transportation. Surveillance footage may be viewed at the discretion of the Director of Transportation.
5. All human resources policies and procedures must be considered.
6. Administrators are always required to investigate parent/guardian concerns. Any reports made to police or another outside agency do not negate our responsibility to investigate.

D. Procedures for Filing Sexual Harassment Complaints

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, the District shall simultaneously provide the following written notice to the parties who are known:

1. Notice of the District's grievance process and a copy of the procedure governing the grievance process.
2. Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before an initial interview. Sufficient details include:
 - a) The identities of the parties involved in the incident, if known.
 - b) The conduct allegedly constituting sexual harassment.
 - c) The date and location of the alleged incident, if known.
3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. The parties may inspect and review evidence relevant to the complaint of sexual harassment.
6. That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of additional allegations to the parties whose identities are known.

The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party," "complainant," or "respondent" include the plural, as applicable. For more information, contact the PINE BLUFF SCHOOL DISTRICT Title I Coordinator at 870-543-4200.

E. Expression

Students have the right to express opinions and to support causes without interference from school authorities except when such actions are unlawful or disruptive to learning.

Verbal Expression

- a) Students have the right to free and dynamic expression of ideas including personal opinion. Students have the right to opportunities for expressing themselves orally within the classroom and through other established settings within the school.
- b) Students have the responsibility to refrain from engaging in offensive obscenity and slander; to avoid speaking in such a way that disrupts the educational process; and the responsibility to avoid speaking solely for the purpose of infringing upon the rights of

others. Students, teachers, and other school staff have the responsibility to communicate in a courteous, non-hostile manner.

Written Expression

- a) Students have the right to distribute or post printed material (pamphlets, posters, leaflets, newspapers, brochures, circulars, and petitions) subject to individual building procedures and accordance with Board of Education policies.
- b) Principals have the responsibility to see that Board of Education policies are adhered to and to develop and make available the building procedures for preparation and distribution of written materials.

Symbolic Expression

- a) Students have the right to symbolic expression (the wearing of insignia, hair style, clothing, physical gestures) which does not (a) cause disruption of the education process, (b) infringe upon the rights of other students and faculty, (c) prevent the Board of Education from performing its statutory obligations, or (d) cause accidents or endanger the health or physical well-being of students or faculty.
- b) The primary responsibility for dress, grooming and overall appearance of students rests with the parents of individual students and the students themselves. Students have the responsibility to insure that (a) buttons, badges, clothing, and other symbols do not contain obscene or libelous words, phrases, or pictures, or depict alcohol, drugs, and/or tobacco products; (b) that hair styles do not interfere with the health and safety of all students; (c) that clothing does not result in overt exhibitionism or disregard of common rules of cleanliness and health and safety standards, (d) that no flag or banner is publicly displayed except those approved by the Board of Education; and (e) that physical gestures do not convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process. School staff has the responsibility to ensure adherence to the above standards.

Anti-Hate Commitment

- a) The education and safety of our students is a top priority in PINE BLUFF SCHOOL DISTRICT. PINE BLUFF SCHOOL DISTRICT takes a firm stance against hate in all forms at all levels. We are all responsible for nurturing anti-hate educational learning environments in order to ensure that each and every child is respected and valued for who they are regardless of skin color, gender, sexual identity or orientation, ability or disability or any other category. PINE BLUFF SCHOOL DISTRICT will continue to create inclusive educational environments where every student feels a sense of belonging and is treated with dignity and respect.

F. Assembly

Students have the right to arrange and participate in curriculum related activities in or on school property in accordance with the building level policies of the principal.

Students have the right to arrange and participate in non-curricular activities in or on school property during non-instructional time (time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends) in accordance with the Board's limited open forum policy (the practice of providing equal access and a fair opportunity to obtain

space to any students wishing to conduct a meeting or meetings without regard to religious, political, philosophical, or other content of the speech at such meetings).

