

## SECTION 5—CURRICULUM AND INSTRUCTION

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## **5.1 EDUCATIONAL PHILOSOPHY**

*Effective: June 14, 2004*

- A. The South Conway County School District assumes the responsibility of providing students attending its schools a high quality education that challenges each student to achieve to their maximum potential. The District shall endeavor to create the environment within the schools necessary to attain this goal. The creation of the necessary climate shall be based on the following core beliefs:
1. The District's vision statement has been developed with input from students, parents, business leaders, and other community members.
  2. All students can be successful learners.
  3. Students learn at different rates and in different ways.
  4. A primary goal shall be to give students the skills they need to be life-long learners.
  5. The education of all citizens is basic to our community's well-being.
  6. Student achievement is affected positively by the involvement of parents and the community in the schools.
  7. The District is responsible for helping cultivate good citizenship skills in its students.
  8. Students reflect the moral and ethical values of their environment.
  9. All people have a right to a safe environment.
  10. Each person is responsible for his/her own actions.
  11. Innovation involves taking risks.
  12. Schools are responsible for creating the conditions that promote success.
  13. Each person is entitled to retain his/her dignity.
  14. All people have the right to be treated with respect and the responsibility to treat others respectfully.
  15. For teachers to succeed in cultivating high student achievement, they need to be given the materials, training, and environment necessary to produce such results.

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*History BOE: 6/14/2004*

## **5.2 PLANNING FOR EDUCATIONAL IMPROVEMENT**

*Effective: July 25, 2018*

- A. Each school in the district, in collaboration with administrators, teachers, other school staff, parents, the community, and students, shall develop a school-level improvement plan (SLIP) to:
1. Establish goals or anticipated outcomes based on an analysis of students' needs;
  2. Identify student supports and evidence-based interventions and practices to be implemented;
  3. Describe the professional learning necessary for adults to deliver the supports or interventions;
  4. Describe the implementation timeline for monitoring of the interventions and practices for effectiveness;
  5. Describe the timeline and procedures for evaluation of the interventions and practices for effectiveness; and

6. Evaluate and modify a parent, family, and community engagement plan.
- B. Some of the data that shall be considered when developing the SLIP includes, but is not limited to:
1. Statewide assessment results;
  2. Interim assessment results;
  3. Similarly situated school's SLIPs; and
  4. Evaluation(s), including staff, student, and community feedback, of the existing SLIP.
- C. The SLIP is to be reviewed on an ongoing basis with reports to the board on the implementation progress of the SLIP throughout the year of implementation. By May 1 of each year, the SLIP to be implemented in the upcoming school year shall be presented to the District Board of Directors for review and approval. The District will post the District's SLIP(s) to the District's website under State-Required Information by August 1 of each year.
- D. The district shall develop, with appropriate staff; school board members; and community input, a school district support plan (SDSP). The SDSP, in coordination with the District's SLIPs, shall
1. Specify the support the District will provide to the District's schools;
  2. Collaboratively establish priorities regarding goals or anticipated outcomes with the District's schools, including feeder schools;
  3. Identify resources to support the established priorities;
  4. Describe the time and pace of providing support and monitoring for the established priorities;
  5. Describe the measures for analyzing and evaluating that the District support was effective in improving the school performance; and
  6. Establish, evaluate, and update a parent, family, and community engagement plan.
- E. If the District's data reflects a disproportionality in equitable access to qualified and effective teachers and administrators, the District shall develop and implement strategies to provide equitable access as part of the SDSP.
- F. The District shall post the District's SDSP to the District's website under State-Required Information, including any updates to the District's SDSP.
- G. The District's Board of Directors shall hold a meeting by October 15 of each year to provide a report that systematically explains the District's policies, programs, and goals to the community. The District's report shall detail the progress of the District and the District's schools toward accomplishing program goals, accreditation standards, and proposals to correct any deficiencies. The report shall be made available to the public, including by posting a copy on the District's website under State-Required Information no later than ten (10) days following the meeting. The meeting shall provide parents and other members of the community the opportunity to ask questions and make suggestions concerning the District's program.

*Legal References: A.C.A. § 6-15-2914, ADE Rules Governing the Arkansas Educational Support and Accountability Act, ADE Rules Governing Parental Involvement Plans and Family and Community Engagement, Standards for Accreditation 1-B.4, 3-B.1, 3-B.2, 3-B.2.1, 5-A.1*

### 5.3 CURRICULUM DEVELOPMENT

Effective: July 25, 2018

- A. Sequential curricula should be developed for each subject area. Curricula are to be aligned with the curriculum frameworks and used to plan instruction leading to student proficiency on the Arkansas' Academic Standards. Curricula should be in alignment with the District's vision, mission, goals, and educational philosophy. Student achievement is increased through an integrated curriculum that promotes continuity and a growth in skills and knowledge from grade to grade and from school to school. Therefore, the Board desires that unnecessary duplication of work among the various grades and schools be eliminated and that course of study and their corresponding content guides be coordinated effectively.
- B. The Board of Education is responsible for reviewing and approving all instructional programs offered by the District as well as approving significant changes to courses or course materials before they are implemented. The Superintendent is responsible for making curriculum recommendations.
- C. Each school shall review and update each curriculum area at minimum annually to address the continued relevancy, adequacy, and cost effectiveness of individual courses and instructional programs and to ensure each area is aligned with the current curriculum frameworks and course content standards approved by the State Board of Education. Each school's administration shall implement a monitoring process to ensure that the instructional content of each course offered is consistent with the content standards and curriculum frameworks approved by the State Board of Education.

*Legal References: Standards for Accreditation 1-A.1, 1-A.4, ADE Rules Governing the ACTAAP and the Academic Distress Program 4.05, A.C.A. § 6-15-101, A.C.A. § 6-15-1505(a)*

History BOE: 6/14/2004, Revised 7/12/04, 4/9/12, 2/13/17, 7/25/18

### 5.4 SCHOOL IMPROVEMENT TEAMS

Effective: July 1, 2017

- A. All teams shall create work plans for the year, which shall include specific work products for the team to produce. To aid in maintaining the work plan, all teams shall develop an agenda and keep minutes for each meeting. The school principal shall be responsible for maintaining a file of the agendas, work products, and minutes of all teams.
- B. **Leadership Team**
  - 1. Each school shall have a Leadership Team that consists of members that include:
    - a. The principal;
    - b. The chair of each Instructional Team;
    - c. The school guidance counselor;

- d. An instructional facilitator; and
  - e. Other key professionals designated by the principal.
2. The Leadership Team will meet at least two (2) times each month during the school year. Based on school performance data and aggregated classroom observation data, the Leadership Team shall make decisions and recommendations on curriculum, instruction, and professional development; in addition, the Leadership Team shall serve as a conduit of communication to the rest of the faculty and staff.

**C. Instructional Teams**

1. The teachers in each school will belong to an instructional team. The instructional teams shall be organized by:
  - a. Grade level;
  - b. Grade level cluster; and/or
  - c. Subject area.
2. Each Instructional Team will appoint a chair for the school year; who shall conduct the team meetings and shall be part of the school Leadership Team. Each Instructional Team shall meet at least two (2) times a month during the school year.
3. The purpose of the Instructional Teams is to develop and refine units of instruction and review student learning data.

