

2009-2010 Student Handbook

July 21, 2009 A

OCABS

“Osceola Community School”

MISSION

OCABS, Osceola Community School is committed to provide an accessible, value-added and consistent education and lifelong learning opportunities.

PURPOSE

To provide the following, a **year—round, daytime and evening school** where its students:

- 1) Meet better than adequately yearly progress in mathematics and literacy.
- 2) Value the importance of their education and its relevancy to their lives.
- 3) Learn to embrace altruism and the importance of giving back their community.
- 4) Develop intellectually, physically and morally.

Equal Opportunity/Affirmative Action Statement

OCABS, Osceola Community School, will not discriminate in the admissions of, or in any other instance of school participation on the basis of race, color, national origin, religion, sex, gender, ethnicity, sexual orientation, mental or physical disability, age, ancestry or athletic performance. Nor does the school discriminate on the basis of handicap in admission, access to treatment or employment in its programs and activities. It is the policy of this school that no student or staff member may sexually harass or bully another. Any employee or student will subject to disciplinary action for violation of this policy.

PLEASE NOTE

Every effort has been made to insure accuracy of this handbook at the time of approval and publishing. The OCABS School Board reserves the right to change policies herein. Notification will be sent when a policy has been changed but students and parents are advised to visit the school website regularly.

ARKANSAS NORTHEASTERN COLLEGE

In an arrangement with Arkansas Northeastern College, OCABS enrolls our students in concurrent credit courses at the college, where OCABS pays our students tuition, fees and books. All these students are to first enroll in the TRIO program at the ANC Osceola office. If an OCABS student either withdraws from ANC courses or is removed by ANC due to absences or behavior issues, the student/student’s family is required to reimburse OCABS for the tuition, fees and workbooks paid. The same is true if the student fails to pass the ANC course because he/she did not complete and/or turn in class work and/or assignments.

Students attending classes at Arkansas Northeastern College are also required to follow the rules on ANC campuses and adhere to the ANC Student Handbook. Students can obtain a copy of the ANC Handbook through our OCABS school office, at the ANC/Osceola campus or on the ANC website at

http://www.anc.edu/docs/anc_handbook.pdf.

WAIVERS TO RULES AND REGULATIONS

OCABS has been granted waivers from specific rules and regulations in its charter agreement with the Arkansas Department of Education. These waivers are listed at the end of this paragraph. The policies in this handbook are adapted from the Arkansas School Board Association's Model Policy program. Every effort has been made to adopt these policies to meet the specific details in the charter agreement. In the event that a policy has not been adapted to align with the charter, the charter will take precedence. These waivers are listed here.

Waivers from Title 6 of Arkansas Code Annotated (Education Code)

- 6-10-106 Uniform dates for beginning and end of school year
OCABS will be a year round program.
- 6-13-611 Vacancies Generally
- 6-13-616 Qualifications of Directors
- 6-13-630 Election by Zone and at Large
- 6-14-101 through 6-14-122 General Election Laws-School Boards
The election of Board members is detailed in Section 3 of the Charter
- 6-15-902 Grading scale-Exemptions-Special education classes—The waiver was limited
- 6-16-102 School Day--OCABS will use an extended school day
- 6-17-111 Duty-free lunch—Staff will eat with the students.
- 6-17-114 Daily Planning Period—Staff will not have a paid daily planning period.
- 6-17-302 Public school principals-Qualifications and responsibilities
OCABS will use a director instead of a principal.
- 6-17-1001 Minimum base salary—Master's degree—OCABS may base salary on performance
- 6-17-1501 through 6-17-1510 Subchapter 15 Teacher Fair Dismissal
OCABS employees will be afforded constitutional due process in all dismissals.
- 6-17-1702 through 6-17-1705 Subchapter 17 Public School Employee Fair Hearing Act
OCABS employees will be afforded constitutional due process in all dismissals.
- 6-20-1402 through 1407 Minimum School House Construction Standards—But OCABS will meet all requirements regarding health and safety as well as the ADA and IDEA
- 6-24-106 Administrators
- 20-7-135 Nutrition and physical activity (BMI)—OCABS desires to focus on educational core

Waivers from SBE Rules and Regulations

Gifted and Talented Program Approval Standards
Minimum Schoolhouse Construction
Uniform Grading Scale—Limited waiver
Waivers of Minimum Salaries for Certified Personnel

Waivers from Standards for Accreditation

Standard V, (Rule 10.02 Class Size and Teaching Load) Rules 10.02.2 through 10.02.5
Standard VII, (Rule 12.0 Student Performance) Rule 12.02 Grading—Limited waiver
Standard X (15.0 Personnel) Rule 15.01 School District Superintendents & Rule 15.02 Principals
Standard XIII., Gifted and Talented Education

TABLE OF CONTENTS

- 4.1—RESIDENCE REQUIREMENTS
- 4.2—ENTRANCE REQUIREMENTS
- 4.3—COMPULSORY ATTENDANCE REQUIREMENTS
- 4.4—STUDENT TRANSFERS
- 4.5—SCHOOL CHOICE
- 4.6—HOME SCHOOLING
- 4.7—ABSENCES
- 4.8—MAKE-UP WORK
- 4.9—TARDIES
- 4.10—CLOSED CAMPUS
- 4.11—EQUAL EDUCATIONAL OPPORTUNITY
- 4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS
- 4.13—PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION
- 4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION
- 4.14—STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE
- 4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL
- 4.16—STUDENT VISITORS
- 4.17—STUDENT DISCIPLINE
- 4.18—PROHIBITED CONDUCT
- 4.19—CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY
- 4.20—DISRUPTION OF SCHOOL
- 4.21—STUDENT ASSAULT OR BATTERY
- 4.22—WEAPONS AND DANGEROUS INSTRUMENTS
- 4.23—TOBACCO AND TOBACCO PRODUCTS
- 4.24—DRUGS AND ALCOHOL
- 4.25—STUDENT DRESS AND GROOMING
- 4.26—GANGS AND GANG ACTIVITY
- 4.27—STUDENT SEXUAL HARASSMENT
- 4.28—LASER POINTERS
- 4.29—COMPUTER USE POLICY
- 4.29F—STUDENT INTERNET USE AGREEMENT
- 4.30—SUSPENSION FROM SCHOOL
- 4.31—EXPULSION
- 4.32—SEARCH, SEIZURE INTERROGATIONS
- 4.33—STUDENTS' VEHICLES
- 4.34—COMMUNICABLE DISEASES AND PARASITES
- 4.35—STUDENT MEDICATIONS
- 4.35F—MEDICATION ADMINISTRATION CONSENT FORM
- 4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM
- 4.36—STUDENT ILLNESS/ACCIDENT
- 4.37—EMERGENCY DRILLS
- 4.38—PERMANENT RECORDS
- 4.39—CORPORAL PUNISHMENT
- 4.40—HOMELESS STUDENTS
- 4.41—PHYSICAL EXAMINATIONS OR SCREENINGS
- 4.41F—OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS
- 4.42—STUDENT HANDBOOK
- 4.43—BULLYING
- 4.44—ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9 - 12
- 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2010 and ALL CLASSES THEREAFTER
- 4.45.1—GRADUATION REQUIREMENTS FOR THE CLASS OF 2009
- 4.46—PLEDGE OF ALLEGIANCE
- 4.47—POSSESSION AND USE OF CELL PHONES, BEEPERS, ETC
- 4.48—VIDEO SURVEILLANCE
- 4.49—SPECIAL EDUCATION
- 5.1--EDUCATIONAL PHILOSOPHY
- 5.2--PLANNING FOR EDUCATIONAL IMPROVEMENT, ASCIP
- 5.5--SELECTION/INSPECTION OF INSTRUCTIONAL MATERIALS
- 5.6--CHALLENGE TO INSTRUCTIONAL/SUPPLEMENTAL MATERIALS
- 5.6F--REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL OR SUPPLEMENTAL MATERIALS

