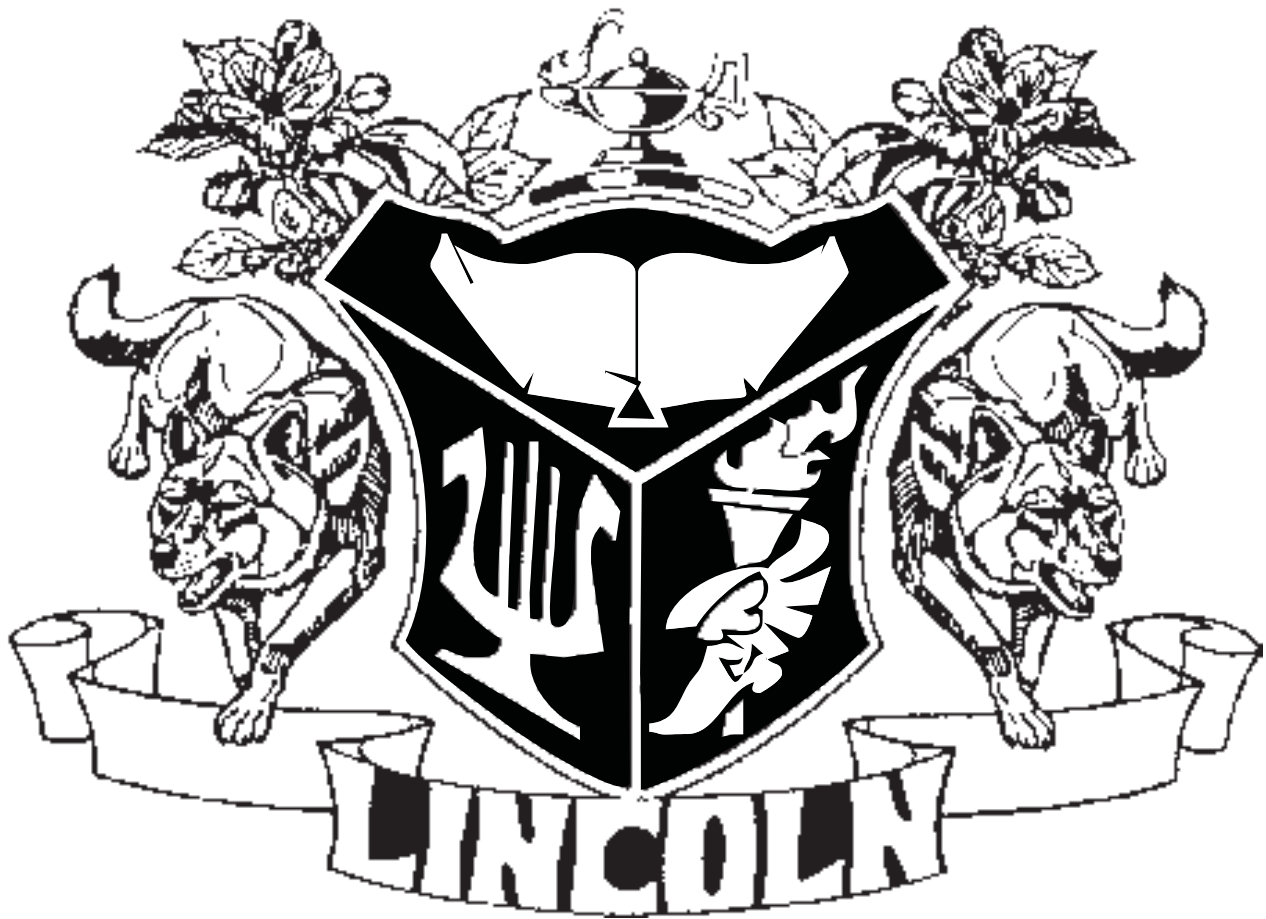


# LINCOLN SCHOOLS

*High School*

*And*

*Middle School*



*2010 - 2011*

*Handbook*





**LINCOLN SCHOOL DISTRICT**  
**SECONDARY HANDBOOK (Grades 6-12)**  
**FOR**  
**STUDENT CONDUCT AND DISCIPLINE**

**Adopted: June 2010**

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## **FOREWORD**

The Lincoln School District works hard to provide a safe and orderly environment that supports all aspects of learning through communication and high expectations of appropriate behavior. The essential component of effective, positive discipline is that it preserves the time needed for meaningful instruction necessary for student achievement.

The 2010-2011 Parent/Student Handbook for Student Conduct and Discipline is designed for students, parents, principals, and teachers. Its main purpose is to set forth clearly the standards and limits for behavior established by state law and the Board of Education. It also describes the administrative actions to be taken when standards of behavior are violated. The Handbook is annually reviewed and revised as needed by parents, students, and district personnel.

We sincerely hope that all who use this Handbook do so realizing the importance of the student's responsibility for his own acceptable behavior and the protection of the student's personal rights to due process and fair treatment.

Dr. Frank Holman

Superintendent

## 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.

### For Your Information

The Handbook is available for review at [wolfpride.k12.ar.us](http://wolfpride.k12.ar.us). Students' grades and attendance can be found on this website under Parents, View Grades. Instructions can be found under "Directions for Viewing Grades On-Line".

Dear Parents/Guardians and Students:

Welcome to the Lincoln School District Secondary Schools! We are very proud of our schools and know that your experience here will be productive and rewarding.

The purpose of this handbook is to inform you about applicable philosophy, policies and procedures. We are sure you realize that this must be a cooperative endeavor and that we can succeed only to the extent that each of you cooperates with us in this vital activity.

In this handbook, you will find the discipline policies of all Lincoln School District Secondary Schools. A.C.A. § 6-18-502 (d) (e) requires school districts to advise and provide written notification to parents and students of the district's student discipline policies.

Act 104 also requires your documentation of the receipt of these policies. ***Please sign and return to your child's teacher immediately. Your signatures do not indicate your agreement with the policies – only that you have received them.***

Thank you for your assistance in helping us to comply with A.C.A. § 6-18-502 (d) (e).

Please take the time needed to thoroughly review this handbook. All students are expected to comply with the policies and procedures found herein.

We look forward to the opportunity of working with your child.

Mary Ann Spears

Principal, Lincoln High School

Michele Price

Principal, Lincoln Middle School

# **Lincoln Middle School and Lincoln High School**

## **Student Handbook Committee for 2010-2011**

Sherry Bell	Teacher
Michelle Flickinger	Parent
Clay Hendrix	Administrator
Marion Harris	Teacher
Megan Harris	Parent
Morgan Hunt	Teacher
Rosa Killer	Teacher
Michele Price	Administrator
Rebecca Pugh	School Health Coordinator
Mary Ann Spears	Administrator
Cathy Stumbaugh	Counselor
Joel Young	Attendance Officer
Student Council	Students

## **Our Vision**

***“The mission of our school district is to provide an environment of educational excellence where all belong, all learn, and all succeed!”***

## NOTICE TO PARENTS

To: All Parents

From: Lincoln School District

As the parent of a student in the Lincoln School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Arkansas Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Arkansas Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please (479) 824-3010.

# NONDISCRIMINATION POLICY

It is the policy of this educational institution to provide equal opportunity without regard to race, color, national origin, sex, age or qualified disability in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment.

This educational institution will disseminate nondiscriminatory policies to students, parents, employees and the general public prior to the beginning of each school year.

Committees will be selected in a fair and equitable manner and will reflect the diversity of the district in terms of sex, race, socio-economic level, disability, national origin and other population.

Inquiries regarding SPECIAL EDUCATION and SECTION 504 issues should be directed to: TBA, 117 Boyer Street Suite A, Lincoln, AR 72744, telephone (479) 824-3010.

Inquiries regarding ENGLISH AS A SECOND LANGUAGE issues should be directed to: TBA, 117 Boyer Street Suite A, Lincoln, AR 72744, telephone (479) 824-3010.

Inquires regarding EQUITY, TITLE VI and TITLE IX issues should be directed to: TBA, 117 Boyer Street Suite A, Lincoln, AR 72744, telephone (479) 824-3010

## LHS AND LMS ADMINISTRATIVE STAFF DIRECTORY

### Lincoln High School Administration

Mary Ann Spears, Principal	824-3010 ext. 3012	<a href="mailto:mspears@lincoln.k12.ar.us">mspears@lincoln.k12.ar.us</a>
Charlie Moreton, Dean of Students	824-3010, ext. 3027	<a href="mailto:cmoreton@lincoln.k12.ar.us">cmoreton@lincoln.k12.ar.us</a>
Cathy Stumbaugh, Counselor	824-3010 ext. 3032	<a href="mailto:cstumbau@lincoln.k12.ar.us">cstumbau@lincoln.k12.ar.us</a>
Michelle Flickinger, Registrar	824-3010 ext. 3022	<a href="mailto:mflickin@lincoln.k12.ar.us">mflickin@lincoln.k12.ar.us</a>
Joel Young, Attendance	824-3010 ext. 3160	<a href="mailto:jyoung@lincoln.k12.ar.us">jyoung@lincoln.k12.ar.us</a>
Tony Lee, Resource Officer	824-3010 ext. 3012	<a href="mailto:tlee@lincoln.k12.ar.us">tlee@lincoln.k12.ar.us</a>

### Lincoln Middle School Administration

Michele Price, Principal	824-3010 ext. 3019	<a href="mailto:mprice@lincoln.k12.ar.us">mprice@lincoln.k12.ar.us</a>
Charlie Moreton, Dean of Students	824-3010 ext. 3027	<a href="mailto:cmoreton@lincoln.k12.ar.us">cmoreton@lincoln.k12.ar.us</a>
Marty Stephens, Counselor	824-3010 ext. 3116	<a href="mailto:mstephen@lincoln.k12.ar.us">mstephen@lincoln.k12.ar.us</a>

# STUDENT AND PARENT HANDBOOK

## PHILOSOPHY

The Lincoln School District assumes the responsibility of providing students attending its schools a high quality education that challenges each student to achieve their maximum potential. The District shall endeavor to create the environment within the schools necessary to attain this goal. The creation of the necessary climate shall be based on the following core beliefs:

1. The District's vision statement will be developed with input from students, parents, business leaders and other community members.
2. All students can be successful learners.
3. Students learn at different rates and in different ways.
4. A primary goal shall be to give students the skills they need to be lifelong learners.
5. The education of all citizens is basic to our community's well being.
6. Student achievement is affected positively by the involvement of parents and the community in the schools.
7. The District is responsible for helping cultivate good citizenship skills in its students
8. Students reflect the moral and ethical values of their environment.
9. All people have a right to a safe environment.
10. Each person is responsible for his/her own actions.
11. Innovation involves taking risks.
12. Schools are responsible for creating the conditions that promote success.
13. Each person is entitled to retain his/her dignity.
14. All people have the right to be treated with respect and the responsibility to treat others respectfully.
15. For teachers to succeed in cultivating high student achievement, they need to be given the materials, training and environment necessary to produce such results.