Students have the responsibility to consult with and follow building level policies as set by the Board and described by the principal when planning any student activity to be held on school property before, during, or after the school day. Principals have the responsibility to follow Board regulations in accepting and acting on student applications or requests, for curriculum or non-curriculum related meetings.

Should attendance at a planned assembly not be required and students choose not to participate, they have the responsibility to report to an assigned area. Students attending a planned assembly have the responsibility to provide courteous attention. Building principals have the responsibility for having a written plan and dispersal statement for dealing with non-peaceful assemblies of students. The principal is responsible for familiarizing the entire school staff and student body with the plan.

G. Patriotic and Religious Exercises

Students have the right to participate in or abstain from such exercises as the flag salute, oaths or pledges, anthems and religious observances.

Students have the responsibility to respect the choice of those who choose to participate or abstain from such exercises. Parents and students have the responsibility to express to principals, for appropriate action, their religious or ethical objections to participating in selected features or class activities.



Section VII.

Student Conduct



A. Discipline (Behavior) Management Plan

The Behavior Management Plan is a specific initiative to address the District's goal of eliminating disparities in school discipline by providing discipline management options that do not involve a disruption of education services. Students shall comply with reasonable instructions from administrators, teachers, instructional assistants, school bus drivers, or any authorized District employee. After the teacher has followed the plan and the student still does not comply with any school personnel, then a referral will be issued.

B. Response to Intervention

Response to Intervention (RTI) is a multilevel preventive system designed to improve learning or behavioral outcomes for all students.

RTI is designed to accomplish three important goals:

1. Ensure all students receive research based instruction;
2. Provide progress monitoring tools that will be utilized in making data-based decisions in terms of interventions and enrichment; and
3. Provide a more practical method of identifying students with specific learning needs.

As educators, we endeavor to ensure that these goals are met daily through the collaboration of all stakeholders. PINE BLUFF SCHOOL DISTRICT is committed to creating a tiered process for all students with academic and behavioral needs. The idea of RTI is to catch learners when they begin to struggle. This process, based on scientific research, will be a safety net for all at-risk learners thereby assuring that all students achieve their maximum potential through collaborative, supportive, and continuous efforts of all stakeholders.

For additional information about RTI, or for answers to any questions you might have about the process, please contact the building RTI coordinator for your child's school.

C. Positive Behavioral Intervention Support

Positive Behavioral Intervention and Support (PBIS) is a proactive and positive approach to discipline, an integrated system which enhances academic and social behavior outcomes for all students. PBIS is a multitier preventive framework in which all students are taught the school wide behavioral expectations and receive behavior supports based on student needs. Every school has developed three (3) to five (5) behavioral expectations that are implemented across settings such as the bus, cafeteria, playground or common area, restroom, hallway, classroom, etc. We will continue our partnership with the Center for Community Engagement and with Arkansas RTI to bring PBIS training and coaching to our District.

D. Consequences and Infractions

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative discipline practices. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and the statutory requirements. Because of these factors, discipline for a particular offense including misconduct in a vehicle owned or operated by the District (unless otherwise specified by law) may bring into consideration varying techniques and responses. School safety will be the primary determinant for actions taken by administrators regarding student behavior.

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. (Legal References: A.C.A. § 6-18-502, A.C.A. § 6-17-113) The District's student discipline policies shall be distributed and reviewed to each student during the first week of school each year and to new students upon their enrollment. The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is approved with regard to the administration of discipline in PBSD. The minimum penalty for student misconduct will be a reprimand/warning and the maximum penalty will be recommendation to expel by the District Board of Education and legal action dependent upon the severity and frequency of the misconduct. Discipline actions should become progressively more severe if the student continues to violate District rules. At any point during the progressive discipline process a parent, teacher(s), student, administrator conference may be held to develop a behavior plan. The plan will be issued to all of that student's teachers, counselors, and administrators. The administrator may choose the most severe penalty at any time based on the circumstances involved in the particular incident. An administrator may not use a less severe consequence on any given rule without conferencing with the referring teacher. Any violation of Arkansas law will result in a minimum consequence of OSS to the maximum of recommendation to expel.