5.11--PROMOTION/RETENTION/COURSE CREDIT FOR K-12 SCHOOLS
5.14--HOMEWORK
5.15--GRADING
5.17--HONOR ROLL AND HONOR GRADUATES
5.18--HEALTH SERVICES
5.19--EXTRACURRICULAR ACTIVITIES
5.20--SCHOOL WEBSITE
5.20 F1--PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEBSITE
5.20.1--WEB SITE PRIVACY POLICY
5.21--ADVANCED PLACEMENT
5.22--CONCURRENT CREDIT
5.24--STUDENT PARTICIPATION IN SURVEYS
5.24 F1--OBJECTION TO PARTICIPATION IN SURVEYS, ANALYSIS OR EVALUATIONS
5.24 F2--PERMISSION TO PARTICIPATE IN SURVEY, ANALYSIS OR EVALUATION
5.25--MARKETING OF PERSONAL INFORMATION
5.26--ALTERNATIVE LEARNING ENVIRONMENTS
5.26.1--ALE PROGRAM EVALUATION
5.27--ENGLISH LANGUAGE LEARNERS
5.28--NATIONAL SCHOOL LUNCH ACT FUNDING EXPENDITURES
5.29--WELLNESS POLICY
6.1--COMMUNICATION GOALS

6.4--VOLUNTEERS
6.5--VISITORS TO SCHOOL
6.6--FUND RAISING
6.7--COMPLAINTS
6.12--PARENTAL/COMMUNITY INVOLVEMENT--SCHOOL

FORMS TO BE SIGNED AND RETURNED

HANDBOOK SIGNATURE PAGE

COPY OF POLICY.--INTERNET USAGE SIGNATURE FORM

COPY OF POLICY-MEDICATION RELEASE FORM

COPY OF PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE FORM

The OCABS School Calendar is inserted with this policy and is located on the school website, www.osceolacommunityschool.com

4.1—RESIDENCE REQUIREMENTS

Definitions:

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

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

“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.

OCABS 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 Arkansas and to all persons between those ages who have been legally transferred to the School for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes. In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the school 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 Arkansas for a primary purpose other than that of school attendance.²

The children or wards of any person who is at least a half-time employee of this school are eligible to enroll in OCABS.

Date adopted: July 21, 2009

Last Revised:

4.2—ENTRANCE REQUIREMENTS

To enroll in a school in the School, the child must be a resident of Arkansas as defined in School policy (4.1—RESIDENCE REQUIREMENTS), 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.

Students may enter kindergarten if they will attain the age of five (5) on or before September 15 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the School.

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

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

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

Students from an accredited Arkansas 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 to determine their appropriate grade placement.

OCABS 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.¹

Prior to the child's admission to OCABS:²

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or **if the parent requests, the school 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 school 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.
3. 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 or is a party to an expulsion proceeding.³
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health.⁴ To continue such exemptions, they must be renewed at the beginning of each school year.

Date adopted: July 21, 2009

Last Revised:

4.3—COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before September 15 of that year who resides, as defined by policy (RESIDENCE

REQUIREMENTS), within Arkansas shall enroll and send their child to an Arkansas school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before September 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 regulation of the Department of Education must be signed and on file with the School administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Date adopted: July 21, 2009

Last Revised:

4.4—STUDENT TRANSFERS

OCABS School may review and accept or reject requests for transfers, both into and out of the school, on a case by case basis at the board meetings.¹

The School may reject an 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 School to provide educational services not currently provided in the affected school.² The School shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

Any student transferring from a school accredited by the Department of Education to a school in this school 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 School shall be evaluated by School staff to determine the student's appropriate grade placement.

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

The responsibility for transportation of any nonresident student admitted to school shall be borne by the student or the student's parents. OCABS may enter into a written agreement with the student or student's parents to provide transportation to or from OCABS, or both.

Date adopted: July 21, 2009

Last Revised:

4.5—SCHOOL CHOICE

OCABS is an open-enrollment charter school and complies with the nondiscriminatory admission of students under state and federal Charter School law.

The Director 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 School. The Director shall notify the parent or guardian and the student's resident school, in writing, of the decision to accept or reject the application within 30 days of its receipt of the application.¹ OCABS shall advertise in appropriate **print and broadcast media** to inform

students and parents in adjoining school of the range of possible openings available under the School Choice program. 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 first.² **Documentation of this broadcast and print media announcements will be saved.** If it is in compliance with Charter School law, priority will be given to applications from siblings or stepsiblings residing in the same residence or household of students already attending the School through school choice.

OCABS 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 School to provide educational services not currently provided in the affected school.³ The School 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.⁴

The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another school to enroll in a School.⁵

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the School's school.⁶ Any student admitted to this school under the provisions of this policy who chooses to return to his/her resident school during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this school in the future.

Date adopted: July 21, 2009

Last Revised:

4.6—HOME SCHOOLING

Parents or legal guardians desiring to provide a home school for their children must give written notice to the resident school district office 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.

The parents or legal guardians shall deliver written notice in person to the resident school district office of residence 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.

To aid the resident 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.

Date adopted: July 21, 2009

Last Revised:

4.7—ABSENCES

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.

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent or legal guardian stating such reason:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the Director.¹
2. Death or serious illness in their immediate family (parent, sibling, child, spouse, biological grandparent)²
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the director; or
7. Participation in a Key Club, Odyssey of the Mind, BEST Robotics, Main Street Junior, TRIO, Skills USA, FFA, FHA, 4-H or other school sanctioned activities.

It is the Arkansas General Assembly's intention that students having excessive excused absences be given assistance in obtaining credit for their courses.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences. Students with 10 unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the Director after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has 5 unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified⁴. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 5 unexcused absences in a semester, the School shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

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

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.⁵

Date adopted: July 21, 2009

Last Revised:

4.8—MAKE-UP WORK

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one week to make up their work for each class day they are absent.¹
6. Make up work which is not turned in within the make up schedule for that assignment shall be docked 5% for each day late.²
7. Students are responsible for turning in their make up work without the teacher having to ask for it.
8. Students who are absent on the day their make up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

Work may not be made up for credit for unexcused absences. Out-of-school suspensions are unexcused absences.³

Date adopted: July 21, 2009

Last Revised:

4.9—TARDIES

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

Date adopted: July 21, 2009

Last Revised:

4.10—CLOSED CAMPUS

All school in the School shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of their class periods. Students may be given permission to leave the campus by a school official. Students assigned to attend classes off campus, such as Arkansas Northeastern College are required to remain on the campus during the scheduled class period or until the instructor gives permission for the student to leave.

Date adopted: July 21, 2009

Last Revised:

4.11—EQUAL EDUCATIONAL OPPORTUNITY

No student in OCABS 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 School.

Date adopted: July 21, 2009

Last Revised:

4.12—STUDENT ORGANIZATIONS/EQUAL ACCESS

Noncurriculum-related secondary school student organizations wishing to conduct meetings on school premises during noninstructional 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 noninstructional time;
4. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Nonschool persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the director. 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.

Fraternalities, sororities, and secret societies are forbidden in the School's school. 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.

Date adopted: July 21, 2009

Last Revised:

4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

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 school forwards education records, including disciplinary records, to school that have requested them and in which the student seeks or intends to enroll.

The school 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.

For purposes of this policy, OCABS does not distinguish between a custodial and noncustodial 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.

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 director and the Director. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, 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 director, with an appeal available to the Director or his designee. Any appeal above that level will be subject to the procedure set out in federal; law and/or regulation.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, classes in which he/she is enrolled, his/her placement on the honor role (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 School. A student's name and photograph will only be displayed on the school or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.

The form for objecting to making directory information available is located 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 director's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission.

Cross References: Policy 5.20—School Web Site Policy 5.20.1—Web Site Privacy Policy
Policy 5.20F1—Permission to Display Photo of Student on Web Site

Date adopted: July 21, 2009

Last Revised:

4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

(Not to be filed if the parent/student has no objection—Parent may obtain copy from the office)

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by OCABS of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, *etc.*, is not within the control of the School.

I understand that this form must be filed with the office of the appropriate building director within ten (10) school days from the beginning of the current school year or the date the student is enrolled for school in order for the School to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

I object (by checking) and wish to deny the disclosure or publication of directory information as follows:

- Deny disclosure to military recruiters
- Deny disclosure to Institutions of postsecondary education
- Deny disclosure to Potential employers
- Deny disclosure to all public and school sources

*Checking this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), AND result in the student's directory information **not** being included in the school's yearbook and other school publications.*

___Deny disclosure to all public sources

*Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information **to be included** in the school's yearbook and other school publications.*

Name of student (Printed)

Signature of parent (or student, if 18 or older)

Date form was filed (To be filled in by office personnel)

Note: Our school does not have to include the separate options listed on this form, but students do have the right to opt out of either category separately.