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# Student and Parent Handbook

## RESIDENCE REQUIREMENTS

### Definitions:

- A. “Reside” means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance.
- B. “Resident” means a student whose parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside in the school district.
- C. “Residential address” means the physical location where the student’s parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside. A student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, or person standing in loco parentis only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.
- D. The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.
- E. Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes. In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parents, guardians or other persons having lawful control of him or her under an order of a court, the person must actually reside in the Lincoln School District for a primary purpose other than that of school attendance.
- F. The children or wards of any person who is at least a half-time employee of this district, but resides in another district, is eligible to enroll in Lincoln District schools.

## ENTRANCE REQUIREMENTS

- A. To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1 - RESIDENCE REQUIREMENTS) or meet the criteria outlined in policy 4.40 - HOMELESS STUDENTS, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.
- B. 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. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement. 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.
- C. Prior to the child’s admission to a District school:
  - 1. The parent, guardian or other responsible person shall furnish the child’s social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Department of Education.
  - 2. The parent, guardian or other responsible person shall provide the district with one (1) of the following documents indicating the child’s age:
    - a. A birth certificate;

- b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. United States military identification; or
  - g. Previous school records.
- D. The parent, guardian or other responsible person 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. If a student has been suspended or expelled, the District can elect to wait until that period of suspension or expulsion has been served before registering that student.
- E. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. The child's last DTP and Polio must be administered after the 4<sup>th</sup> birthday. The first dose of measles or MMR must be administered after the child's 1<sup>st</sup> birthday. Each child should have 2 doses of the MMR vaccine (MMR is Measles, Mumps and Rubella), 3 doses of Hepatitis B, and 1 dose of Varicella (chickenpox). The dosage must have been administered on or after the child's 1<sup>st</sup> birthday. One dose is required for all kindergarten students or proof of having the disease. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

## HOMELESS STUDENTS

- A. The Lincoln School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.
- B. Homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with the Lincoln School District Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.
- C. The District shall act according to the best interests of a homeless child and to the extent feasible, shall do one of the following. (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled).
1. continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
  2. continue educating the child in his/her school of origin who becomes permanently housed during an academic year for the remainder of the academic year; or
  3. enroll the homeless child in the school appropriate for the attendance zone where the child lives.
- D. If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.
- E. In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.
- F. The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the child's school.

- G. For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular and adequate nighttime residence and
1. are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
  2. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  3. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
  4. are migratory children who are living in circumstances described in clauses (a) through (c).

## **COMPULSORY ATTENDANCE REQUIREMENTS**

- A. Every parent, guardian or other person having custody or care of any child age five (5) through seventeen (17) years on or before August 15 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 the home school policy have been met.
  3. The child will not be age five (5) on or before August 15 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 regulations of the Department of Education must be signed and on file with the District administrative office.
  4. 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.
  5. 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).

## **HOME SCHOOL**

- A. Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:
1. At the beginning of each school year, but no later than August 15;
  2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
  3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences) and at the beginning of each school year thereafter.
- B. The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:
1. The name, date of birth, grade level and the name and address of the school last attended, if any;
  2. The location of the home school;
  3. The basic core curriculum to be offered;
  4. The proposed schedule of instruction; and
  5. The qualifications of the parent-teacher.
- C. To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home schooling their children shall provide information which might indicate the need for special education services.
- D. Any student transferring from a home school to a District school shall be evaluated/assessed by District staff to determine the student's appropriate grade placement. The District specifically reserves the right to utilize various assessment techniques to determine appropriate grade placement.

## EQUAL EDUCATIONAL OPPORTUNITY

No student in the Lincoln School District shall, on the grounds of race, color, religion, national origin, sex, age or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.

## ATTENDANCE POLICY

According to state law, public school classes must be taught 178 days. Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

### Attendance Policy:

1. Students are responsible directly to each teacher for each absence and tardy.
2. Attendance is checked daily in each period.
3. Nine (9) absences within a semester in a class without official documentation of funeral, court appearance, or doctor's excuse are considered excessive and will result in loss of credit for that class.
4. The attendance office will notify parents when a student has accumulated four (4) absences without official documentation within a semester in a class.
5. The attendance office will send a written notice to parents when a student has accumulated six (6) absences without official documentation. A conference will be set for parents to meet with the principal or principal designee. Parents will be contacted by phone or in person to confirm conference.
6. Students have two (2) school days to turn in official documentation for court, funeral, or doctor's excuse or a note for an excused absence.
7. Days in which a student has in-school suspension will NOT count as absences.
8. Days in which a student has out of school suspension will count as unexcused absences.
9. Approved school trips or functions will NOT be considered absences.
10. Excessive absences due to unusual circumstances MUST be discussed with the principal. The principal reserves the right to decide if absences will be excused or not.
11. A student is tardy to class when he/she arrives up to 10 minutes after the tardy bell rings. If a student is more than 10 minutes late to any class, he/she will be counted absent in that class.
12. In the event that a student loses credit due to excessive absences, the attendance office will notify the parent by letter. The parent/student will be given the opportunity to appeal before an attendance appeal committee. (See Attendance Appeal Process Section)
13. If no extension is granted by the attendance appeal committee:
  - a) The student will attend class on an audit basis and begin receiving credit at the start of the new semester.
  - b) The student will not be allowed to participate in any extracurricular activities that would make him/her miss the class in which credit was lost.
  - c) A FINs petition will be filed with the Juvenile Court, and parents may be subject to penalties as set by law.

### Documented Absences

Documented absences are defined as:

1. Funeral;
2. court appearance; or
3. doctor's visit.

### Excused Absences

Excused absences are defined as:

1. The student's illness or when attendance could jeopardize the health of other students.
2. Observance of recognized holidays observed by their faith;
3. Exceptional circumstances with prior approval of the principal;
4. Participation in an FFA, FHA, or 4-H sanctioned activity; or
5. Participation in the election poll workers program for high school students.

Additional excused absences shall be granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of

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

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

## **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences.

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

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

## **ATTENDANCE APPEAL PROCESS**

1. In the event a student loses credit, parents will be notified by letter. The letter will provide parents with a date in which parent/student will have the opportunity to appeal before an attendance appeal committee. The parent/student will have the opportunity to explain circumstances in an effort to gain an extension and not lose credit.
2. Appeals will only be heard on the date specified in the letter. Refusal to respond to the attendance appeal letter before the appointment date will automatically result in loss of credit.
3. The attendance appeal committee will hear all circumstances and make a decision as to whether credit is lost or not.
4. The parent/student will be notified by letter as to the committee's decision.
5. If a student receives an extension, he/she cannot miss any days for the remainder of the semester without official documentation of a court appearance, funeral, or doctor's excuse. Failure to provide specified documentation will result in loss of credit with no opportunity for appeal.
6. A student may only appeal to the Attendance Appeals Committee once per school year and only twice in Grades 9 -12. Should a student exceed these limits, credit will be denied automatically and a FINS petition will be filed with the Juvenile Court.

## **STUDENT VEHICLES (Grades 9-12)**

- A. A student who has presented a valid driver's license and proof of insurance to the appropriate office personnel may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking.
- B. Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless given permission to do so by a school administrator.
- C. It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other items prohibited by District policy found in their vehicle. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.
- D. Rental for a parking space is \$10.00 per year.
- E. Vehicles parked anywhere but in its assigned spot without prior permission from an administrator will be subject to a parking fine or loss of parking privileges, or towed at owner's expense.
- F. Only students enrolled in grades 9<sup>th</sup> through 12<sup>th</sup> shall be able to purchase a parking space.

- G. Lincoln High School and the Lincoln School District are not responsible for damage or theft while vehicles are parked on Lincoln School District Property.

## STUDENT HANDBOOK

- A. It shall be the policy of the Lincoln School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student is eighteen (18) years of age or older have acknowledged receipt of the controlling language.

## ATTENDANCE REQUIREMENTS (Grades 9-12)

- A. Students in grades nine through twelve (9-12) are required to schedule and attend at least 360 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance.
- B. Study Halls - Students may be assigned to no more than one (1) class period each day for a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building.
- C. Course Enrollment Outside of District - Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The district shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the district may grant a waiver for the student for the duration of the semester in which the placement is unable to be made.
- D. In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. For the purpose of this policy, proven financial hardships is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing and shelter for the student or the student's family. The superintendent shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.
- E. In any instance where a provision of a student's Individual Education Plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail.

## SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

- A. All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign and *Informed Consent Form* to not participate. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. The signed *Informed Consent Form* shall be attached to the student's permanent transcript. *Informed Consent Forms* are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for seventh through twelfth grade classes. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.
- B. While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.
- C. This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

- D. Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.
- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
  - Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
  - Discussions held by the school's counselors with students and their parents; and/or
  - Distribution of a newsletter(s) to parents or guardians of the district's students.
- E. The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

F. GRADUATION REQUIREMENTS

1. The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation is to be earned from the following categories. A minimum of 22 units is required for graduation. There are some distinctions made between Smart Core units and Core units. Not all units earned toward graduation necessarily apply to Smart Core requirements.
2. Unless exempted by a student's 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.

G. **SMART CORE/COLLEGE PREP DIPLOMA: (22 units)**

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

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

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

- One (1) unit of Algebra I which may be taken in grades 8-9 or Algebra A, B, C, D which may be taken in grades 9-10
- One (1) unit of Geometry

\*A two-year algebra equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

- One (1) unit of Algebra II
- One (1) unit choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement Math

Science: three (3) units with lab experience

- One (1) unit of Physical Science
- One (1) unit of Biology or AP Biology
- One (1) unit choice of Chemistry or Physics

Social Studies: three (3) units

- One (1) American History
- One (1) World History
- One (1) Civics/Government

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

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate. Any one (1) semester of sports can count as the physical education requirement.

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

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

Smart Core CAREER FOCUS: - Six (6) units

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

**(Comparable concurrent credit college courses may be substituted where applicable)**

**Additional Requirements:**

**Classes 2011 & 2012: Word Processing (1/2) unit**

**Class 2013 and thereafter: Computerized Business Applications (1) unit or Approved Technology\* (1) unit**

**Class 2014 and thereafter: Economics (1/2) unit**

**\*EAST I, IT Essentials, and other as approved by the Principal.**

**I. CORE DIPLOMA: (22 units)**

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

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

Mathematics: four (4) units

- One (1) Algebra I or Algebra ABCD (2 units)
- One (1) Geometry - 1 unit
- One (1) unit Algebra II or Algebraic Connections
- All math units must build on the base of algebra and geometry knowledge and skills.

(Comparable concurrent credit college courses may be substituted where applicable)

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

Science: three (3) units

- one (1) unit of Biology or its equivalent
- one (1) unit of a Physical Science
- one (1) Chemistry, Physics, or Physics in Context

Social Studies: three (3) units

- One (1) unit U. S. History
- One (1) World history
- One (1) Civics/Government

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

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate. Any one (1) semester of sports can count as the physical education requirement.