*Legal References: ADE Rules Governing the Arkansas Support and Accountability Act, School-Level Improvement Plan Indicator 36, A.C.A. § 6-17-114, AG Opinion 2005,299*

*History BOE: 11/09/15, 7/10/17*

## **5.5 SELECTION/INSPECTION OF INSTRUCTIONAL MATERIALS**

*Effective: June 14, 2004*

- A. The use of instructional materials beyond those approved as part of the curriculum/textbook program must be compatible with school and district policies. If there is uncertainty concerning the appropriateness of supplemental materials, the personnel desiring to use the materials shall get approval from the school principal prior to putting the materials into use.
- B. 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 are 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.
- C. 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 that are outlined in Policy 5.6 CHALLENGE OF INSTRUCTIONAL / SUPPLEMENTAL MATERIALS.

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

*Legal Reference: 20 USC § 1232h*

*History BOE: 6/14/2004*

## **5.6 CHALLENGES TO INSTRUCTIONAL / SUPPLEMENTAL MATERIALS**

*Effective: July 1, 2009*

- A. Instructional and supplemental materials are selected for their compatibility with the District's educational program and their ability to help fulfill the District'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.
- B. The contesting individual may present a copy of the form to the principal and request a conference be held at a time of mutual convenience. Prior to the conference, the principal shall consult with the teacher regarding the contested material. In the conference, the principal 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.
- C. Following the conclusion of the meeting, the principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the principal's response to those concerns to the Superintendent.
- D. If the contesting individual is not satisfied with the principal's response, the individual may, after the five (5) working day period, request a meeting with the Director of Learning Services where the individual shall present the same *Challenge to Instructional Material* form previously presented to the principal. The Director of Learning Services 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.
- E. Following the conclusion of the meeting, the Director of Learning Services shall have five (5) working days to submit a summary of the concerns expressed by the individual and the Director of Learning Services' response to those concerns. The Director of Learning Services shall create a file of his/her response along with a copy of the principal's response and a copy of the contesting individual's *Challenge to Instructional Material* form.
- F. If, after meeting with the Director of Learning Services, the contesting individual is not satisfied with the Director of Learning Services' response, the individual may, after the five (5) working day period, request a meeting with the Superintendent of Schools where the individual shall present the same *Challenge to Instructional Material* form previously presented to the Director of Learning Services'. The Superintendent of Schools 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.

- G. Following the conclusion of the meeting, the Superintendent shall have five (5) working days to write a summary of the concerns expressed by the individual and the Superintendent's response to those concerns. The Superintendent shall create a file of his/her response along with a copy of the Director of Learning Services' response, along with a copy of the principal's response and a copy of the contesting individual's *Challenge to Instructional Material* form.
- H. If, after meeting with the Superintendent, the contesting individual is not satisfied with the Superintendent's response regarding the appropriateness of the instructional or supplemental material, he/she may appeal the Superintendent's decision to the Board. The Superintendent 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.
- I. 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.

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*Legal References: 20 USCS 1232*

*History BOE: 6/14/2004, 7/14/08, 7/20/09*

## **5.7 SELECTION OF LIBRARY/MEDIA CENTER MATERIALS**

*Effective: July 14, 2008*

- A. The ultimate authority for the selection and retention of materials for the schools' media centers rests with the Board of Education which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make the initial selections in consultation with school and district licensed staff. Materials selected shall be in accordance with the guidelines of this policy.
- B. The purpose of the schools' libraries/media centers is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library/media center consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the school's students and that will help them attain the District's educational goals.
- C. **Selection Criteria** - The criteria used in the selection of media center materials shall be that the materials:
  - 1. Support and enhance the curricular and educational goals of the district;

2. Are appropriate for the ages, learning styles, interests, and maturity of the schools' students, or parents in the case of parenting literature;
  3. Contribute to the examination of issues from varying points of view and help to broaden students understanding of their rights and responsibilities in our society;
  4. Help develop critical thinking skills;
  5. Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
  6. Have literary merit as perceived by the educational community; and
  7. Are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value.
- D. **Retention and Continuous Evaluation** - Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. Those materials no longer meeting the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired shall be withdrawn from the collection and disposed of. A record of withdrawn media materials including the manner of their disposal shall be maintained for a period of three years.
- E. **Gifts** - Gifts to the media centers shall be evaluated to determine their appropriateness before they are placed in any media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media centers. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist. The media centers shall have a list of desired items to give to prospective donors to aid them in their selection of materials to donate.
- F. **Challenges** - The parent of a student affected by a media selection, or a District employee may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. The challenged material shall remain available throughout the challenge process.
- G. Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference through the principal's office with a licensed media center employee. The complainant shall be given a copy of this policy and the *Request for Formal Reconsideration Form* prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.
- H. In the meeting, the media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain his/her reasons for objecting to the selected material. If, at the completion of the meeting, the complainant wishes to make a formal challenge to the selected material, he/she may do so by completing the *Request for Formal Reconsideration Form* and submitting it to the principal's office.
- I. To review the contested media, the principal shall select a committee of five (5) or seven (7) licensed personnel consisting of the principal as chair and at least one media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material

meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

- J. The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the *Request for Formal Reconsideration Form* submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the contested material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant.
- K. If the decision is to not remove the material, the complainant may appeal the committee's decision to the district Board of Education by filing a written appeal to the Superintendent within five (5) working days of the committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within fifteen (15) days of the committee's decision. The Board shall review the material submitted to them by the Superintendent and make a decision within thirty (30) days of receipt of the information. The Board's decision is final.

*Legal Reference: A.C.A § 6-25-101 et seq.*

*History BOE: 6/14/2004, Revised 7/12/04, 7/14/08*

## **5.8 USE OF COPYRIGHTED MATERIALS**

*Effective: July 1, 2014*

### **Use of Copyrighted Work in Face-to-Face Classroom**

- A. The Board of Education encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted materials, the Superintendent, or his designee, will provide district personnel with information regarding the "fair use" doctrine of the U.S. Copyright Code as detailed in the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals" and "Guidelines for Educational Uses of Music."

### **Use of Copyrighted Works in Digital Transmissions**

#### **B. Definitions:**

1. "Class session" means the length of time provided for students to access the materials necessary for the completion of course assignments and tests. Depending on the copyrighted work's overall importance to the course, which can vary from a single assignment to an entire course focusing on the copyrighted work, the class session will end on:
  - a. The date set by the teacher for an assignment to be submitted; or
  - b. The date on the school calendar for the end of classes.