Note: A.C.A. references are to Arkansas Code Annotated statutes which may pertain to a rule violation.

The range of consequences is as follows:

- Reprimand/Warning
- Parent Contact
- Parent Conference
- In-School Intervention
- Detention
- Class Suspension
- Saturday School
- In-School Suspension

- Out-of-School Suspension
- School Suspension with Recommendation to Expel
- Other (with Parental Consent)

1. Bullying/Cyberbullying

- Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, threat, or incitement of violence by a student against another student or a school employee. Bullying may occur through written, verbal, electronic, or physical act that causes or creates a clear and present danger of physical harm or damage to school or student property. (Legal References: A.C.A. § 6-18-514, A.C.A. § 5-71-217)
- Bullying, which consists of repetitive, malicious teasing or threatening, either directly or indirectly, will not be tolerated.
 - Minimum: In-School Intervention*
 - Maximum: Recommendation to Expel*

2. Electronic/Devices

- Students shall comply with all school employees regarding the use of electronic devices, including cell phones, personal paging devices, smartwatches, or other electronic communication devices.
- If the electronic device is confiscated, the parent(s) of the student or an adult designee will have to come to the school to pick up the device after the confiscation period has ended during normal school hours. Refusal to turn in electronic devices will result in an automatic 4-day suspension. Progressive discipline will be applied.
- Electronic devices, electronic communication devices, and/or electronic devices with photographic capabilities confiscated during interim, summative, and state mandated tests (ELPA 21, ACT Aspire, ACT, MSAA, and norm referenced tests) will not be returned until the end of the school year. (Legal Reference: A.C.A. § 6-18-502)
- The unlawful use of a camera, video tape, photo-optical, photoelectric, or any image recording device used for the purpose of secretly observing, viewing, photographing, filming, or videotaping on any PBSO property or school function without consent of any person(s) who has reasonable expectations of privacy is prohibited. A person shall be guilty of this offense if they voluntarily participate in placing the photographic image(s) obtained in any public viewing area, i.e. internet, cell phone, camera, etc. (Legal References: A.C.A. § 5-4-401, A.C.A. § 5-16-101)
- Computer Use - Parents/guardians shall sign a computer use agreement form outlining proper and improper use of public access computers prior to being allowed to access computer equipment. (Legal Reference: A.C.A. § 6-21-107)
 - Minimum: Reprimand/Warning*
 - Maximum: Detention/In-School Suspension (ISS)*

Every school in the Pine Bluff School District will have an authorized area and time for cell phone usage per the principal/ designee (before school, lunch, and after school). When your phone is used outside of these areas and times, it will be confiscated and available for pickup by parents for the first offense. Second offense will be progressive discipline not to result in OSS. (Out of School Suspension).

3. Disorderly Conduct

- No student shall disrupt the lawful assembly of persons by engaging in inappropriate behavior that substantially interferes with, or is likely to interfere with, any school function, activity, or school program. Additionally, a student will not use any verbal or

written form of profane, violent, vulgar, abusive, insulting, or sexual language at any time toward public school employees. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process. (Legal

Reference: A.C.A. § 5-71-207)

- i. *Minimum: In-School Suspension*
- ii. *Maximum: Recommendation to Expel*

4. Drug/Alcohol

- a) Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over-the-counter drugs or other intoxicants, or anything represented to be a drug to include any related drug paraphernalia. Students breaking this rule for the first time will be suspended and placed on probation. The student/family must show proof that they are enrolled with a counseling agency recognized by the District. Notification is required to appropriate legal authorities. The student will be suspended immediately, reported to legal authorities and may result in recommendation for expulsion.