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

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

CAREER FOCUS: - Six (6) units

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

## **Additional Requirements:**

**Classes 2011 & 2012: Word Processing (1/2) unit**

**Class 2013 and thereafter: Computerized Business Applications (1) unit or Approved Technology\* (1) unit**

**Class 2014 and thereafter: Economics (1/2) unit**

**\*EAST I, IT Essentials, and other as approved by the Principal.**

Students may be allowed to switch from Core to Smart Core if they could successfully complete its requirements by the time they attained their twenty first birthday. Acceptance of a diploma negates a student's right to switch programs.

## **AIP STATEMENT**

- A. Students who do not score proficient or advanced on any End-of-Course exam or Benchmark exam will be placed on an Academic Improvement Plan (AIP) developed by student, parent, and teachers. The AIP will address deficiency areas from the exams.
- B. Students who do not participate in scheduled remediation will be retained or will lose credit in the tested course.

## **PLEDGE OF ALLEGIANCE**

- A. The Pledge of Allegiance shall be recited during the school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.
- B. Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.
- C. Students choosing not to recite the Pledge shall not be subject to any comments, retaliation or disciplinary action.

## **FOREIGN EXCHANGE STUDENT PROGRAM**

- A. Lincoln High School will operate its Foreign Student Exchange Program under the following guidelines:
  - 1. All students from foreign student exchange programs accepted by the Lincoln School District must be from a program accredited by the Council on Standards for International Educational Travel.
  - 2. There shall be no more than two students from the same home country.
  - 3. There shall be no more than four students from the same accredited organization during any one school year.
  - 4. There shall be no more than three students allowed per grade level. No more than six total.
  - 5. Students and/or the foreign student exchange program shall furnish a transcript written in the English language upon entering the school. The transcript shall include the following information:
    - a. Course titles for each subject taken.
    - b. The school year each class was taken.
    - c. Number of class meetings for each subject per week.
    - d. Number of minutes in each class meeting.
    - e. Grade earned for each class (the grade will be converted to the Lincoln School District system).
  - 6. Credit will not be awarded to students who are not proficient in the English language. These students will be considered for a cultural experience only.

7. Students must be permanently placed in an American host family prior to enrollment, and the host family will be domiciled in the Lincoln School District.
8. All students must be enrolled in one-year study programs.

## **DAILY ATTENDANCE FOR PARTICIPATION**

Students in grades 6-12, that miss more than four periods of the regular school day, are ineligible to participate in games, practices, performances, contests or credited work programs unless the absence is approved by the building principal in advance.

## **COLLEGE DAYS**

Seniors are allowed two days to visit colleges during their senior year. Only two days will be considered school business. All College days MUST be taken by April 15<sup>th</sup>. However, the student must arrange with his/her teachers and the Principal or Counselor before the visitation and must secure a letter from the Admissions Office of the college concerned stating that the student visited on a given date. The student will then present this statement to the Principal or Assistant Principal the following day for it to be considered school business. Failure to present the statement the day following the visit causes it to be counted as an absence.

## **SCHOOL SPONSORED TRIPS**

- A. Students shall be permitted to return from school sponsored events with parents upon request of the parents. The parent will sign out the student at the school event.
- B. A student may lose the right to go on school-sponsored trips due to discipline and grades.
- C. Students absent for school-sponsored trips must get their assignments before the trip.
- D. Students are responsible for all deadlines as assigned regardless of school absence.
- E. Parents should understand that signing the handbook responsibility form gives their consent for the student to travel on these trips.

## **USE OF STUDENTS BY COMMUNITY ORGANIZATIONS**

Community organizations wishing to use students in speeches, programs, etc. shall make their requests known to the appropriate principal at least one day in advance. These students shall be excused only when the permission of the parent is given. The principal shall ensure that a minimum of classes will be missed by the student.

## **HONORS PROGRAM PARTICIPATION**

- A. Participants must be enrolled at Lincoln High School for the full two semesters of their senior year for Highest Honor status. Transfer students will be allowed to graduate in the Honors Program and receive an Honors Diploma if all program requirements have been met.
- B. Students must complete all requirements for graduation of the Arkansas Department of Education and the Lincoln School District.
- C. For Highest Honors Graduate, Superior status, students must have a cumulative 4.01 or above GPA after eight semesters.
- D. For High Honors Graduate status, a participant must have a cumulative 3.50-4.0 GPA after eight (8) semesters.
- E. For Honors Diploma, a participant must have a cumulative 3.25-3.49 GPA after eight (8) semesters.
- F. Advance Placement (AP) and Honors Courses that call for pre-requisite requirements must be met.
- G. The following courses will be Honors Courses. Each course is weighted. Each will be counted only one (1) time for Honors credit.

Pre AP English

Pre AP English 10  
AP United States History  
AP English Composition  
Pre AP Algebra II  
Pre AP Calculus  
AP Biology

12. The following college-level classes for concurrent credit are offered at Lincoln High School: College Algebra, Composition I, Composition II, College Oral Communications, and College Spanish.
13. The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12), concurrent credit grades as approved, and 8<sup>th</sup> grade Algebra I.

## WEBSITE PRIVACY POLICY

- A. The Lincoln School District operates and maintains a web site for the purpose of informing the citizens of the district about its activities. The web site does not use “cookies” or ISP addresses to collect or retain personally identifying information about visitors to its web site nor is any such information given to “third parties.” Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.
- B. The site serves no commercial purpose and does not collect any information from individuals for such purpose.
- C. The site provides for email communication between the District and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students. The site may also provide for password-protected communication between the District and its staff.
- D. It is the policy of LCSD that students are NOT identified by name on the Lincoln School District Web Page. However, names are sometimes listed (not identified) in conjunction with photographs or video clips. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District’s web site.

## REPLACEMENT CREDIT

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one-half (1/2) high school credit for each three (3) semester hours of college credit. Unless approved by the school’s principal, **prior to enrolling for the course**, the replacement credit shall be applied toward the student’s graduation requirements as an elective.

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.

Any and all costs of higher education courses taken for replacement credit are the student’s responsibility.

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

Remedial classes and math classes lower than College Algebra shall not receive credit.

## VALEDICTORIAN AND SALUTATORIAN

- A. The graduating senior with the highest overall GPA, (carried out four (4) decimal points) based on eight (8) semesters, who has been enrolled in Lincoln High School for his/her entire senior year shall serve as the valedictorian of his/her graduating class. The Valedictorian may give a speech at graduation.
- B. The graduating senior with the second highest overall GPA, (carried out four (4) decimal points) based on eight (8) semesters, who has been enrolled in Lincoln High School for his/her entire senior year shall serve as the salutatorian of his/her graduating class. The Salutatorian may give a speech at graduation.

## ATHLETICS FOR PHYSICAL EDUCATION CREDIT

- A. To receive physical education credit for participation in athletics, a student must be enrolled in a program that receives credit in physical education, subject to course approvals.
- B. The student will receive credit only if he participated in a given sport in lieu of participation in his normal physical education class and would receive credit for that semester, subject to course approvals.
- C. Physical education can only count as one unit towards graduation

## FINAL TEST EXEMPTION

All 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students may be exempt from their final tests during the school year. The following qualifications for exemptions will apply:

- A. Exemptions will be based on academic performance, absenteeism, and disciplinary actions during the semester.
- B. Students may take final exams in lieu of exemptions in an attempt to raise grade averages, but it will not lower the grade.
- C. Criteria for exemption will be:
  - 1. A grade average during the semester of a "B" or better in the individual class, AND no more than five absences (school absences do not count against you) in the individual class during the semester.
  - 2. A grade average during the semester of a "C" in the individual class AND having no more than two absences in the individual class during the semester.
  - 3. Students that have served ISS or OSS during the semester will **NOT** be exempt from any class.
- D. If a student wishes to take the exemption, their grades will be figured by the average of the two (first and second or third and fourth) quarter grades.
- E. 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students would be excused from school only during the time of the test or tests from which they are exempt are being administered.

All 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students may be exempt from their final tests during the spring semester. The following qualifications for exemptions will apply:

Exemptions will be based on academic performance, disciplinary actions, and attendance. Students may take final exams in lieu of exemptions in an attempt to raise grade averages.

Criteria will be:

- 1. A grade average to that point for the year of a "C" or better in the individual class.
- 2. Daily attendance.
- 3. Students that have served ISS or OSS during second semester will not be exempt from any class.

If a student wishes to take the exemption, their grades will be figured by the average third and fourth quarter grades.

## DAILY SCHEDULE

- A. Buildings will be opened for the entrance of students at 7:30 a.m. School buildings will not be opened to the students without a teacher in charge.
- B. Instruction Begins.....8:00 a.m.  
School Dismisses.....3:18 p.m.

## TRANSPORTATION

- A. The Lincoln School District will provide the best transportation program possible for the greatest number of students. Only those students residing in the school district who are attending school are eligible for bus transportation.
- B. All students will be assigned a section of the bus in which to sit, beginning with Lincoln Elementary students in the first rows, followed by LMS and LHS, in that order. The first row of the bus may be used to assign seats to students from any school requiring close supervision.
- C. General rules for riding the school bus:
  - 1. Be at your bus stop five minutes prior to your estimated pickup time and stand a safe distance from the road.
  - 2. Do not play on the roadways while waiting for the bus.
  - 3. Wait until the bus stops and the driver signals it is safe to approach or cross in front of the bus.
  - 4. Always cross the road in front of the bus where the driver can see you. Never cross the road behind the bus.
  - 5. Wait until the bus leaves the area before you cross the road to check the mail.
  - 6. If you miss the bus, do not hitchhike to school.
  - 7. Enter and leave the bus quickly and orderly.
  - 8. The school bus is an extension of the classroom and all classroom rules of conduct apply.
  - 9. While riding the bus:
    - a. All students are to follow the directions of the bus driver at all times.
    - b. Respect your driver.  
*Act 814 of 1997 makes it unlawful for any person or persons to threaten curse or use abusive language to a school bus driver in the presence of students.*
    - c. Respect the rights of other riders - no harassment or intimidation of other riders will be tolerated.
    - d. Find your seat and remain seated and facing forward while the bus is moving.
    - e. Keep bus aisle clear of books, bags, feet, legs, etc. at all times.
    - f. No balloons, flowers or other items that cannot be stored in a backpack will be permitted on the bus.
    - g. Speak softly; no loud or distracting noises are allowed.
    - h. Any act that jeopardizes the safety of students on the bus is prohibited.
    - i. No food, drinks, candy or gum will be allowed on the bus.
    - j. Do not bring water guns, rubber bands or any shooting devices on the bus.
    - k. Do not put hands, arms, legs or head out the windows or doors.
    - l. Do not throw objects in the bus or out the windows of the bus.
    - m. No drugs, alcohol or tobacco product of any kind is allowed on the bus.
    - n. No matches, lighters or other flammable materials are allowed on the bus.
    - o. Do not tamper with emergency windows, doors and other safety equipment on the bus.
    - p. The use of cell phones is **prohibited** on school buses transporting students to and from school during the defined school day
    - q. No vandalism to school or personal property is allowed. *Act 36 of 1987 makes the parents of a minor child responsible for reimbursing the school for any damages caused by the minor child up to \$5,000.00.*
- D. Disciplinary procedure - Students causing discipline problems on the bus will be reported to the Director of Transportation. They will be handled as School Bus Behavior Problems.
  - 1. First Offense - Director of Transportation will meet with the student and notify parents of the problem by phone and in writing.