4.14—STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

Student Publications

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the School'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 endorses such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
 - a. Those that are obscene as to minors;
 - b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
 - c. Those that constitute an unwarranted invasion of privacy as defined by state law,
 - d. Publications that suggest or urge the commission of unlawful acts on the school premises;
 - e. Publications which suggest or urge the violation of lawful school regulations;
 - f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

Student Publications on School Web Pages

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

1. Not contain any non-educational advertisements. Additionally, student web publications shall;

2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.
3. State that the views expressed are not necessarily those of the School Board or the employees of the school.

Student Distribution of Nonschool Literature, Publications, and Materials

A student or group of students who distribute ten (10) or fewer copies of the same nonschool literature, publications, or materials (hereinafter "nonschool materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of nonschool materials¹ shall have school authorities² review their nonschool materials at least three (3) school days³ in advance of their desired time of dissemination. School authorities shall review the nonschool materials, prior to their distribution and will bar from distribution those nonschool materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution.⁴ Concerns related to any denial of distribution by the director shall be heard by the Director, whose decision shall be final.

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of nonschool materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur⁵; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.⁶
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than 10 days.⁷

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

Date adopted: July 21, 2009

Last Revised:

4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

Parents wishing to speak to their children during the school day shall first contact 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 director 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 director 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 director 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 director. 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 director, 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 School 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 director or the director'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, directors 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 director 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 director 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 director or designee, and leave both a day and an after hours telephone number.

Date adopted: July 21, 2009

Last Revised:

4.16—STUDENT VISITORS

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

Cross References: For adult visits see Policy 4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL and Policy 6.5—VISITORS TO THE SCHOOL

Date adopted: July 21, 2009

Last Revised:

4.17—STUDENT DISCIPLINE

OCABS has a responsibility to protect the health, safety, and welfare of the School'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; going to and from school or a school activity.

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

The School's personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the OCABS Board. The Board shall approve any changes to student discipline policies.

The School'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.

It is required by law that the director or the 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.

Date adopted: July 21, 2009

Last Revised:

4.18—PROHIBITED CONDUCT

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;

7. Possession of any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices on the school campus during normal school hours (unless stored in silent mode in the student’s locker or vehicle) unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Inappropriate public displays of affection;
10. Cheating, copying, or claiming another person’s work to be his/her own;
11. Gambling;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;
14. Truancy;
15. Excessive tardiness;
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
17. Hazing, or aiding in the hazing of another student;
18. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
19. Sexual harassment; and
20. Bullying.

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

Students and parents should note these cross referenced policies.

Cross-References: Prohibited Conduct #1—Policy # 3.17 Prohibited Conduct #2— Policy # 4.20
 Prohibited Conduct #3— Policy # 4.21, 4.26 **Prohibited Conduct #4— Policy # 4.22**
 Prohibited Conduct #5— Policy # 4.23 **Prohibited Conduct #7—Policy 4.47**
 Prohibited Conduct #8— Policy # 4.24 **Prohibited Conduct #12— Policy # 4.25**
 Prohibited Conduct #14— Policy # 4.7 **Prohibited Conduct #15— Policy # 4.9**
 Prohibited Conduct #18— Policy # 4.26 **Prohibited Conduct #19— Policy # 4.27**
 Prohibited Conduct #20—Policy # 4.43

Date adopted: July 21, 2009

Last Revised:

4.19—CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

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

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices.¹ The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student’s bus transportation privileges. Transporting students to and from

school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

OCABS does not offer school bus transportation.²

Date adopted: July 21, 2009

Last Revised:

4.20—DISRUPTION OF SCHOOL

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.

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 director or director's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

Date adopted: July 21, 2009

Last Revised:

4.21—STUDENT ASSAULT OR BATTERY

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

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

Date adopted: July 21, 2009

Last Revised:

4.22—WEAPONS AND DANGEROUS INSTRUMENTS

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

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers 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 director or a staff person immediately, the student will 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. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm¹ shall be recommended for expulsion for 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.² 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 weapon on school property.³ 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 a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm visibly stored inside a locked vehicle on school property nor to activities approved and authorized by the school that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before- or after-school hunting or rifle clubs. An occasional firearm inadvertently brought to school by a student will be permitted, but school property is not the place for firearms. Therefore, repeated "inadvertent firearms" will not be tolerated and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

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

Notes: The changes made to this policy are allowed by the new guidance issued by the federal Department of Education and are designed to help avoid the mandatory expulsion for the student who legitimately brings a rifle to school by mistake. The changes don't prohibit expulsion for weapons violations, but merely makes expulsion optional.

Date adopted: July 21, 2009

Last Revised:

4.23—TOBACCO AND TOBACCO PRODUCTS

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

Date adopted: July 21, 2009

Last Revised:

4.24—DRUGS AND ALCOHOL

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

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

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

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

Date adopted: July 21, 2009

Last Revised:

4.25—STUDENT DRESS AND GROOMING

The OCABS Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the School has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

A rule of thumb for appropriate dress and grooming follows. All students are to dress like they would if they were invited to go out and eat lunch with a friend and the friend's grandparent.

Date adopted: July 21, 2009

Last Revised:

4.26—GANGS AND GANG ACTIVITY

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

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

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

4. Extorting payment from any individual in return for protection from harm from any gang.
5. 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.

Date adopted: July 21, 2009

Last Revised:

4.27—STUDENT SEXUAL HARASSMENT

OCABS is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

Believing that prevention is the best policy, the School will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the school does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

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

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

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

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

Date adopted: July 21, 2009

Last Revised:

4.28—LASER POINTERS

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

Date adopted: July 21, 2009

Last Revised:

4.29—COMPUTER USE POLICY

OCABS, Osceola Community School 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 school computers is for educational and/or instructional purposes only. It is the policy of this school to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors.¹ No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Student use of computers shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including 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 school's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse school-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook² and/or computer use agreement.

Date adopted: July 21, 2009

Last Revised

4.29F—STUDENT INTERNET USE AGREEMENT

To Parents and Students, there is a loose copy of this agreement for you to sign and return

Student's Name (Please Print) _____ Grade Level _____

School OCABS, Osceola Community School Date distributed: _____
August 3, 2009

OCABS, Osceola Community School agrees to allow the student identified above ("Student") to use the school's technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Student's use of the school's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the school's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the School's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. **[Note: A.C.A. § 6-21-107 requires the school to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the school's written student discipline policy." We may choose to tailor Our punishments to be appropriate to the school's grade levels.]**
4. "Misuse of the School's access to the Internet" includes, but is not limited to, the following:
 - a. using the Internet for other than educational purposes;
 - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. making unauthorized copies of computer software;
 - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. posting anonymous messages on the system;
 - h. using encryption software;
 - i. wasteful use of limited resources provided by the school including paper;
 - j. causing congestion of the network through lengthy downloads of files;
 - k. vandalizing data of another user;
 - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - m. gaining or attempting to gain unauthorized access to resources or files;
 - n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;

- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
- q. using the network for financial or commercial gain without school permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school without proper authorization;
- w. providing access to the School's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the school or any of its school.
- z. Installing or downloading software on school computers without prior approval of technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the School's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the school may monitor the Student's use of the School's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The School may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The School will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the School makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

Note: The Neighborhood Children's Internet Protection Act (PL 106-554, 47 USC 254 (h) (l)) requires school to hold at least one public hearing on its proposed Internet safety policy. The regulations do not require this to be a special meeting and it is allowable for it to be part of a regular school board meeting.

4.30—SUSPENSION FROM SCHOOL

Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school directors or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days,¹ including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

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

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

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

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

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

It is the parents' or legal guardians' responsibility to provide current contact information to the school which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:²

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

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

Out-of-school suspensions shall be treated as unexcused absences and during the period of suspension students shall not be permitted on campus except to attend a student/parent/administrator conference.

In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

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

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

Notes: ¹ The ten school days are on a traditional school calendar. Our school uses a block schedule, so the number of days of suspension is modified to be ten class periods.

² Act 159 of 2007 requires attempts at contacting parents be made first by phone. If such contact fails, then contact may be by email, and if that is unsuccessful, contact may be by regular first class mail.

Date adopted: July 21, 2009

Last Revised:

4.31—EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the School's written discipline policies. The Director may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

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

The hearing shall be conducted not later than ten (10) school days¹ following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

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

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

Except as permitted by policy 4.22, the Director shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Director shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis.

Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

Note: ¹ The ten school days are on a traditional school calendar. Our school uses a block-type schedule, so the number of days of suspension will ten class periods.

Cross Reference: Policy 4.22—WEAPONS AND DANGEROUS INSTRUMENTS

Date adopted: July 21, 2009

Last Revised:

4.32—SEARCH, SEIZURE, AND INTERROGATIONS

OCABS 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 OCABS in order to promote an environment conducive to student learning. The Director, and the designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

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

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

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

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 School 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 director or the director'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.

In instances other than those related to cases of suspected child abuse, director 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 director 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 director 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 director or designee, and leave both a day and an after hours telephone number.

Date adopted: July 21, 2009

Last Revised:

4.33—STUDENTS' VEHICLES

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.

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 school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by School 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.

Date adopted: July 21, 2009

Last Revised:

4.34—COMMUNICABLE DISEASES AND PARASITES

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.

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.

Each school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

Date adopted: July 21, 2009

Last Revised:

4.35—STUDENT MEDICATIONS

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.

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 director's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. 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, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an asthma inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an asthma inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

Nonprescription medications may be given to students upon the decision of the director 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).

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.

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities
A.C.A. § 6-18-707

Date adopted: July 21, 2009

Last Revised:

4.35F—MEDICATION ADMINISTRATION CONSENT FORM

To Parents and Students, a loose copy of this agreement for you to sign and return

Student’s Name (Please Print) _____

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, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) _____

Name of physician or dentist (if applicable) _____

Dosage _____

Instructions for administering the medication _____

Other instructions _____

I acknowledge that the School, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or legal guardian signature _____

Date _____

Date adopted: July 21, 2009

Last Revised:

4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM

Parents, there is a loose copy of this for you to sign

Student's Name (Please Print) _____

The following must be provided for the student to be eligible to self-administer asthma inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year. This consent form must be renewed each year and/or anytime a student changes school.

- a written medical statement from a health-care provider who has prescriptive privileges that he//she has prescribed the asthma inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific medications prescribed for the student;
- an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
- a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

If the school nurse is available, the student shall demonstrate his/her skill level in using the asthma inhalers and/or auto-injectable epinephrine to the nurse.

Medications for self-medication shall be supplied by the student's parent or guardian and be in the original container labeled with the student's name. The parent or guardian may choose to provide the school with additional appropriate medication (use form 4.35F) for the school to have available to deal with an asthma or anaphylaxis emergency.

My signature below is an acknowledgment that I understand that the School, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent or legal guardian signature _____

Date _____

Date adopted: July 21, 2009

Last Revised:

4.36—STUDENT ILLNESS/ACCIDENT

If a student becomes too ill to remain in class and/or could be contagious to other students, the director 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.¹

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.

Note: ¹ Students who are eighteen (18) years of age or older are considered to be legal adults, and as such have the right to check themselves out of school.

Date adopted: July 21, 2009

Last Revised:

4.37—EMERGENCY DRILLS

All school in the School 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,¹ shall also participate in emergency evacuation drills at least twice each school year.

Other types of emergency drills may also be conducted. These may include, but are not limited to:

1. Earthquake;
2. Act of terrorism;
3. Chemical spill;
4. Airplane crash.

Occasionally a drill will be held during our student assemblies.

Date adopted: July 21, 2009

Last Revised:

4.38—PERMANENT RECORDS

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the school until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance¹. A copy of the student's permanent record shall be provided to the receiving school within ten (10) school days after the date a request from the receiving school is received².

Date adopted: July 21, 2009

Last Revised:

4.39—CORPORAL PUNISHMENT (Option #2)

The OCABS School Board prohibits the use of corporal punishment by any employee of the School against any student.

Date adopted: July 21, 2009

Last Revised:

4.40—HOMELESS STUDENTS

OCABS will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Director or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children whose responsibilities shall include coordinating with the state educational liaison for homeless children 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.

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

The School shall act, according to the best interests of a homeless child and to the extent feasible 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.

If the School 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 School 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.

In any instance where the child is unaccompanied by a parent or guardian, the School's local educational liaison for homeless children 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.

The School 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 Liaison), to and from the child's school of origin.*

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

(a) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; 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;

(b) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

(c) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes

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

Date adopted: July 21, 2009

Last Revised:

4.41—PHYSICAL EXAMINATIONS OR SCREENINGS

OCABS may provide from time to time for the administration of physical exams or screenings 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 his/her full potential.

The school shall notify parents, at least annually, of the specific or approximate dates of any non-emergency, invasive 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; and
3. not necessary to protect the immediate health and safety of the student, or of other students.

For the purposes of this policy, "Invasive Physical Examination" is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

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

Notes: This policy is to be developed in conjunction with parents.

Parents must be "directly" notified of this policy, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

Date adopted: July 21, 2009

Last Revised:

4.41F—OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS

(Not to be filed if the parent/student has no objection—Parent may obtain copy from the office)

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to the physical examination or screening of the student named below.

Physical examination or screening being objected to:

____ Vision test

____ Hearing test

____ Scoliosis test

____ Other, please specify _____

____ Non-emergency, invasive physical examination as defined in Policy 4.41

Comments:

Name of student (Printed)

Signature of parent (or student, if 18 or older)

Date form was filed (To be filled in by office personnel)

4.42—STUDENT HANDBOOK

It shall be the policy of OCABS that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this school. 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 if 18 years of age or older have acknowledged receipt of the controlling language.

The most currently approved OCABS Student Handbook is posted on the school web site.

Date adopted: July 21, 2009

Last Revised:

4.43—BULLYING

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

Definitions:

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:

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

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

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

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

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

- Necessary cessation of instruction or educational activities;

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

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, and/or
10. Threats of harm to student(s), possessions, or others.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building director. 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 director. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the director. The director shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.¹

Notice of what constitutes bullying, the School's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in the school (such as classrooms, cafeteria, restroom, gymnasium, auditorium, and school bus). Parents, students, school volunteers, and employees informed of the notice.

Copies of this policy are printed in the Student Handbook on the school website.

Date adopted: July 21, 2009

Last Revised:

4.44— ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9 - 12

Students in grades nine through twelve (9-12) are required to schedule and attend at least 350 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. **Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of**

attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

Study Halls

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

Extracurricular Classes

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

Course Enrollment Outside of School

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 school. Attendance in such alternative programs must be pre-approved by OCABS administration. The school 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 school may grant a waiver for the student for the duration of the semester in which the placement is unable to be made.

In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. 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 Director 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.

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.

Date adopted: July 21, 2009

Last Revised:

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2010 and ALL CLASSES THEREAFTER

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 an *Informed Consent Form* to not participate¹. 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 school for seventh through twelfth grade classes.² Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year.³ Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year⁴ to determine if changes need to be made to better serve the needs of the school's students. The Director, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the school'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.⁵

- Inclusion in the student handbook⁶ 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 school's students.

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 school's annual professional development shall include the training required by this paragraph.⁷

GRADUATION REQUIREMENTS

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 units⁸ is required for graduation for student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

SMART CORE: Sixteen (16) units

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

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

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

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9

- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10
- *A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.
- Algebra II
 - Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math
- (Comparable concurrent credit college courses may be substituted where applicable)

Natural Science: three (3) units (years) with lab experience chosen from

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units (years)

- Civics or Civics/American Government
- World History
- American History

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

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

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

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

CAREER FOCUS: - Six (6) units – at least two of the Career Focus units must be of the same foreign language.⁹

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 school and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Smart Core and career focus units must total at least twenty-two (22) units⁸ to graduate.

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units (years)

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit

- All math units must build on the base of algebra and geometry knowledge and skills.
 - (Comparable concurrent credit college courses may be substituted where applicable)
- *A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units (years)

- at least one (1) unit of biology or its equivalent
- one (1) unit of a physical science

Social Studies: three (3) units (years)

- Civics or government, one-half (1/2) unit
- World history, one (1) unit
- U.S. history, one (1) unit

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

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

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

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

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 school and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate. The Core and career focus units must total at least twenty-two (22) units⁸ to graduate.

Date adopted: July 21, 2009

Last Revised:

Parents & Students: This is a tally sheet for the requirements for Core Graduating of the Class of 2010

Fill-out this tally and keep it for your record.