- i. *Minimum: Out-of-School Suspension*
- ii. *Maximum: Recommendation to Expel*

5. Insubordination

- a) Failure to comply with reasonable directives of authorized school personnel and established school/ classroom expectations for behavior, including disruptive behavior.

- b) Elementary

- *Minimum: Reprimand/Warning*
- *Maximum: Detention*

- c) Secondary

- *Minimum: Reprimand/Warning*
- *Maximum: Recommendation to Expel*

6. Tobacco

- a) A student may not smoke, have possession or control of any tobacco products, tobacco related substances, smoking paraphernalia (matches, lighters, e-cigarettes, etc.) on school property, including school buses, at any time. (Legal Reference: A.C.A. § 6-21-609)

- i. *Minimum: Parent contact*
- ii. *Maximum: Up to 5 days of Out of School Suspension*

7. Truancy

- a) A student will not be absent from school without parent or school authorities' prior knowledge and consent.

- i. *Minimum: Parent conference*
- ii. *Maximum: In-School Suspension*

8. Weapons

- a) No student shall possess, use, threaten to use, or otherwise be involved with any firearm/handgun, weapon, facsimile weapon, or any other instrument that is capable of inflicting physical injury or death. Weapons are prohibited by law upon any school

property, in or upon any school bus, at designated bus stops, or at any school-related event. (Legal References: Gun-Free Schools Act of 1994: Act 567 of 1995, A.C.A. § 5-73-102, A.C.A. § 5-73-104, A.C.A. § 5-73-108, A.C.A. § 5-73-119, A.C.A. § 5-73-120, A.C.A. § 5-73-122, A.C.A. § 6-17-113, A.C.A. § 6-21-608)

- i. Students will be suspended immediately, reported to legal authorities, and recommended for expulsion for a period of not less than one (1) year.

9. Vandalism

- a) No student shall purposely and without legal justification destroy or damage any property of another or belonging to the District. The parent/guardian will be responsible for all damages to property caused by the student. (Legal References: A.C.A. § 6-21-604, A.C.A. § 5-38-203, A.C.A. § 9-27-330, A.C.A. § 9-27-331)
 - i. *Minimum: In-School Suspension*
 - ii. *Maximum: Recommendation to Expel*

10. Fighting

- a) Physical blows or contact mutually exchanged between students is considered fighting. Alternate punishment may be applied with regard to actual involvement. (Legal Reference: A.C.A. § 5-71-207)
 - i. *Minimum: Out-of-School Suspension*
 - ii. *Maximum: Recommendation to Expel*

11. Gangs

- a) Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or school sponsored activity, or which disrupt the school environment and/or school activity are harmful to the education process.
- b) The use of hand signals, handshakes, gestures, graffiti, or the presence of any clothing, bandannas, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. (Legal References: A.C.A. § 6-15-1005, A.C.A. § 5-74-201)
- c) Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang.
- d) Extorting payment from any individual in return for protection from harm from any gang.
 - i. *Minimum: Out-of-School Suspension*
 - ii. *Maximum: Recommendation to Expel*

12. Public Display of Affection

- a) A public display of affection is inappropriate school behavior. Refusal to comply with reasonable expectations of school staff will lead to disciplinary action. Students shall not touch other students in a sexual manner.
 - i. *Minimum: ISS*
 - ii. *Maximum: OSS*

13. Assault on a Student

- a) A student commits an offense that results in physical harm, causes injury or physical harm to another student, or recklessly engages in conduct that creates a substantial risk of death or serious physical injury to another student. (Legal References: A.C.A. § 5-13-201, A.C.A. § 5-13-202, A.C.A. § 5-13-204, A.C.A. § 5-13-205, A.C.A. § 5-1-102)
 - i. *Minimum: Out-of-School Suspension*
 - ii. *Maximum: Recommendation to Expel*

14. Assault on a School Employee

- a) A student commits an offense when they willfully and intentionally assault or attempt to assault or physically abuse a school employee. (Legal References: A.C.A. § 5-13-201, A.C.A. § 5-13-202)
 - i. *Minimum: Out-of-School Suspension*
 - ii. *Maximum: Recommendation to Expel*