2. Second Offense- Student will be denied transportation privileges five days and will meet with the Director of Transportation and/or building principal. Parents will be notified by phone and in writing.
3. Third Offense - Student will be denied transportation privileges ten days and will meet with the Director of Transportation and/or building principal. Parents will be notified by phone and in writing.
4. Fourth Offense - Student will be denied bus-riding privileges for the remainder of the year and will meet with the Director of Transportation and/or building principal. Parents will be notified by phone and in writing.

**\*For offenses determined severe in nature, the District has the right to surpass the first three (3) disciplinary procedures and immediately deny a student bus privileges.**

**NOTICE!** Any student who needs to ride a different bus than his/her own for any specific reason or who does not ride a bus regularly and needs to ride a bus for any specific reason must have a written request signed one day in advance by the parent or guardian and approved by the Director of Transportation before he/she will be allowed on a bus other than his/her regular bus.

## SUPPLIES AND TEXTBOOKS

- A. Each student will furnish his/her own school supplies. Parents/guardians should check with their student periodically to determine if additional supplies are needed.
- B. Textbooks are provided for student use free of charge. Students are responsible for lost or damaged books and will be expected to pay for replacements.

## VISITS AND CONFERENCES

- A. Parents/Guardians wishing to visit their children during the school day shall register first with the office. Visitors in the classroom can be disruptive to the educational process. Any visitation to the classroom shall be allowed only with the permission of the school principal, and requested in advance of the classroom visit.
- C. If there is any question concerning the legal custody of the student, the parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student or legal right of visitation. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Estranged parents may visit their child during school hours with the consent of the custodial parent.

## SCHOOL TELEPHONE

- A. The telephone is a business phone. Students are not to use it for making social arrangements or unnecessary calls. Messages will be delivered to students in case of emergencies. Students are not taken out of class to talk on the phone unless it is an extreme emergency. **NOTE: Only the phone in the nurse's office/office shall be used to call home due to an illness.**
- B. Parents/guardians and students are asked to make necessary arrangements for after school transportation while at home each morning before coming to school.
- C. Remember to plan ahead for emergencies, because plans often must change. Be sure your child knows what to do on those occasions!

## APPOINTMENTS AND EARLY CHECKOUT

We encourage you to make health-related appointments after school hours. The success of the students is dependent on their being in class. We discourage any early checkout if possible. Excessive early checkouts may result in your child being **RETAINED** or **LOSING CREDIT IN THE CLASS**. Missing more than 10 minutes of a class is considered an absence. Early checkout notes need to be turned in to the office by 9:00am on the day of checkout.

## LOST AND FOUND

The school cannot assume responsibility for loss of personal items. However, if it is reported immediately, every effort will be made to help locate the lost item. ALL PERSONAL ITEMS SHOULD BE CLEARLY MARKED FOR IDENTIFICATION. ITEMS NOT NEEDED FOR SCHOOL WORK SHOULD BE LEFT AT HOME.

## SCHOOL PROPERTY

As good citizens, students are obligated to respect and protect all school property and help keep the building, furniture and school equipment as attractive as possible. If a student is guilty of defacing or destroying school property, he/she will be expected to pay for the property to the extent of replacing as new or as good as new and face disciplinary action.

## GRADING POLICY

A. The following grading scale shall be used at Lincoln Middle School and Lincoln High School:

90 – 100      A = 4 points

80 – 89      B = 3 points

70 – 79      C = 2 points

60 –69      D = 1 point

59 and below F = 0 points

B. Progress reports will be sent according to the district calendar to parents/guardians of those students who are failing or are not working up to capacity.

C. Grades assigned to students reflect only educational objectives and are consistent with laws and regulations.

D. If a student is having difficulty in class, the teacher(s) may call the parent/guardian for assistance in helping the student.

## ADVANCED PLACEMENT

A. Students who take advanced placement courses, International Baccalaureate, or ADE approved honors courses for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule:

90 – 100      A = 5 points

80 – 89      B = 4 points

70 – 79      C = 3 points

60 –69      D = 2 point

59 and below F = 0 points

B. Students who transfer into the district will be given weighted credit for the Advanced Placement courses, honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

C. Weighted credit for AP or IB courses is pursuant to the student taking the appropriate AP or IB test and to the teacher being appropriately trained to teach the 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 AP or IB exam. Students who do not take the AP or IB exam shall receive the same numeric value for the grade he/she received in the course as if it were a non AP or IB course.

## LEGAL CUSTODY

- A. Act 660 of 1993 indicates that in order to avoid continuing child custody controversies for involving public school personnel and to avoid disruptions to the educational atmosphere in the school, the transfer of a child between the child's custodial parent and non-custodial parent...when both parents are present...is prohibited from taking place on the real property of an elementary school on normal school days during normal hours of school operation. The provisions of this policy shall not prohibit one parent (custodial or non-custodial) from transporting the child to school and the other parent (custodial or non-custodial) from picking the child up from school at prearranged times on prearranged days if prior approval had been made with the school's principal.
- B. When the non-custodial parent is to be denied access to the student, the custodial parent must provide the principal with:
  - 1. A copy of the court order giving custodial right to the parent.
  - 2. A written statement to the principal that such denial is approved by the custodial parent.

## LEGAL NAMES AND PERMANENT RECORDS

- A. Students must use their legal birth names for all official school documents. Name changes will only be accepted upon receipt of a court order.
- B. Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.
- C. Notes: The legal requirement for retention of student records is as written. ASBA strongly advises districts, however, to retain the records of graduates indefinitely due to the potential for future need of the records by students for college admissions, security clearances, background checks, etc...  
The law prohibits districts from refusing to provide the records to receiving schools due to a student owing money to the district.

## COMMUNICABLE DISEASES AND PARASITES

- A. Students with communicable diseases or with parasites shall demonstrate respect for other students by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.
- B. The parents or legal guardians of students found to have live lice or nits will be asked to pick their child up at school. The parents or legal guardians will be given information concerning the eradication and control of head lice. Before students may be readmitted following an absence due to head lice, the school nurse or designee shall examine the student to make sure they are free of any lice or nits.
- C. Each school may conduct screenings for students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

## STUDENT MEDICATIONS

- A. Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.
- B. Unless authorized to self-administer, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

- C. Students who have written permission from their parent/guardian and a licensed health care practitioner to self-administer either an asthma inhaler or auto-inject able epinephrine, or both and have a current consent form on file shall be allowed to carry and self-administer such medication while in school or at an on-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The parent/guardian of a student who chooses to not carry an asthma inhaler or auto-inject able epinephrine, or both on his/her person shall provide the school with the appropriate medication and shall be immediately available to the student in an emergency.
- D. Nonprescription medications may be given to students upon the decision of the principal or the nurse or their designee(s). Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage and instructions for the administration of the medication (including times).
- E. The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be destroyed by the nurse with a witness present.

**STUDENT ILLNESS / ACCIDENT**

- A. If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.
- B. 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. Parents are strongly encouraged to keep this information up to date.

**PHYSICAL EXAMINATIONS OR SCREENINGS**

- A. The Lincoln School District may provide from time to time for the administration of physical exams, screenings, or Body Mass Index testing of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision or other elements of health that would adversely affect the student's ability to achieve to their full potential.
- B. The district shall notify parents, at least annually, of the specific or approximate dates of any non-emergency, physical examination or screening that is:
  - 1. required as a condition of attendance.
  - 2. administered by the school and scheduled by the school in advance.
  - 3. not necessary to protect the immediate health and safety of the student, or of other students.
- C. Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by providing certification from a physician that he/she has recently examined the student.
- D. A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

**HOMEWORK POLICY**

Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

## ACADEMIC HONESTY

Academic honesty should be a concern of the entire school community, and a commitment to it must involve students, faculty, and administrators.

Students must understand what academic integrity is and what the most common violations are. With that understanding they must commit themselves to the highest standards for their own, as well as for their peers', academic behavior.

### Definitions

Academic dishonesty involves acts that may subvert or compromise the integrity of the educational process. Included is an act by which a student gains or attempts to gain an academic advantage for himself or herself or another by misrepresenting his or her or another's work or by interfering with the completion, submission, or evaluation of work. These include, but are not limited to, accomplishing or attempting any of the following acts:

1. Altering of grades or official records.
2. Using any materials that are not authorized by the instructor for use during an examination.
3. Copying from another student's paper during an examination.
4. Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor.
5. Stealing, buying, or otherwise obtaining information about an unadministered examination.
6. Collaborating on laboratory work, take-home examinations, homework, or other assigned work when instructed to work independently.
7. Substituting for another person or permitting any other person to substitute for oneself to take an examination.
8. Submitting as one's own any theme, report, term paper, essay, computer program, other written work, speech, painting, drawing, sculpture, or other art work prepared totally or in part by another.
9. Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course.
10. Plagiarizing, that is, the offering as one's own work the words, ideas, or arguments of another person without appropriate attribution by quotation, reference, or footnote. Plagiarism occurs both when the words of another are reproduced without acknowledgement, or when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. It is the responsibility of all students to understand the methods of proper attribution and to apply those principles in all materials submitted.

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

Students should be aware that all teachers have access online tools that are very effective resources for catching plagiarism.

11. Sabotaging of another student's work.
12. Falsifying or committing forgery on any form or document.
14. Committing any willful act of dishonesty that interferes with the operation of the academic process.
15. Facilitating or aiding in any act of academic dishonesty.

Consequences for Academic Dishonesty work will range from receiving no credit, to receiving no credit and ISS, to receiving no credit and OSS. Consequences are at the discretion of the principal or assistant principal.

## REPORTS TO PARENTS / GUARDIANS

- A. Report cards will go home at the end of each 9-week grading period. Progress reports may be sent home at the mid-point in each grading period.
- B. Non-custodial parents with visitation rights may request current scholastic records.
- C. Grades may be checked on-line at [wolfpride.k12.ar.us](http://wolfpride.k12.ar.us).

## PROMOTION / RETENTION

**In grades 6-8**, students are required to “pass” 3 of the 4 core academic subjects (Math, Science, English, and Social Studies) by an average of at least sixty percent (60%). Final percentage is calculated by averaging 1<sup>st</sup> and 2<sup>nd</sup> semester percentages.