Ensure all spaces have a checkmark

9 th Grade English __ Fall __ Spring	10 th Grade English __ Fall __ Spring	11 th Grade English __ Fall __ Spring	12 th Grade English __ Fall __ Spring
Algebra I or A __ Fall __ Spring	Algebra II or B or another Algebra __ Fall __ Spring	Geometry __ Fall __ Spring	Another Math __ Fall __ Spring
Biological-type Science __ Fall __ Spring	Physical-type Science __ Fall __ Spring	Another Science __ Fall __ Spring	AR History in 7 th or 8 th grade __ (only one semester)
World History __ Fall __ Spring	American History __ Fall __ Spring	Civics or Government __ Fall or Spring	Another semester of history or social studies __ Fall or Spring
Physical Education __ Fall or Spring	Speech __ Fall or Spring	Any art, music or band __ Fall or Spring	Health __ Fall or Spring

6 whole credits of Career Focus—which is just about anything else that the student took. Write down the names of courses taken in the spaces below.

__ ½ credit (one semester) of _____	__ ½ credit (one semester) of _____
__ ½ credit (one semester) of _____	__ ½ credit (one semester) of _____
__ ½ credit (one semester) of _____	__ ½ credit (one semester) of _____
__ ½ credit (one semester) of _____	__ ½ credit (one semester) of _____
__ ½ credit (one semester) of _____	__ ½ credit (one semester) of _____
__ ½ credit (one semester) of _____	__ ½ credit (one semester) of _____

4.46—PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited at the first class period of each school day or during home room or student assemblies. 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 standing at their seats.

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

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

Date adopted: July 21, 2009

Last Revised:

4.47— 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 school's school 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, MP 3 players, Ipods, and other portable music devices so that the opportunity for learning in the school's school 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 beginning of a class until after the last class has ended, students are forbidden from using cell phones, any paging device, beeper, or similar electronic communication devices in the educational parts of the school. Cell phones may be used during designated breaks and in designated areas of the school such as the Oasis or gymnasium. It is preferred that such devices be stored in the student's locker or vehicle in a silent mode of operation. Exceptions may be made by the building director or his/her designee for health or other compelling reasons.

During the same time periods, students are forbidden from having cameras, MP 3 players, Ipods, or any other portable music device. Such devices may be stored in the student's locker or vehicle so long as they are in a silent mode of operation. Exceptions may be made by the building director or his/her designee for health or other compelling reasons.

Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Students using or possessing, other than those devices properly stored in a locker or vehicle, cell phones or other portable music devices after the first bell and before the last bell shall have them confiscated for three

days. Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office by the student's parents or guardians.¹ Students have no right of privacy as to the content contained on any cell phones and other electronic communication devices that have been confiscated.

Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the school's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion.

Note: We may make changes to this policy. Restriction on student possession of cell phones during the school day is unenforceable. We would like to point out, at the same time however, that OCABS and ANC have the right to totally forbid possession of student electronic devices during classroom instruction and testing.

Date adopted: July 21, 2009

Last Revised:

4.48—VIDEO SURVEILLANCE

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 school 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.

Signs shall be posted on campus buildings and in school 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.

The school shall retain copies of video recordings until they are erased¹ which may be accomplished by either deletion or copying over with a new recording.

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 is no longer subject to review or appeal as determined by board policy or student handbook;² any release or viewing of such records shall be in accordance with current law.

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

Date adopted: July 21, 2009

Last Revised:

4.49—SPECIAL EDUCATION

OCABS shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the school, 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 school 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 School 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 school's obligation to provide a free and appropriate education under Section 504.

The OCABS Board directs the Director 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 Director is responsible for appointing a school coordinator for overseeing school fulfillment of its responsibilities regarding handicapped students.¹ Among the coordinator’s responsibilities shall be ensuring school enforcement of the due process rights of handicapped students and their parents.

Note: ¹ Ms. Nancy Fergus is the Special Ed contact for the school, 870.622.

Date adopted: July 21, 2009

Last Revised:

5.1—EDUCATIONAL PHILOSOPHY

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

6. The School’s vision statement will be developed with input from students, parents, business leaders, and other community members.
7. All students can be successful learners.
8. Students learn at different rates and in different ways.
9. A primary goal shall be to give students the skills they need to be life-long learners.
10. The education of all citizens is basic to our community’s well-being.
11. Student achievement is affected positively by the involvement of parents and the community in the school.
12. The School is responsible for helping cultivate good citizenship skills in its students.
13. Students reflect the moral and ethical values of their environment.
14. All people have a right to a safe environment.
15. Each person is responsible for his/her own actions.
16. Innovation involves taking risks.
17. School are responsible for creating the conditions that promote success.
18. Each person is entitled to retain his/her dignity.
19. All people have the right to be treated with respect and the responsibility to treat others respectfully.

20. For teachers to succeed in cultivating high student achievement, they need to be given the materials, training, and environment necessary to produce such results.
These are sample core beliefs and will be revised.

Date Adopted: July 21, 2009

Last Revised:

5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT

OCABS is developing comprehensive school improvement plan, ASCIP, to address deficiencies in student performance based on analysis of students' grade-level benchmark assessments and other relevant data. The purpose of each plan shall be to ensure that all students meet the state assessment standards established by the State Board of Education, as well as student achievement goals established by the School.¹ A cumulative review of all academic improvement plans shall also be part of the data used to develop the comprehensive school improvement plan. Each plan shall be developed with administrator, teacher, other school staff, parent, community, and student (when appropriate) input and shall have as one of its components a plan for a parental involvement program.² Professional development activities are to be designed to meet the needs identified in each school' plan. Each plan is to be reviewed annually and revised to meet the changing needs reflected in student data. OCABS shall develop, with appropriate staff and community input, a comprehensive school improvement plan. The plan shall coordinate the actions of the various comprehensive school improvement plans within the school. The school plan shall align school resources to help ensure all of its students attain proficiency on the Benchmark exams.⁴

Notes: Standards of Accreditation Checklist requires the board to approve the ACSIPs as evidenced in the board's minutes.

¹ Each school is required to hold at least an annual meeting to explain its goals, programs, and policies and to allow public input concerning the school's programs. (Standards 7.02.3)

² See A.C.A. § 6-15-1702 for a detailed listing of required components of the plan. The Model Policy Service has also provided a guide (See Supporting Information for Policies 6.11 and 6.12) for easier understanding of the language in the code. The Standards of Accreditation Checklist requires an annual meeting to be held to discuss student achievement and the "program."

Date Adopted: July 21, 2009 Last Revised:

5.5—SELECTION/INSPECTION OF INSTRUCTIONAL MATERIALS

The use of instructional materials beyond those approved as part of the curriculum/textbook program must be compatible with school and school policies. If there is uncertainty concerning the appropriateness of supplemental materials, the personnel desiring to use the materials shall get approval from the school's administration prior to putting the materials into use.

All instructional materials used as part of the educational curriculum of a student shall be available for inspection by the parents or guardians of the student. For the purposes of this policy, instructional materials is defined as instructional content provided to the student regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats. The term does not include academic tests or academic assessments.

Parents or guardians wishing to inspect instructional materials used as part of the educational curriculum for their child may schedule an appointment with the student's teacher at a mutually agreeable time. Parents/guardians wishing to challenge the appropriateness of any instructional

materials shall follow the procedures outlined in Policy 5.6—CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS.

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

Note: This policy is to be developed in conjunction with parents.

Date Adopted: July 21, 2009 Last Revised:

5.6—CHALLENGE TO INSTRUCTIONAL/SUPPLEMENTAL MATERIALS

Instructional and supplemental materials are selected for their compatibility with the School's educational program and their ability to help fulfill the School's educational goals and objectives. Individuals wishing to challenge or express concerns about instructional or supplemental materials may do so by filling out a *Challenge to Instructional Material* form available in the school's office. The contesting individual may present a copy of the form to the director and request a conference be held at a time of mutual convenience. Prior to the conference, the director shall consult with the teacher regarding the contested material. In the conference, the director shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material. Following the conclusion of the meeting, the director shall have five (5) working days to submit a summary of the concerns expressed by the individual and the director's response to those concerns to the Director¹.

If the contesting individual is not satisfied with the director's response, the individual may, after the five (5) working day period, request a meeting with the Director where the individual shall present the same *Challenge to Instructional Material* form previously presented to the director. The Director shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.²

Following the conclusion of the meeting, the Director shall have five (5) working days to write a summary of the concerns expressed by the individual and the Director's response to those concerns. The Director shall create a file of his/her response along with a copy of the director's response and a copy of the contesting individual's *Challenge to Instructional Material* form.