2. “**Course packs**” are premade compilations of book excerpts; newspaper, magazine, and journal articles; and instructor-authored materials.
  3. “**Mediated Instructional activities**” includes textbooks, workbooks, and course packs.
  4. “**Transmission**” is the remote accessing, whether on or off campus, by students of a copyrighted work by means of a closed circuit television, an educational television channel, or in a digital format on a password protected secure webpage.
- C. The District recognizes that advances in technology have resulted in the need for guidelines for the use of copyrighted materials that are transmitted to students through a digital network. While the requirements to use a copyrighted work in a digital transmission have many similarities to those required, to use a copyrighted work in a face-to-face classroom, Federal law places several additional requirements on the District’s teachers, IT staff, and librarians for the use of a digitally transmitted copyrighted work. The District is dedicated to providing the tools necessary for teachers, IT staff, and librarians to meet these additional Federal requirements.
- D. The District shall make sure the server where materials are stored is secured, whether the server is located locally or remotely.
- E. The District’s Informational Technologies staff shall develop the proper protocols and train teachers on their use in order to ensure:
1. The transmission of the copyrighted work is limited to only the students enrolled in the course;
    - a. Each student shall have a unique ID and password for accessing digital courses/materials; or
    - b. Each course shall have a unique password to access course materials; and
    - c. The password to access the course materials shall be changed immediately following the close of the course.
  2. To prevent students from retaining or further disseminating the copyrighted work for more than one class session;
    - a. The print function will be disabled;
    - b. A transparency shall be placed over any literary work, sheet music, or photograph;
    - c. Audio and video transmissions will be set to be streamed; and
    - d. The link to the webpage with a copyrighted work shall be deactivated at the end of the applicable class session.
- F. Teachers who wish to provide copyrighted works to students through a digital transmission as part of a digital course as well as teachers wishing to supplement a face-to-face classroom course with a digital transmission must meet applicable copyright statutes and policy 5.11—DIGITAL LEARNING COURSES as well as the following requirements in order to use a copyrighted work:
1. The use of the copyrighted work(s), whether in whole or in part, must be a part of regular classroom instruction and must be directly related and of material assistance to the course content;
  2. The extent of a copyrighted work that is used must comply with one or more of the following criteria:
    - a. The entirety of a non dramatic literary or musical work may be used. A non dramatic literary work includes poems and short stories. A non

- dramatic musical work covers all music that is not part of an opera or musical and does not cover the use of the music video format of a song.
- b. Dramatic literary and musical works as well as videos may only be used in limited portions. Dramatic literary and musical works may only be used in the same amount as set forth in the requirements for a face-to-face classroom while videos, including music videos, may only have the portion used that is directly related to the subject of the class session and may not be transmitted in their entirety.
  - c. Still images or slides that a teacher would have used in the ordinary course of a face-to-face classroom session on a projector or a transparency may be used in a transmission.
  - d. Works primarily produced or marketed for use in the digital education market may not be transmitted.
  - e. Works the teacher had knowledge or reasonably believes to be unlawfully made or acquired may not be used.
  - f. Mediated Instructional activities may not be transmitted.
3. A statement that works may be subject to copyright shall be placed in at least one of the following areas to provide notice to students of copyright status:
    - a. Course syllabus;
    - b. Home webpage for the course;
    - c. Webpage for the particular class session; and/or
    - d. Webpage with the copyrighted work.
- G. The teacher and the District librarian shall work together when making digital copies of copyrighted work from physical or analog versions and shall fulfill the following requirements:
1. The amount converted is only the amount allowed by law; **and**
  2. The District has no digital copy of the copyrighted work available; **or**
  3. The District's digital copy of the copyrighted work that is available has technological protections that prevent the use of the copyrighted work in the manner prescribed by law.
- H. The District will not be responsible for any employee violations of the use of copyrighted materials.

*Cross Reference: 5.11-DIGITAL LEARNING COURSES*

*Legal Reference: 17 USCS § 101 to 1010 (Federal Copyright Law of 1976)*

*History BOE: 6/14/2004, 4/14/14*

## **5.9 COMPUTER SOFTWARE COPYRIGHT**

*Effective: June 14, 2004*

- A. The District shall observe copyright laws governing computer software reproduction. Unless specifically allowed by the software purchase agreement, the Copyright Act allows the purchaser of software to:
1. Make one copy of software for archival purposes in case the original is destroyed or damaged through mechanical failure of a computer. However, if the original is sold or given away, the archival copy must be destroyed;
  2. Make necessary adaptations to use the program; and/or

3. Add features to the program for specific applications. These improvements may not be sold or given away without the copyright owner's permission.
- B. The District shall abide by applicable licensing agreements before using computer software on local-area or wide-area networks.

*Legal Reference: 17 USC § 117 Amended Dec. 12, 1980*

*History BOE: 6/14/2004*

## **5.10 RELIGION IN THE SCHOOLS**

*Effective: June 14, 2004*

- A. The First Amendment of the Constitution states that “Congress shall make no law respecting the establishment of religion, or prohibiting the free exercise thereof...” As the Supreme Court has stated (*Abington School District v. Schempp*, 374 U.S. 203) the Amendment thus, “embraces two concepts—freedom to believe and freedom to act. The first is absolute but, in the nature of things, the second cannot be.” Therefore, it is the Board’s policy that the school system, as an agency of the government, shall be neutral in matters regarding religion and will not engage in any activity that either advocates or disparages religion. The District shall assume no role or responsibility for the religious training of any student.
- B. The need for neutrality does not diminish our school system’s educational responsibility to address the historical role of religion in the development of our culture. Since we live in a diverse society, the District’s goal shall be to address the subject of religion objectively in such a way that it promotes an understanding of, and tolerance for, each other’s religious or non-religious views.
- C. Discussions concerning religious concepts, practices, or disciplines are permissible when presented in a secular context in their relation to an inclusive study of religion or to the study of a particular region or country. The discussions shall be such that they are objective and academically informational and do not advocate nor denigrate any particular form of religious practice.
- D. Accommodation will be considered for those portions of instructional activities in the schools that unduly burden a student's sincere religious belief provided such accommodation doesn't amount to a significant change in curriculum, program, or course of instruction and when it is possible that a substitution of equally rigorous material that advances the same instructional goals can be arranged. Parents and students are advised that such accommodations are easier to grant when the objection is to non-state mandated Framework material than if the material is required by the Frameworks.
- E. A student or the student's parent can request the student's teacher accommodate the student's objection based on a religious belief to an instructional activity. Any such request must be made at least 25 school days prior to the assignment's due date. Any objection must be raised in accordance with this policy's requirements or it will not be considered.

- F. Upon receiving such a request, the student's teacher shall determine within five (5) work days if an accommodation is possible under the provisions of this policy. If the teacher decides an accommodation cannot be made or if the student or the student's parent believes the accommodation to be unreasonable, the student or the student's parent may request a conference with the teacher and the teacher's principal. A requested conference will occur at a time of mutual convenience, but no later than five (5) working days following the request. The principal shall have five (5) working days in which to make a decision on the appeal. If the student, the student's parent, or the teacher is unsatisfied with the principal's decision, it may be appealed to the District Superintendent who shall convene a conference between the student, the parent and the teacher. The requested conference will occur at a time of mutual convenience, but no later than five (5) working days following the request. The Superintendent shall have five (5) working days in which to make a decision on the appeal which shall be final with no further right of appeal.
- G. The teacher in charge of each classroom may, at the opening of school each day, conduct a brief period of silence with the participation of all students in the classroom who desire to participate.
- H. Students and employees may engage in personal religious practices, such as prayer, at any time, and shall do so in a manner and at a time so that the educational process is not disrupted.

*Notes: The fourth, fifth, and sixth paragraphs in this policy are not required by law and can be deleted or amended as your district chooses. The goal, however, is to be proactive for the instances when such a request is made and to have established policy BEFORE the request.*

*Legal Reference: A.C.A. § 6-10-115, Acts 397 and 539 of 1995*

*History BOE: 6/14/2004, 6/11/09*

## 5.11 DIGITAL LEARNING COURSES

*Effective: July 1, 2016*

- A. **Definitions**, For the purposes of this policy:
1. “**Blended Learning**” is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.
  2. “**Digital Learning**” means a digital technology or internet-based educational delivery model that does not rely exclusively on compressed interactive video (CIV). Digital learning includes online and blended learning.
  3. “**Instructional Materials**” means:
    - a. Traditional books, textbooks, and trade books in printed and bound form;
    - b. Activity-oriented programs that may include:
      - Manipulatives;
      - Hand-held calculators;
      - Other hands-on materials; and
    - c. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.
  4. “**Online Learning**” is education in which instruction and content are delivered primarily over the Internet. The term does not include print-based correspondence

education, broadcast television or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.