15. Theft

- a) A student shall not steal or attempt to steal school or an individual's property. Parents of any minor student under the age of 18 will be liable for property stolen by said minor. If a student steals or is in possession of property belonging to another person or school property worth \$500 or more without permission, the student will be charged with theft of school property and are subject to prosecution. (Legal References: A.C.A. § 5-36-103, A.C.A. § 5-36-106)
- b) Elementary
 - i. *Minimum: Parent Conference*
 - ii. *Maximum: Detention*
- c) Secondary
 - i. *Minimum: Parent Conference*
 - ii. *Maximum: Recommendation to Expel*

16. Sexual Harassment/Sexual Misconduct

- a) Sexual harassment is unwanted verbal, written, or physical behavior of a sexual nature; physical intimidation and mockery or scorn based on perceived sexual orientation. Such behavior is illegal if it creates an environment that is hostile or intimidating.
- b) Sexual activity or sexual misconduct to include possession of or distribution of pornographic media. Students shall not touch other students in a sexual manner. Notification is required to appropriate legal authorities. (Legal References: A.C.A. § 5-14-101, A.C.A. § 5-14-111)
- c) Elementary
 - i. *Minimum: Parent Conference*
 - ii. *Maximum: Recommendation to Expel*
- d) Secondary
 - i. *Minimum: Out-of-School Suspension*
 - ii. *Maximum: Recommendation to Expel*

17. Harassment

- a) A student shall not engage in conduct or repeatedly commit an act that alarms or seriously annoys another person and serves no legitimate purpose. (Legal Reference: A.C.A. § 5-71-208)
 - i. *Minimum: Parent Conference*
 - ii. *Maximum: Out-of-School Suspension*

18. Terroristic Threats

- a) A student shall not threaten another student, making that student fear physical harm. (Legal References: A.C.A. § 5-13-301, A.C.A. § 6-17-113)
- b) Students shall not, with the purpose of terrorizing another person, threaten to cause death or serious physical injury or substantial property damage to another person or threaten physical injury to teachers or school employees. (Legal Reference: A.C.A. § 6-17-113)
 - i. *Minimum: Out-of-School Suspension*
 - ii. *Maximum: Recommendation to Expel*

NOTE: Threats conveyed with a weapon or with the use of a weapon shall be reported to the police immediately by the administrator. Also, threats to cause death or serious physical injury or threats to cause physical injury to teachers or employees are a D Felony.

19. Explosives

- a) No student shall possess, use, activate, or threaten to use any fireworks or explosive devices of any kind on school grounds, school bus or bus stop, or at school sponsored activities. A student shall not threaten a fire or bombing, activate a bomb, fire alarm, or cause an evacuation.
- b) Elementary
 - i. *Minimum: Parent Conference*
 - ii. *Maximum: Recommendation to Expel*
- c) Secondary
 - i. *Minimum: Out-of-School Suspension*
 - ii. *Maximum: Recommendation to Expel*

20. Other/Behavior Not Covered

- a) PBSB reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in written rules (infraction will be specified).
 - i. *Minimum: Reprimand/Warning*
 - ii. *Maximum: Recommendation to Expel*

E. In-School Suspension In-School Suspension (ISS) is for the assignment of students in lieu of OSS. The District created ISS as a means of assisting schools in reducing the number of OSS students. Students who refuse to attend an ISS assignment may receive the equivalent days of an OSS.

Guidelines:

- 1. Students may be assigned to ISS in lieu of an OSS.
- 2. Students may not be assigned any more than five (5) days per assignment.
- 3. Classroom work will be provided by the student's teachers each day of the assignment to ISS.
- 4. Supplemental materials for standardized test preparation will be utilized in the ISS classroom

F. Detention Hall Detention hall may be assigned depending upon the rule violated as determined by the school administration. This is an alternative program offered by PBSB to

keep students in school. The Detention hall is coordinated at the local school level by the building principal. Students who do not attend Detention hall may receive one (1) day of ISS. Progressive discipline may apply.