- A. 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. Each school in the Lincoln School District shall include in the student handbook, the criteria for promotion of students to the next grade if applicable. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student’s possible retention shall be 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.
- B. Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in an individualized Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student’s parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent’s role as well as the consequences for the student’s failure to participate in the plan.
- C. Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

### High School – Grades 9 - 12

- D. Students who do not meet the satisfactory passing level on the end-of-course tests or on the Grade 11 Literacy test shall successfully participate in the remediation program identified in their AIP before they can receive credit for the course. The lack of credit could jeopardize their grade promotion or classification due to insufficient credits to qualify for the next grade.
- E. Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

## STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY

- A. Parents/guardians must call before a student will be permitted to leave the school campus either by themselves or with someone other than the parent/guardian. Blocked calls are unacceptable. Photo identification may be required by the adult.
- B. School trips will be supervised by a teacher, coach, or school official. Students will be required to ride the bus to the trip destination. Only the parent/guardian may sign the student out at the end of school activity trip.

## TRUANCY

Truancy is unexcused and defined as a student that is not present at school or in assigned class without the prior consent of parents and/or without permission from the office of the principal.

Consequences will be determined by the building principal or designee.

## TARDY POLICY

### HIGH SCHOOL TARDY POLICY

**Unexcused Tardy:** Student entering class after the tardy bell without a written excuse from a staff member or arriving to class without required materials will be counted tardy. Students must be in the classroom when the tardy bell rings.

1. Tardies will become an “absence,” after (10) minutes of class. (This will be recorded as a tardy and an absence)
2. Tardies will be reported each period.
3. Tardies will be tallied cumulatively and collectively in Periods 1 through 8 per semester.

**The following disciplinary steps will be enforced:**

1st, 2<sup>nd</sup> – **Teacher warning**

3rd, 4th tardy within a semester - **WARNING**

5th, 6th tardy within a semester - **1 day in-school suspension on the 5<sup>th</sup> and then on the 6<sup>th</sup>.**

7th, 8th tardy within a semester - **2 days in-school suspension on the 7<sup>th</sup> and then on the 8<sup>th</sup>.**

9th, 10th tardy within a semester - **3 days in-school suspension on the 9<sup>th</sup> and then on the 10<sup>th</sup>.**

Each tardy exceeding the 10th tardy within a semester - **3 days out-of-school suspension**

### MIDDLE SCHOOL TARDY POLICY

A student is considered tardy when he/she arrives in class after the class bell has rung, or has to leave the class to get material that was required to be brought to that class.

4 tardies =1 day ISS

6 tardies = another day ISS

8 tardies = another day ISS

Additional tardies are calculated every two (2) days after eight (8) with assignment to ISS.

## STUDENT ORGANIZATIONS / EQUAL ACCESS

- A. Non-curriculum related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical or other content of the speech at such meetings. Such meetings must meet the following criteria.
1. The meeting is to be voluntary and student initiated.
  2. There is no sponsorship of the meeting by the school, the government or its agents or employees.
  3. The meeting must occur during non-instructional time.
  4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity.
  5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.
  6. Non-school persons may not direct, conduct, control or regularly attend activities of student groups.
- B. All meetings held on school premises must be scheduled and approved by the principal. The school, its agents and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- C. Fraternities, sororities and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization.

## STUDENT TRANSFERS

- A. The Lincoln School District shall review and accept or reject requests for transfers, both into and out of the district, on a case-by-case basis.
- B. The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.
- C. Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine student's appropriate grade placement.
- D. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired. The responsibility for transportation of any non-resident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

## SCHOOL CHOICE

- A. The superintendent will consider all applications for School Choice postmarked not later than the July 1, preceding the fall semester the applicant would begin school in the District. The superintendent shall notify the parent or guardian and the student's resident district, in writing, of the decision to accept or reject the application within 30 days of its receipt of the application.
- B. The District shall advertise in appropriate print and broadcast media to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program.
- C. The public pronouncements shall state the application deadline and the requirements and procedure for participation in the program. Such pronouncements shall be made in the spring, but in no case later than June 1.
- D. When considering applications, priority will be given to applications from siblings or stepsiblings residing in the same residence or household of students already attending the District through School Choice.
- E. The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Letters of rejection shall state the reason(s) for the rejection.
- F. The Board of Education reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school.
- G. Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this district under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

## PRIVACY OF STUDENTS' RECORDS / DIRECTORY INFORMATION

- A. All students' educational records are available for inspection and copying by the parents of any 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. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll.
- B. The district shall receive written permission before releasing educational records to any agency or individual not authorized by law to receive and/or view the educational records without prior parental permission.
- C. For purposes of this policy, the Lincoln School District does not distinguish between a custodial and non-custodial parent with respect to gaining access to a student's records. The fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.
- D. If there exists a court order which directs that a parent not have access to a student or his records, the parent or guardian 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.
- E. 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, 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 file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be subject to the procedure set out in federal law and/or regulation.
- F. Unless the parent, guardian 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, graduation announcements, and district and school authorized web sites. Directory information includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, classes in which he/she is enrolled, 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. 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.
- G. The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled. Failure to file an objection by that time is considered a specific grant of permission.

## EXTRACURRICULAR ACTIVITIES

- A. The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy. All students meeting this policy's criteria are eligible for extracurricular activities.
- B. **Definitions:**
  - 1. Extracurricular activities are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class-time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral, math, or science competitions and club activities.
  - 2. Academic Courses are those courses for which class time is scheduled and can be credited to meet the minimum requirements for graduation, is taught by a teacher required to have State certification in the course, and has a course content guide which has been approved by the Arkansas Department of Education. Any of these courses for which concurrent high school credit is earned may be from an institution of higher education recognized by the Arkansas Department of Education. A student must have a 2.0 GPA to participate in extra-curricular activities. Only the second semester of eighth (8<sup>th</sup>) grade counts toward ninth (9<sup>th</sup>) grade eligibility.

3. Supplemental Improvement Program is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association Handbook.
4. Students receiving assignment to ISS or OSS shall not be eligible to participate in extra- curricular activities beginning on the day of the infraction through the period of ISS or OSS.
5. Students that receive an Out-of-school Suspension (OSS) or have accumulated more than five (5) days of In-school Suspension (ISS) may not be eligible for field trips, school dances, exemptions from school, etc.

**C. Academic Requirements: Senior High**

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

1. Have earned a minimum Grade Point Average of 2.0 from all academic courses the previous semester; or
2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA, the student must be enrolled and successfully participating in a supplemental instruction program (SIP) to maintain their competitive interscholastic extracurricular eligibility.

A student is allowed to participate in an SIP for a maximum of two consecutive semesters and requires the student to improve his/her GPA by the end of the second semester to 2.0 GPA in order to remain eligible.

- D. Students with an Individual Education Program - In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).
- E. Arkansas Activities Association - In addition to the foregoing rules, the district shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities.

## **BULLYING**

- A. Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs his/her of their dignity, detracts from the safe environment necessary to promote student learning and will not be tolerated by the Board. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off the school property at a school sponsored function, activity, or event; or going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.
- B. Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:
  1. Physical harm to a public school employee or student or damage to the public school employee's or student's property;
  2. Substantial interference with a student's education or with a public school employee's role in education;
  3. A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
  4. Substantial disruption of the orderly operation of the school or educational environment;

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the

purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

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

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

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

C. Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic "compliments" about another student's personal appearance.
2. Pointed questions intended to embarrass or humiliate.
3. Mocking, taunting or belittling.
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person.
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics.
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans.
7. Blocking access to school property or facilities.
8. Deliberate physical contact or injury to person or property.
9. Stealing or hiding books or belongings.
10. Threats of harm to students(s), possessions or others.
11. Electronic forms of bullying (Cyber-bullying) which include, but are not limited to email, text messaging, blogging, etc.

D. Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed to continue would constitute bullying, to their teacher, counselor, building principal, or any school employee. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal or assistant principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted. The person(s) reporting behavior considered to be bullying shall not be subject to retaliation or reprisal in any form.

E. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook, which may have simultaneously occurred.

F. Notice of what constitutes bullying and the District's prohibition against bullying shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice. Copies of this policy shall be available upon request.

## **MAKE-UP WORK**

A. Students who miss school due to an excused or documented absence shall be allowed to make up the work they missed during their absence. It is the responsibility of the student to arrange for all make-up work with his/her teacher(s). Students are allowed one day make-up time for each day of excused or documented absence. Students will not be allowed to make up work for unexcused absences without approval from the principal.

- B. Assignments made, including tests, prior to days missed, will be due upon returning to class.

## **STUDENT PUBLICATIONS**

- A. All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:
1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, drugs, or political endorsements or advertisements.
  2. Publications may be regulated to prohibit writings which are, or perceived to be, in the opinion of the appropriate teacher and/or administrator, grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
  3. Prohibited publications include:
    - a. Those obscene to minors.
    - b. Those libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth.
    - c. Those that constitute an unwarranted invasion of privacy as defined by state law.
    - d. Publications that suggest or urge the commission of unlawful acts on the school premises.
    - e. Publication suggesting or urging the violation of lawful school regulations.
    - f. Hate literature that scurrilously attacks ethnic, religious or racial groups.
- C. Student publications that are displayed on school web pages shall follow the same guidelines as listed above.

## **DISTRIBUTION OF LITERATURE**

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

## **CONTACT WITH STUDENTS WHILE AT SCHOOL**

### **CONTACT BY PARENTS**

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

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

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

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 Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a “72-hour hold” without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms.

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

## **SEARCH, SEIZURE AND INTERROGATIONS**

- A. The district respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.
- B. 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.
- C. The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.
- D. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.
- E. State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a “72-hour hold” without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.
- F. If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms.
- G. In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state’s social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an afterhour’s telephone number.