5. **“Public School Student Accessing Courses at a Distance”** means a student who is scheduled for a full course load through the District and attends all classes virtually.

### **Digital Course Offerings**

- B. The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format and shall be tailored to meet the needs of each student.
- C. All digitally offered courses shall meet or exceed the State Board of Education's curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the District shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.
- D. As an approved digital learning provider, the District shall annually determine what District created digital learning courses it will provide to our students. The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved by the Arkansas Department of Education (ADE). The School Board shall determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of the course, have been approved by ADE.
- E. District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in Policy *5.8-USE OF COPYRIGHTED MATERIALS* as well as applicable statutory requirements.
- F. The District shall require all outside providers to incorporate Policy 5.8 as a condition of the service contract. Failure of the outside provider to abide by Policy 5.8 shall constitute a breach of contract and the outside provider shall be responsible for any costs resulting from such breach.
- G. A student may elect to take any or all of his/her scheduled courses digitally. The student's attendance in his/her digital course(s) shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school.
- H. The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course.
- I. Regardless of any other provisions of this policy, the District may restrict a student's access to digital courses when the student's building principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses. Furthermore, the student's building principal may revoke a student's eligibility to continue taking a digital learning course if

the student's performance during the semester indicates the student is not succeeding in the course.

- J. Students graduating in the class of 2018 and thereafter shall be required to complete at least one (1) digital learning course to complete graduation requirements in the South Conway County School District.

*Cross References: 4.7-ABSENCES, 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2018, 2019 AND 2020, 4.45.1 SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER, 5.8—USE OF COPYRIGHTED MATERIALS*

*Legal References: A.C.A. § 6-16-1401 et seq., ADE RULES GOVERNING DISTANCE AND DIGITAL LEARNING*

*History BOE: 4/14/14, 3/11/16, 6/13/16*

## **5.12 RESERVED FOR FUTURE USE**

*Effective:*

*Legal References:*

*History BOE:*

## **5.13 K – 6 INTERVENTION**

*Effective: June 14, 2004*

- A. The South Conway County School District shall offer remediation programs during the school year to those students in kindergarten through sixth grade (K-6) not performing at grade level.

*Legal Reference: A.C.A. § 6-16-704, A.C.A. § 6-16-705*

*History BOE: 6/14/2004, 6/11/12*

## **5.14 HOMEWORK**

*Effective: March 12, 2007*

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

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

*Legal Reference:*

*History BOE: 6/14/2004, Revised 7/12/04, 3/12/07*

## **5.15 GRADING**

*Effective: July 1, 2016*

- A. Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine (9)-week grading period to keep parents/guardians informed of their student's progress.
- B. 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.
- C. The grades of a child in foster care shall not be lowered due to an absence from school due to:
1. A change in the child's school enrollment;
  2. The child's attendance at a dependency-neglect court proceeding; or
  3. The child's attendance at court-ordered counseling or treatment.
- D. Grades K – 1 will use a standards based student evaluation report to indicate whether or not a student has mastered the learning goals necessary for success at each grade level in Kindergarten and 1st grade. The skills are based on Common Core State Standards in Math and Literacy on a summative assessment (CRT). Content areas of Science and Social Studies are integrated into the Math and Literacy instructional curriculum.
1. Student grades will reflect only the extent that the student has achieved mastery of educational objectives.
  2. The following evaluation codes will be used for reporting progress on the Kindergarten and First Grade report cards:  
P = Proficient---Student performance consistently meets or exceeds grade level expectations.  
B = Basic---Student performance is approaching grade level but is still below expectations.  
BB = Below Basic---Student performance is consistently below grade level expectations.
- E. The grading scale for grades 02-12 in the District shall be as follows.
- |   |   |     |   |    |
|---|---|-----|---|----|
| A | = | 100 | – | 90 |
| B | = | 89  | – | 80 |

C	=	79	–	70
D	=	69	–	60
F	=	59	and	below

- F. 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 |
- G. The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one (1) point greater than for regular courses with the exception that an F shall still be worth ZERO (0) points.
- H. The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the District with those earned outside the District. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the District times the transferred grade from outside the District plus the percentage of days in the grading period while in the District times the grade earned in the District.
- I. For example: The grading period had forty (40) days. A student transferred in with a grade of eighty-three percent (83%) earned in ten (10) days at the previous school. The student had a grade of seventy-five percent (75%) in our District's school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five percent (75%) of forty (40) days.  $(0.25 \times 83) + (0.75 \times 75) = 77\%$ .

*Legal References: A.C.A. § 6-15-902, A.C.A. §9-28-113(f), Standards for Accreditation 5-A.1, ADE Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools*

*History BOE: 7/12/2004, Revised 5/11/09, 3/14/11, 04/13/15, 3/11/16*

## **5.16 COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION**

*Effective: July 1, 2017*

- A. Traditional Progression
1. A student who has not previously received a computer science credit may elect to take an introductory level computer science course. A student who passes a computer science course level is eligible to take the next level computer science course in the same computer science course emphasis.
- B. Alternative Progression
1. A student who does not have credit for any computer science course, the introductory level computer science course for the particular computer science emphasis, or the preceding level course for the computer science emphasis may

be placed in a computer science course based on any combination of the following factors:

- a. The student's grade point average;
- b. Recommendation from the student's teacher(s);
- c. Completion of computer science internships or independent studies;
- d. Demonstration of previous computer science work by the student; or
- e. Proficiency report from a computer science proficiency evaluation tool.

*Legal References: Arkansas Computer Science Standards for Grades 9-12, Commissioner's Memo COM-17-051*

*History BOE: 7/10/17*

## **5.17 HONORS PROGRAM PARTICIPATION**

*Effective: July 1, 2010*

- A. Participants must be enrolled at Morrilton High School for the full two semesters of their twelfth grade year for Highest Honor status. Transfer students will be allowed to graduate in the Honors Program and receive an Honors Diploma if all program requirements have been met.
- B. Students must complete all requirements for graduation of the Arkansas Department of Education and the South Conway County School District.
- C. Participants must earn credit for twelve (12) of the twenty-six (26) honors courses.
- D. For Highest Honors Graduate status, students must have a cumulative 4.0 or above GPA after eight semesters.
- E. For Honors Graduate status, a participant must have a cumulative 3.50 GPA after eight (8) semesters.
- F. For Honors Diploma, a participant must have a cumulative 3.0 GPA after eight (8) semesters.
- G. Advance Placement (AP) and Honors Courses that require pre-requisite requirements must be met.
- H. The following twenty-six (26) courses will be Honors Courses. Each will be counted only one (1) time for Honors credit.