G. Out-of-School Suspension

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 nine (9) 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 school grounds;
- Off school grounds at a school-sponsored function, activity, or event; and
- Going to and from school or a school activity.

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

1. 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. Insubordinate, incorrigible, violent, or involves moral turpitude.

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

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

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

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

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; and
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 remittance to class will be given to the parent(s), legal guardian(s), person(s) with lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), person(s) having lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the District.

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

It is the responsibility of a student's parents or legal guardians 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 made via direct contact by phone. If the administrator is unable to reach the parent/guardian via a phone call, other means may be taken such as voicemail, text message, email, or regular first class letter to the last known mailing address.

The District shall keep a log of contacts attempted and made to the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS.

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program.

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

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board.

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

H. Probation

The principal, or his/her designee, may place any student who has been involved in an act of misconduct on probation in addition to suspension. School personnel must, however, perform an investigation of the situation; provide formal notice to the student and parent/guardian(s), and an opportunity for a parent/guardian conference. Probation should be for a definite period during which critical examination and evaluation of the student's progress is to take place.

I. Expulsion

1. When a student is suspended by a principal and recommended for expulsion the parent(s) or guardian will promptly be notified in writing by a certified letter to the last known address, or a letter delivered by a school employee, of the reason(s) and the procedure to be followed if readmission is sought. When the letter is delivered by a school employee the parent or guardian will be required to sign a statement of receipt. The expulsion recommendation must be signed by the principal.
2. A hearing on the recommendation for expulsion will be conducted by the hearing officer, which is the Director of Student Support Services or his/her designee, if a request is made in writing within ten (10) calendar days from the date of the aforesaid notice. The hearing officer will consider the appeal brought by parents and the position of the administration making the recommendation and then make a decision based upon equitable factors. This hearing will normally be conducted within five (5) days after

receiving the request for a hearing. A form and a stamped addressed envelope which may be used to request a hearing will be enclosed with the aforesaid notice.

3. The findings and recommendation of the hearing officer will be final unless modified or rejected by the Superintendent and/or Board of Education. The hearing officer will furnish to the student or his/her representative complete instructions on his/her right to appeal to the Superintendent and/or Board of Education and the procedures to be followed. A form which may be used for this purpose will also be furnished if requested or if an appeal is indicated. (The appeal request must be made in writing within five (5) calendar days.)
4. No appeal will be heard by the Board unless the student has appeared before the hearing officer and presented a written notification of appeal to the Superintendent at least five (5) days prior to the next regular Board meeting, with the exception of students who are in possession of a firearm or who are involved in a fight with any weapon or other dangerous instrument. In these cases a written notification of appeal to the Board must be made to the Superintendent at least five (5) calendar days prior to the next regular Board meeting.
5. An appeal hearing before the Board will be conducted as follows:
 - General statement concerning the allegation(s) will be made by the principal or Assistant Superintendent or the District hearing officer.
 - General statement on behalf of the student.
 - Presentation of evidence by the principal or his/her representative.
 - Presentation of evidence by the student or his/her representative in defense or mitigation of the allegation(s).
 - Rebuttal evidence by the principal if he/she so desires.
 - The Board will then make a finding concerning the validity of the allegation(s). If the Board finds the allegation(s) not to be true, this will terminate the hearing and no further action because of this matter will be taken against the student.
 - If the Board finds the allegation(s) to be true, the principal will make a recommendation and may offer additional facts of evidence in support thereof. The recommendation need not necessarily be the same as the original recommendation made by the principal.
 - The student or his representative may elect to make a final statement in mitigation of the allegation(s) and recommendation of the principal.
 - The Board of Education will take final action on the recommendation of the principal and may approve, modify, or reject the recommendation.
6. In the absence of a request for a hearing before the hearing officer, the Board will act upon the Superintendent's recommendation.
7. When, because of the circumstances, time is of the essence, the Board and the Superintendent may waive and modify the time and notice provisions of this subsection when such action would be in the best interest of fairness and the furtherance of justice. (Legal Reference: A.C.A. § 6-18-507) When a student has been notified that he/she has been recommended for expulsion, he/she will remain away from the school premises pending resolution of the recommendation.