If, after meeting with the Director, the contesting individual is not satisfied with the Director's response regarding the appropriateness of the instructional or supplemental material, he/she may appeal the Director's decision to the Board. The Director shall present the contesting individual's *Challenge to Instructional Material* form to the Board at the next regularly scheduled meeting along with the written responses to the challenge. The Board may elect, if it so chooses, to hear brief verbal presentations from the parties involved in the challenge.

The Board shall decide at that meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The Board's primary consideration in reaching its decision shall be the appropriateness of the material for its intended educational use.

Date Adopted: July 21, 2009

Last Revised:

5.6F—REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL OR SUPPLEMENTAL MATERIALS

(Parent may obtain copy of this form from the office)

Name: _____

Date submitted: level one _____ level two _____ level three _____

Instructional material being contested:

Reasons for contesting the material (be specific):

What is our proposed resolution? _____

Signature of receiving staff member: _____

Signature of Director _____

Date Adopted: July 21, 2009

Last Revised:

5.11—PROMOTION/RETENTION/COURSE CREDIT FOR k-12 SCHOOL

In the OCABS Charter, it is stated that students will be evaluated and assessed and placed at the level tested.

A disservice is done to students through social promotion and is prohibited by state law. OCABS shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. OCABS includes in the student handbook, the criteria for promotion of students to the next grade as well as the criteria for being required to retake a course, if applicable. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success. Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria.¹ If students have not mastered the course work, the student will be required to repeat the unit. If students do not score proficient on the state mandated end of course exams or benchmarks, the student will not be given credit for the course work. If there is doubt concerning the promotion or retention of a student, or their required retaking of a course, a conference between the parents/guardians, teacher(s), other pertinent personnel, and director shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the director or his/her designee.

Students who do not score proficient or above on their grade level Benchmark Exams are 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.²

In addition to the Benchmark Exam requirements,³ 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.

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.

Date Adopted: July 21, 2009

Last Revised:

5.14—HOMEWORK

Homework is considered to be part of the educational program of the School. 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.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

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

Date Adopted: July 21, 2009 Last Revised:

5.15—GRADING

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

Students enrolled in concurrent credit courses at Arkansas Northeastern College can access student progress through the ANC student connect website at www.anc.edu. The student ID is their social security number and their passwords the last four digits of their social security numbers.

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement.

Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grading scale for all school in the school shall be as follows.

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69-60

F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be
A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points

The grade point values for ANC core content concurrent credit courses (course codes beginning with “EN” or “MA”, etc) along with any AP and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

Date Adopted: July 21, 2009

Last Revised:

5.17—HONOR ROLL AND HONOR GRADUATES

HONOR ROLL

Students in grades 7-12 who participate in the Smart Core Curriculum¹ and maintain a 3.0 GPA for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

HONOR GRADUATES

Students who have successfully completed the minimum core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education and have a cumulative GPA of 3.0 will be designated as honor students.² The GPA shall be derived from courses taken at OCABS in grades nine (9) through twelve (12).

VALEDICTORIAN AND SALUTATORIAN

OCABS has scheduled a graduation for December 2008, a graduation for May 2009 and a graduation for August 2009. The honor student with the highest GPA and who has been enrolled OCABS this year shall serve as the valedictorian of his/her graduating class. The honor student with the second highest will serve as salutatorian of his/her graduating class. In case of a tie, there will be co-valedictorian and/or co-salutatorian.

This policy may be amended next year. Parents, students and staff will evaluate and may develop the new policy.

Date Adopted: July 21, 2009

Last Revised:

5.18—HEALTH SERVICES

The Board believes that healthy children promote a better learning environment, are more capable of high student achievement, and will result in healthier, more productive adults. Therefore, the goal of the School’s health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils.

While the school nurse is under the supervision of the school director, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules and Regulations Chapter Five: Delegation of Nursing Care.

Date Adopted: July 21, 2009 Last Revised:

5.19—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOL

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted)*. Additionally, a student's participation in, and the School's operation of, extracurricular activities shall be subject to the following policy. All students meeting this policy's criteria are eligible for extracurricular activities.

Definitions:

Extracurricular activities are defined as: any school sponsored program where students from one or more school meet, work, perform, practice under supervision outside of regular classtime, 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, club activities.

Inserted for clarification—At OCABS, these may include: Key Club, Skills USA, BEST Robotics, Main Street Junior, Odyssey of the Mind, Science Fair, Volleyball, Softball, Baseball, etc. and maybe Soccer, Golf, Tennis, Basketball and even Football.

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

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.

ACADEMIC REQUIREMENTS: Junior High

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

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

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

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

ACADEMIC REQUIREMENTS: Senior High

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

- 1) Have earned a minimum Grade Point Average 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 to maintain their competitive interscholastic extracurricular eligibility.

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

ARKANSAS ACTIVITIES ASSOCIATION

In addition to the foregoing rules, the school shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities.

** State Board of Education Standards for Accreditation 10.05 require a policy that "shall limit and control interruptions of instructional time in the classroom and the number of absences for such activities." We could replace "one per week per extracurricular activity" with a specific number of days per semester that could also allow the student to "bank" or accumulate days in anticipation of a major event.*

Legal References: State Board of Education Standards for Accreditation 10.05 and 10.06
Arkansas Activities Association Handbook

Date Adopted: July 21, 2009 Last Revised:

5.20—SCHOOL WEB SITE

OCABS shall maintain a web page to provide information about its school, students, and activities to the community. This policy is adopted to promote continuity between the different pages on the school web site by establishing guidelines for their construction and operation.

OCABS web site shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the School's site may only be to another educational site, *the local chamber of commerce or any other approved school partner.*¹ The web site shall not use "cookies" to collect or retain identifying information about visitors to its web site nor shall any

over how the photograph or video clip is used or misused by persons with computers accessing the School's web site.

Name of student (Printed)

Signature of student (only necessary if student is over 18)

Signature of parent (required if student is under 18)

Date

5.20.1—WEB SITE PRIVACY POLICY*

OCABS operates and maintains a web site for the purpose of informing the citizens of the school 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 school improve the usefulness of the site to its visitors.

The site serves no commercial purpose and does not collect any information from individuals for such purpose.

Photographs of students, when associated with the student's name, shall not be displayed on any page of the school's web site without the prior written consent of the parent (or the student if 18 or older).

The site provides for email communication between the School and individuals for the purpose of exchanging information regarding the School and its activities or between teachers and their students. The site may also provide for password protected communication between the School and its staff. ¹

¹**Note:** Include the portions of this paragraph that apply to our school.

***Note:** The language contained in both this Privacy Policy and the School Web Site policy has been carefully constructed with relation to the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy Protection Act (COPPA). COPPA relates to the collection and dissemination of personally identifying information from children under the age of 13 from a website where such website or online service is operated for commercial purposes. The policies are also aimed at helping we avoid having our web site become a limited open forum. Establishing a limited open forum as it relates to the Internet would obligate our school to permit links from our site to essentially any other site unless we can demonstrate that a site could be disruptive to our educational environment. Before changing parts of either policy, ASBA urges we to call us for an opinion.

Legal Reference: 15 U.S.C. § 6501 (COPPA)

Date Adopted: July 21, 2009

Last Revised:

5.21—ADVANCED PLACEMENT

Students who take advanced placement courses and **concurrent college courses (core academic subjects only)** for weighted credit, ¹ International Baccalaureate courses, or honors courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule.

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

For the purpose of determining grade point averages, the numeric value of each letter grade shall be
A = 5 points B = 4 points C = 3 points D = 2 point F = 0 points

Students taking AP or International Baccalaureate courses shall receive weighted credit as described in this policy. 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 exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.²

Students who transfer into the school may be given weighted credit for the Advanced Placement courses, International Baccalaureate 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.