Pre AP Biology  
Pre AP Calculus  
Pre AP Chemistry I  
Pre AP English 9  
Pre AP English 10  
Pre AP U.S. History  
Pre AP World History  
AP Biology

Honors Algebra II  
Honors CADD: Architecture II  
Honors CADD: Engineering II  
Honors Civics and Government  
Honors Desktop Publishing I and II  
Honors Physical Science  
Algebra III  
E.A.S.T (one period, one year)

AP Calculus AB  
AP Chemistry I  
AP English Language  
AP English/Literature and Composition  
AP United States History  
AP World History

Multimedia Application I and II  
Physics  
Spanish II  
Spanish III

- I. All Honor Graduates must complete a minimum of two (2) years of Honors English (Pre-AP, AP, or Composition I and II).
- J. The following college-level classes count for concurrent credit: College Algebra, Composition I, Composition II, Western Civilization I, and Western Civilization II.
- K. The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12), concurrent credit grades as approved, and 8th grade Algebra I. GPA is calculated by including all courses except athletics and service learning. Of note, students must have a minimum cumulative GPA of 3.25 to be considered for service learning.
- L. HONOR ROLL
1. Students in grades 7-12 who participate in the Smart Core Curriculum 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.
  2. Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student not be so identified.

*Legal References: A.C.A. § 6-18-101 (a) (1), A.C.A. § 6-18-101 (a) (2), A.C.A. § 6-18-101 (b),  
A.C.A. § 6-18-101 (e), A.C.A. § 6-18-101 (a) (2)*

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*History BOE: Revised 8/08/05, 5/14/07, 2/11/08, 6/9/08, 6/10/10*

## **5.18 HEALTH SERVICES**

*Effective: June 14, 2004*

- A. 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 District's health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils.
- B. While the school nurse is under the supervision of the school principal, 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.

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*History BOE: 6/14/2004*

## **5.19 RESERVED FOR FUTURE USE**

*Effective:*

*Legal References:*

*History BOE:*

## **5.20 DISTRICT WEB SITE**

*Effective: July 25, 2018*

- A. The South Conway County School District shall maintain a web page to provide information about its schools, students, and activities to the community. This policy is adopted to promote continuity between the different pages on the District web site by establishing guidelines for their construction and operation.
- B. The South Conway County School District 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 District's site may only be to another educational site. The web site shall not use "cookies" to collect or retain identifying information about visitors to its web site nor shall any such information be given to "third parties." Any data collected shall be used solely for monitoring site activity to help the district improve the usefulness of the site to its visitors.
- C. Each school's web page shall be under the supervision of the school's Web Master and the District's web site shall be under the supervision of the District's Web Master. They shall have the responsibility for ensuring that web pages meet appropriate levels of academic standards and are in compliance with these guidelines and any additional administrative regulations. To this end, the District and School Web Masters shall have the authority to review and edit any proposed changes to web pages to ensure their compliance with this policy. All such editing shall be viewpoint neutral.
- D. District and school web pages shall also conform to the following guidelines.
  - 1. All pages on the District's web site may contain advertising and links only to educational sources.
  - 2. The District's home page shall contain links to existing individual school's web pages and the school home pages shall link back to the District's home page. The District's home page may also include links to educational extracurricular organization's web pages, which shall also link back to the District's home page.
  - 3. Photos along with the student's name shall only be posted on web pages after receiving written permission from student's parents or the student if the student is over the age of eighteen (18).
  - 4. The District's web server shall host the South Conway County School District's web site.
  - 5. No web page on the District web site may contain public message boards or chat rooms.

6. All web pages on the District web site shall be constructed to download in a reasonable length of time.
  7. The District's home page shall contain a link to a privacy policy notice, which must be placed in a clear and prominent place and manner.
  8. With the exception of students who may retain the copyright of material they have created, that is displayed on a District web page, all materials displayed on the District web site are owned by the South Conway County School District.
  9. Included on the District's web site shall be:
    - a. Local and state revenue sources,
    - b. Administrator and teacher salary and benefit expenditure data,
    - c. District balances, including legal balances and building fund balances,
    - d. Minutes of regular and special meetings of the school board,
    - e. The District's budget for the ensuing year,
    - f. A financial breakdown of monthly expenditures of the district,
    - g. The salary schedule for all employees including extended contract and supplementary pay amounts,
    - h. Current contract information (not including social security numbers, telephone numbers, personal addresses or signatures) for all district employees,
    - i. The District's annual budget,
    - j. The annual statistical report of the district,
    - k. The District's personnel policies, and
    - l. The annual School Performance Report
    - m. School-Level Improvement Plans;
    - n. The School District Support Plan;
    - o. Student discipline policies;
    - p. Student services plan;
    - q. The District Financial policies;
    - r. Student handbook;
    - s. The Annual Report to the Public; and
    - t. The parent, family, and community engagement plan.
  10. The information and data required for items A through K in #9 above shall be the actual data for the previous two school years and the projected data for the current school year.
- E. Before July 15 of each year, the District shall post on its website the following information:
1. The dyslexia intervention programs used during the previous school year that were specifically responsive to assisting students with dyslexia,
  2. The number of students during the previous school year who received dyslexia intervention, and
  3. The total number of students identified with dyslexia during the previous school year.
- F. The District and school webmasters are responsible for ensuring all District webpages meet required standards to be accessible to individuals with disabilities.

Cross Reference: 5.2 PLANNING FOR EDUCATIONAL IMPROVEMENT

**Legal References:** A.C.A. §6-11-129, A.C.A. § 6-15-1402, A.C.A. § 6-15-2006, A.C.A. § 6-15-2101, A.C. A. §6-15-2914, A.C.A. § 6-41-606, A.C.A. §6-41-611, *ADE Rules Governing How to Meet the Needs of Children with Dyslexia*, *ADE Rules Governing the Arkansas Educational Support and Accountability Act*, *Standards for*

History BOE: Adopted 6/14/04, Revised 6/12/06, 4/9/12, 7/10/17, 3/12/18, 7/25/18

## 5.20.1 WEB SITE PRIVACY POLICY

Effective: July 14, 2008

- A. The South Conway County School District operates and maintains a web site for the purpose of informing the citizens of the district about its activities. The web site does not use “cookies” or ISP addresses to collect or retain personally identifying information about visitors to its web site nor is any such information given to “third parties.” Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.
- B. The site serves no commercial purpose and does not collect any information from individuals for such purpose.
- C. Photographs of students, when associated with the student’s name, shall not be displayed on any page of the district’s web site without the prior written consent of the parent (or the student if 18 or older).
- D. The site provides for email communication between the District and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students. The site may also provide for password protected communication between the District and its staff.

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

History BOE: Adopted 6/14/04, Revised 6/12/06, 7/14/08

## 5.21 ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, and HONORS COURSES

Effective: July 14, 2013

- A. Students in grades 7-12 who take advanced placement courses, International Baccalaureate courses, or honors or concurrent credit college 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
- B. 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

- C. For a student to be eligible to receive weighted credit for an AP, or IB course, the student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan.
- D. Additionally, for students taking AP, or International Baccalaureate courses shall receive weighted credit they must take the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but 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 received in the course as if it were a non-AP course.
- E. Students who transfer into the district will 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.