J. Discipline of Students Under IDEA and Section 504

A student with a disability under IDEA or Section 504 of the Rehabilitation Act, as defined by federal and state standards, who engages in inappropriate behavior is subject to normal school disciplinary procedures, provided the student's right to a free and appropriate public education is not violated. The IEP team for an IDEA student with a disability or a Section 504 accommodation team for a 504 student should consider whether particular disciplinary procedures should be adopted for that student and included in the student's IEP or 504 Plan, if a disabled student's placement is to be changed for a period of time exceeding ten (10) school days. District special education or Section 504 personnel, whichever is applicable, will be consulted to ensure that proper due process procedures are followed. (Legal References: A.C.A. § 6-18-502, A.C.A. § 6-17-113)



Section VIII. Forms

(hard copies are available at the school buildings)



**PINE BLUFF SCHOOL DISTRICT
PARENT-STUDENT
STATEMENT OF RESPONSIBILITY**

Student Name:

Grade:

School:

The Pine Bluff School District has made available the Parent/Student Handbook online for your viewing and downloading. The Handbook is available on our website at www.pinebluffschoools.org. Once on our website, click on the Explore button, find the Families section, and click on the arrow by Parent Links, and open Student Handbook.

I acknowledge that I have been informed that the Pine Bluff School District Handbook is located online and available to me for viewing and downloading. I have also been informed of my right to request a hard copy of the Parent/Student Handbook.

We have received the PBSB Parent/Student Handbook Including Conduct and Discipline and although we may not agree with all the regulations, we understand that the student must adhere to them while he/she is at school, on the bus, at the bus stop, 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 that policy.

Your signatures below certify that you and your student received information in regard to accessing the Parent/Student Handbook from the school he/she attends. Please sign and return to the student's homeroom teacher within one (1) week after the student receives it.

☐ I would like to receive a hard copy of the Parent/Student Handbook.

Student Signature:

Parent/Guardian Signature:

Date:

SCHOOL-PARENT COMPACT



PINE BLUFF
SCHOOL DISTRICT



- Show respect and support for my child, the teachers and the school.
 - Support the school's discipline policy.
 - Provide a quiet, well-lit place for study and supervise homework.
 - Attend parent-teacher conferences.
 - Talk with my child each day about his or her school activities.
 - Monitor my child's TV viewing.
 - Assist with at least one school or classroom activity.
 - Read with my child for at least 10 minutes each day and let my child see me read.
-
- Always try to do my best work.
 - Be kind and helpful to my classmates.
 - Show respect for myself, my school and other people.
 - Obey classroom, school and bus rules.
 - Show respect for property by not stealing or vandalizing.
 - Come to school prepared with my homework and my supplies.
 - Believe that I can and will learn.
 - Spend at least 15 minutes each day studying or reading at home.
 - Talk with my parents each day about my school activities.
-
- Show respect for each child and for his or her family.
 - Make efficient use of learning time.
 - Provide a safe and comfortable environment that is conducive to learning.
 - Help each child grow to his or her fullest potential.
 - Provide meaningful and appropriate homework activities.
 - Provide necessary assistance to parents so they can help with assignments.
 - Enforce school and classroom rules fairly and consistently.
 - Supply students and parents with clear evaluations of progress and achievement.
 - Use special activities in the classroom to make learning enjoyable.
 - Demonstrate professional behavior and a positive attitude.