## STUDENT DISCIPLINE

- A. The Lincoln School District Board of Education has a responsibility to protect the health, safety and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs at any time on the school grounds, off school grounds at a school-sponsored function, activity, or event, and going to and from school or a school activity.
- B. 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, as 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.
- C. The District's personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Lincoln School Board. The Board shall approve any changes to student discipline policies.
- D. The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.
- E. It is required by law that the principal or person in charge, report to the police any incidents where a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision.
- F. The **minimum penalty** for student misconduct will be a **verbal warning** and the **maximum penalty** will be **expulsion** by the Board and/or legal action dependent upon the severity and frequency of the misconduct.
- G. Any student who gives false information or wrongfully accuses another student or staff member may be subject to disciplinary action.
- H. DEFINITIONS REGARDING DISCIPLINE
1. **EXPULSION:** Dismissal from school for a period of time that exceeds ten (10) days. Prohibition of a student from entering the school property, with the exception of a prearranged conference with an administrator, for a period of time that exceeds ten (10) days. All decisions concerning expulsion will be preceded by a recommendation to the Superintendent and a majority vote by the Lincoln Board of Education. The superintendent may recommend the expulsion of a student for more than ten (10) days for violation of a school district's written discipline policies, subject to the appeal to the board of education and to requirements of the federal Individuals with Disabilities Education Act. Expulsion carries with it loss of credit.
  2. **OUT OF SCHOOL SUSPENSION (OSS):** Prohibition of a student from entering the school or school grounds, except for a prearranged conference with an administrator, for a period of time set by the principal of the school or the superintendent. Suspensions normally will not be longer than ten (10) school days, unless it is deemed a long-term suspension which must be determined by the Board of Education only. Suspension carries with it no makeup work for a grade for the time of suspension. Long term suspension recommendations guarantee the right of due process.
  3. **IN SCHOOL SUSPENSION (ISS):** Prohibition of a student from attending regularly scheduled classes. Students will remain in the ISS room for the duration of ISS assignment. In-school suspension will not be longer than ten (10) school days per infraction. All classroom assignments will be collected from the student's teachers to be completed in ISS. All ISS assignments are from 8:00 to 3:18. Students in ISS will NOT be counted absent towards loss of credit, but WILL count against the students when determining exemption. A student is not eligible to attend or participate in any school sponsored activity during or after school hours while serving ISS or OSS or Expulsion.
  4. **AFTER SCHOOL DETENTION (ASD):** Students may be assigned after-school detention.

5. **CLASS DETENTION:** Removal from a class for a specific period.
6. **INSUBORDINATION:** Resistance to authority, disobedience.
7. **REASONABLE FORCE:** The minimum amount of force necessary to stop or restrain a student from conducting himself in an inappropriate manner or in a manner which could cause physical injury to an individual.
8. **PARENT:** The term parent will include every parent, guardian or person in parental relation having control or charge of any student in attendance in the schools of this district.
9. **REASONABLE SUSPICION:** Reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating either the law or school rule.
10. **CORPORAL PUNISHMENT:** Corporal punishment as used in schools refers to paddling a student for breaking a school rule. Paddling is permitted in grades 1-12 in the Lincoln School District. Corporal punishment must be administered by a building principal or assistant principal, and witnessed by a certified staff member. At least one of the two adults administering or witnessing must be the same sex as the student.

## PROHIBITED CONDUCT - RULES FOR BEHAVIOR

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

### 1. Refusal to Follow School and/or Classroom Rules

Students shall comply with reasonable instructions from administrators, teachers, instructional assistants, school bus drivers or any other authorized school district employee. **Penalty: Warning to Expulsion.**

### 2. Academic Dishonesty (See ACADEMIC DISHONESTY)

### 3. Defiant Behavior

Open defiance or blatant refusal to follow the reasonable directives of any authorized school district employee. **Penalty: Warning – Expulsion**

### 4. Truancy (Skipping School or Class)

A student will not be absent from school or class without parent or school authorities' prior knowledge and consent. A student absent from his classroom or other assigned learning station without permission from school authorities will be considered as truant. Each truancy will be treated as an unexcused absence. Students found to be truant will **not** be allowed to make up tests and assignments. The Board of Education does not approve of skip days, and students who participate in skip days will be charged with truancy. **Penalty: Suspension to Expulsion**

### 5. Leaving Campus or Designated Area without Permission

After arrival on the school campus, a student will not leave the campus or designated area without permission from school authorities. **Penalty: Suspension to Expulsion**

### 6. School Bus Rules and Regulations

All students shall conduct themselves in accordance with the conduct code governing student behavior in school and in accordance with school bus regulations when on the bus or at the bus stop area. **See Transportation Policy.**

### 7. Smoking and Smokeless Tobacco

A student may not smoke nor have possession or control of any tobacco products, tobacco-related substances, smoking paraphernalia (matches, lighters, etc.) on school property, including school buses, at any time. **Penalty: In-school suspension – Expulsion**

### 8. Gambling

Students shall not gamble while on school property, school buses or at school-sponsored events. **Penalty: Warning – Suspension**

### 9. Forgery or Falsification of Information or Failure to Provide Identification

No student shall falsify signatures or information on official school records, refuse to give identification or give false identification when identity is requested by a staff member. **Penalty: Suspension – Legal action**

### 10. Fighting

When students fight, it may be difficult to determine who is at fault. When a cooling off period is needed, both students may be immediately suspended until an effort to determine fault is made. If a student is found to have not initiated the fight, he may or may not be suspended. Alternate punishment may be applied with regard to actual involvement. **Penalty: Corporal punishment – Expulsion**

### 11. Profanity, Verbal Harassment, Obscene Gestures

A student will not use in verbal or written form profane, violent, vulgar, abusive, insulting, sexual or disrespectful language at any time. 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. **Penalty: Corporal punishment – Expulsion**

## **12. Bullying**

Students who bully another person shall be held accountable for their actions, whether it occurs on the school grounds; off the school grounds at a school sponsored function, activity or event; or going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another student or group of students. Bullying behavior can be a threat of, or actual physical harm, electronic forms of bullying (Cyber-bullying), or it can be verbal abuse of the student. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students. **Penalty: Warning –**

### **Expulsion**

## **13. Student Dress and Grooming**

Students that fail to follow the dress code will be sent home to change, and the instructional time missed will be unexcused. If they are unable to change clothes they will be placed in in-school suspension for the remainder of the day. Repeated offenses will result in additional consequences.

Shorts and skirts are permitted; however, they shall be mid-thigh or longer.

Hats shall be worn properly and only outside the buildings. No covering is allowed on the head inside the building at any time for females or males unless prior approval is obtained from the building principal for special circumstances.

Clothing that displays messages or illustrations of a profane or crude nature, or advertisements for tobacco, drugs, alcohol, or any illegal substance shall not be allowed.

Pants cannot have holes above the knee.

Pajamas are not allowed without permission.

All students must wear shoes; house shoes are not allowed.

Blouses and shirts must be long enough to keep the midriff, back and stomach covered on a consistent basis. Halter tops, tube tops, and camisole tops not allowed.

Students shall not wear “sagging” or “low riding” pants that reveal undergarments or anatomy.

Clothing that reveals “cleavage” is not appropriate.

Sunglasses should not be worn in any building.

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

The following actions are prohibited by students on school property or at school functions:

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

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

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds. **Penalty: Warning – Suspension**

## **14. Violation of Parking and Driving Regulations**

A student using any type of vehicle (bicycle, motorcycle, automobile, truck) as a means of transportation to and from school will not violate the rules and regulations set forth by the principal of the school. Students with a valid driver’s license may drive cars and trucks to school and these vehicles must be parked in the assigned area on the campus, be registered with the school and display a current decal. Students are prohibited from sitting in parked vehicles during school hours. **Penalty: Parking fine/loss of parking privilege – suspension**

## **15. Public Display of Affection**

Public display of affection includes, but is not limited to, kissing, hugging, and inappropriate touching. Public display of affection is inappropriate school behavior. Failure to comply with reasonable expectations of school staff will lead to disciplinary action.

**Penalty: Warning – Expulsion**

## **16. Loitering by Suspended or Expelled Student**

A **suspended or expelled** student shall not linger on school grounds or within 100 feet of the school without permission of the school administrator, nor shall they go on school district property for any purpose while serving suspension/expulsion. The parent may be notified and student may be referred to legal authorities. **Penalty: Suspension – Expulsion**

## **17. Loitering on an Unassigned Campus**

No student from another campus is allowed on another school’s campus during school hours without permission of school officials.

**Penalty: Warning – expulsion**

## **18. Possession of Paging Devices, Lasers and/or Other Electronic Communication Devices**

Students are forbidden from having any paging device, beeper, or lasers. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons. **Penalty: Seizure of device – Suspension**

## **19. Possessing, Using or Being under the Influence of Alcohol or Illegal Drugs**

**It is the intent of Lincoln Consolidated Schools to provide a safe and drug/alcohol free environment for all students. It is our**

**goal that each individual student be drug and alcohol free.**

Possession, use, sale, intent to sell, or distribution of illegal drugs, drug paraphernalia, narcotic substances, and/or intoxicating liquor (e. g. beer, wine, and other alcoholic beverages) or pretension of possession, use, sale, or intent to sell illegal drugs, narcotic substances, and/or alcoholic beverages is prohibited in school buildings, on school grounds, on school buses, en route to and from school sponsored activities, and other locations under school control.

- A. Student shall not possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any other controlled substance or any prescription or over-the-counter medication including supplements, as defined by law except as allowed by the student medication section of this student handbook.
- B. The principal, or designee, upon establishing reason to suspect that a student is in possession of illegal drugs or alcoholic beverages on school property will investigate the suspicion. This investigation may include personal searches, searches of locker and/or personal property, including vehicles, and questioning of the suspected student. The student shall be advised of the principal’s obligation to inform the parents. Students of the school should be aware that school district officials have access to a registered drug dog, which has been trained to locate marijuana and other illegal drugs in backpacks, purses, and automobiles. Periodic, unannounced visits to the school and activities may be made by the dog and handler in an effort to prevent possession of drugs on the campus. Students are responsible for the contents of their backpacks and automobiles. Should contraband be located, the responsible student will be subject to school district policies, local, state, and federal laws.

**DRUG AND ALCOHOL DISCIPLINARY ACTION**

Students shall not possess, use or be under the influence of drugs or alcohol at school or school-related activities. Students breaking this rule for the first time will be suspended. The student/family must show proof that they are enrolled with a counseling agency recognized by the District or the student will be recommended for expulsion. The District will provide a list of recognized agencies to the principal.

If the student breaks the rule a second time, he will immediately be recommended for expulsion. The student may be reported to legal authorities.

*The administration may exercise more extreme action when necessary to deal appropriately with any given situation.*

**Penalty: Suspension – Expulsion**

**21. Possessing or Using Drug Paraphernalia**

Students may not possess, use or transmit any objects which could reasonably be considered drug paraphernalia (pipes, clips, papers). **Penalty: Suspension – Expulsion**

**22. Possession of Fireworks**

No student shall possess, use or threaten to use any fireworks. **Penalty: Corporal punishment – Expulsion**

**23. False Emergency Alarm/Calling 911**

A student shall not circulate a story of a fire, bombing, bomb threat or other catastrophe when that student knows the story to be untrue. If injury results to any person as a result of the false alarm, the student will be reported to law enforcement agencies.