*Legal References: ADE Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools, ADE Rules for Advanced Placement & International Baccalaureate Diploma Incentive Program, A.C.A. § 6-15-902(c)(1), (c)(3)*

*History BOE: 4/11/2005, 7/14/08, 3/11/13*

## **5.22 CONCURRENT CREDIT**

*Effective: July 1, 2017*

- A. A ninth (9<sup>th</sup>) through twelfth (12<sup>th</sup>) grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective.
- B. As permitted by the ADE Rules Governing Concurrent College and High School Credit, a student who takes a three-semester hour remedial/developmental education course shall receive a half (1/2) credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.
- C. Participation in the concurrent high school and college credit program must be documented by a written agreement between:

1. The student,
  2. The student's parent(s) or legal guardian(s) if the student is under the age of eighteen (18),
  3. The District, and
  4. The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.
- D. Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.
- E. Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.
- F. Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to Morrilton High School in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received at all or in a timely manner; this may jeopardize students' eligibility for extracurricular activities, or graduation.
- G. Students will retain credit earned through the concurrent credit program that was applied toward a course required for high school graduation from a previously attended, accredited, public school.
- H. A student eligible to receive free or reduced price meals shall not be responsible for any of the costs for the student's first six (6) concurrent credit hours so long as the concurrent credit courses are taught on the District grounds and by a teacher employed by the District. Any and all costs of concurrent credit courses beyond the six (6) hours permitted, that are not taught on the District's campus, or are not taught by a teacher employed by the District are the responsibility of the student unless the District has funds available to assist with tuition cost. Students who are not eligible to receive free or reduced price meals are responsible for any and all costs associated with concurrent credit courses.

*Legal Reference: A.C.A. § 6-15-902(c)(2), A.C.A. §6-16-1201 et seq., Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade*

*History BOE: 4/11/2005, Revised 3/12/07, 3/11/13, 7/10/17*

## **5.23 VALEDICTORIAN – HIGHEST HONORS**

*Effective: June 14, 2004*

- A. All Highest Honors Graduates (GPA of 4.0 or higher) who have been enrolled in Morrilton High School for his/her entire senior year shall serve as the valedictorian of his/her graduating class.

*Legal Reference: 20 USC §6321(a), (b), and (c)*

## 5.24 STUDENT PARTICIPATION IN SURVEYS

*Effective: June 14, 2004*

- A. **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).
- B. **Section Two:** No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.
- C. **Section Three:** Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to 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.
1. 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).
- D. **Section Four:** Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to

which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following;

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

*Legal Reference: 20 USC § 1232h (a), (b), (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(A)(i)(ii)(B), (2)(A)(i)(ii)(B)(C)(ii), (5)(A)(ii)(B), (6)(C)(F)(G)], ACA § 6-18-1301 et seq.*

*History BOE: 6/14/2004*

## **5.25 MARKETING OF PERSONAL INFORMATION**

*Effective: June 14, 2004*

- A. The South Conway County School District 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.
- B. 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.
- C. The district 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 schools and secondary schools;
  4. Tests and assessments used by elementary schools and secondary schools 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; and
  6. Student recognition programs.

*Legal Reference: 20 USC § 1232h (c)*

*History BOE: 6/14/2004*

## **5.26 ALTERNATIVE LEARNING ENVIRONMENTS**

*Effective: July 1, 2014*

- A. The District shall have an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a District School. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in an ALE shall not be punitive in nature.
- B. The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. A Student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.
- C. The team should be comprised of the following
  1. a school counselor from the referring school;
  2. the ALE administrator and/or ALE teacher;
  3. the building principal or assistant principal from the referring school
  4. a parent or legal guardian (if they choose to participate)  
Note: The district shall document its efforts to contact the student's parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian's convenience, and maintain such documentation in the student's Student Action Plan (SAP).
  5. LEA special education/504 representative (if applicable);
  6. at least one (1) of the student's regular classroom teacher(s); and
  7. if the District so chooses, the student
- D. Students who are placed in the ALE shall exhibit at least two of the following characteristics in D 1-5 and E 1-8.
  1. Disruptive behavior
  2. Drop out from school
  3. Personal or family problems or situations
  4. Recurring absenteeism
- E. For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:
  1. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics

2. Abuse: physical, mental, or sexual
  3. Frequent relocation of residency
  4. Homelessness
  5. Inadequate emotional support
  6. Mental/physical health problem
  7. Pregnancy
  8. Single parenting
- F. No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE, the parent or legal guardian (if they choose to participate), and the student, outlining the responsibility of the ALE, parent or legal guardian, and the student to provide assurance that the plan for each student is successful.
- G. No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student’s current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention services to be provided to the student that is in compliance with the Arkansas Department of Education (ADE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student’s return to the regular educational environment.
- H. The District’s ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

*Legal References: A.C.A. § 6-20-2305(b)(2), A.C.A. §6-48-101 ADE Rules Governing the Distribution of Student Special Needs and the Determination of Allowable Expenditure of These Funds– 3.01, 3.05, 4.00, and 8.0*

*History BOE: Adopted 12/13/04, Revised 6/12/06, 4/9/12, 4/14/14*

## **5.26.1 ALE PROGRAM EVALUATION**

*Effective: September 10, 2007*

- A. 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 district’s school district support plan in addressing identified achievement gaps and student performance deficiencies.

*Legal Reference: A.C.A. §6-15-2914*

*History BOE: 12/13/2004, 9/10/07, 7/25/18*

## **5.27 ENGLISH LANGUAGE LEARNERS**

*Effective: July 25, 2018*

- A. The district 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.

- B. 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 district's school district support plan in addressing identified achievement gaps and student performance deficiencies.

*Legal Reference:* A.C.A §6-15-2914, A.C.A. § 6-20-2305(b)(3), ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds – 3.09, and 5.00, 8.00, Standards for Accreditation 2-J.2

*History BOE: Adopted 12/13/04, Revised 6/12/06, 9/10/07, 7/25/18*

## **5.28 NATIONAL SCHOOL LUNCH ACT FUNDING EXPENDITURES**

*Effective: July 25, 2018*

- A. 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.
- B. The district 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 that are in alignment with the district's school district support plan.

*Legal Reference:* A.C.A §6-15-2914, A.C.A. §6-20-2305(b)(4), ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds 3.12,3.17,3.18, 6.00, 8.00

*History BOE: Adopted 12/13/04, Revised 6/12/06, 9/10/07, 7/25/18*

## **5.29 SCHOOL WELLNESS POLICY**

*Effective: July 1, 2017*

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

similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Arkansas Department of Education (ADE), but with the community and its residents, organizations and agencies. Therefore, the District will enlist the support of the larger community to find solutions that improve the health and physical activity of our students.

- C. Wellness Committee: To enhance the district's efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way to ensure age-appropriate recommendations are made that correlate to the District's grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule and are incorporated into this policy by reference. The overarching goal of the committee shall be to promote student wellness by monitoring how well the District is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, and 8 of the Centers for Disease Control (CDC) School Health Index as a basis for annually 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 school improvement plan, provided to each school's principal, and reported to the board. Goals and objectives for nutrition and physical activity shall also be included in the school improvement plan.
1. The SNPAAC shall be made up of Individuals from the following groups to the extent interested persons from each group desire to be included in the development, implementation, and periodic review of the District's wellness policy:
    - a. Members of the District's Board of Directors;
    - b. School administrators;
    - c. School nutrition personnel;
    - d. Teacher organizations;
    - e. Teachers of physical education;
    - f. Parents;
    - g. Students;
    - h. Professional groups (such as nurses);
    - i. School health professionals (such as school nurses, school counselors, and social workers); and
    - j. Community members.
  2. The SNPAAC will provide written recommendations to the District's Child Nutrition Director concerning menus and other foods sold in the school cafeteria. Such recommendations shall be based, at least in part, on the information the Committee receives from the District on the requirements and standards of the National School Lunch Program and from menus for the National School Lunch Program and other food sold in the school cafeteria on a quarterly basis.
  3. The SNPAAC will meet at least quarterly. Meeting dates for the SNPAAC will be placed on the District's calendar.
- D. School Health Coordinator: To assist the SNPAAC in ensuring that the District fulfills the requirements of this policy, a District level School Health Coordinator (Designated District Official) shall be appointed. In addition, a school level School Health Coordinator shall be appointed who shall be responsible for assisting the District level School Health Coordinator in ensuring that each school fulfills the requirements of this policy.