Now, hand in hand, we will work together to carry out this compact

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Teacher Signature: _____

Date: _____



PINE BLUFF SCHOOL DISTRICT

STUDENT ALL-MEDIA CONSENT FORM

Before completing this form, please read below. What is the reason for the consent form? The Pine Bluff School District is proud of the accomplishments and activities of its students. At times we may submit individual student photos, group photos, names, and quotes to the news media, post on our website, and social media sites run by the school district. This consent form, when completed and signed by the parents/guardians, authorizes PBSB to take or use photographs, collect comments and/or creative works, and film/ video footage of the student for publicity purposes.

The material may be used for:

- Press Releases
- Printed publications (school newsletters, brochures, magazines, displays, etc.)
- Electronic communications (website, PowerPoint and other staff presentations, etc.)
- Social media sites that the district manages (Facebook, Twitter and Instagram)

We will not release any personally identifiable information without prior written consent from you as parents or guardian, unless as part of an athletic and/or academic team, performing arts group, and/or other public performance based activity, or as

part of a large group photograph submitted without names. As you are aware, there are potential dangers associated with the posting of personally identifiable information on a website since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child. This All-Media Consent Form is to both inform you and to give you the option to "optout" of giving all media Consent permission.

PLEASE COMPLETE THE FOLLOWING INFORMATION

Please Check One:

- ◇ I/we **GRANT** permission for this student's name, photo/image, grade, school and any pertinent class or activity to be published on the PBSB's district and school websites; on district or school social media sites, and in publications, presentations, and press releases. I understand that such publication may permit global access to the student's personally identifiable information.
- ◇ I/we **DO NOT GRANT** permission for this student's photo/image or any personally identifiable information to be published on the district or school websites, social media sites or in publications or press releases.

Student's Name (please print) _____

School _____ Grade _____

Signature of Parent/Guardian _____

Relationship to Student _____

Date _____

Please return completed form to your school office.

MEDICATION ADMINISTRATION CONSENT FORM (4.35)

I, _____, parent or guardian of _____, hereby authorize the school nurse, health aide, school principal, or person(s) designated by the principal, to administer medication which I am providing for my child. I am aware that the school assumes no responsibility for the results of administering the medication(s). I agree to pay for ambulance service if used to transport my child from school to the hospital should he/she have a reaction to the medication. I have read the medication policy and guidelines and I am aware medication sent to school must be in the current original container from the pharmacy, and will only be administered according to the doctor's directions on the container.

In consideration of the above action by the school employee, I hereby waive, release and relinquish any claim which I might have individually or on behalf of my child against the above named school employees arising out of the administration of the medication or the supervision thereof. The school has permission to contact the prescribing physician for information relating to this medication.

The school nurse (or designee) has my permission to take a photo of my child and place it on his/her medication envelope for identity purposes.

_____ Parent or Guardian Signature	_____ Date	_____ Home Phone#	_____ Wk. #:
Student's Name _____ Grade _____ Teacher _____			
Student's Birth Date _____		School/Campus _____	
Name of Medication(s) _____			
Dosage(s) _____			
Time to be taken _____			
Reason for Medication _____			
In case of emergency call _____		Phone # _____	
Back up emergency person _____		Phone# _____	
Doctor to be called _____		Phone # _____	

MEDICATION POLICY GUIDELINES

1. **The medication must be in the most recent (original) container from the pharmacy with the child's name on the prescription.**
2. Medication can only be given once daily at school unless there is a specific order by the doctor with time noted.
3. No over-the-counter drugs will be given at school as personnel are not trained to determine when medications are needed and this is a form of prescribing.
4. The consent form must be signed before any medication will be given at school.
HANDWRITTEN NOTES ARE NOT ACCEPTABLE.
5. Permission for long-term medication must be renewed at the beginning of each year.
6. **MEDICATION IS TO BE BROUGHT TO SCHOOL BY PARENT OR GUARDIAN.**

MEDICATION IS NOT TO BE SENT TO SCHOOL WITH THE STUDENT.