Date Adopted: July 21, 2009 Last Revised:

5.22—CONCURRENT CREDIT

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

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to OCABS in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see Policy 4.44) are to be received by the school within five school days of the end of the semester in which the course is taken.¹ 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 failure to receive credit.²

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

If OCABS signed a deferment for the student's courses at the first of the term, OCABS will pay the tuition, fees and books. Otherwise, any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

Legal References: A.C.A. § 6-15-902(c)(2)
Arkansas Department of Education Rules and Regulations: Concurrent College
and High School Credit for Students Who Have Completed the Eighth Grade

Date Adopted: July 21, 2009 Last Revised:

5.24—STUDENT PARTICIPATION IN SURVEYS

Section One: No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

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

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

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

1. A student's name;
2. The name of the student's parent or member of the student's family;
3. The address, telephone number, or email address of a student or a member of a student's family;
4. A personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;

5. Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.
The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

Date Adopted: July 21, 2009 Last Revised:

5.24F1—OBJECTION TO PARTICIPATION IN SURVEYS, ANALYSIS, OR EVALUATIONS

(Not to be filed if the parent/student has no objection—Parent may obtain copy from the office)

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to participation by the student named below in the following survey, analysis, or evaluation.

I choose not to have my student participate in the following survey, analysis, or evaluation.

Name of specific survey _____

____All surveys

Name of student (Printed)

Signature of parent (or student, if 18 or older)

Date form was filed (To be filled in by office personnel)

5.24F2—PERMISSION TO PARTICIPATE IN A SURVEY, ANALYSIS, OR EVALUATION

(This form will be sent home before any survey is allowed at the school)

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby grant my permission for the student named below to participate in the following survey, analysis, or evaluation.

Name of survey _____

Name of student (Printed)

Signature of parent (or student, if 18 or older)

Date form was filed (To be filled in by office personnel)

5.25—MARKETING OF PERSONAL INFORMATION

OCABS shall not collect, disclose, or use personal information for the purpose of marketing or for selling that information or to otherwise provide that information to others for that purpose.¹

Personal information is defined, **for the purposes of this policy only**, as individually identifiable information including

1. a student or parent's first and last name,
2. a home or other physical address (including street name and the name of the city or town),
3. telephone number, and
4. social security identification number.

The school may collect, disclose, or use personal information that is collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazines, and programs providing access to low cost literary products;
3. Curriculum and instructional materials used by elementary school and secondary school;
4. Tests and assessments used by elementary school and secondary school to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school related or education related activities;
6. And, student recognition programs.

Date Adopted: May 28, 200

Last Revised:

5.26—ALTERNATIVE LEARNING ENVIRONMENTS

OCABS is a form of alternative learning environment (ALE), an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems.

Date Adopted: July 21, 2009

Last Revised:

5.26.1—ALE PROGRAM EVALUATION

The ALE program shall be evaluated at least annually to determine its overall effectiveness. The evaluation shall specifically address how the use of ALE funds is in alignment with the school's ACSIP in addressing identified achievement gaps and student performance deficiencies.

Date Adopted: July 21, 2009

Last Revised:

5.27—ENGLISH LANGUAGE LEARNERS

The school shall utilize the special needs funding it receives for identified English Language Learners on activities, and materials listed in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

The expenditures of ELL supplemental funding shall be evaluated at least annually to determine their overall effectiveness. The evaluation shall specifically address how the use of ELL funds is in alignment with the school's ACSIP in addressing identified achievement gaps and student performance deficiencies.

Date Adopted: July 21, 2009

Last Revised:

5.28—NATIONAL SCHOOL LUNCH ACT FUNDING EXPENDITURES

Funding received from the state based on the number of students eligible for free and reduced-priced meals under the National Student Lunch Act shall be expended in accordance with guidelines outlined in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

The school shall at least annually evaluate programs supported by NSLA funds to determine the effectiveness of the programs and to ensure they are providing intervention/prevention services designed to increase student achievement which are in alignment with the school's ACSIP.

Date Adopted: July 21, 2009 Last Revised:

5.29—WELLNESS POLICY

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

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

Goals

In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the school will adhere to the Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public School. Adhering to these Rules will include, but is not limited to school efforts to

1. Appoint a school health coordinator who shall be responsible for ensuring that each school fulfills the requirements of this policy;¹
2. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
3. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
4. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;²
5. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
6. Not use food or beverages as rewards for academic, classroom, or sports performances;
7. Ensure that drinking water is available without charge to all students;
8. Establish class schedules, and bus routes that don't directly or indirectly restrict meal access;
9. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;

10. Establish no more than nine (9) school wide events which permit exceptions to the food and beverage limitations established by Rule. The schedule of the events shall be by school, approved by the director, and shall be part of the annual school calendar;³
11. Abide by the current allowable food and beverage portion standards;
12. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;⁴
13. Restrict access to vended foods, competitive foods, and foods of minimal nutritional value (FMNV) as required by law and Rule;
14. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce school dependence on profits from the sale of FMNV.
15. Provide professional development to all school staff on the topics of nutrition and/or physical activity;⁵
16. Utilize the School Health Index available from the Center for Disease Control (CDC) to assess how well the school is doing at implementing this wellness policy and at promoting a healthy environment for its students;

Advisory Committee

To enhance the school's efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) may be formed. It shall be structured in a way that ensures age-appropriate recommendations are made which correlate to our school's grade configurations.⁶ The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule.⁷ The overarching goal of the committee shall be to promote student wellness by monitoring how well the school is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, and 8 of the CDC's School Health Index as a basis for assessing each school's progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in each school's ACSIP, provided to each school's director, and reported to the board.

Date Adopted: July 21, 2009

Last Revised:

6.1—COMMUNICATION GOALS

The single most significant factor in student achievement is the teacher. The teacher's effectiveness is greatly enhanced when supported by the school community as a whole, the student's home, and the community at large. The Arkansas General Assembly and the Department of Education have demonstrated their understanding of the importance of involving such groups by repeatedly mandating their inclusion in the educational system and process. Communication with staff, parents, grandparents, legal guardians, business, and community members is fundamental to increasing their concern for, and involvement in, raising student achievement.

Communication should be two-way between the School and the public. The communications program shall strive to:

- Increase mutual understanding, trust, and support between the School and parents, business, and the community as a whole;
- Keep School staff regularly informed of upcoming School programs and events as well as noteworthy staff and student accomplishments to enable all the staff to help promote positive public relations;

- Create and disseminate brochures, flyers, and fact sheets that will help parents and community members better understand school policies and procedures and acquaint them with areas where their volunteer services are most needed;
- Inform legislators of the accomplishments of the School's students and staff, as well as how proposed legislation could affect the school;
- Maintain good relations with the news media and provide the media with pertinent news releases; and
- Increase the participation of parents, grandparents, legal guardians, business, and community members in school activities and programs.

The Board will appoint committees, when appropriate, to help the School examine issues facing it. Such committees may include members of the public, students, parents, and school employees, as well as members of the Board. Members may serve until the committee makes its non-binding recommendations to the Board.

Any committee, which includes among its members a member of the School Board, shall operate according to the requirements of the Arkansas Freedom of Information Act.*

The Board shall hold its annual public meeting, on the evening October 23, 2008 at the school, to report on the School's progress toward attaining its goals and to review its long-range plan. Those individuals attending shall have an opportunity to ask questions.

Date Adopted: July 21, 2009

Last Revised:

6.4—VOLUNTEERS

Enlisting the support of volunteers is a way in which the School can expand the scope of resources and knowledge available to enrich the students' educational experiences, while strengthening the relationship between the school and the community. Volunteers can also perform non-instructional tasks that allow certified personnel more time to devote to instruction.

The Director shall be responsible for establishing and maintaining a program to coordinate the services volunteers are willing and able to contribute with the needs of School personnel. The program shall establish guidelines to ensure volunteers are aware of pertinent School policies and rules. Volunteers who violate school policies or rules, or knowingly allow students to violate school rules, may be asked to leave the school campus. The guidelines should also include provision for evaluation of the volunteer program and a method for soliciting suggestions from both the volunteers and staff for its improvement.

Date Adopted: July 21, 2009

Last Revised:

6.5—VISITORS TO THE SCHOOL

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

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during classtime are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

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

The School has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave voluntarily.

Cross References: For non-adult visits see Policy 4.16—STUDENT VISITORS
For Level 3 and Level 4 sex offenders see Policy 6.10—SEX OFFENDERS ON CAMPUS (MEGAN'S LAW)

Date Adopted: July 21, 2009

Last Revised:

6.6—FUND RAISING

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

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

Student participation in any fund raising activity shall:

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

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

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

Legal Reference: A.C.A. § 6-18-1104

Date Adopted: July 21, 2009

Last Revised:

6.7—COMPLAINTS

It is a goal of the Board and the School to be responsive to the community it serves and to continuously improve the educational program offered in its school. The Board or the School welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the School's services.