E. Goals: In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the District will adhere to the ADE Rules Governing Nutrition and Physical Activity Standards And Body Mass Index For Age Assessment Protocols. To promote nutrition, physical activity, and other school based activities that will improve student wellness, the District, working with the SNPAAC, has established the following goals:

1. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
2. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
3. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
4. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
5. Not use food or beverages as rewards for academic, classroom, or sports performances;
6. Establish class schedules and bus routes that do not directly or indirectly restrict meal access;
7. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
8. Abide by the current allowable food and beverage portion standards;
9. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's (USDA) Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;
10. Restrict access to competitive foods as required by law and Rule;
11. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of competitive foods.
12. Provide continuing education to all district staff on the topics of nutrition and/or physical activity;
13. Utilize the School Health Index available from the CDC to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students.

F. Food and Beverages Outside of the District's Food Service Programs:

1. The District will insure that drinking water is available without charge to all students throughout the school including, but not limited to, in the District's food service areas.
2. All food and beverages sold to students on school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.); students or student groups; parents or parent groups; or another person, company, or organization associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum. These restrictions include, but are not limited to, food and beverages sold in vending venues (machines, ice chests, cabinets) in school stores or as part of school fundraisers.
3. All food and beverages provided, but not sold, to students on the school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.); students or student groups; parents or parent groups; or another person, company, or organization

associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum. These restrictions include, but are not limited to, food and beverages provided in vending venues (machines, ice chests, cabinets) in school stores or as part of school fundraisers.

4. Up to a maximum of nine (9) times per school year, school administration may schedule school wide events where food and beverages provided to students are not required to meet the Federal Smart Snacks standards during the scheduled time. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar.
  5. Food and beverages outside of the District's food service programs may not be sold, served, or provided to students in the District's food service areas during meal times.
  6. Elementary students shall not have in-school access to vending machines.
  7. The District does not place nutrition restrictions on food or beverages brought from home that are intended for personal consumption only.
- G. Advertising: In accordance with the USDA regulations, oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product that are made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product shall only be permitted on school campus during the school day if they meet or exceed the Federal Smart Snacks standards. This restriction does not apply to:
1. Materials used for educational purposes in the classroom, including, but not limited to:
    - a. The use of advertisements as a media education tool; or
    - b. Designing and implementing the health or nutrition curriculum;
  2. Clothing, apparel, or other personal items used by students and staff;
  3. The packaging of products brought from home for personal consumption; and
  4. Currently existing advertisements on school property, including but not limited to, the exterior of vending machines, posters, menu boards, coolers, trash cans, cups used for beverage dispensing , and other food service equipment; however, all future contracts and replacement items shall meet the Federal Smart Snacks standards.
- H. Community Engagement:
1. The District will work with the SNPAAC to:
    - a. Encourage participation in extracurricular programs that support physical activity, such as walk-to-school programs, biking clubs, after-school walking etc.;
    - b. Encourage the implementation of developmentally appropriate physical activity in after-school childcare programs for participating children;
    - c. Promote the reduction of time youth spend engaged in sedentary activities such as watching television and playing video games; and
    - d. Encourage the development of and participation in family-oriented community-based physical activity programs.
  2. The District will annually inform the public:
    - a. Of the web address where the policy is located;
    - b. Of any changes made to this policy since the previous year;
    - c. Of the health and wellness priority goals in the District's school improvement plan;

- d. That a printed copy of the policy may be picked up at the District’s central office; and
- e. The amounts and specific sources of funds received and expenditures made from competitive food and beverage contracts.

I. Assessment of District’s Wellness Policy:

- 1. At least once every three years, with input from the SNPACC, the District shall assess both the District as a whole and individual schools' status in regards to the implementation and compliance of the goals of this policy, including the health and wellness goals in the District’s school improvement plan. The assessment shall be based, at least in part, on:
  - a. The extent to which District schools are in compliance with this policy;
  - b. The extent to which this policy compares to other model local school wellness policies;
  - c. The annual reviews of this policy based on modules 1, 2, 3, 4, and 8 of the CDC’s School Health Index; and
  - d. A description of the progress made in attaining the goals of this policy.
- 2. On the years the assessment occurs, the assessment results shall be reported to the public, including parents, students, and other members of the community as part of the District’s annual report to the public.
- 3. The District will update the wellness policy based on the results from the three (3) year<sup>12</sup> assessment.

J. District Website: The District will place on its website:

- 1. The name, District phone number, and District email address for the District Level School Health Coordinator;
- 2. The names, district phone numbers, and district email addresses for the School Level School Health Coordinators;
- 3. The names of the members of the SNPAAC;
- 4. Meeting dates for the SNPAAC;
- 5. Information on how community members may get involved with the SNPAAC;
- 6. A copy of this policy;
- 7. A copy of the annual review of this policy based on modules 1, 2, 3, 4, and 8 of the CDC’s School Health Index; and
- 8. A copy of the most recent three (3) year<sup>12</sup> assessment of this policy.

**Legal Reference:** Richard B. Russell National School Lunch Act 42 U.S.C. § 1751 et seq. as amended by PL 111-296 (Section 204) of 2010. (Section 204 is codified at 42 U.S.C. § 1758(b)), Child Nutrition Act of 1966 42 U.S.C. § 1771 et seq., 7 C.F.R. § 210.18, 7 C.F.R. § 210.31, A.C.A. § 6-20-709, A.C.A. §§ 20-7-133, 134, and 135, ADE Rules Governing Nutrition and Physical Activity Standards And Body Mass Index For Age Assessment Protocols, Allowable Competitive Foods/Beverages - Maximum Portion Size List for Middle, Junior High, and High School, Commissioner’s Memo CNU-17-010, Commissioner’s Memo CNU-17-013, Commissioner’s Memo CNU-17-016, Nutrition Standards for Arkansas Public Schools

**History BOE:** 6/14/2004, Revised 5/8/06, 3/12/07, 6/11/09, 6/13/16

**5.30 – 5.33 RESERVED FOR FUTURE USE**

*Effective:*

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*History BOE:*

**5.34 HOMEBOUND INSTRUCTION – SPECIAL INSTRUCTIONAL PROGRAM**

*Effective: June 14, 2004*

- A. The district may provide homebound instruction for those students who are unable to attend regular school instruction. Need for such programs shall be based on individual student needs and shall be provided in accordance with appropriate rules and regulations.

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*History BOE: 6/14/2004*

**5.35 GIFTED/TALENTED EDUCATION: IDENTIFICATION AND PROGRAMMING**

*Effective: June 14, 2004*

It shall be the policy of the Board of Education that:

- A. The school district shall develop procedures to identify gifted and talented students in accordance with guidelines established by the State Department of Education.
- B. The school district shall provide educational opportunities for students identified as gifted and talented appropriate to their ability.
- C. Each school shall use procedures to evaluate the effectiveness of the provisions of these educational opportunities.
- D. Criteria used includes teacher (or other) recommendation, grades, task commitment, creativity, and scores on standardized tests. When all subjective data is equal, in order to assure the most deserving students the opportunity to participate in the program and to eliminate the appearance of tracking, the criterion for the selection of talent pool students placed in the Gifted/Talented classrooms is as follows: objective data and committee recommendation.