**Penalty: Suspension – Expulsion**

**24. Simple Assault or Simple Terrorist Threat**

A student shall not engage in conduct which creates a substantial risk of physical injury to another student or threaten another student, making that student fear imminent physical harm, duty to report all threats and acts of violence). 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. **Penalty: Suspension – Expulsion**

**25. Disorderly Conduct**

No student shall engage in inappropriate behavior that substantially disrupts or interferes with, or is likely to disrupt or interfere with, any school function, activity or school program. Such behavior includes, but is not limited to, fighting, threats, excessive noise, abusive language, obscene gestures, exposing private parts, disrupting lawful assembly of person. **Penalty: Warning – Expulsion**

**26. Battery – Minor Physical Injury**

A student will not threaten or attempt to cause injury or physical harm to another student, nor will a student strike or beat another student. **Penalty: Corporal punishment – Expulsion**

**27. Sexual Indecency**

Students shall not commit sexual indecency on school property, in school vehicles or on school related trips. **Penalty: Suspension – Expulsion**

**28. Indecent Exposure**

Students shall not expose their private parts in a public place or in public view or under circumstances knowing the conduct is likely to cause affront or alarm (A.C.A. §5-14-112, indecent exposure, “A” Misdemeanor) NOTE: Exposing private parts is disorderly conduct. (See Rule 26). **Penalty: Suspension – Expulsion**

**29. Criminal Mischief/Vandalism – Relatively Minor Damage**

No student shall destroy or damage any property of another or that belonging to the school district. The parent/guardian shall be responsible for all damages to property caused by his/her child. **Penalty: Restitution and suspension – Expulsion**

**30. Sexual Harassment**

Sexual harassment is unwanted verbal, written or physical behavior of a sexual nature. Such behavior is illegal if it created an environment that is hostile or intimidating. Typical examples of sexual harassment include sexually oriented gestures, jokes or remarks that are unwelcome; repeated and unwanted sexual advances; touching or other unwelcome bodily contact; physical intimidation and mockery or scorn based on perceived sexual orientation. **Penalty: Suspension – Expulsion**

**31. Misdemeanor Theft**

Students shall not take or possess property that does not belong to them (A.C.A. §5-36-103; A.C.A. §5-36-106; less than \$500). The parent must make restitution. **Penalty: Restitution and suspension – Expulsion**

**32. Extortion/Bribery**

No student will obtain or attempt to obtain something of value from another person either by physical force or by threat (illegal acts). **Penalty: Corporal punishment – Expulsion**

**33. Membership in Fraternities, Sororities, Secret Clubs, Gang Activities or Associations**

The Board is authorized to suspend or expel any student of the District who joins or promises to join or who solicits other persons to join or pledge to become a member of a public school fraternity, sorority, secret society or gang activity or association or to wear or display any insignia of such fraternity, sorority, secret society or gang activity or association while in and attending District schools.

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. The use of hand signals, graffiti, or the presence of any apparel, 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. **Penalty: Suspension – Expulsion**

**34. Unauthorized Accessing or Attempting to Access Computer Files**

A student shall not modify or erase software without authorization, introduce any viral agent, access another individual’s electronic documents or create, reproduce or distribute documents containing vulgar language or obscene materials on any school computer, printer, copier or other equipment. A student may lose use of network resources. **Penalty: Loss of computer use privileges and suspension – Expulsion**

**35. Persistent Disregard for School or Classroom Rules**

A student who persists in acts of misconduct after the school has made and documented reasonable efforts to secure his adherence to established rules will be recommended for expulsion. Efforts toward behavior modification will be made prior to recommendation for expulsion except when the student has committed an offense so serious in nature that immediate expulsion is necessary.

**Penalty: Parent conference – Expulsion**

**36. Possession or Use of Prohibited Weapon**

No student shall, without permission from a school official, possess, use or threaten to use any weapon upon any school property, in or upon any school bus, at designated bus stops, or at school-related events. Students will not possess objects or devices of no reasonable use at school and which may cause physical injury.

**“NO TOLERANCE POLICY” ACT 649 of 1989** states: No person in this state shall possess a handgun upon the property of the public schools or in or upon any school bus. Possession means having a weapon, as defined in this policy, on the student’s body or in an area under his/her control.

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance a school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are accepted.

If a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student may not be considered to be in possession of a weapon. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. A repeated offense is unacceptable and shall be grounds for disciplinary action against the student. Discipline will be at the discretion of the principal or designee with a minimum of confiscation with a reprimand and a maximum of expulsion.

Students found to be in possession on the school campus of a firearm or other weapon shall be recommended for expulsion of a period of not less than one year. The School Board shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school. The district shall report any student who brings a firearm or weapon to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

### **37. Possession or Use of Firearm, Weapon or Facsimile Weapon**

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 prohibited by law upon any school-related event include, but are not limited to: any firearm/handgun (whether loaded or unloaded), knife, razor, ice pick, dirk, brass or metal knuckle, martial arts implement, box cutter, BB gun, pellet gun, pump gun, blackjack, sword, spear in a cane, Billie club, sap, rifle, shotgun, machine gun, bomb, grenade, booby trap, explosive device, or any other implement designed, made, or adapted for the purpose of inflicting physical injury or death (Gun-Free Schools Act of 1994: Act 567 of 1995.) ***WARNING!! Illegal possession or use of prohibited weapons on school property or upon a school bus by a student shall result in suspension of driver's license (A.C.A. 5-73-128.)*** **Penalty: Suspension – Expulsion**

### **38. Terrorist Threatening – Threats of Serious Physical Injury or Property Damage/Threats to Teachers/Staff**

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 (A.C.A. §6-17-113, duty to report all threats and acts of violence). **Penalty: Restitution and Suspension – Expulsion**

### **39. False Bomb, Fire Alarm/Threat**

A student shall not activate a fire alarm or cause an evacuation. **Penalty: Suspension – Expulsion**

### **40. Assault/Battery with Substantial Risk of Death or Serious Physical Injury**

A student shall not engage in conduct which creates a substantial danger of death or serious physical injury to another person. **Penalty: Suspension – Expulsion**

### **41. Assault/Battery on Staff**

No student shall strike or attempt to strike a teacher or other school personnel (A.C.A. §5-13-201, Battery I; A.C.A. §5-13-202 – “serious physical injury,” Battery II which also includes intentionally causing “physical injury” to teacher or employee). **Penalty: Suspension – Expulsion**

### **42. Sexual Abuse or Rape**

Students shall not engage in sexual conduct with another person by forcible compulsion or engage in sexual contact with another person who is incapable of consent because he/she is physically/mentally helpless; nor shall students engage in sexual intercourse or deviant sexual activity with another person by forcible compulsion or with another person who is incapable of consent because he is physically/mentally helpless. **Penalty: Expulsion – Legal action**

### **43. Robbery**

Students shall not take property belonging to another person or the school by force, threat of forces or with the use of a deadly weapon. **Penalty: Expulsion –Legal action**

### **44. Felony Theft – Personal Property**

Students shall not take the property of another person or be in possession of property belonging to another without that person's

permission. If a student steals or is in possession of property belonging to another person worth \$500 or more, that student has committed a more serious crime. **Penalty: Restitution and suspension – Expulsion**

#### **45. Felony Theft – Student Property**

A student shall not take possession of property that belongs to the school without permission. If a student takes or is in possession of school property worth \$500 or more without permission, parents must make restitution. **Penalty: Restitution and suspension – Expulsion**

#### **46. Selling, Attempting to Sell/Distribute or Purchase Drugs/Alcohol**

A student who sells or attempts to sell distribute or purchase illegal drugs (or any substance he claims to be a controlled substance) or alcohol, shall be reported to legal authorities. **Penalty: Expulsion – Legal action**

Sentences for sale of controlled substances within 1,000 feet of public or private schools shall be enhanced by two (2) years and a fine of no less than \$1,000 (A.C.A. §5-64-401). Prohibited substances shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance or beverage containing alcohol or intoxicant of any kind.

Students of Lincoln School District should be aware that school district officials have access to a registered drug dog. The dog, while gentle, has been specially trained to locate marijuana, alcohol and other illegal drugs. Periodic, unannounced visits to all District schools and school-sponsored activities will be made by the dog and its handler. Lockers, automobiles and other areas of the building will be searched. Students will be held responsible for any prohibited items found in their lockers, automobile or belongings at school. Should prohibited items be found, the violators will be disciplined under District policies and may be prosecuted under local, state or federal laws.

#### **47. Criminal Mischief/Vandalism – Major Damage**

No student shall purposely and without legal justification destroy or damage any property of another or that belonging to the school district. The parent/guardian shall be responsible for all damages to property caused by the student. **Penalty: Restitution and Expulsion**

#### **48. Arson**

No student shall deliberately burn or attempt to burn school property. **Penalty: Expulsion – Legal action**

#### **49. Behavior Not Covered**

Lincoln School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even through such behavior is not specified in written rules.

### **CONDUCT TO AND FROM SCHOOL**

- A. Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.
- B. The preceding paragraph also applies to student conduct while on school buses. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent or legal guardian.

### **DISRUPTION OF SCHOOL**

- A. No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.
- B. Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that is seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration. Local law enforcement will be contacted in the event the student refuses to leave the classroom voluntarily with the school administrator.

# **Comprehensive Tobacco Policy**

## **Policy Statement**

The Lincoln Consolidated School District shall be a Tobacco Free Environment.

This policy shall apply to:

- All buildings facilities, grounds, and properties- including athletic fields and parking lots- under the jurisdiction of the Lincoln Consolidated School District.
- All school property, school busses, and district-owned vehicles.
- All staff, students, school volunteers, contractors and any person present on School District property, 24 hours a day-every day.
- All school sponsored or school related events on-campus or off campus.

Tobacco products may be included in instructional activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

## **Rationale**

The Lincoln Consolidated School District believes it has an obligation to provide a safe and healthy environment for all students, parents, employees and visitors.

The Board supports current literature and research that tobacco use is considered the chief preventable cause of premature disease and death in the United States. In addition, second hand smoke is a health hazard to others. The Board also believes that allowing tobacco use on school property is in conflict with prevention messages within the curriculum and the classroom. The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote positive role models in school and promote a healthy learning and working environment.

Also, in addition to the philosophical reasons, schools may face liability issues by allowing tobacco use on their premises, particularly in light of laws that intentionally limit access and sales of tobacco products to youth.

This policy is in support of our comprehensive school health programs designed to help students learn and foster healthy lifestyles by providing them with knowledge, skills, social support, and environmental reinforcement.

## **Definition**

For the purposes of this policy, “tobacco product” is defined to include lighted or unlighted cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.

## **Tobacco Promotion**

Tobacco promotional items, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles, or at school sponsored events. Tobacco advertising, sponsorship, marketing or giveaways shall be prohibited in all school-sponsored publications and at all school sponsored events.

## **Closed Campus**

Not student may leave the school campus during breaks in the school day to use tobacco products.

## **Violations**

A person shall be considered in violation of this policy when he/she is observed:

- In possession of any form of tobacco that is visible to the eye.
- Occupying or exiting a space or area from which smoke is emanating.
- Providing tobacco to a student.