The Board formulates and adopts policies to achieve the School's vision and elects a Director to implement its policies. The administrative functions of the School are delegated to the Director who is

responsible for the effective administration and supervision of the School. Individuals with complaints concerning personnel, curriculum, discipline (including specific discipline policies), coaching, or the day to day management of the school need to address those complaints according to the following sequence:

- Teacher, coach, or other staff member against whom the complaint is directed
- Director

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. School constituents are reminded that the Board serves as a finder of fact, not unlike a jury, in matters such as student suspensions initiated by the Director, expulsions, and personnel discipline. For this reason, the board may not be involved or informed prior to a board hearing on particular disciplinary matters.

Complaints that are related to school use or administration of federal funds generated through specific programs identified by the Arkansas Department of Education and authorized in the 2002 reauthorization of the Elementary and Secondary Education Act ¹ may be taken directly from a patron or by referral from the Arkansas Department of Education (ADE). If taken directly from a patron, the complaint may be submitted by either a signed statement or by a certified, recorded deposition or statement in which the complainant is identified. The complaints shall be addressed in the following manner.

1. The complaint shall be referred to the federal programs director,² who shall assemble a team of at least two people to investigate the complaint.
2. Throughout the investigation, sufficient notes and records will be taken and maintained to substantiate the position of the findings of the investigation.
3. The team will interview the complainant and others as necessary to enable the team to make a determination of the validity of the complaint. The team may consult with individuals with knowledge or expertise in the matter which is the subject of the complaint, including legal counsel.
4. The investigation of complaints referred by the ADE shall be completed within 30 work days of receipt of the complaint, unless a longer time period has been approved by the ADE.³
5. The investigation of complaints made directly to the school shall be completed within 40 work days unless there are extenuating circumstances; in such a case, a preliminary report shall be made within 40 work days of receipt of the complaint, which shall include an explanation of the unusual circumstances requiring additional time to complete the investigation.⁴
6. The report of the conclusions of the investigation shall be given to the complainant. It shall contain: a summary of the allegations of the complaint; a summary of the investigative actions taken by the team; a summary of the findings concerning each alleged violation or implied violation; a statement of corrective actions needed to resolve the issues involved in each allegation and finding of complaint.

Date Adopted: July 21, 2009

Last Revised:

6.12—PARENTAL/COMMUNITY INVOLVEMENT - SCHOOL

OCABS understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore,

OCABS shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the school shall work to

11. Involve parents and the community in the development and improvement of Title I programs for the school;
12. Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
13. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
14. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
15. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
16. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
17. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
18. Find and modify other successful parent and community involvement programs to suit the needs of our school;
19. Train parents to enhance and promote the involvement of other parents;
20. Provide reasonable support for other parental involvement activities as parents may reasonably request.

To help promote an understanding of each party's role in improving student learning, OACBS shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement, researching the ACHIEVEMENT GAP and in building the partnerships that will enable students to meet the State's academic standards.

OCABS shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parents right to be involved in the education of their child.

OCABS, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the school's students and provided, to the extent practicable, in a language the parents can understand.

Date Adopted: July 21, 2009

Last Revised:

OCABS Parent/student Signature Page

August 03, 2009

- I have read the Student Handbook either in hard copy or on the school website (www.osceolacommunityschool.com).
- If I have concern with Policy 4.13 Privacy of Student Records, I may sign the form 4.13F (a copy is available in the school office).
- If I have concern with Policy 4.41 Physical medical Examinations or Screenings, I may sign the form 4.41F (a copy is available in the school office).
- I have returned or will the return signed copies of the Internet usage agreement in Policy 4.29F, the student medication administration forms, 4.35F and/or 4.35.F2 and the Permission for display on the school web site form (5.20.F1).
- I am aware that the two parent teacher conferences are November 4, 2008 and March 18, 2009
- I understand if my student scores/has scored below proficient (grade level) on end of course or benchmark exams, I will be involved with developing an AIP (academic improvement plan) with the staff for my student.
- I understand that the staff will communicate with me if my student is not performing at grade level and I will assist them in helping my student come up to grade level.

I am aware of the following policies in this handbook:

- homework policies (particularly in Policy 5.14).
- attendance policies (particularly in Policy 4.7, 4.31)
- excused absence policies (particularly in Policy 4.7)
- discipline policies in this handbook (particularly in Policy 4.17 and 4.18)
- grading policy will include educational objectives only (Policy 5.15)
- ANC concurrent credit courses that transfer as core requirements for high school graduation will be graded on a weighted scale (particularly Policies 5.21 and 5.22)
- graduation requirements (particularly in Policies 4.45 and 4.45.1)
- social security numbers are not required and a 9-digit number can be assigned in its place (particularly in Policies 4.2 and 4.13)
- parents Smart Core awareness and (Common) Core consent (particularly in Policy 4.45 & 4.45.1)

I agree to abide by these policies in this handbook.

Student Printed name _____

Student Signature _____

I agree to that my child and I will abide by these policies.

Date _____

August 3, 2009

Parent Printed Name _____ Parent Signature _____
(if student is under 18 years old)

4.29F—STUDENT INTERNET USE AGREEMENT

To Parents and Students, a loose copy of this agreement in your Parent packet for you to sign and return

Student's Name (Please Print) _____ Grade Level _____

School: OCABS, Osceola Community School Date: _____
August 3, 2009

OCABS, Osceola Community School agrees to allow the student identified above ("Student") to use the school's technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Student's use of the school's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the school's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.

2. Acceptable Use: The Student agrees that he/she will use the School's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. **[Note: A.C.A. § 6-21-107 requires the school to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the school's written student discipline policy." We may choose to tailor Our punishments to be appropriate to the school's grade levels.]**

4. "Misuse of the School's access to the Internet" includes, but is not limited to, the following:

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;

- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
- q. using the network for financial or commercial gain without school permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school without proper authorization;
- w. providing access to the School's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the school or any of its school.
- z. Installing or downloading software on school computers without prior approval of technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the School's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the school may monitor the Student's use of the School's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The School may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The School will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the School makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

August 3, 2009

Parent/Legal Guardian Signature: _____ Date _____

August 3, 2009

Note: The Neighborhood Children's Internet Protection Act (PL 106-554, 47 USC 254 (h) (l)) requires school to hold at least one public hearing on its proposed Internet safety policy. The regulations do not require this to be a special meeting and it is allowable for it to be part of a regular school board meeting.

4.35F—MEDICATION ADMINISTRATION CONSENT FORM

To Parents and Students, a loose copy of this agreement in your Parent packet for you to sign and return

Student’s Name (Please Print) _____

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, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) _____

Name of physician or dentist (if applicable) _____

Dosage _____

Instructions for administering the medication _____

Other instructions _____

I acknowledge that the School, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or legal guardian signature _____

Date _____
August 3, 2009

Date adopted: July 21, 2009
Last Revised:

4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

The following must be provided for the student to be eligible to self-administer asthma inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year. This consent form must be renewed each year and/or anytime a student changes school.

- a written medical statement from a health-care provider who has prescriptive privileges that he//she has prescribed the asthma inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific medications prescribed for the student;
- an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
- a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

If the school nurse is available, the student shall demonstrate his/her skill level in using the asthma inhalers and/or auto-injectable epinephrine to the nurse.

Medications for self-medication shall be supplied by the student's parent or guardian and be in the original container labeled with the student's name. The parent or guardian may choose to provide the school with additional appropriate medication (use form 4.35F) for the school to have available to deal with an asthma or anaphylaxis emergency.

My signature below is an acknowledgment that I understand that the School, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent or legal guardian signature _____

Date _____
August 3, 2009

Date adopted: July 21, 2009

Last Revised:

5.20 F1—PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE

I hereby grant permission to the OCABS to display the photograph or video clip of me/my student (if student is under the age of eighteen (18) on the School's web site, including any page on the site, or in other School publications without further notice. I also grant OCABS the right to edit the photograph or video clip at its discretion.

The student's name may be used in conjunction with the photograph or video clip. It is understood, however, that once the photograph or video clip is displayed on a web site, the School has no control over how the photograph or video clip is used or misused by persons with computers accessing the School's web site.

Name of student (Printed)

Signature of student (only necessary if student is over 18)

Signature of parent (required if student is under 18)

Date