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*Legal References: Standards for Accreditation of Arkansas Public Schools, (XIII)*

*History BOE: 6/14/2004*

## **5.36 P.E.P. – ALTERNATIVE EDUCATION PROGRAMS**

*Effective: June 14, 2004*

- A. OPERATIONAL GOAL - The P.E.P. (Personalized Education Program) initiative is a structured sequential program designed to address the needs and interest of students that are potential or actual drop-outs. Its goal is to provide students with alternative means of addressing their educational endeavors. Each student will have three options: 1) to be enrolled in a program of studies designed to achieve a GED; 2) attain enough credits to meet graduation requirements; 3) enhance cognitive skills and secure enough academic credits in order to return to the regular educational program.

The following rules and regulations will be used in carrying out the operational context of the P.E.P. program:

- B. ATTENDANCE - Students must remain in the program for a minimum of nine weeks and can remain until their educational objective has been achieved. Students will not be allowed to accumulate more than five absences during any nine-week period. Three tardies will be considered as one absence. In cases of extenuating circumstances, a conference must be held with the parent and student. Supporting documentation must be provided supporting the extenuating circumstance.
- C. STUDENT DISCIPLINE - Students will be expected to follow discipline policies of the South Conway County School District. Any infraction of these policies may be cause for returning the student to the regular education program.
- D. STUDENT SCHEDULE - Scheduling of students will be administered on an individual basis and will be based on their goals and needs, which will be an integral element of the scheduling process.
- E. SCHOOL CREDIT - Each student's educational records will be reviewed upon initial enrollment in order to design a program of studies that will be conducive to the aspirations of the student. At the end of each semester students will be awarded academic credit in the following areas: math, English, social studies, science and any other course options in which they may be enrolled. These credits may be used for meeting promotion/graduation requirements. All students will be required to participate in a life skills program designed to enhance affective skills. Parents will be encouraged to participate in these programs.

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*History BOE: 6/14/2004*

## **5.37 ATHLETICS FOR PHYSICAL EDUCATION CREDIT**

*Effective: June 14, 2004*

- A. To receive physical education credit for participation in athletics, a student must be enrolled in a program that receives credit in physical education, subject to course approvals.

- B. The student will receive credit only if he participated in a given sport in lieu of participation in his normal physical education class and would receive credit for that semester, subject to course approvals.
- C. Physical education can only count as one (1) unit towards graduation.

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*History BOE: 6/14/2004*

### **5.38 TEXTBOOK SELECTION AND ADOPTION**

*Effective: June 14, 2004*

- A. The selection of basal textbooks and supplementary instructional materials on the free textbook list shall be based on Arkansas Department of Education guidelines as established by state law and on procedures established by the School Administration. Final approval of textbooks shall be made by the Superintendent of Schools.
- B. All textbooks used by pupils are the property of the School District, and their use is under the strict supervision of the principal and the teacher.
- C. A local selection or adoption committee shall be appointed to make textbook selections. The committee shall work with the staff and with individual teachers in making their recommendations to the Director of Curriculum, Instruction and Assessment. The Director of Curriculum, Instruction and Assessment shall make recommendations to the Superintendent of Schools as to the textbooks to be adopted.
- D. Teachers shall keep records of all textbooks issued to pupils.
- E. When school owned books are damaged or destroyed, the person responsible for the damage or destruction must pay for the cost of repair or replacement.

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*History BOE: 6/14/2004*

### **5.39 SUPPLEMENTAL EDUCATIONAL OPPORTUNITIES**

*Effective: June 14, 2004*

It shall be the policy of the Board of Education that the District shall:

- A. Develop and implement programs which take advantage of educational opportunities outside the traditional classroom.
- B. Provide opportunities for qualified students to enroll in courses at institutions of higher education.
- C. Provide appropriate alternative program(s) for students who are identified as requiring such programs to continue their education.

- D. The District may provide opportunities for summer school and adult education programs.

*Legal References: Standards for Accreditation of Arkansas Public Schools (XIV)*

*History BOE: 6/14/2004*

## **5.40 FIELD TRIPS AND EXCURSIONS**

*Effective: June 14, 2004*

- A. Field trips can be defined as a teaching technique involving any organized travel made primarily with an educational motive in mind. Such a journey grows out of the student's need for first-hand data to assist in solving problems.
1. Only local educational trips may be sponsored for the lower six grades or approved by the Superintendent as a part of a unit being taught.
  2. Parental consent **MUST BE OBTAINED IN WRITING** in order for the pupils to take a trip to a specific place, at a specific time, by a specific mode of travel.
  3. Matters pertaining to the mode of transportation, finances and safety precautions shall be clearly understood before such a trip is undertaken.
  4. Field trips shall be cleared by the building principal and Superintendent of Schools.

*History BOE: 6/14/2004*

## **5.41 GUIDANCE PROGRAM – INSTRUCTIONAL PROGRAM**

*Effective: June 14, 2004*

- A. Each school shall provide a developmentally appropriate guidance program to aid students in their educational, personal, social, and career development. Each school of the district shall provide support personnel and appropriate facilities to ensure effective counseling to meet the individual needs of students.

*Legal References: Standards for Accreditation of Arkansas Public Schools (XI)*

*History BOE: 6/14/2004*

## **5.42 FINAL TEST EXEMPTION**

*Effective: June 14, 2004*

All 9th 10th, 11th, and 12th grade students may be exempt from their final tests during the spring semester. The following qualifications for exemptions will apply:

- A. The exemption policy would be for all classifications in the high school and for the spring semester only.
- B. Exemptions will be based on academic performance, absenteeism, and disciplinary actions.

- C. Students may take final exams in lieu of exemptions in an attempt to raise grade averages.
- D. Criteria will be:
  - 1. A grade average during the spring semester of a "B", or better in the individual class.
  - 2. No more than five days absent in the individual class during the spring semester,
  - 3. No assignments to the alternative school for the entire school year.
- E. If a student wishes to take the exemption, their grades will be figured in the following manner:
  - 1. The test grade will be the average of the first and second quarter grades.
  - 2. The final grade will then be figured according to policy. EXAMPLE: 84 third nine weeks + 91 fourth nine weeks = 175 divided by two which equals a test grade of 88. Then 84 + 84 + 91 + 91 + 88 equals 438 divided by 5 equals 88 for final grade. Semester grades are computed in the following manner: first nine weeks - 40% (2/5), second nine weeks - 40% (2/5), and semester test - 20% (1/5).
- F. 9th, 10th, 11th, and 12th grade students would be exempt from school only during the time that the test from which they were exempted was being administered. The weekly test normally given at the end of each week would be required for all students at the end of review week, and only excused absences would be allowed during that week.

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*History BOE: 6/14/2004*

## **5.43 COMMUNITY SERVICE PROGRAM FOR SECONDARY STUDENTS**

*Effective: June 14, 2004*

It shall be the policy of the Board of Education that:

- A. A 12th Grade student who has completed a minimum of seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12), as certified by the service agency or organization to the school, shall be eligible to receive one (1) academic credit that may be applied toward graduation.
- B. The community service shall be in programs or activities approved by the State Board of Education and the school board and shall include preparation, action, and reflection components.
- C. The school board may grant a waiver of this requirement with notice to the State Board of Education.

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*Legal References: Act 648 of 1993.*

*History BOE: 6/14/2004*