## **Enforcement for Students**

Consequences for students engaging in the prohibited behavior will be in accordance with the school’s student behavior management

plan. Students who violate the school districts tobacco use policy will be referred to the guidance counselor, school nurse, or other health or counseling services for all offenses for health information, counseling, and referral. The administration will consult with appropriate health organizations in order to provide student violators with access to an Alternative to Suspension (ATS) program. The ATS program will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school, and provide referrals to available local tobacco cessation programs. Parents/guardians will be notified of all violations and actions taken by the school. Suspension will only be used after a student has two or more prior violations or refused to participate in other outlined measures.

### **Enforcement for Staff and Visitors**

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave school property.

### **Opportunities for Cessation**

The administration will consult with the county health department or other appropriate health organizations to provide students and employees with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

### **Prevention Education**

Tobacco use prevention education shall be integrated within the pre-K – 12<sup>th</sup> grade health education program to provide opportunities for students to gain greater understanding of the health hazards of tobacco use and the impact of tobacco use. The educational program shall be based on theories and methods that have been proven effective by published research and consistent with Arkansas Health Education Curriculum standards and framework.

### **Communication of Policy**

The Board/Superintendent/Principals shall notify students, families, educational personnel and school visitors of the Tobacco Free Policy through student and employee handbooks, web pages, signage and other appropriate methods of communication.

## **POSSESSION AND USE OF CELL PHONES, BEEPERS, ETC.**

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP3 players, iPods, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced. For the purpose of this policy the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any other audible sound coming from the phone or device.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment. From the time of the first bell until after the last bell, students are forbidden from using cell phones, any paging device, beeper, or similar electronic communication devices, cameras, as well as MP3 players, Ipods, and other portable music devices for personal reasons. Use and possession of these types of devices will be limited to approved educational activities. Except when in use for approved activities, such devices should be in a silent mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

Inappropriate use will result in consequences.

#### **LHS CONSEQUENCES:**

1 <sup>st</sup> Offense:	In-school suspension (ISS)
Other Subsequent Offense(s):	Parents pick up the phone and ISS – OSS to loss of privilege

#### **LMS CONSEQUENCES:**

1 <sup>st</sup> Offense:	Parents pick up the phone
Other Subsequent Offense(s):	Corporal Punishment or suspension and parents pick up the phone

## **SPECIAL EDUCATION**

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

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of The Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district’s obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding handicapped students. Among the coordinator’s responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents.

Note: The office of Civil Rights prefers that the name of the coordinator, or at least a contact person or phone number to call to get the name of the coordinator, is made readily available to the public. 34CFR104.32 stipulates that as part of “child find” responsibilities, districts take appropriate steps to notify handicapped persons and their parents or guardians of the district’s child find duty.

## **STUDENT HEALTH SERVICES**

- A. The district shall provide a health service program under the direction of a licensed nurse. The program shall include screening, referral and follow-up procedures for all students. Facilities, equipment and materials necessary for the operation of the program shall be provided at each school. Current health appraisal records for all students will be maintained in accordance with guidelines provided by the Arkansas Department of Education.
- 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.

## **EMERGENCY DRILLS**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than four (4) times per year with at least one each in the months of September, October, January, and February. Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

## **CLOSED CAMPUS**

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be given permission to leave the campus by a school administrator and must sign out in the office upon their departure.

## **SOLICITATIONS-STUDENTS**

- A. Participation in any fund raising 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.
- B. All fund raising and charity drives sponsored by a school must receive the approval of the principal. In no case will approval be given for such activities during the regular school day.

## COMPUTER USE POLICY

- A. The Lincoln School District makes computers and/or computer internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of District computers is for educational and/or instructional purposes only. It is the policy of this District to equip each computer with internet filtering software designed to prevent users from accessing material that is harmful. No student will be granted internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into Board policy and is considered part of the student handbook.
- B. Students use of computers shall only be directed and/or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, using computers as a form of electronic bullying or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action as specified in the student handbook and/or computer use agreement.
- C. Students found guilty of plagiarizing another student's computer assignment, or plagiarizing by downloading from the internet, are subject to academic penalties, up to and including loss of course credit and loss of computer use privileges.

## COMPLAINTS AND GRIEVANCES

- A. The Lincoln School District's grievance procedure, including steps to be followed by students to resolve a grievance is as follows. The following procedures will be used for filing, processing and resolving alleged Title VI (race), Title IX (sex), Section 504 (handicap) and discrimination complaints of students.
- B. Every student of the Lincoln School District is guaranteed the right to present his grievance, in accordance with the provisions of this policy, free from interference, coercion, restraint, discrimination or reprisal.
- C. DEFINITIONS
  - 1. Discrimination Complaint: A complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex, qualified handicap or age.
  - 2. Student Grievant: A student of the Lincoln School District who submits a complaint alleging discrimination based on race, color, national origin, sex or qualified handicap.
  - 3. Equity Coordinator: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the civil rights laws and other state and federal laws addressing equal educational opportunity. The Coordinator is responsible for processing complaints.
  - 4. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisor responsibility for procedures and policies in those areas covered in the complaint.
  - 5. Day: Means a working day. The calculation of days shall exclude Saturdays, Sundays and holidays.
- D. Filing and Processing Discrimination Complaints
  - 1. Step I - The grievant submits complaint to the Equity Coordinator, stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within thirty (30) days of alleged violation. Complaint forms are available in the school office or the Equity Coordinator's office. The Equity Coordinator issues a decision to the student or employee. If the grievant or respondent is not satisfied with the decision, they must notify the Equity Coordinator and request a hearing with the Superintendent.
  - 2. Step II - The Equity Coordinator schedules a hearing with the grievant and Superintendent. The Superintendent issues a decision following the hearing. If the grievant or respondent is not satisfied with the decision, they must notify the Equity Coordinator and request a hearing with the governing board.

3. Step III - The Equity Coordinator notifies the governing board after receiving the request. The Equity Coordinator schedules a hearing with the governing board. A hearing is to be conducted within thirty (30) days from the date of notification to the governing board. The governing board issues a final written decision after the hearing regarding the validity of the grievance and any action to be taken.

E. General Provisions

1. Extension of Time: Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from the date that complaint is filed until complaint is resolved shall be no more than 180 days.
2. Access to Records and Regulations: The Lincoln School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap or veteran upon request. All parties to the grievance procedure shall have the right to examine any and all records relating to the complaint. For the purpose of confidentiality, names may be omitted.
3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the permanent record file. Complaint records shall be maintained on file for three years after complaint resolution.

F. All parties will be provided with an appropriate amount of time, as established by the governing board, for a general presentation of the situation.

G. Each party will be provided with the opportunity to provide witnesses and evidence and the right to question opposing witnesses concerning the situation.

H. Each party will have the right to be represented in whole or in part by a person of his/her own choosing.

I. The grievant will have the right to a confidential or public grievance hearing.

## **VIDEO SURVEILLANCE**

A. The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary.

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

C. The district shall retain copies of video recordings for a minimum of two (2) weeks before they are erased which may be accomplished by either deletion or copying over with a new recording. Parents wishing to view a video recording need to be aware that it may not be available after the two-week period unless the video contains evidence of misconduct.

D. Video recordings shall be considered student education records and any release or viewing of such records shall be in accordance with current law. Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct has been settled.

E. Students who vandalize, damage, disable, or render inoperable (temporary or permanently) surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

## Accident Insurance for Students

The following facts should be fully understood by the parents and guardians of all Lincoln School District Students.

1. The Lincoln Consolidated School District has entered into a contractual agreement with United Healthcare Student Resources, for students during the regular school day, athletic and school sponsored extracurricular activities in grades K through 12.
2. The Lincoln Consolidated School District assumes **no responsibility** as a result of injuries that occur during school hours or at an after school hours sponsored athletic, AAA, or extracurricular event; however, this insurance is provided at school expense. This is SECONDARY INSURANCE to whatever health insurance the parent or guardian has for their children, and all claims should be filed with the primary health insurance company **and** with United Healthcare Student Resources. You will need to indicate on the United Healthcare Student Resources claim form the name and address of your regular insurance carrier.
3. If the student has no other insurance coverage, United Healthcare will become the primary carrier and will pay accordingly. The parent or guardian should indicate on the claim form if they have no other health insurance.
4. All policies have limitations. **Parents will be responsible for any amounts remaining after the primary health insurance and/or United Healthcare Student Resources limitations have been reached. As with any policy, there are exclusions.**
5. The Lincoln Consolidated School District and its employees are **NOT** responsible for any costs for treatment to your child due to any medical procedure.
6. In case of an injury, **it is the responsibility of the parent to obtain and file a claim form**. No Lincoln Consolidated School District employee is responsible for filing your claim. You may pick up a form at the Administration Office or call 479-824-3010, to request a form be mailed to you.
7. Treatment must begin within **30 days** from the injury and claims must be filed within **90 days** of the injury. Benefits may be paid for covered expenses incurred within 52 weeks from the date of the accident.
8. Since the insurance is for school hours or AAA sponsored events only, you may wish to purchase the additional insurance that is available to your child. This should be purchased at the beginning of the school year and is the same basic coverage as named above. The **AT School Coverage** provides coverage for injuries that occur at school or during school-sponsored activities during the regular school year. The **24-Hour Coverage** provides coverage 24 hours a day until the first day of the following school year.

If you have questions feel free to call United Healthcare, 501-525-7997.

# 2010-2011

## Events / Holidays

Date	Description
8/11/10	New Teacher Orientation thru 8/11-8/12/10
8/16/10	Professional Development (Required) thru 8/16-8/18/10
8/19/10	First Day for Students
9/6/10	Labor Day Holiday
9/16/10	Parent/Teacher Conference
9/17/10	Professional Development (Required) No School
10/15/10	End of First 9 quarter (40 days)
11/22/10	Thanksgiving Holiday thru 11/22,23,24,25,26/10
12/16/10	Semester Test
12/17/10	Semester Test End of 2nd quarter (40 days)
12/20/10	Christmas Holiday thru 12/20-1/2/11
1/3/11	School Resumes
1/17/11	Martin Luther King day (No School) PD Required
2/3/11	Parent/Teacher Conference
2/4/11	Professional Development (Required) No School
3/11/11	End of 3rd Quarter (48 days)
3/21/11	Spring Break thru 3/21,22,23,24,25/10
4/22/11	Good Friday Holiday (No School)
5/27/11	Semester Test
5/30/11	Memorial Day Holiday
5/31/11	Semester Test End of 4th quarter (50days)
6/1/11	Five Snow Days Built In thru 6/1,2,3,6,7/11

Requirements:  
 Student Days: 178  
 Parent/Teacher Conference: 2  
 Professional Development Days: 10 6 Required &  
 4 Embedded  
 Total: 190  
 Six Hours of instruction for full day  
 Three Hours of instruction for half day  
 Five Snow Days At End

July '10						
Su	M	Tu	W	Th	F	Sa
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August '10						
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29	30	31				

September '10						
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October '10						
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31						

November '10						
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December '10						
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January '11						
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February '11						
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March '11						
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April '11						
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May '11						
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29	30	31				

June '11						
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